

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

MCCI (A)

Applicant's Full Name and Licence No:

First Issue

To be completed by ATO and signed by Head of training

The ATO confirms that the candidate has been trained according to the approved syllabus for the MCCI (A), and assures the level of proficiency required.

ATO Name: _____ Certificate number: _____

Name of HT: _____

Location & date: _____

Teaching & learning hours: _____ *Minimum 25 hours*

Teaching & learning course completed on date: _____ *or tick if credited.*

Type of FSTD used _____ Qualification No _____

Technical training related to the type of FSTD where applicant wishes to conduct instruction. Hours _____

I being a TRI SFI MCCI nominated by the ATO for the purpose of supervising the applicant in accordance

with FCL.930.MCCI certify that the applicant completed on the relevant FNPT II/III MCC, FTD 2/3, FFS Hours

_____ (*Minimum 3 hours*) of practical instruction, which was flight instruction or MCC instruction under my

supervision and to my satisfaction. These hours included an assessment of the applicant's competence as described in FCL.920.

Name of the nominated TRI/SFI/MCCI : _____

Licence or Certificate number of the nominated TRI/SFI/MCCI : _____

Signature: _____ Date of Signature: _____

Course Start Date : _____ Course Completion Date: _____

Credit (if applicable)

(i) Applicants holding or having held an FI, TRI, CRI, IRI or SFI certificate shall fully be credited towards the requirement for the teaching and learning part.

Signature of HT: _____ Date of Signature _____

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Appendix 1

MCCI (A) – Revalidation

Applicant's Full Name and Licence No:

For revalidation

of an MCCI(A) certificate, the holder shall fulfil the following within the last 12 months of the validity period of the MCCI certificate :

To be completed by ATO and signed by Head of Training

ATO Name: _____ Certificate number: _____

Name of HT: _____

Location & date: _____

Type of FSTD used _____ Qualification No _____

I being a TRI SFI MCCI nominated by the ATO for the purpose of supervising the applicant in accordance with FCL.930.MCCI certify that the applicant completed on the relevant FNPT II/III MCC, FTD 2/3, FFS Hours _____ (*Minimum 3 hours*) of practical instruction, which was flight instruction or MCC instruction under my supervision and to my satisfaction. These hours included an assessment of the applicant's competence as described in FCL.920.

Name of the nominated TRI/SFI/MCCI : _____

Licence or Certificate number of the nominated TRI/SFI/MCCI : _____

Signature of the nominated TRI/SFI/MCCI : _____ Date of Signature: _____

Signature of HT: _____ Date of Signature: _____

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Appendix 2

MCCI (A) - Renewal

Applicant's Full Name and Licence No:

For Renewal.

If the MCCI certificate has lapsed, the applicant shall, within a period of 12 months before renewal complete:

To be completed by ATO and signed by Head of Training

ATO Name: _____ Certificate number: _____

Name of HT: _____

Location & date: _____

Type of FSTD used _____ Qualification No _____

Technical training related to the type of FSTD where applicant wishes to conduct instruction. Hours _____

I being a TRI SFI MCCI nominated by the ATO for the purpose of supervising the applicant in accordance

with FCL.930.MCCI certify that the applicant completed on the relevant FNPT II/III MCC, FTD 2/3, FFS Hours

_____ (Minimum 3 hours) of practical instruction, which was flight instruction or MCC instruction under my

supervision and to my satisfaction. These hours included an assessment of the applicant's competence as described in FCL.920.

Course Start Date : _____ Course Completion Date: _____

Name of the nominated TRI/SFI/MCCI : _____

Licence or Certificate number of the nominated TRI/SFI/MCCI : _____

Signature of the nominated TRI/SFI/MCCI : _____ Date of Signature: _____

Signature of HT: _____ Date of Signature: _____

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Appendix 3

MCCI (A) – Extension to other FSTDs

Applicant's Full Name and Licence No:

To be completed by ATO and signed by Head of Training

ATO Name: _____ Certificate number: _____

Name of HT: _____

Location & date: _____

Type of FSTD used _____ Qualification No _____

I being a TRI SFI MCCI nominated by the ATO for the purpose of supervising the applicant in accordance

with FCL.930.MCCI certify that the applicant completed on the relevant FNPT II/III MCC, FTD 2/3, FFS Hours

_____ (Minimum 3 hours) of practical instruction, which was flight instruction or MCC instruction under my

supervision and to my satisfaction. These hours included an assessment of the applicant's competence as described in FCL.920.

Name of the nominated TRI/SFI/MCCI : _____

Licence or Certificate number of the nominated TRI/SFI/MCCI : _____

Signature of the nominated TRI/SFI/MCCI : _____ Date of Signature: _____

Signature of HT: _____ Date of Signature: _____

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Appendix 4

Assessment of Competence

Applicant's Full Name and Licence No:

P = PASS F = FAIL

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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Assessment of Competence

Applicant's Full Name and Licence No:

To be completed by the Instructor

Date Assessment completed: _____ Location of Test: _____

Off Chocks/Start: _____ On Chocks/Finish: _____ Total Time: _____

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

Competent authority issuing qualification certificate for the simulator: _____

Assessment for: Initial Revalidation Renewal

Result

Assessment of Competence Pass Fail

Applicant's Signature:

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.

Instructor Remarks: _____

Last, and First Name of Instructor: _____ Instructor Licence number: _____

Signature of Instructor: _____ Date of Signature: _____

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MCCI (A) Certificate First Issue

Submission Instructions

Documents required:

1. A copy of the Malta ID Card (both sides) or Passport [Original has to be presented before licence is collected / Not required if the applicant already holds a Malta part FCL licence].
2. A copy of the Licence held.
3. Log Book – All flight instruction must be signed by the instructor.
4. Copy of Instructor Certificate if credit is given - *if applicable*.
5. Copy of ATO Approval Certificate if not issued by Transport Malta.
6. Assessment of Competence Report.
7. MCCI Course Completion Certificate.
8. Certificate of training completed for MCCI(A) revalidation or renewal.
9. Copy of Licence /instructor Certificate of the instructor supervising the applicant.
10. Copy of the FSTD qualification Certificate.

**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.

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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. 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.