

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

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.

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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 ATPL(H) Skill Test/ SP and MP Helicopter Skill Test/ Proficiency Check for Revalidation/ Renewal and Report Form

Licence No.

To be completed by applicant

SEE SUBMISSION INSTRUCTIONS AT THE END OF THIS FORM

ATPL(H) Skill test Attach Appendix 1 Type Rating MPH Attach Appendix 2 for first MPH Type Rating Single Pilot Multi-Engine Helicopter Attach Appendix 3 for first SP ME(H)

Type Rating Single Pilot Single-Engine Helicopter

Revalidation of Type Rating Revalidation of IR Renewal of Type Rating Renewal of IR

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

Type of Helicopter _____

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 _____

For First MPH (type rating)

Theoretical examinations EASA ATPL(H): Passed on _____

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I never held any Part-FCL or JAR-FCL licence, rating certificate or authorisation issued in another Member State which was revoked or suspended.

Signature of Applicant: _____ Date of Signature: _____

Application for ATPL(H) Skill Test/ SP and MP Helicopter Skill Test/ Proficiency Check for Revalidation/ Renewal and Report Form

Complete for:

- Issue of type rating
 Renewal of an expired rating

Applicant Full Name and Licence No:

To be Completed by ATO and signed by Head of Training

Helicopter Type _____ SE ME Piston Turbine SP MP

1 Theoretical training for the issue of a type or class rating performed during periods

From: _____ To: _____ At: _____

Mark obtained: _____ % (Pass mark 75%)

2 Simulator

Simulator manufacturer _____ Sim Code: _____ Helicopter type _____

Simulator Operator _____ Level _____

Total training time at the controls _____ hrs

Instrument approaches at aerodromes _____

Toa DA/H of _____

Location/date/time _____

TRI Name in capital letters _____

Type and No. of licence no. _____ Signature of TRI _____

3 Flight training in the helicopter

Type of helicopter _____ Departure Airport _____ Time _____

Registration: _____ Arrival Airport _____ Time _____

Take-offs _____ Location and date _____

Landings _____ TRI/TRE type & No. of Licence _____

Go Around/s _____ TRI/TRE name (capital letters) _____

Flight time at the controls _____ Signature of TRI/TRE _____

4 **Recommendation for Skill Test/ Renewal Proficiency Check - The ATO confirms that the applicant has completed the training required by the approved syllabus, and recommends the applicant for the Skill test/ Proficiency Check**

Note: Experience requirements for the ATPL(H) must be completed before the skill test

Signature of HT: _____ Name(s) in capital letters: _____

For Office Use:

Limitation to initially fly under the supervision of an instructor as required by OSD Yes No

If required, number of hours under supervision is _____ hrs

Name of PEL officer _____ Date _____ Signature _____

Complete for Revalidation of Type Rating

To be Completed by the Examiner

Name of Applicant: _____

2 hours as a pilot on helicopter type/s _____ and Combined LPC according to FCL 740 H (a)(1)

Note: The duration of the proficiency check may be counted towards the 2 hours.

Last and First Name of Examiner: _____

Examiner Certificate number: _____

Signature of Examiner: _____ Date of Signature: _____

Application for ATPL(H) Skill Test/ SP and MP Helicopter Skill Test/ Proficiency Check for Revalidation/ Renewal and Report Form

Applicant Full Name and Licence No:

SINGLE/MULTI-PILOT HELICOPTERS		PRACTICAL TRAINING			SKILL TEST OR PROFICIENCY CHECK	
Manoeuvres/Procedures		FSTD	H	Instructor initials when training completed	Checked in	Examiner initials when test completed
					FFS H	
Section 1 – Preflight preparations and checks						
1.1	Helicopter exterior visual inspection; location of each item and purpose of inspection		P		M (if performed in the helicopter)	
1.2	Cockpit inspection	P→	→		M	
1.3	Starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P→	→		M	
1.4	Taxiing/air taxiing in compliance with ATC instructions or with instructions of an instructor	P→	→		M	
1.5	Pre-take-off procedures and checks	P→	→		M	
Section 2 – Flight manoeuvres and procedures						
2.1	Take-offs (various profiles)	P→	→		M	
2.2	Sloping ground or crosswind take-offs & landings	P→	→			
2.3	Take-off at maximum take-off mass (actual or simulated maximum take-off mass)	P→	→			
2.4	Take-off with simulated engine failure shortly before reaching TDP or DPATO	P→	→		M	
2.4.1	Take-off with simulated engine failure shortly after reaching TDP or DPATO	P→	→		M	
2.5	Climbing and descending turns to specified headings	P→	→		M	
2.5.1	Turns with 30° bank, 180° to 360° left and right, by sole reference to instruments	P→	→		M	
2.6	Autorotative descent	P→	→		M	
2.6.1	For single-engine helicopters (SEH) autorotative landing or for multi-engine helicopters (MEH) power recovery	P→	→		M	
2.7	Landings, various profiles	P→	→		M	
2.7.1	Go-around or landing following simulated engine failure before LDP or DPBL	P→	→		M	
2.7.2	Landing following simulated engine failure after LDP or DPBL	P→	→		M	
Section 3 – Normal and abnormal operations of the following systems and procedures						
3	Normal and abnormal operations of the following systems and procedures:					A mandatory minimum of three items shall be selected from this section
3.1	Engine	P→	→			

Application for ATPL(H) Skill Test/ SP and MP Helicopter Skill Test/ Proficiency Check for Revalidation/ Renewal and Report Form

Applicant Full Name and Licence No:

SINGLE/MULTI-PILOT HELICOPTERS	PRACTICAL TRAINING			SKILL TEST OR PROFICIENCY CHECK		
	Manoeuvres/Procedures	FSTD	H	Instructor initials when training completed	Checked in FSTD H	Examiner initials when test completed
3.2	Air conditioning (heating, ventilation)	P→	→			
3.3	Pitot/static system	P→	→			
3.4	Fuel System	P→	→			
3.5	Electrical system	P→	→			
3.6	Hydraulic system	P→	→			
3.7	Flight control and trim system	P→	→			
3.8	Anti-icing and de-icing system	P→	→			
3.9	Autopilot/Flight director	P→	→			
3.10	Stability augmentation devices	P→	→			
3.11	Weather radar, radio altimeter, transponder	P→	→			
3.12	Area navigation system	P→	→			
3.13	Landing gear system	P→	→			
3.14	APU	P→	→			
3.15	Radio, navigation equipment, instruments and FMS	P→	→			
Section 4 – Abnormal and emergency procedures						
4	Abnormal and emergency procedures					A mandatory minimum of three items shall be selected from this section
4.1	Fire drills (including evacuation if applicable)	P→	→			
4.2	Smoke control and removal	P→	→			
4.3	Engine failures, shutdown and restart at a safe height	P→	→			
4.4	Fuel dumping (simulated)	P→	→			
4.5	Tail rotor control failure (if applicable)	P→	→			
4.5.1	Tail rotor loss (if applicable)	P	A helicopter shall not be used for this exercise			
4.6	Incapacitation of crew member – MPH only	P→	→			
4.7	Transmission malfunctions	P→	→			

Application for ATPL(H) Skill Test/ SP and MP Helicopter Skill Test/ Proficiency Check for Revalidation/ Renewal and Report Form

Applicant Full Name and Licence No:

SINGLE/MULTI-PILOT HELICOPTERS		PRACTICAL TRAINING			SKILL TEST OR PROFICIENCY CHECK	
Manoeuvres/Procedures		FSTD	H	Instructor initials when training completed	Checked in	Examiner initials when test completed
					FSTD H	
4.8	Other emergency procedures as outlined in the appropriate flight manual	P→	→			
Section 5 – Instrument flight procedures (to be performed in IMC or simulated IMC)						
5.1	Instrument take-off: transition to instrument flight is required as soon as possible after becoming airborne	P*	→*			
5.1.1	Simulated engine failure during departure	P*	→*		M*	
5.2	Adherence to departure and arrival routes and ATC instructions	P*	→*		M*	
5.3	Holding procedures	P*	→*			
5.4	3D operations to DH/A of 200 ft (60 m) or to higher minima if required by the approach procedure	P*	→*			
5.4.1	Manually, without flight director. Note: According to the AFM, RNP APCH procedures may require the use of autopilot or flight director. The procedure to be flown manually shall be chosen taken into account such limitations (for example, choose an ILS for 5.4.1 in the case of such AFM limitation).	P*	→*		M*	
5.4.2	Manually, with flight director	P*	→*		M*	
5.4.3	With coupled autopilot	P*	→*			
5.4.4	Manually, with one engine simulated inoperative; engine failure has to be simulated during final approach before passing 1 000 ft above aerodrome level until touchdown or until completion of the missed approach procedure	P*	→*		M*	
5.5	2D operations down to the MDA/H	P*	→*		M*	
5.6	Go-around with all engines operating on reaching DA/H or MDA/MDH	P*	→*			
5.6.1	Other missed approach procedures	P*	→*			
5.6.2	Go-around with one engine simulated inoperative on reaching DA/H or MDA/MDH	P*	→*		M*	
5.7	IMC autorotation with power recovery	P*	→*		M*	
5.8	Recovery from unusual attitudes	P*	→*		M*	
Section 6 – Use of optional equipment						
6	Use of optional equipment	P→	→			

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: _____

Helicopter Type _____ SE ME Piston Turbine SP MP

ATPL(H) Skill test | Skill Test Proficiency Check Revalidation
 Renewal IR Revalidation IR Renewal

Note: ATPL Skill test could only be conducted if the applicant meets all the experience requirements for the ATPL(H)

PIC COPI Helicopter Simulator

Helicopter: Type of Helicopter: _____ Training Centre _____

A/C Registration No/Simulator ID No: _____ Simulator Level _____

Place of Departure: _____ Destination: _____

Date of Check: _____ # of Landings _____

Blocks Off _____ Blocks-on _____ Block time: _____

Result of the test on 1st Attempt 2nd Attempt:

* delete as necessary

PASS* **FAIL*** **PARTIAL PASS***

Applicant's Signature: _____

Revalidation/Renewal (CAD authorisation required for renewal):

Type New Expiry date: _____ IR New Expiry date: _____

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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A. General

1. An applicant for a skill test shall have received instruction on the same class or type of aircraft to be used in the test.
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 Part-21, the syllabus of flight instruction shall comply with this Appendix. The syllabus may be reduced to give credit for previous experience on similar aircraft types, as determined in the operational suitability data established in accordance with Part-21.
5. Except in the case of skill tests for the issue of an ATPL, when so defined in the operational suitability data established in accordance with Part-21 for the specific type, credit may be given for skill test items common to other types or variants where the pilot is qualified.

CONDUCT OF THE TEST/CHECK

6. The examiner may choose between different skill test or proficiency check scenarios containing simulated relevant operations developed and approved by the competent authority. Full flight simulators and other training devices, when available, shall be used, as established in this Part.
7. During the proficiency check, the examiner shall verify that the holder of the class or type rating maintains an adequate level of theoretical knowledge.
8. 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.
9. 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 re-test.
10. An applicant shall be required to fly the aircraft from a position where the PIC or co-pilot functions, as relevant, can be performed and to carry out the test as if there is no other crew member if taking the test/check under single-pilot conditions. Responsibility for the flight shall be allocated in accordance with national regulations.
11. During pre-flight preparation for the test the applicant is required to determine power settings and speeds. The applicant 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 check-list 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 the applicant in compliance with the operations manual or flight manual for the aircraft used. Decision heights/altitude, 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.

C. SPECIFIC REQUIREMENTS FOR THE HELICOPTER CATEGORY

1. In the case of skill test or proficiency check for type ratings and the ATPL, applicants shall pass Sections 1 to 4 and 6 (as applicable) of the skill test or proficiency check. Failure in more than five items will require applicants to repeat the entire test or check. Applicants failing not more than five items shall repeat the failed items. Failure in any item in the case of a retest or a recheck or failure in any other items already passed will require the applicants to repeat the entire test or check again. All sections of the skill test or proficiency check shall be completed within 6 months.
2. In the case of proficiency check for an IR, applicants shall pass Section 5 of the proficiency check. Failure in more than 3 items will require applicants to repeat the entire Section 5. Applicants failing not more than 3 items shall repeat the failed items. Failure in any item in the case of a recheck or failure in any other items of Section 5 already passed will require applicants to repeat the entire check.

FLIGHT TEST TOLERANCE

3. The applicant shall demonstrate the ability to:
 - (a) operate the helicopter 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 helicopter at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt;
 - (f) understand and apply crew coordination and incapacitation procedures, if applicable; and
 - (g) communicate effectively with the other crew members, if applicable.
4. The following limits shall apply, corrected to make allowance for turbulent conditions and the handling qualities and performance of the helicopter used.

(a) IFR flight limits

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" lateral deviations	cross-track error/deviation shall normally be limited to ± ½ of the RNP value associated with the procedure. Brief deviations from this standard up to a maximum of one time the RNP value are allowable.
Heading	all engines operating	± 5°	Speed	all engines operating	± 5 knots
	with simulated engine failure	± 10°		with simulated engine failure	± 10 knots / -5 knots
				3D linear vertical deviations (e.g. RNP APCH (LNAV/VNAV) using BaroVNAV)	not more than - 75 ft below the vertical profile at any time, and not more than + 75 ft above the vertical profile at or below 1 000 ft above aerodrome level.

(b) VFR flight limits

Height	Generally	± 100 feet	Ground Drift	T.O. hover I.G.E.	± 3 feet
	Normal operations	± 5°		Landing	± 2 feet with 0 feet rearward or lateral flight
Heading	Abnormal operations/emergencies	± 10°	Speed	Generally	± 10 knots
				with simulated engine failure	+ 10 knots/- 5 knots

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CONTENT OF THE TRAINING/SKILL TEST/PROFICIENCY CHECK

GENERAL

5. The following symbols mean:

P = Trained as PIC for the issue of a type rating for single-pilot helicopters (SPH) or trained as PIC or co-pilot and as PF and PM for the issue of a type rating for multi pilot helicopters (MPH).

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

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

FFS = full-flight simulator

FTD = flight training device

H = helicopter

7. The starred items (*) shall be flown in actual or simulated IMC, only by applicants wishing to renew or revalidate an IR(H) or extend the privileges of that rating to another type.
8. Instrument flight procedures (Section 5) shall be performed only by applicants wishing to renew or revalidate an IR(H) or extend the privileges of that rating to another type. An FFS or an FTD 2/3 may be used for this purpose.
- 8a. 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 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 an RNP APCH exercise.
9. Where the letter 'M' appears in the skill test or proficiency check column, this will indicate a mandatory exercise.
10. An FSTD shall be used for practical training and testing if the FSTD forms part of a type rating course. The following considerations will apply to the course:
- (a) the qualification of the FSTD as set out in the relevant requirements of Annex VI (Part-ARA) and Annex VII (Part-ORA);
 - (b) the qualifications of the instructor and examiner;
 - (c) the amount of FSTD training provided on the course;
 - (d) the qualifications and previous experience in similar types of the pilots under training; and
 - (e) the amount of supervised flying experience provided after the issue of the new type rating.

MULTI-PILOT HELICOPTERS

11. Applicants for the skill test for the issue of the multi-pilot helicopter type rating and ATPL(H) shall pass only Sections 1 to 4 and, if applicable, Section 6.
12. Applicants for the revalidation or renewal of the multi-pilot helicopter type rating proficiency check shall pass only Sections 1 to 4 and, if applicable, Section 6.

Application for ATPL(H) Issue Experience and Crediting

Appendix 1 Complete if applicable

Licence No: _____

To be completed by the applicant

Applicant Last and First Name: _____

Pilot licence held CPL(H) Third Country ATPL(H)

SE IR(H) valid until: _____ ME IR(H) valid until: _____

MCC course completed MCC/VFR MCC/IR

Part- Medical Class 1 valid until _____ Age _____ *Minimum 21years*

Theoretical Knowledge ATPL(H) examinations passed on: _____

Flight time as a pilot of helicopters Hours: _____ *Minimum 1,000 hours*

of which in FSTD _____ *Maximum 100 hours* of which FNPT _____ *Maximum 25 hours*

Flight Experience: of which

A) Multi-Pilot Helicopters experience hours: _____ *Minimum 350 hours*

B1) PIC hours: _____ *Minimum 250 hours; or*

B2) (PIC + PICUS together *Minimum 250 hours*) PIC hours: _____ *Minimum 100 hours*

+ PICUS hours: _____ *At least to achieve 250 hours; or*

B3) PICUS hours: _____ *Minimum 250 hours in multi-pilot helicopters.*

Note: In this case, the ATPL(H) privileges shall be limited to multi-pilot operations only, until 100 hours as PIC have been completed

C) Cross-country experience hours: _____ *Minimum 200 hours*

of which as PIC or PICUS hours _____ *Minimum 100 hours*

D) Instrument time Hours: _____ *Minimum 30 hours*

of which instrument ground time Hours: _____ *Maximum 10 hours*

E) Night time Hours as PIC or co-pilot : _____ *Minimum 100 hours*

Signature of Applicant: _____ Date of Signature: _____

For Office Use:

Credit given if applicable towards the 1,000 hours flight time Hours: _____

Aeroplane hours *Maximum 50% of all flight time requirements as above*

Application for First MPH Type Rating

Appendix 2

Complete if applicable

Licence No: _____

To be Completed by the applicant

Applicant Last and First Name: _____

1) Pilot licence held PPL CPL ATPL

2) IR(H) multi-engine helicopter valid until: _____

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

4) Theoretical Knowledge ATPL(H) examinations passed on: _____

5) PIC flight experience on helicopters Hours: _____ *Minimum 70 hours*

Note: Limitation to initially fly as co-pilot only (if graduated from an ATP(H)/IR, ATP(H), CPL(H)/IR or CPL(H) integrated course and removed only when completed 70 hours PIC or PICUS and passed the multi-pilot skill test on the applicable helicopter type as PIC)

6) If MCC is not combined with Type Rating

M1) Hold a certificate of satisfactory completion of MCC course in helicopters; or

M2) have _____ hours as pilot on multi-pilot aeroplanes *Minimum 500 hours*; or

M3) have _____ hours as pilot in multi-pilot operations on multi-engine helicopters *Minimum 500 hours*.

7) **Flight instruction for type rating** according to approved syllabus completed on _____

Helicopter Type _____

Helicopter Hours: _____

FFS Full Flight Simulator Hours: _____

FTD Flight Training Device Hours: _____

OTD Other Training Device Hours: _____

Number of aircraft landings after simulator training _____

Signature of Applicant: _____ Date of Signature: _____

For Office Use:

Limitation to initially fly as co-pilot only Yes No

Limitation to initially fly under the supervision of an instructor as required by OSD Yes No

If required, number of hours under supervision is _____ hrs

Name of PEL officer _____ Date _____ Signature _____

Application for First Single Pilot Multi-Engine Helicopter Type Rating

Appendix 3 Complete if applicable

Licence No: _____

To be Completed by the applicant

Applicant Last and First Name: _____

Before starting the course:

- 1) Pilot licence held PPL CPL ATPL
 - 2) IR(H) multi-engine helicopter valid until: _____
 - 3) Part-Medical Certificate: Class 1 Class 2/ IR - Medical Certificate is valid until _____
 - 4) PIC hours on helicopters _____ *Minimum 70 hours*
Note: applicable to applicants who have not completed an ATP(H)/IR, ATP(H), or CPL(H)/IR integrated training course
 - 5) Additional theoretical knowledge :
 - (i) Hold a certificate of satisfactorily completion of a pre-entry course conducted by an ATO, including subjects of the ATPL(H) theoretical knowledge course:
 - Aircraft General Knowledge: airframe/systems/power plant, and instrument/electronics,
 - Flight Performance and Planning: mass and balance, performance;or
 - (ii) Passed Part-FCL ATPL(H) theoretical knowledge examinations
 - 6) For Multi-pilot operations:
 - MCC is combined with Type Rating - MCC/VFR MCC/IR
 - MCC is not combined with Type Rating (mark one of below)
 - M1) Hold a certificate of satisfactory completion of MCC course in helicopters; or
 - M2) Have _____ hours as pilot on multi-pilot aeroplanes *Minimum 500 hours*; or
 - M3) Have _____ hours as pilot in multi-pilot operations on multi-engine helicopters *Minimum 500 hours*
 - 7) **Flight instruction for type rating** according to approved syllabus completed on _____
Aircraft Hours: _____
FFS Full Flight Simulator Hours: _____
FTD Flight Training Device Hours: _____
OTD Other Training Device Hours: _____
- Signature of Applicant: _____ Date of Signature: _____

For Office Use:

Limitation to initially fly under the supervision of an instructor as required by OSD Yes No

If required, number of hours under supervision is _____ hrs

Name of PEL officer _____ Date _____ Signature _____

Submission Instructions

Respective Appendices have to be printed and completed if necessary.

Age: An applicant for a ATPL(H) must be at least 21 years old.

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 type rating instruction was given if not issued by Transport Malta
5. A copy of the Course Completion Certificate for the 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. Proof of aircraft landings where applicable for issue of the type rating
9. A copy of the ATPL(H) Theoretical Knowledge Examination Results [If not issued by Transport Malta original has to be presented before licence is collected.]
10. Copy of simulator approval certificate

For MPH

11. A copy of the MCC completion certificate.
12. A copy of the ATO approval where the MCC was conducted

For SP ME(H)

13. A copy of certificate of additional course of theoretical knowledge for SP ME Helicopters at an ATO [Original to be submitted before licence is collected]
14. A copy of the ICAO licence if applicable for SP ME helicopters [Original has to be submitted before licence is collected]
15. Proof of ICAO ATPL theory for SP ME helicopters 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.

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

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

Attention: 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

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