

Application for FE(A) Certificate First Issue

issued under the Commission Regulation (EU) No 1178/2011 of 3 November 2011 as amended



Civil Aviation Directorate

Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel: +356 2555 5000 cadpel.tm@transport.gov.mt www.transport.gov.mt

WARNING TO ALL APPLICANTS – Any false statement, misrepresentation or concealment of material fact on this form or any document presented in support of this application may be grounds for criminal prosecution.

Data Protection Notice - All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be granted to other Public Authorities and/or Government Departments as required and permitted by Maltese Law. Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by Transport Malta, as well as the steps that are taken to protect such information.

FE(A) Certificate First Issue Application Form

Licence Type /No:

To be completed by applicant

Last and First Name: _____

Date of Birth dd/mm/yyyy: _____ Nationality: _____

Place and Country of Birth _____ Age: _____ (Minimum 18 years)

email: _____

Address: _____

Telephone Number (Home): _____ (Mobile) _____

Licence held: PPL(A) CPL(A) ATPL(A) *attach copy of licence*

FI(A) Certificate on class/type _____ valid until: _____

Application and Experience to conduct:

Submit logbook

LAPL(A) Skill tests and proficiency checks for the LAPL(A)

Flight time as a pilot on aeroplanes or TMGs hours: _____ (500 hours minimum)

of which flight instruction hours: _____ (100 hours minimum)

PPL(A) skill tests and skill tests and proficiency checks for associated single-pilot class and type ratings, except for single-pilot high performance complex aeroplanes

Flight time as a pilot on aeroplanes or TMGs hours: _____ (1000 hours minimum)

of which flight instruction hours: _____ (250 hours minimum)

For PPL(A) holders : Copy of certificate of pass in CPL/ATPL theory exams attached

CPL(A) skill tests and skill tests and proficiency checks for the associated single-pilot class and type ratings, except for single-pilot high performance complex aeroplanes

Flight time as a pilot on aeroplanes or TMGs hours: _____ (2000 hours minimum)

of which flight instruction hours: _____ (250 hours minimum)

Mountain Ratings skill tests for the initial issue

Flight time as a pilot on aeroplanes or TMGs hours: _____ (500 hours minimum)

Including _____ take-offs and landings of flight instruction for mountain rating. *Min 500 TakeOffs/Landings*

Proficiency checks for renewal and revalidation of EIRs

Flight time as a pilot on aeroplanes hours: _____ (1,500 hours minimum)

And flight time under IFR hours: _____ (450 hours minimum)

of which instructor hours: _____ (250 hours minimum)

TM CAD approved Examiner standardisation course completed on Date: _____ (attach copy of certificate)

Examiner Assessment of competence passed on Date : _____ with (Name of

Inspector / Senior Examiner): _____ (attach form TM/CAD 0141)

Were any of your licence/s, rating/s, certificate/s suspended, limited or revoked or were you otherwise sanctioned for non-compliance with the Basic Regulation and its Implementing Rules during the last 3 years? NO YES

Signature of Applicant: _____ Date of Signature: _____

FE(A) Certificate First Issue

Submission Instructions

Documents required:

1. A copy of the Certificate for the Examiners Standardisation Course.
2. Log Book showing flight instruction as FI certified by the ATO
3. Copy of Licence held.
4. Copy of the FI Certificate.
5. Copy of Medical Certificate.
6. Assessment of Competence Form (TM/CAD/0141)
7. PPL(A) holders applying to conduct PPL(A) skill tests have to submit a copy of the certificate for the CPL/ATPL theory examinations
8. Copy of your Criminal Record (not older than 3 months)

**Office
Use Only**

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It is important to send all the documents to avoid a delay in the issue of the rating.

Transport Malta – Civil Aviation Directorate Bank Details:

Bank Name: Bank of Valletta
Bank Branch: Naxxar
Bank Address: 38, Triq tal-Labour, Naxxar NXR 9020
Bank's BIC Code: VALLMTMT
Sort Code: 22013
Account Holder: Transport Malta – Civil Aviation Directorate
Account No: 12000580013
IBAN No: MT13VALL 22013 0000 000 12000 5800 13

Fee: The applicable fee in the Malta Air Navigation Order / Scheme of Charges on the Transport Malta website has to be submitted with the application.

Queries: If you need additional information send an email to cadpel.tm@transport.gov.mt to the attention of **Personnel Licensing Section, Transport Malta Civil Aviation Directorate** - giving your contact telephone number.

Send completed form to:

Transport Malta - CAD, Personnel Licensing Section, Pantar Road Lija, LJA 2021, Malta

Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the Data Protection Act CAP. 586 and General Data Protection Regulation (EU) 2016/679 (GDPR). This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

1. The information we collect and how we use it

- 1.1. From this application form Transport Malta collects different types of information which information is that required by Law and is used explicitly for your particular application. It is to be noted that if the required information is not provided the said application cannot be processed.
- 1.2. The primary purpose for collecting information is mainly to process the application for the service being applied for, however, your personal information may also be used for related purposes that amongst other include: sending notifications, renewal of licence/certificate after expiry period, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.

2. To whom we disclose information

- 2.1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below:
 - Any third party offering assistance in providing the required service;
 - Any law enforcement body who may have any reasonable requirement to access your personal information;
 - Third party entities responsible for the data processing contracted by Transport Malta.

3. Data Subject Rights

- 3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:
 - a. the right for information;
 - b. the right to access;
 - c. the right to rectification;
 - d. the right to erasure;
 - e. the right to restrict processing;
 - f. the right to object to processing;
 - g. the right to data portability;
 - h. the right to complain to a supervisory authority; and
 - i. the right to withdraw consent.
 - 3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to dataprotection.tm@transport.gov.mt. We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.
 - 3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.
 - 3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.
- ### 4. Retention period
- 4.1. Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.
 - 4.2. Once the service related to your application is provided, we will retain your information for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.

5. Security

- 5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the purpose indicated herein.
- 5.2. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

6. Governing Law

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act).

7. Data Protection Officer

- 7.1. Transport Malta has a Data Protection Officer ("DPO") who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: dataprotection.tm@transport.gov.mt

8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to cadpel.tm@transport.gov.mt