

# Application and Report Form for the PPL(A) skill test

issued under 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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://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 (Regulation 2016/679/EU) and Chapter 440 of the Laws of Malta (Data Protection Act). The data provided may be exchanged with 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.

**Send completed form to:** Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta.

Applicant's Full Name and Licence No:\*

## PPL(A) Skill Test and Report Form

### To be completed by applicant

**\*For first Malta licence use number on Malta Medical certificate.**

Initial Skill test       Continuation from Partial Pass date: \_\_\_\_\_

Last Name, and First Name: \_\_\_\_\_

Date of Birth dd/mm/yyyy: \_\_\_\_\_ Nationality \_\_\_\_\_

Place and Country of Birth \_\_\_\_\_

Address: \_\_\_\_\_

email: \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_ (Mobile) \_\_\_\_\_

ID card or  Passport No.: \_\_\_\_\_ Country of issue: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

### To be Completed by ATO and signed by Head of Training

ATO Name: \_\_\_\_\_ Registration No: \_\_\_\_\_

Head of Training Last and First Name: \_\_\_\_\_

**The ATO confirms that the candidate has been trained according to the approved syllabus, assures the required proficiency level and recommends the applicant for the PPL(A) Skill test.**

Signature of Head of Training: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

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**PPL(A) Skill Test  
Details of the Flight and Result of the Test**

**Applicant's Full Name and Licence No.\***

**To be Completed by the Examiner**

**Details of Flight:**

Name of Applicant: \_\_\_\_\_

Aeroplane: Type of Aeroplane: \_\_\_\_\_ Registration No: \_\_\_\_\_

SE  ME Class Rating: \_\_\_\_\_ Type Rating: \_\_\_\_\_

Place of Departure: \_\_\_\_\_ Destination: \_\_\_\_\_

Date of Flight: \_\_\_\_\_ # of Landings \_\_\_\_\_

Blocks Off \_\_\_\_\_ Blocks-on \_\_\_\_\_ Block time: \_\_\_\_\_

**Result of the test:**

PASS  FAIL  PARTIAL PASS  INCOMPLETE TEST

Signature of Applicant \_\_\_\_\_

*Record reasons why item(s) was failed or test was incomplete. Record training required or recommended if applicable.*

Examiner Remarks: \_\_\_\_\_

I hereby declare that I have established communication with the applicant without language barriers. I made the applicant aware of the consequences of providing incomplete, inaccurate or false information. I verified that the applicant complies with the qualification, training and experience requirements in Part FCL. I confirm that all required manoeuvres and exercises have been completed, as well as the verbal theoretical examination, where applicable. I also declare that I have reviewed and applied the national procedures and requirements of the applicant's competent authority contained in version (insert document version as published on the EASA website)

\_\_\_\_\_ of the Examiner Differences Document.

Last, and First Name of Examiner: \_\_\_\_\_

Examiner Certificate number: \_\_\_\_\_

Signature of Examiner: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

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Applicant's Full Name and Licence No:\*

**PPL(A) Skill Test**

Flight Examiners should be guided by the information in relevant PEL notice.			
Use of checklist, airmanship, control of aeroplane by external visual reference, anti/de-icing procedures, etc. applies in all sections. Enter FE initials or FAIL		Attempt <input type="checkbox"/> 1 / <input type="checkbox"/> 2	
SECTION 1 PRE-FLIGHT OPERATIONS AND DEPARTURE		FE Initials/FAIL:	Date:
a	Pre-flight documentation, NOTAM and weather briefing		
b	Mass and balance and performance calculation		
c	Aeroplane inspection and servicing		
d	Engine starting and after starting procedures		
e	Taxiing and aerodrome procedures, pre take-off procedures		
f	Take-off and after take-off checks		
g	Aerodrome departure procedures		
h	ATC compliance and R/T procedures		
SECTION 2 GENERAL AIRWORK		FE Initials/FAIL:	Date:
a	ATC compliance and R/T procedures		
b	Straight and level flight, with speed changes		
c	Climbing: i. best rate of climb; ii. climbing turns; iii. levelling off.		
d	Medium (30° bank) turns		
e	Steep (45° bank) turns (including recognition and recovery from a spiral dive)		
f	Flight at critically low airspeed with and without flaps		
g	Stalling: i. clean stall and recover with power; ii. approach to stall descending turn with bank angle 20°, approach configuration; iii. approach to stall in landing configuration.		
h	Descending: i. with and without power; ii. descending turns (steep gliding turns); iii. levelling off.		
SECTION 3 EN-ROUTE PROCEDURES		FE Initials/FAIL:	Date:
a	Flight plan, dead reckoning and map reading		
b	Maintenance of altitude, heading and speed		
c	Orientation, timing and revision of ETAs and log keeping		
d	Diversion to alternate aerodrome (planning and implementation)		
e	Use of radio navigation aids		
f	Basic instrument flying check (180° turn in simulated IMC)		
g	Flight management (checks, fuel systems and carburettor icing, etc.)		
h	ATC compliance and R/T procedures		
SECTION 4 APPROACH AND LANDING PROCEDURES		FE Initials/FAIL:	Date:
a	Aerodrome arrival procedures		
b	* Precision landing (short field landing), cross wind, if suitable conditions available		
c	* Flapless landing		
d	* Approach to landing with idle power (SINGLE ENGINE ONLY)		
e	Touch and go		
f	Go-around from low height		
g	ATC compliance and R/T procedures		
h	Actions after flight		

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## PPL(A) Skill Test

Applicant's Full Name and Licence No:\*

SECTION 5 ABNORMAL AND EMERGENCY PROCEDURES		FE Initials/FAIL:	Date:
This section may be combined with sections 1 through 4.			
a	Simulated engine failure after take-off (SE only)		
b	* Simulated forced landing (SE only)		
c	Simulated precautionary landing (SE only)		
d	Simulated emergencies		
e	Oral questions		
SECTION 6 SIMULATED ASYMMETRIC FLIGHT AND RELEVANT CLASS OR TYPE ITEMS		FE Initials/FAIL:	Date:
This section may be combined with sections 1 through 5			
a	Simulated engine failure during take-off (at a safe altitude unless carried out in an FFS)		
b	Asymmetric approach and go-around		
c	Asymmetric approach and full stop landing		
d	Engine shutdown and restart		
e	ATC compliance, R/T procedures or Airmanship		
f	As determined by the FE: any relevant items of the class/type rating skill test to include, if applicable: i. aeroplane systems including handling of auto pilot; ii. operation of pressurisation system; iii. use of de-icing and anti-icing system.		
g	Oral questions		

\* These items may be combined, at the discretion of the FE.

### Conduct of the Skill test

(1) Failure in any item of a section will cause the applicant to fail the entire section. Failure in more than 1 section will cause the applicant to fail the entire test. If the applicant fails only 1 section, he/she shall repeat only that section.

(2) When the test needs to be repeated in accordance with (1), failure in any section, including those that have been passed on a previous attempt, will cause the applicant to fail the entire test.

(3) Failure to achieve a pass in all sections of the test in 2 attempts will require further training.

Further training may be required following any failed skill test or part thereof. There should be no limit to the number of skill tests that may be attempted.

If the applicant chooses to terminate a skill test for reasons considered inadequate by the FE, the applicant should retake the entire skill test. If the test is terminated for reasons considered adequate by the FE, only those sections not completed should be tested in a further flight.

Any manoeuvre or procedure of the test may be repeated once by the applicant. The FE may stop the test at any stage if it is considered that the applicant's demonstration of flying skill requires a complete retest.

An applicant should be required to fly the aircraft from a position where the PIC functions can be performed and to carry out the test as if there is no other crew member. Responsibility for the flight should be allocated in accordance with national regulations.

The route to be flown for the navigation test should be chosen by the FE. The route may end at the aerodrome of departure or at another aerodrome. The applicant should be responsible for the flight planning and should ensure that all equipment and documentation for the execution of the flight are on board. The navigation section of the test should have a duration that allows the pilot to demonstrate his/her ability to complete a route with at least three identified waypoints and may, as agreed between the applicant and FE, be flown as a separate test.

An applicant should indicate to the FE the checks and duties carried out, including the identification of radio facilities. Checks should be completed in accordance with the authorised checklist for the aeroplane on which the test is being taken. During pre-flight preparation for the test the applicant should be required to determine power settings and speeds. Performance data for take-off, approach and landing should be calculated by the applicant in compliance with the operations manual or flight manual for the aeroplane used.

The FE will take no part in the operation of the aeroplane except where intervention is necessary in the interests of safety or to avoid unacceptable delay to other traffic.

### FLIGHT TEST TOLERANCE

The applicant should demonstrate the ability to:

- (1) operate the aeroplane within its limitations;
- (2) complete all manoeuvres with smoothness and accuracy;
- (3) exercise good judgment and airmanship;
- (4) apply aeronautical knowledge;
- (5) maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt.

The following limits are for general guidance. The FE should make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used:

(1) height	(i) normal flight	± 150 ft
	(ii) with simulated engine failure	± 200 ft (if ME aeroplane is used)
(2) heading or tracking of radio aids	(i) normal flight	± 10 °
	(ii) with simulated engine failure	± 15 ° (if ME aeroplane is used)
(3) speed	(i) take-off and approach	+15/-5 knots
	(ii) all other flight regimes	± 15 knots

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### 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. 440 and General Data Protection Regulation (EU) (GDPR) 2016/679. 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](mailto: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 (Regulation 2016/679/EU) and Chapter 440 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](mailto: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](mailto:cadpel.tm@transport.gov.mt).