

# Application for Revalidation/Renewal of an Examiner Certificate

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



Transport Malta

## 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 (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.

## Examiner Certificate Revalidation/Renewal

<b>To be completed by Applicant</b>		<input type="checkbox"/> Revalidation	<input type="checkbox"/> Renewal
<input type="checkbox"/> FE(A)	<input type="checkbox"/> CRE(A)	<input type="checkbox"/> TRE(A)	<input type="checkbox"/> SFE(A)
<input type="checkbox"/> FIE(A)	<input type="checkbox"/> IRE(A)	MP OPS / SP OPS* delete accordingly	
_____		_____ Expiry date of applicable Instructor rating	
Last and First Name: _____			
Address: _____			
Contact Telephone number: _____		Mobile: _____	
Email: _____			
Licence Number: _____		Certificate Number: _____	
Expiry Date of Certificate: _____		Signature: _____	
<b>TM CAD Approved Examiner Refresher seminar attended on</b> Date: _____ <i>Attach copy of certificate</i> <span style="float: right;">(in last 12 months of validity of examiner certificate)</span>			
<b>Date of skill test/proficiency check/ Assessment of Competence, EBT evaluation assessed by a TM CAD Inspector or by a Senior Examiner authorised by TM CAD (has to be in the last 12 months of validity) or Date of Assessment of Competence for examiner certificate renewal</b> Date: _____ <i>Attach copy of report form</i>			

Last 36 months of Validity period of Certificate			
Date of test/Check/assessment of Competence or EBT Evaluation	Full Name of Pilot	Licence Number and State of licence issue	Type of test/ Check and crew concept (e.g. PPL skill test, A320 revalidation and SP or MP)
1			
2			
3			
4			
5			
6			

### Total number of skill test/proficiency checks/Assessment of Competence during last 3 year validity period

<b>Official use only</b>	
New Validity date: _____	Date of issue of certificate: _____ <input type="checkbox"/> PEL DB updated
Remarks: _____	

### Declaration from Applicant Examiner:

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

Have you been convicted of any relevant criminal or other offenses during the last 3 years?  NO  YES

## 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](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 (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](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)