

**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.

**TRI(A) / SFI(A)/ FTI(A) Report Form  
For the Instructor Assessment of Competence**

**Licence Type/No.**

**To be completed by Applicant - Application for an Assessment of Competence for the:**

- Initial       Revalidation       Renewal
- SP Operations     MP Operations
- TRI(A) MPA     FSTD       Aircraft       LIFUS (No Base Training)
- TRI(A) SPA     FSTD       Aircraft       LIFUS (No Base Training)
- SFI(A) SPA     SFI(A) MPA     FTI (A)
- TRI(A) SPA - Removal of Restriction to instruct ( from SP) in MP Operations
- SFI(A) SPA - Removal of Restriction to instruct ( from SP) in MP Operations

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

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

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

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

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

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

Part-Medical Certificate:  Class 1     Class 2/     IR - Medical Certificate is valid until \_\_\_\_\_

English Language Proficiency: Level \_\_\_\_\_ Valid until: \_\_\_\_\_

Aircraft Type Rating/s held: \_\_\_\_\_

Current  SFI     TRI     FTI certificate on type/s \_\_\_\_\_ valid until \_\_\_\_\_

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

# Application and Assessment of Competence Form for Instructor (A)

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



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## TRI(A)/SFI(A)/FTI(A) Report Form

P = PASS F = FAIL

Applicant's Full Name and Licence No:
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Competence	Performance	P	F	Examiner	Knowledge	P	F	Examiner
Prepare resources	Ensure adequate facilities  Prepares briefing material  Manages available tools  plans training within the training envelope of the training platform, as determined by the ATO				Understand objectives  Available tools  Competency based training methods  understands the training envelope of the training platform, as determined by the ATO and avoids training beyond the boundaries of this envelope			
Create a climate conducive to learning	Establishes credentials  Role models appropriate behaviour  Clarifies roles  States objectives  Ascertains and supports trainees needs				Barriers to learning  Learning styles			
Present knowledge	Communicates clearly  Creates and sustains realism  Looks for training opportunities				Teaching methods			
Integrate TEM or CRM	Makes TEM or CRM links with technical training.  makes upset prevention links with technical training				HF, TEM or CRM.  Causes and countermeasures against undesired aircraft states			
Manage Time to achieve training objectives	Allocate time appropriate to achieving competency objective				Syllabus time allocation			
Facilitate learning	Encourage trainee participation  Motivating, patient, confident, assertive manner  Conducts one-to-one coaching  Encourages mutual support				Facilitation  How to give constructive feedback  How to encourage trainees to ask questions and seek advice			
Assesses trainee performance	Assess and encourage trainee self-assessment of performance against Competency standards  Makes assessment decision and provide clear feedback  Observes CRM behaviour				Observation techniques  Methods for recording observations			
Monitor and review progress	Compare individual outcomes to defined objectives  Identify individual differences in learning rates  Apply appropriate corrective action				Learning styles  Strategies for training adaptation to meet individual needs			
Evaluate training sessions	Elicits feedback from trainees.  Tracks training session processes against competence criteria  Keeps appropriate records				Competency unit and associated elements  Performance Criteria			
Report outcome	Report accurately using only observed actions and events				Phase training objectives  Individual versus systemic weaknesses			

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**Applicant's Full Name and Licence No:**

**TRI(A)/SFI(A)/FTI(A) Report Form  
For the Instructor Assessment of Competence**

**To be completed by the Examiner**

Date Assessment completed : \_\_\_\_\_ Location of Test: \_\_\_\_\_

Off Chocks/Start : \_\_\_\_\_ On Chocks/Finish: \_\_\_\_\_ Total Time: \_\_\_\_\_

Aeroplane Registration and Type/Class used for Assessment (please specify including variants): \_\_\_\_\_

FSTD Identification Number of FSTD used (which must be issued in accordance with Commission Regulation (EU) 1178/2011 as amended): \_\_\_\_\_

Competent authority issuing qualification certificate for the FSTD: \_\_\_\_\_

**Assessment for**

- Initial       Revalidation       Renewal
- SP Operations     MP Operations
- TRI(A) MPA     FSTD       Aircraft       LIFUS (No Base Training)
- TRI(A) SPA     In-Seat element demonstrated
- SFI(A) SPA     SFI(A) MPA     FTI
- TRI(A) SPA - Removal of Restriction to instruct (from SP) in MP Operations
- SFI(A) SPA - Removal of Restriction to instruct (from SP) in MP Operations

*NB: For FFS and Aircraft (restricted and unrestricted) privileges – These may be revalidated in an FFS or aircraft. If revalidated in an FFS, it shall incorporate an in-seat element demonstrating relevant aircraft training skills*

**Result**

**Applicant's Signature:**

Assessment of Competence  Pass     Fail

- I recommend further training with an Instructor before re-test- **See Remarks**
- I do not consider further flight or theoretical instruction necessary before re-test

*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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### 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).