

Application and Report Form for SP(A) Class Rating (Sea) /Skill test / Proficiency Check



issued under the Commission Regulation (EU) No 1178/2011 of 3 November 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 www.transport.gov.mt

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First Malta Part-FCL Licence: If this is an application for the first Malta Part-FCL licence, in the Licence Number box insert the number on the Malta Medical Certificate.

Application for SP(A) Class Rating (Sea)/ Skill test / Proficiency Check

Licence No.

To be completed by applicant

SEE SUBMISSION INSTRUCTIONS AT THE END OF THIS FORM

- SEP(Sea) MEP (Sea) SE Turboprop (Sea)
- SP OPS MP OPS
- Skill test Proficiency Check Revalidation Renewal
- Revalidation by experience (SEP[Sea]only) - Attach Appendix 1

Repetition of Failed / Partial Pass test / check from date: _____

Class / Type of Aeroplane _____

Last Name and First Name: _____

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

Place and Country of Birth _____

email: _____

Address: _____

Telephone Number (Home): _____ (Mobile) : _____

Employed as pilot with AOC holder: _____

Type of licence held: _____ State of Issue: _____

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

English Language Proficiency: Level _____ Valid until _____

Signature of Applicant: _____ Date of Signature: _____

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**SP(A) Class Rating / Skill test/ Proficiency Check
(Not High Performance)**

Licence No. _____

Complete for issue or renewal of rating:

To be completed by HT or CFI

Name of Applicant: _____

Initial CR

Renewal of a rating expired on _____ (date)

Aeroplane Class _____

For Issue of Rating

Theoretical knowledge for the issue of a class rating sea completed

From: _____ To: _____

Theoretical knowledge examination mark obtained: _____ % (Pass mark 75%)

For MEP(sea)

Pilot in command flight experience on aeroplanes Hours: _____ *Minimum 70hours.*

Dual flight instruction in normal condition Hours: _____ *Minimum 2hours 30 minutes.*

Dual flight instruction in abnormal conditions Hours _____ *Minimum 3hour 30 minutes.*
(engine failure procedure asymmetric flight)

Theoretical knowledge instruction for ME Class Hours: _____ *Minimum 7hours.*

Theoretical knowledge examination mark obtained: _____ % (Pass mark 75%)

For issue of Rating: Does the applicant hold the land version of the Class Yes No

For Issue or Renewal of Rating

Flight instruction for class rating according an approved syllabus completed on date: _____

Aeroplane hours: _____

Dual Flight Instruction hours _____ *(For issue of rating minimum 8 hours if the applicant holds the land version of the relevant class or type or 10 hours if applicant does not hold such a rating)*

Recommendation for Skill Test - The ATO confirms that the applicant has completed the training required by the approved syllabus, and recommends the applicant for the Skill test.

Renewal (if training was required) - The ATO confirms the successful completion of the training

Renewal (No training was required)

ATO Name: _____ Registration number: _____

Name of HT/CFI*: _____ Licence number: _____

Location & date: _____

Signature of HT/CFI*: _____ *delete accordingly

SP(A) Class Sea /Skill test/Proficiency Check

Applicant Full Name and Licence No:

Section 3 shall be completed to revalidate a multi-engine class rating sea, VFR only, where the required experience of 10 route sectors within the previous 12 months has not been completed. CLASS RATING SEA

Class ratings — Sea.	PRACTICAL TRAINING	CLASS RATING SKILL TEST OR PROFICIENCY CHECK	
		Attempt <input type="checkbox"/> 1 / <input type="checkbox"/> 2	
Manoeuvres/Procedures	Instructor's initials when training completed	Examiner's initials when test completed	Date:
1. Departure Preflight including: – documentation; – mass and balance; – weather briefing; and – NOTAM.			
1.2 Pre-start checks External/internal			
1.3 Engine start-up and shutdown Normal malfunctions			
1.4 Taxiing			
1.5 Step taxiing			
1.6 Mooring: - Beach - Jetty pier - Buoy			
1.7 Engine-off sailing			
1.8 Pre-departure checks: Engine run-up (if applicable)			
1.9 Take-off procedure: – normal with flight manual flap settings; and – crosswind (if conditions are available).			
1.10 Climbing – turns onto headings – level off			
1.11 ATC liaison — Compliance, R/T procedure			

SP(A) Class Sea /Skill test/Proficiency Check

Applicant Full Name and Licence No:

Class ratings — sea.	PRACTICAL TRAINING	CLASS RATING SKILL TEST OR PROFICIENCY CHECK	
		Attempt <input type="checkbox"/> 1 / <input type="checkbox"/> 2	
Manoeuvres/Procedures	Instructor's initials when training completed	Examiner's initials when test completed	Date:
SECTION 2			
2. Airwork (VFR)			
2.1 Straight and level flight at various airspeeds including flight at critically low airspeed with and without flaps (including approach to VMCA when applicable)			
2.2 Steep turns (360° left and right at 45° bank)			
2.3 Stalls and recovery: (i) clean stall; (ii) approach to stall in descending turn with bank with approach configuration and power; (iii) approach to stall in landing configuration and power; and (iv) approach to stall, climbing turn with take-off flap and climb power (single-engine aeroplanes only).			
2.4 ATC liaison — Compliance, R/T procedure			
SECTION 3			
3. En-route procedures VFR			
3.1 Flight plan, dead reckoning and map reading			
3.2 Maintenance of altitude, heading and speed			
3.3 Orientation, timing and revision of ETAs			
3.4 Use of radio navigation aids (if applicable)			
3.5 Flight management (flight log, routine checks including fuel, systems and icing)			
3.6 ATC liaison — Compliance, R/T procedure)			

SP(A) Class Sea /Skill test/Proficiency Check

Applicant Full Name and Licence No:

Class ratings — sea.	PRACTICAL TRAINING	CLASS RATING SKILL TEST OR PROFICIENCY CHECK	
Manoeuvres/Procedures	Instructor's initials when training completed	Examiner's initials when test completed	Date:
SECTION 4			
4. Arrivals and landings			
4.1 Aerodrome arrival procedure (amphibians only)			
4.2 Normal landing			
4.3 Flapless landing			
4.4 Crosswind landing (if suitable conditions)			
4.5 Approach and landing with idle power from up to 2 000' above the water (single-engine aeroplane only)			
4.6 Go-around from minimum height			
4.7 Glassy water landing Rough water landing			
4.8 ATC liaison — Compliance, R/T procedure			
SECTION 5			
5. Abnormal and emergency procedures (This section may be combined with sections 1 through 4)			
5.1 Rejected take-off at a reasonable speed			
5.2 Simulated engine failure after take-off (single-engine aeroplane only)			
5.3 Simulated forced landing without power (single-engine aeroplane only)			
5.4 Simulated emergencies: (i) fire or smoke in flight (ii) systems' malfunctions as appropriate			
5.5 ATC liaison — Compliance, R/T procedure			

SP(A) Class Sea/ Skill test/Proficiency Check

Applicant Full Name and Licence No:

Class ratings — sea.	PRACTICAL TRAINING	CLASS RATING SKILL TEST OR PROFICIENCY CHECK	
		Examiner's initials when test completed	Date:
Manoeuvres/Procedures	Instructor's initials when training completed		
SECTION 6			
6. Simulated asymmetric flight (This section may be combined with sections 1 through 5)			
6.1 Simulated engine failure during take-off (at a safe altitude unless carried out in FFS and FNPT II)			
6.2 Engine shutdown and restart (ME skill test only)			
6.3 Asymmetric approach and go-around			
6.4 Asymmetric approach and full stop landing			
6.5 ATC liaison — Compliance, R/T procedure			

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**Result of Skill test/Proficiency check
 Details and Result of the Check**

Licence No:

To be Completed by the Examiner

Details of Check

Name of Applicant: _____

Skill Test Proficiency Check Revalidation Renewal

Single Pilot Operations Multi Pilot Operations

Aeroplane:

Class of Aeroplane: _____ Training Centre _____

A/C Registration No: _____

Place of Departure: _____ Destination: _____

Date of Check: _____ # of Landings _____

Blocks Off _____ Blocks-on _____ Block time: _____

Revalidation ME CR only: 10 route sectors or
 one flight with examiner accomplished

Examiner's signature

Result of the test: Applicant's signature

CR PASS* FAIL* PARTIAL PASS*

* delete as necessary

Further training: Mandatory Recommended Flight Hours: _____ FSTD Hours: _____

Specific Training Required / Remarks _____

For Revalidation/Renewal - New Expiry date of class rating _____

REASONS FOR FAILURE		To be completed by the Examiner
Section	Sub Section	Reasons for Failure

I understand that I have failed the items notified above. I also understand that I may not exercise the privileges related to that rating/certificate.

Signature of Applicant: _____ Date of Signature: _____

I 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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A. General

1. Applicants for a skill test shall have received instruction in the same class or type of aircraft to be used in the test.

The training for MPA and PL type ratings shall be conducted in an FFS or in a combination of FSTD(s) and FFS. The skill test or proficiency check for MPA and PL type ratings and the issue of an ATPL and an MPL, shall be conducted in an FFS, if available.

The training, skill test or proficiency check for class or type ratings for SPA and helicopters shall be conducted in:

- (a) an available and accessible FFS, or
- (b) a combination of FSTD(s) and the aircraft if an FFS is not available or accessible; or
- (c) the aircraft if no FSTD is available or accessible.

If FSTDs are used during training, testing or checking, the suitability of the FSTDs used shall be verified against the applicable 'Table of functions and subjective tests' and the applicable 'Table of FSTD validation tests' contained in the primary reference document applicable for the device used. All restrictions and limitations indicated on the device's qualification certificate shall be considered.

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

3. There is no limit to the number of skill tests that may be attempted.

CONTENT OF THE TRAINING, SKILL TEST/PROFICIENCY CHECK

4. Unless otherwise determined in the operational suitability data established in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012 (OSD), the syllabus of flight instruction, the skill test and the proficiency check shall comply with this Appendix. The syllabus, skill test and proficiency check may be reduced to give credit for previous experience on similar aircraft types, as determined in the OSD.

5. Except in the case of skill tests for the issue of an ATPL, when so defined in the OSD for the specific aircraft, credit may be given for skill test items common to other types or variants where the pilots are qualified.

CONDUCT OF THE TEST/CHECK

6. The examiner may choose between different skill test or proficiency check scenarios containing simulated relevant operations. Full-flight simulators and other training devices shall be used, as established in this Annex (Part-FCL).

7. During the proficiency check, the examiner shall verify that holders of the class or type rating maintain an adequate level of theoretical knowledge.

8. Should applicants choose to terminate a skill test for reasons considered inadequate by the examiner, they shall retake the entire skill test. If the test is terminated for reasons considered adequate by the examiner, only those sections not completed shall be tested in a further flight.

9. At the discretion of the examiner, any manoeuvre or procedure of the test may be repeated once by the applicants. The examiner may stop the test at any stage if it is considered that the applicants' demonstration of flying skill requires a complete retest.

10. Applicants shall be required to fly the aircraft from a position where the PIC or co-pilot functions, as relevant, can be performed. Under single-pilot conditions, the test shall be performed as if there was no other crew member present.

11. During preflight preparation for the test, applicants are required to determine power settings and speeds. Applicants shall indicate to the examiner the checks and duties carried out, including the identification of radio facilities. Checks shall be completed in accordance with the checklist for the aircraft on which the test is being taken and, if applicable, with the MCC concept. Performance data for take-off, approach and landing shall be calculated by applicants in compliance with the operations manual or flight manual for the aircraft used. Decision heights/altitudes, minimum descent heights/altitudes and missed approach point shall be agreed upon with the examiner.

12. The examiner shall take no part in the operation of the aircraft except where intervention is necessary in the interests of safety or to avoid unacceptable delay to other traffic.

SPECIFIC REQUIREMENTS FOR THE SKILL TEST/PROFICIENCY CHECK FOR SINGLE-PILOT AEROPLANE TYPE RATINGS, WHEN OPERATED IN MULTI-PILOT OPERATIONS

13. The skill test for a multi-pilot aircraft or a single-pilot aircraft when operated in multi-pilot operations shall be performed in a multi-crew environment. Another applicant or another type rated qualified pilot may function as the second pilot. If an aircraft is used, the second pilot shall be the examiner or an instructor.

14. The applicant shall operate as PF during all sections of the skill test, except for abnormal and emergency procedures, which may be conducted as PF or PNF in accordance with MCC. The applicant for the initial issue of a multi-pilot aircraft type rating or ATPL shall also demonstrate the ability to act as PNF. The applicant may choose either the left hand or the right hand seat for the skill test if all items can be executed from the selected seat.

15. The following matters shall be specifically checked by the examiner for applicants for multi-pilot operations in a single-pilot aeroplane extending to the duties of a PIC, irrespective of whether the applicant acts as PF or PNF:

- (a) management of crew cooperation;
- (b) maintaining a general survey of the aircraft operation by appropriate supervision; and
- (c) setting priorities and making decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.

16. The test/check should be accomplished under IFR, if the IR rating is included, and as far as possible be accomplished in a simulated commercial air transport environment. An essential element to be checked is the ability to plan and conduct the flight from routine briefing material.

17. When the type rating course has included less than 2 hours flight training on the aircraft, the skill test may be conducted in an FFS and may be completed before the flight training on the aircraft. In that case, a certificate of completion of the type rating course including the flight training on the aircraft shall be forwarded to the competent authority before the new type rating is entered in the applicant's licence.

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B. Specific requirements for the aeroplane category

PASS MARKS

In the case of single-pilot aeroplanes, with the exception of single-pilot high-performance complex aeroplanes, applicants shall pass all sections of the skill test or proficiency check. Failure in any item of a section will cause applicants to fail the entire section. If they fail only one section, they shall repeat only that section. Failure in more than one section will require applicants to repeat the entire test or check. Failure in any section in the case of a retest or recheck, including those sections that have been passed on a previous attempt, will require applicants to repeat the entire test or check again. For single-pilot multi-engine aeroplanes, Section 6 of the relevant test or check, addressing asymmetric flight, shall be passed.

FLIGHT TEST TOLERANCE

The applicant shall demonstrate the ability to:

- (a) operate the aeroplane within its limitations;
- (b) complete all manoeuvres with smoothness and accuracy;
- (c) exercise good judgement and airmanship;
- (d) apply aeronautical knowledge;
- (e) maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is always assured;
- (f) understand and apply crew coordination and incapacitation procedures, if applicable; and
- (g) communicate effectively with the other crew members, if applicable.

The following limits shall apply, corrected to make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used:

Height	Generally	± 100 feet	Tracking	on radio aids	± 5°
	Starting a go-around at decision height	+ 50 feet/- 0 feet		For "angular" deviations	half scale deflection, azimuth and glide path (e.g. LPV, ILS, MLS, GLS)
	Minimum descent height/altitude	+ 50 feet/- 0 feet		2D (LNAV) and 3D (LNAV/VNAV) "linear" deviations	Cross track error/deviation shall normally be limited to ± ½ the RNP value associated with the procedure. Brief deviations from this standard up to a maximum of 1 time the RNP value are allowable.
Heading	all engines operating	± 5°	3D linear vertical deviations (e.g. RNP APCH (LNAV/VNAV) using BaroVNAV)	not more than - 75 feet below the vertical profile at any time, and not more than + 75 feet above the vertical profile at or below 1 000 feet above aerodrome level	
	with simulated engine failure	± 10°			
Speed	all engines operating	± 5 knots			
	with simulated engine failure	+ 10 knots/- 5 knots			

CONTENT OF THE TRAINING/SKILL TEST/PROFICIENCY CHECK

5. Single-pilot aeroplanes, except for high performance complex aeroplanes

(a) The following symbols mean:

- P = Trained as PIC or co-pilot and as PF and PM
- OTD = Other training devices may be used for this exercise
- X = An FFS shall be used for this exercise; otherwise, an aeroplane shall be used if appropriate for the manoeuvre or procedure
- P# = The training shall be complemented by supervised aeroplane inspection

(b) The practical training shall be conducted at least at the training equipment level shown as (P), or may be conducted on any higher level of equipment shown by the arrow (---->).

The following abbreviations are used to indicate the training equipment used:

- A = aeroplane
- FFS = full-flight simulator
- FSTD = flight simulation training device

(c) The starred (*) items of Section 3B and, for multi-engine, Section 6, shall be flown solely by reference to instruments if revalidation/renewal of an IR is included in the skill test or proficiency check. If the starred (*) items are not flown solely by reference to instruments during the skill test or proficiency check, and when there is no crediting of IR privileges, the class or type rating will be restricted to VFR only.

(d) Section 3A shall be completed to revalidate a type or multi-engine class rating, VFR only, where the required experience of 10 route sectors within the previous 12 months has not been completed. Section 3A is not required if Section 3B is completed.

(e) Where the letter 'M' appears in the skill test or proficiency check column, this will indicate a mandatory exercise or a choice where more than one exercise appears.

(f) An FSTD shall be used for practical training for type or ME class ratings if they form part of an approved class or type rating course. The following considerations will apply to the approval of the course:

- (i) the qualification of the FSTD as set out in the relevant requirements of Annex VI (Part-ARA) and Annex VII (Part-ORA);
- (ii) the qualifications of the instructors;
- (iii) the amount of FSTD training provided on the course; and
- (iv) the qualifications and previous experience on similar types of the pilots under training.

(g) If privileges for multi-pilot operation are sought for the first time, pilots holding privileges for single-pilot operations shall:

- (1) complete a bridge course containing manoeuvres and procedures including MCC as well as the exercises of Section 7 using threat and error management (TEM), CRM and human factors at an ATO; and
- (2) pass a proficiency check in multi-pilot operations.

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(h) If privileges for single-pilot operations are sought for the first time, pilots holding privileges for multi-pilot operations shall be trained at an ATO and checked for the following additional manoeuvres and procedures in single-pilot operations:

- (1) for SE aeroplanes, 1.6, 4.5, 4.6, 5.2 and, if applicable, one approach from Section 3.B; and
- (2) for ME aeroplanes, 1.6, Section 6 and, if applicable, one approach from Section 3.B.

(i) Pilots holding privileges for both single-pilot and multi-pilot operations in accordance with points (g) and (h) may revalidate privileges for both types of operations by completing a proficiency check in multi-pilot operations in addition to the exercises referred to in points (h)(1) or (h)(2), as applicable, in single-pilot operations.

(j) If a skill test or a proficiency check is completed in multi-pilot operations only, the type rating shall be restricted to multi-pilot operations. The restriction shall be removed when pilots comply with point (h).

(k) The training, testing and checking shall follow the table mentioned below.

- (1) Training at an ATO, testing and checking requirements for single-pilot privileges
- (2) Training at an ATO, testing and checking requirements for multi-pilot privileges
- (3) Training at an ATO, testing and checking requirements for pilots holding single-pilot privileges seeking multi-pilot privileges for the first time (bridge course)
- (4) Training at an ATO, testing and checking requirements for pilots holding multi-pilot privileges seeking single-pilot privileges for the first time (bridge course)
- (5) Training at an ATO and checking requirements for combined revalidation and renewal of single and multi-pilot privileges

	(1)		(2)		(3)		(4)		(5)	
	<i>Type of operation</i>									
Type of aircraft	SP		MP		SP → MP (initial)		MP → SP (initial)		SP + MP	
	Training	Testing/ checking	Training	Testing/ checking	Training	Testing/ checking	Training, testing and checking (SE aeroplanes)	Training, testing and checking (ME aeroplanes)	SE aeroplanes	ME aeroplanes
Initial issue										
All (except SP complex)	Sections 1-6	Sections 1-6	MCC CRM Human factors TEM Sections 1-7	Sections 1-6	MCC CRM Human factors TEM Section 7	Sections 1-6	1.6, 4.5, 4.6, 5.2 and, if applicable, one approach from Section 3.B	1.6, Section 6 and, if applicable, one approach from Section 3.B		
SP complex	1-7	1-6								
Revalidation										
All	n/a	Sections 1-6	n/a	Sections 1-6	n/a	n/a	n/a	n/a	MPO: Sections 1-7 (training) Section 1-6 (checking) SPO: 1.6, 4.5, 4.6, 5.2 and, if applicable, one approach from Section 3.B	MPO: Sections 1-7 (training) Sections 1-6 (checking) SPO: 1.6, Section 6 and, if applicable, one approach from Section 3.B
Renewal										
All	FC-L740	Sections 1-6	FCL.740	Sections 1-6	n/a	n/a	n/a	n/a	Training: FCL.740 Check: as for the revalidation	Training: FCL.740 Check: as for the revalidation;

(l) To establish or maintain PBN privileges, one approach shall be an RNP APCH. Where an RNP APCH is not practicable, it shall be performed in an appropriately equipped FSTD.

By way of derogation from the subparagraph above, in cases where a proficiency check for revalidation of PBN privileges does not include an RNP APCH exercise, the PBN privileges of the pilot shall not include RNP APCH. The restriction shall be lifted if the pilot has completed a proficiency check including RNP APCH exercise.

Revalidation SP SEP class (Sea) by Experience

Appendix 1 - Complete if applicable

Licence No: _____

To be Completed by the Examiner

Name of Applicant: _____

SP SEP(sea)

Revalidation by Experience

I checked the applicant's logbook on _____ (date dd/mm/yyyy) and confirm that: within the **12 months preceding the expiry date of the rating**, the applicant completed at least:

- (a) 12 hours of flight time in the SP SEP (sea) class, including
- (b) 6 hours as PIC,
- (c) 12 TO and 12 Landings, and
- (d) Refresher training of at least 1 hour total flight time in SEP(sea) with a flight instructor (FI) or a class rating instructor (CRI) on _____ (date/s);

Complete for the revalidation of both SEP(land) and SEP (sea) class rating by experience. The applicant completed within 12 months preceding the expiry date of the rating.

- 12 hours of flight time in SEP(land) or SEP(sea) [or a combination of both]
- 6 hours as PIC in SEP(land) or SEP(sea) [or a combination of both]
- 6 take-offs and 6 landings in SEP(land)
- 6 take-offs and 6 landings in SEP(sea)
- 1 hour PIC in SEP(land)
- 1 hour PIC in SEP(sea)
- Refresher training of at least 1 hour total flight time in SEP(land) or SEP(sea) or a combination of both with a flight instructor (FI) or a class rating instructor (CRI) on _____ (date/s)

Licence Endorsement

I have revalidated the SP SEP (sea) class rating on the applicant's licence and it is now valid until _____ (2 years); or

I have revalidated both the SP SEP (sea) class rating which is valid to _____ and also the SP SEP (land) class rating on the applicant's licence and it is now valid until _____ (2 years)

Last, and First Name of Examiner: _____

Examiner Certificate number: _____

Signature of Examiner: _____ Date of Signature: _____

Note:

- This addendum is **Not** applicable for SP Single Engine Turbo-prop aeroplanes.
- For revalidation of single-engine turbo-prop class ratings applicants shall pass a proficiency check on the relevant class in accordance with Appendix 9 of Part-FCL with an examiner, within the 3 months preceding the expiry date of the rating.

Submission Instructions

Respective Addenda have to be printed and completed if necessary.

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 Part-Medical Certificate [Original has to be presented before licence is collected]
3. Log Book – All flight instruction / instrument flight instruction / instrument ground instruction/ etc. must be counter-signed by the instructor /All PICUS must be signed by the Pilot-in-command.
4. Copy of ATO Approval Certificate where Class/Type rating instruction was given if not issued by Transport Malta
5. A copy of the Course Completion Certificate for the Class and type rating [Original has to be presented before licence is collected].
6. Copy of Examiner Certificate if not issued by Transport Malta
7. Copy of Language Proficiency Certificate issued by Transport Malta
8. Copy of endorsed Licence after Rating Revalidation

For MP Operations [if applicable]

9. A copy of the MCC completion certificate.
10. A copy of the ATO approval where the MCC was conducted

Office
use
Only

①

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

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

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