

# Application and Report Form for the CB-IR Skill Test and Application for an CB-IR Rating /PBN

Issued under the Acceptable Means of Compliance and Guidance Material to Commission Regulation (EU) No 1178/2011 of 3 November 2011



## Civil Aviation Directorate

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**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.

## CB-IR Initial Issue Skill Test and Report Form CB-IR Application Form / PBN

Licence Type and Number:

### To be completed by applicant

#### SEE SUBMISSION INSTRUCTIONS AT THE END OF THIS FORM

- |   |   |
|---|---|
| <input type="checkbox"/> CB-IR Initial Issue (no credit)<br>Attach Appendix 1   | <input type="checkbox"/> CB-IR Initial Issue (with credit)<br>Attach Appendix 2 |
| <input type="checkbox"/> CB-IR Initial Issue for applicants holding a third country ICAO licence and at least 50 hours of flight time under IFR as PIC on aeroplanes<br>Attach Appendix 3 | <input type="checkbox"/> SE CB-IR to ME CB-IR<br>Attach Appendix 4              |
| <input type="checkbox"/> CB-IR Issue for applicants holding a valid BIR and have experience of at least 50 hours of flight time under IFR as PIC on aeroplanes Attach Appendix 5          |   |

Repetition of  Failed /  Partial Pass Skill test from date: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_

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

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

Type of licence held: \_\_\_\_\_ State of Issue: \_\_\_\_\_

- a. EASA Medical Certificate:  Class 1  Class 2 valid for IR Medical Certificate is valid until \_\_\_\_\_
- b. EASA Theoretical examinations:  CB-IR  ATPL(A): Passed on \_\_\_\_\_
- c. Pilot licence held:  PPL in appropriate aircraft category\* **And**  Night Rating if IR privileges will be used at night  
**Or**  ATPL in another category of aircraft\* \_\_\_\_\_
- d. **Or**  CPL in appropriate aircraft category\* \_\_\_\_\_
- e.  Have completed at least 50hrs of cross-country flight time as PIC in Aeroplanes, TMGs, Helicopters or Airships, of which at least 10hrs or, in the case of Airships, 20hrs shall be in the relevant aircraft category.  
**(In the case of Helicopters only, applicants who have completed an ATP(H)/IR, ATP(H), CPL(H)/IR or CPL(H) integrated training course shall be exempted from the requirements mentioned in (e) above.**
- f. Night rating  endorsed on licence  night training completed form TM/CAD/022 attached
- g. English Language Proficiency: Level \_\_\_\_\_ Valid until \_\_\_\_\_

**I declare that I do not hold and have not applied for any other Part-FCL licence, rating, certificate or authorisation in another Member State and that I never held any Part-FCL licence, rating certificate or authorisation issued in another Member State which was revoked or suspended.**

**\*Indicate Aircraft category**

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

# CB-IR PBN Skill Test and Report Form

Applicant's Full Name and Licence No:

Use of checklist, airmanship, anti-icing / de-icing procedures, etc. applies in all sections		<input type="checkbox"/> 1 Attempt <input type="checkbox"/> 2		
SECTION 1 - PRE-FLIGHT OPERATIONS AND DEPARTURE		Examiner's Initials when completed		Date
		PASS	FAIL	dd/mm/yyyy
a	Use of flight manual (or equivalent) especially a/c performance calculation, mass and balance			
b	Use of Air Traffic Services document, weather document			
c	Preparation of ATC flight plan, IFR flight plan/log			
d	Identification of the required navaids for departure, arrival and approach procedures			
e	Pre-flight inspection			
f	Weather Minima			
g	Taxiing			
h	PBN departure (if applicable): – Check that the correct procedure has been loaded in the navigation system; and – Cross-check between the navigation system display and the departure chart.			
i	Pre-take-off briefing, Take-off			
j(°)	Transition to instrument flight			
k(°)	Instrument departure procedures, including PBN departures, and altimeter setting			
l(°)	ATC liaison – compliance, R/T procedures			
SECTION 2 – GENERAL HANDLING (°)				
a	Control of the aeroplane by reference solely to instruments, including: level flight at various speeds, trim			
b	Climbing and descending turns with sustained Rate 1 turn			
c	Recoveries from unusual attitudes, including sustained 45° bank turns and steep descending turns			
d (*)	Recovery from approach to stall in level flight, climbing/descending turns and in landing configuration – only applicable to aeroplanes			
e	Limited panel: stabilised climb or descent, level turns at Rate1 onto given headings, recovery form unusual attitudes – only applicable to aeroplanes			
SECTION 3 - EN-ROUTE IFR PROCEDURES (°)				
a	Tracking, including interception, e.g. NDB, VOR, or track between waypoints			
b	Use of navigation system and radio aids			
c	Level flight, control of heading, altitude and airspeed, power setting, trim technique			
d	Altimeter settings			
e	Timing and revision of ETAs (en-route hold, if required)			
f	Monitoring of flight progress, flight log, fuel usage, systems' management			
g	Ice protection procedures, simulated if necessary			
h	ATC liaison – compliance, R/T procedures			
SECTION 3a – ARRIVAL PROCEDURES				
a	Setting and checking of navigational aids, if applicable			
b	Arrival procedures, altimeter checks			
c	Altitude and speed constraints, if applicable			
d	PBN departure (if applicable): – Check that the correct procedure has been loaded in the navigation system; and – Cross-check between the navigation system display and the arrival chart.			
SECTION 4 (°) – 3D OPERATIONS (**)				
a	Setting and checking of navigational aids Check Vertical Path angle For RNP APCH: – Check that the correct procedure has been loaded in the navigation system; and – Cross-check between the navigation system display and the approach chart.			
b	Approach and landing briefing, including descent/approach/landing checks, including identification of facilities			
c(+)	Holding procedure			
d	Compliance with published approach procedure			
e	Approach timing			
f	Altitude, speed heading control (stabilised approach)			
g(+)	Go-around action			
h(+)	Missed approach procedure/landing			
l	ATC liaison – compliance, R/T procedures			

SECTION 5 (°) — 2D OPERATIONS (**)		Examiner's Initials when completed		Date dd/mm/yyyy
a	Setting and checking of navigational aids, identification of facilities For RNP APCH: – Check that the correct procedure has been loaded in the navigation system; and – Cross-check between the navigation system display and the approach chart.			
b	Approach and landing briefing, including descent/approach/landing checks, including identification of facilities			
c(+)	Holding procedure			
d	Compliance with published approach procedure			
e	Approach timing			
f	Altitude, speed heading control (stabilised approach)			
g(+)	Go-around action			
h(+)	Missed approach procedure/landing			
i	ATC liaison: compliance, R/T procedures			
SECTION 6 – FLIGHT WITH ONE ENGINE INOPERATIVE (multi-engine aeroplanes only) (°)				
A	Simulated engine failure after take-off or on go-around			
B	Approach, go-around and procedural missed approach with one engine inoperative			
C	Approach and landing with one engine inoperative			
D	ATC liaison – compliance, R/T procedures			
(°) Must be performed by sole reference to instruments. (°) May be performed in an FFS, FTD 2/3 or FNPT II. (+) May be performed in either section 5 or section 6. (**) To establish PBN privileges, one approach in either Section 4 or Section 5 shall be an RNP APCH. Where an RNP APCH is not practicable, it shall be performed in an appropriately equipped FSTD.				

# CB-IR PBN Skill Test – Details of the Flight and Result of the Test

Licence No: \_\_\_\_\_

To be Completed by the Examiner

Details of Flight:

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

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

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

Date of Flight: \_\_\_\_\_ Number of Landings \_\_\_\_\_

Off-blocks \_\_\_\_\_ On-blocks \_\_\_\_\_ Block time: \_\_\_\_\_

Route: \_\_\_\_\_

**Note: Complete for holders of a valid third country SE IR(A) or ME IR (A) and at least 50 hours of flight time under IFR as PIC on aeroplanes.**

*During the IR skill test the applicant has  demonstrated  did not demonstrate\* that he/she has acquired an adequate level of theoretical knowledge of Air Law, Meteorology and Flight Planning and Performance (IR).*

Result of the test:

PASS  FAIL\*  PARTIAL PASS\* Signature of Applicant \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**English Proficiency for IR**

I have checked the applicant on the use the English language for:

- (1) flight: R/T relevant to all phases of flight, including emergency situations.
- (2) ground: all information relevant to the accomplishment of a flight:
  - (i) is able to read and demonstrated an understanding of technical manuals written in English;
  - (ii) pre-flight planning, weather information collection, NOTAMS, ATC flight plan, etc.;
  - (iii) use of all aeronautical en-route, departure and approach charts and associated documents written in English.
- (3) communication: is able to communicate with other crew members in English during all phases of flight, including flight preparation.

The applicant is:  Able to use English for these purposes  Not able to use English for these purposes

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: \_\_\_\_\_

**BIR and IR skill test**

1. Applicants shall have received instruction on the same class or type of aircraft to be used in the test which shall be appropriately equipped for the training and testing purposes
2. An applicant shall pass all the relevant sections of the skill test. If any item in a section is failed, that section is failed. Failure in more than one section will require the applicant to take the entire test again. An applicant failing only one section shall only repeat the failed section. Failure in any section of the retest, including those sections that have been passed on a previous attempt, will require the applicant to take the entire test again. All relevant sections of the skill test shall be completed within 6 months. Failure to achieve a pass in all relevant sections of the test in two attempts will require further training.
3. Further training may be required following a failed skill test. There is no limit to the number of skill tests that may be attempted.

**CONDUCT OF THE TEST**

4. The test is intended to simulate a practical flight. The route to be flown shall be chosen by the examiner. An essential element is the ability of the applicant to plan and conduct the flight from routine briefing material. The applicant shall undertake the flight planning and shall ensure that all equipment and documentation for the execution of the flight are on board. The duration of the flight shall be at least 1 hour.
5. Should the applicant choose to terminate a skill test for reasons considered inadequate by the examiner, the applicant 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.
6. At the discretion of the examiner, any manoeuvre or procedure of the test may be repeated once by the applicant. The examiner may stop the test at any stage if it is considered that the applicant's demonstration of flying skill requires a complete retest.
7. An applicant shall 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. The examiner shall take no part in the operation of the aircraft, except when intervention is necessary in the interests of safety or to avoid unacceptable delay to other traffic. Responsibility for the flight shall be allocated in accordance with national regulations.
8. Decision heights/altitude, minimum descent heights/altitudes and missed approach point shall be determined by the applicant and agreed by the examiner.

9. 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 authorised checklist for the aircraft on which the test is being taken. During pre-flight preparation for the test applicants shall determine power settings and speeds. The applicants shall calculate performance data for take-off, approach and landing in compliance with the operations manual or flight manual for the aircraft used.

**FLIGHT TEST TOLERANCES**

The applicant shall demonstrate the ability to:

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

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

<b>Height</b>	Generally	±100 feet	<b>Tracking</b>	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/MAP/altitude	+50 feet/- 0 feet		2D (LNAV) and 3D (LNAV/VNAV) "linear" lateral 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.
<b>Heading</b>	all engines operating	± 5°	<b>Speed</b>	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°		all engines operating	±5 knots
<b>Speed</b>	all engines operating	±5 knots	with simulated engine failure	+10 knots/ -5 knots	

# Application for CB-IR PBN Initial Issue

Licence No:

## Appendix 1 Complete for full course at ATO

– NO CREDIT GIVEN

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

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

ATO Name: \_\_\_\_\_ ATO Certificate No: \_\_\_\_\_

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

**NB: Before starting the Competency Based IR course:**

*Applicant must be the holder of a PPL(A); or a CPL(A).*

CB-IR course start date: \_\_\_\_\_ CB-IR course completion date \_\_\_\_\_ *(Flight test and skill test to be completed within the validity period of the pass of the theoretical knowledge examinations).*

#### **Theoretical knowledge instruction for the CB-IR**

Theoretical Knowledge Instruction at an ATO Hours: \_\_\_\_\_ *Minimum 80 hours,*

Including actual classroom instruction of: \_\_\_\_\_ *Minimum 8 hours*

CB-IR theoretical course start date: \_\_\_\_\_ completion date \_\_\_\_\_ *Maximum 18 months*

#### **Flight instruction for the SE CB-IR**

Instrument time under instruction at ATO Hours: \_\_\_\_\_ *Minimum 40 hours*

1) of which instruction time in an FNPT I Hours: \_\_\_\_\_ *Maximum 10 hours*

or 2) of which instrument time in an FNPT II or FSS Hours: \_\_\_\_\_ *Maximum 25 hours*

2B) of which hours: \_\_\_\_\_ in an FNPT I *Maximum 5 hours*

or

#### **Flight instruction for the ME CB-IR**

Instrument time under instruction at ATO Hours: \_\_\_\_\_ *Minimum 45 hours*

1) of which instruction time in an FNPT I Hours: \_\_\_\_\_ *Maximum 10 hours*

or 2) of which instrument time in an FNPT II or FSS Hours: \_\_\_\_\_ *Maximum 30 hours*

2B) of which hours: \_\_\_\_\_ in an FNPT I *Maximum 5 hours*

# Application for CB-IR PBN Initial Issue

PART 1 OF 2 – CREDITS PAGE 1

## Appendix 2

Complete if credit is given

Licence No:

**1. To be Completed by Applicant when he/she was given flight time under instruction of an IRI (A) or FI (A) outside the ATO**

I declare that I have completed outside an ATO, SE IR Hours: \_\_\_\_\_ and/or ME IR Hours: \_\_\_\_\_ flight time under instruction with an IRI (A) or FI(A) holding the privileges to provide training for the IR (A)

***(NB: Attach copy of training record signed by the instructor)***

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

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

Cont. to page 7

**2. To be Completed by Applicant when he/she has previous experience of instrument flight time as PIC on aeroplanes, under a rating providing the privileges to fly under IFR and in IMC**

I declare that I have previous experience of instrument flight time as PIC on aeroplanes, under a rating providing the privileges to fly under IFR and in IMC, SE IR Hours: \_\_\_\_\_ and/or ME IR Hours: \_\_\_\_\_.

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

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

Cont. to page 7

**3. To be Completed by Applicant when he/she has prior instrument flight time under instruction other than specified in (1) above.**

I declare that I have prior instrument flight time under instruction other than specified in (1) above, SE IR Hours: \_\_\_\_\_ and/or ME IR Hours: \_\_\_\_\_.

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

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

Cont. to page 7

# Application for CB-IR PBN Initial Issue

PART 2 OF 2 – CREDITS PAGE 2

## Appendix 2 cont.

COMPLETE IF CREDIT IS GIVEN

Licence No: \_\_\_\_\_

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

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

ATO Name: \_\_\_\_\_ ATO Certificate No: \_\_\_\_\_

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

**NB: Before starting the Competency Based IR course: Applicant must be the holder of a PPL(A); or a CPL(A).**

CB-IR course start date: \_\_\_\_\_ CB-IR course completion date \_\_\_\_\_ (Flight test and skill test to be completed within the validity period of the pass of the theoretical knowledge examinations).

**Theoretical knowledge instruction for the CB-IR**

Theoretical Knowledge Instruction at an ATO Hours: \_\_\_\_\_ *Minimum 80 hours*

Including actual classroom instruction of: \_\_\_\_\_ *Minimum 8 hours*

CB-IR theoretical course start date: \_\_\_\_\_ completion date \_\_\_\_\_ *Maximum 18 months*

**1. Credit given towards the  40 hours for SE CB-IR or  45 hours ME CB-IR:**

- a. Credit from dual instrument flight instruction by IRI(A)/FI(A) holding the privileges to provide training for the IR(A):
- b. \_\_\_\_\_ Credited SE Hours: \_\_\_\_\_
- c. \_\_\_\_\_ Credited ME Hours: \_\_\_\_\_
- d. Credit from prior experience of instrument flight time as PIC on aeroplanes, under a rating providing the privileges to fly under IFR and in IMC:
- e. \_\_\_\_\_ Credited SE Hours: \_\_\_\_\_
- f. \_\_\_\_\_ Credited ME Hours: \_\_\_\_\_
- g. Total Instrument time SE CB-IR credit \_\_\_\_\_ *Maximum 30 hours*
- h. Total Instrument time ME CB-IR credit \_\_\_\_\_ *Maximum 35 hours*

**2. Or credit towards the  40 hours for SE CB-IR or  45 hours ME CB-IR:**

- a. Credit from prior instrument flight time under instruction other than specified above:
- b. \_\_\_\_\_ Credited SE Hours: \_\_\_\_\_
- c. \_\_\_\_\_ Credited ME Hours: \_\_\_\_\_
- d. Total Hours credit: \_\_\_\_\_ *Maximum 15 hours*

**3. Instrument instruction time at an ATO for the SE CB-IR**

- a. Instrument time under instruction in an aeroplane at an ATO Hours: \_\_\_\_\_ *Minimum 10 hours*
- b. Instrument time under instruction in an FNPT I at an ATO Hours: \_\_\_\_\_ *Maximum 10 hours*
- or c. Instrument time under instruction in an FNPT II or FFS at an ATO Hours: \_\_\_\_\_ *Maximum 25 hours*  
of which: \_\_\_\_\_ in an FNPT I *Maximum 5 hours*
- d. Total Instrument instruction time Hours at an ATO: \_\_\_\_\_

**4. Instrument instruction time at an ATO for the ME CB-IR**

- a. Instrument time under instruction in a ME aeroplane at an ATO Hours: \_\_\_\_\_ *Minimum 10 hours*
- b. Instrument time under instruction in an FNPT I at an ATO Hours: \_\_\_\_\_ *Maximum 10 hours*
- or c. Instrument time under instruction in an FNPT II or FFS at an ATO Hours: \_\_\_\_\_ *Maximum 30 hours*  
of which: \_\_\_\_\_ in an FNPT I *Maximum 5 hours*
- d. Total Instrument instruction time Hours at an ATO: \_\_\_\_\_

**TOTALS SE CB-IR**

Total Instrument instruction time (1g + 3d) or (2b + 3d) Hours: \_\_\_\_\_ *Minimum 40 hours*

Total Dual Instrument instruction (1b + 3d) or (2b + 3d) Hours: \_\_\_\_\_ *Minimum 25 hours*

**TOTALS ME CB-IR**

Total Instrument instruction time (1h + 4d) or (2d + 4d) Hours: \_\_\_\_\_ *Minimum 45 hours*

Total Dual Instrument instruction (1c + 4d) or (2c + 4d) Hours: \_\_\_\_\_ *Minimum 25 hours*

Of which hours in ME aeroplanes (1c + 4a) or (2c + 4a) Hours: \_\_\_\_\_ *Minimum 15 hours*

The ATO confirms that the applicant has completed the training required by the approved syllabus, and recommends the applicant for the IR Skill test in SE  or ME .

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



## Application for CB-IR PBN Issue

**For applicants holding a valid IR(A) on a third country licence and at least 50 hours of flight time under IFR as PIC on aeroplanes – Full credit for training given**

Licence No:

### Appendix 3

**To be completed by the applicant:**

*Note: If the applicant holds a PART-FCL PPL or CPL and a valid IR(A) issued in compliance with the requirements of Annex 1 to the Chicago Convention by a third country and having a minimum experience of at least 50 hours of flight time under IFR as PIC on aeroplanes, he/she may be credited towards the theoretical knowledge instruction and flight instruction in full.*

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

IR Valid Until: \_\_\_\_\_

PART-FCL Licence Number: \_\_\_\_\_

PART-FCL Licence Type:  PPL(A)  CPL(A)

IR on third country licence valid until: \_\_\_\_\_

Flight time under IFR as PIC on aeroplanes Hours: \_\_\_\_\_ *Minimum 50 hours*

*NB: These hours must be completed after the issue of the IR on the third country licence.*

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

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

*Note 2: During the skill test, the examiner must assess if the applicant has demonstrated that he/she has acquired the adequate level of theoretical knowledge of Air Law, Meteorology and Flight Planning and Performance (IR). The examiner must mark the relevant box on page 3.*

## Application for ME CB-IR PBN issue when holding a SE CB-IR PBN

Licence No:

### Appendix 4 Complete if applicable

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

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

ATO Name: \_\_\_\_\_ ATO Certificate No: \_\_\_\_\_

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

#### Instruction for obtaining ME CB-IR when holding a SE CB-IR

ME class of type rating held

Instrument flight time at an ATO under instruction Hours: \_\_\_\_\_ *Minimum 5 hours*

of which instrument time in an FNPT II or FFS Hours: \_\_\_\_\_ *Maximum 3 hours*

The ATO confirms that the applicant has completed the training required by the approved syllabus, and recommends the applicant for the IR Skill test in ME.

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

## Application for CB-IR PBN Issue

**For applicants holding a valid BIR and have experience of at least 50 hours of flight time under IFR on PIC on aeroplanes**

Licence No:

### Appendix 5

**To be completed by the applicant:**

**Note:** Applicants for the competency-based modular IR(A) who hold a BIR and have experience of at least 50 hours of flight time under IFR as PIC on aeroplanes, shall:

- (a) at an ATO:
  - (i) be assessed as having an acceptable standard of competency-based instrument rating theoretical knowledge;
  - (ii) receive appropriate flight training to extend IFR privileges in accordance with FCL.605.IR(a);
- (b) after completion of (a);
  - (i) successfully complete the skill test for the IR(A) in accordance with Appendix 7;
  - (ii) demonstrate orally to the examiner during the skill test that they have acquired an adequate level of theoretical knowledge of air law, meteorology, and flight planning and performance.

Name of Applicant: \_\_\_\_\_ BIR Valid Until: \_\_\_\_\_

Type of licence held:

PART-FCL Licence Number: \_\_\_\_\_ PART-FCL Licence Type:  PPL(A)  CPL(A)

ATPL in other category \_\_\_\_\_ State of Issue: \_\_\_\_\_

Night rating  endorsed on licence  night training completed form TM/CAD/0155 attached

*Note: if a night rating is not held, the IR(A) will be restricted to day only*

Flight time under IFR as PIC on aeroplanes Hours: \_\_\_\_\_ *Minimum 50 hours*

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

**To be Completed by Head of Training**

I declare that I have assessed the applicant as having an acceptable standard of competency-based instrument rating theoretical knowledge

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

**Note 2:** During the skill test, the examiner must assess if the applicant has demonstrated that he/she has acquired the adequate level of theoretical knowledge of Air Law, Meteorology and Flight Planning and Performance (IR). The examiner must mark the relevant box on page 3.

## 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 Medical Certificate [Original has to be presented before licence is collected]
3. Log Book – All flight instruction must be signed by the instructor
4. A copy of the CB-IR (A) Theoretical Knowledge Examination Results [If not issued by Transport Malta original has to be presented before licence is collected.]
5. Copy of ATO Approval Certificate if not issued by Transport Malta [if applicable]
6. Copy of Examiner Certificate if not issued by Transport Malta [if applicable]
7. Copy of Instructor Licence if not issued by Transport Malta [if applicable]
8. Copy of Language Proficiency Certificate issued by Transport Malta
9. Course Completion Certificate [if applicable]
10. Copy of third country licence [if applicable]
11. Copy of training record signed by instructor (if applicable)
12. Copy of simulator approval certificate (if applicable)

### 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.**

**Fee:** The applicable fee in the Malta Air Navigation Act 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](mailto:cadpel.tm@transport.gov.mt)

**Attention: Personnel Licensing Section, Transport Malta Civil Aviation Directorate** - giving your contact telephone number.

Send completed form to:

**Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta.**

## 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).