

**Civil Aviation Directorate**

Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel: +356 2555 5000 [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

**WARNING TO ALL APPLICANTS** – Any false statement, misrepresentation or concealment of material fact on this form or any document presented in support of this application may be grounds for criminal prosecution.

**Data Protection Notice** - All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be granted to other Public Authorities and/or Government Departments as required and permitted by Maltese Law. Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by Transport Malta, as well as the steps that are taken to protect such information.

**IR(H)  
Skill Test and Report Form  
IR(H) Application Form**

**Licence Type and Number**

**To be completed by applicant**  
SEE SUBMISSION INSTRUCTIONS

Application for:  SE IR(H)  ME IR(H)  SE IR(H) to ME IR(H) in  SP Operations  MP Operations –  
Helicopter Type: \_\_\_\_\_

Course completed:  IR modular  CPL(H)/IR  ATP(H)/IR

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) \_\_\_\_\_

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

Theoretical examinations EASA  IR(H)  ATPL(H)/IR: Passed on \_\_\_\_\_

Type of licence held:

PPL(H)  CPL(H)  ATPL(H)  ATPL in other category \_\_\_\_\_ State of Issue: \_\_\_\_\_

Night rating  endorsed on licence  night training completed form TM/CAD/250 attached

Cross country flight time as PIC Hours: \_\_\_\_\_ Minimum 50 hours\*, including

Cross country flight time as PIC in helicopter Hours: \_\_\_\_\_ Minimum 10 hours\*

Credit Hours towards Cross country flight time as PIC Hours: \_\_\_\_\_ Maximum 50 hours\*

*\*Note: Applicants who have completed an ATP(H)/IR, ATP(H), CPL(H)/IR or CPL(H) integrated training course shall be exempted from the cross country requirement*

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

IR(H) Skill test passed on \_\_\_\_\_ in  SE Helicopter  ME Helicopter in  SP Operations/ MP Operations

**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 and Report Form for the IR(H) Skill Test and Application for an IR(H) Rating.

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## IR(H) Modular Flight Instruction

Licence Number

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

SE IR(H)  ME IR(H) in  SP Operations  MP Operations

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

ATO Name: \_\_\_\_\_ Registration No: \_\_\_\_\_

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

Applicant has completed approval type rating training on type: \_\_\_\_\_

Applicant holds \_\_\_\_\_ type rating

#### Before starting IR Modular course:

An applicant for a modular IR(H) course shall be the holder of a PPL(H), or a CPL(H) or an ATPL(H). Prior to commencing the aircraft instruction phase of the IR(H) course, the applicant shall be the holder of the helicopter type rating used for the IR(H) skill test, or have completed approved type rating training on that type. The applicant shall hold a certificate of satisfactory completion of MCC if the skill test is to be conducted in Multi- Pilot conditions

Applicant has completed MCC training ATO (for MP Operations)

Applicant holds a Course Completion Certificate for MCC (for MP Operations)

#### Course duration

Course started on date: \_\_\_\_\_ and ended on date: \_\_\_\_\_ Total months: \_\_\_\_\_ (18 months)

#### Theoretical knowledge

IR(H) Theoretical knowledge Hours: \_\_\_\_\_ + \*Credit (if applicable) Hours \_\_\_\_\_ *Minimum 150 hours*

#### Flight instruction for the SE IR(H)

Instrument time under instruction at ATO Hours: \_\_\_\_\_ + \*Credit (if applicable) Hours \_\_\_\_\_ *Minimum 55 hours*

1a) of which instruction time in an  FNPT I (H) or  FNPT I (A) or  aeroplane Hours: \_\_\_\_\_ *Maximum 20 hours*

or 1b) of which instrument ground time in a helicopter FNPT II/III or FTD 2/3 Hours or FFS: \_\_\_\_\_ *Maximum 40 hours*

2) of which Instrument instruction in an IFR certified helicopter Hours: \_\_\_\_\_ *Minimum 10 hours*

#### Flight instruction for holder of a SE IR(H) and a ME Class or type rating to ME IR(H)

Dual instrument instruction time at ATO Hours: \_\_\_\_\_ *Minimum 5 hours*, of which

of which instruction time in an  FFS or  FTD 2/3 or  FNPT II/III 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(H) Skill test.**

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

#### \*Note: Credit

1. Holders of an ATPL(H) shall have the theoretical knowledge instruction hours reduced by 50 hours
2. The holder of an IR(A) may have the amount of training required reduced to 10 hours.
3. The holder of a PPL(H) with a helicopter night rating or a CPL(H) may have the total amount of instrument time under instruction required reduced by 5 hours

# Application and Report Form for the IR(H) Skill Test and Application for an IR(H) Rating.

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## IR(H) Skill Test – Details of the Flight and Result of the Test

Licence Number

### To be Completed by the Examiner

#### Details of Flight:

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

Aeroplane:  SE  ME Type of Helicopter: \_\_\_\_\_ Registration No: \_\_\_\_\_  
 SP Operations  MP Operations

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

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

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

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

#### 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: \_\_\_\_\_

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# IR(H)

## 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 aircraft 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/Air taxi in compliance with ATC or instructions of instructor			
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, procedures and checks			
j	Transition to instrument flight			
k	Instrument departure procedures, including PBN procedures			
SECTION 2 – GENERAL HANDLING				
a	Control of the helicopter by reference solely to instruments, including:			
b	Climbing and descending turns with sustained Rate 1 turn			
c	Recoveries from unusual attitudes, including sustained 30° bank turns and steep descending turns			
SECTION 3 - EN-ROUTE IFR PROCEDURES				
a	Tracking, including interception, e.g. NDB, VOR, RNAV			
b	Use of radio aids			
c	Level flight, control of heading, altitude and airspeed, power setting			
d	Altimeter settings			
e	Timing and revision of ETAs			
f	Monitoring of flight progress, flight log, fuel usage, systems management			
g	Ice protection procedures, simulated if necessary and if applicable			
h	ATC liaison – compliance, R/T procedures			
SECTION 3a — 3D OPERATIONS <sup>(*)</sup>				
a	Setting and checking of navigational aids, if applicable			
b	Arrival procedures, altimeter checks			
c	Altitude and speed constraints, if applicable			
d	PBN arrival (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 <sup>(*)</sup>				
a	Setting and checking of navigational aids Check Vertical Path angle For RNP APCH: (a) Check that the correct procedure has been loaded in the navigation system; and (b) Cross-check between the navigation system display and the approach chart.			
b	Approach and landing briefing, including descent/approach/landing checks			
c <sup>(*)</sup>	Holding procedure			
d	Compliance with published approach procedure			
e	Approach timing			
f	Altitude, speed, heading control (stabilised approach)			
g <sup>(*)</sup>	Go-around action			
h <sup>(*)</sup>	Missed approach procedure/landing			
i	ATC liaison – compliance, R/T procedures			

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SECTION 5 — 2D OPERATIONS <sup>(+)</sup>				
a	Setting and checking of navigational aids 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 and identification of facilities			
c <sup>(*)</sup>	Holding procedure			
d	Compliance with published approach procedure			
e	Approach timing			
f	Altitude, speed, heading control (stabilised approach)			
g <sup>(*)</sup>	Go-around action			
h <sup>(*)</sup>	Missed approach procedure <sup>(*)</sup> /landing			
i	ATC liaison – compliance, R/T procedures			
SECTION 6 – ABNORMAL AND EMERGENCY PROCEDURES				
This section may be combined with sections 1 through 5. The test shall have regard to control of the helicopter, identification of the failed engine, immediate actions (touch drills), follow-up actions and checks and flying accuracy, in the following situations:				
a	Simulated engine failure after take-off and on/during approach <sup>(**)</sup> (at a safe altitude unless carried out in an FFS or FNPT II/III, FTD 2,3)			
b	Failure of stability augmentation devices/hydraulic system (if applicable)			
c	Limited panel			
d	Autorotation and recovery to a pre-set altitude			
e	3D operations manually without flight director <sup>(***)</sup> 3D operations manually with flight director <sup>(***)</sup>			
<sup>(+)</sup> 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 <sup>(*)</sup> To be performed in Section 4 or Section 5. <sup>(**)</sup> Multi-engine helicopter only. <sup>(***)</sup> Only one item to be tested				

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**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**

10. 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.
11. 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°		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°			
<b>Speed</b>	all engines operating	±5 knots			
	with simulated engine failure	+10 knots/ -5 knots			

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**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 IR (H)/ATPL (H) Theoretical Knowledge Examination Results [If not issued by Transport Malta original has to be presented before licence is collected.]
5. A copy of the helicopter licence if credit is given.
6. Copy of ATO Approval Certificate if not issued by Transport Malta
7. Copy of Examiner Certificate if not issued by Transport Malta
8. Copy of Language Proficiency Certificate issued by Transport Malta
9. Course Completion Certificate
10. Copy of MCC Certificate (if applicable)

**Office Use Only**

- ①
- ②
- ③
- ④
- ⑤
- ⑥
- ⑦
- ⑧
- ⑨
- ⑩

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

**Transport Malta – Civil Aviation Directorate Bank Details:**

Bank Name: Bank of Valletta  
Bank Branch: Naxxar  
Bank Address: 38, Triq tal-Labour, Naxxar NXR 9020  
Bank's BIC Code: VALLMTMT  
Sort Code: 22013  
Account Holder: Transport Malta – Civil Aviation Directorate  
Account No: 12000580013  
IBAN No: MT13VALL 22013 0000 000 12000 5800 13

**Fee:** The applicable fee in the Malta Air Navigation Order / Scheme of Charges on the Transport Malta website has to be submitted with the application.

**Queries:** If you need additional information send an email to [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt) to the attention of **Personnel Licensing Section, Transport Malta Civil Aviation Directorate** - giving your contact telephone number.

Send completed form to:

**Transport Malta-CAD, Personnel Licensing Section, Pantar Road, Lija, LJA 2021, Malta**

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### Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the Data Protection Act CAP. 586 and General Data Protection Regulation (EU) 2016/679 (GDPR). This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

#### 1. The information we collect and how we use it

- 1.1. From this application form Transport Malta collects different types of information which information is that required by Law and is used explicitly for your particular application. It is to be noted that if the required information is not provided the said application cannot be processed.
- 1.2. The primary purpose for collecting information is mainly to process the application for the service being applied for, however, your personal information may also be used for related purposes that amongst other include: sending notifications, renewal of licence/certificate after expiry period, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.

#### 2. To whom we disclose information

- 2.1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below:
  - Any third party offering assistance in providing the required service;
  - Any law enforcement body who may have any reasonable requirement to access your personal information;
  - Third party entities responsible for the data processing contracted by Transport Malta.

#### 3. Data Subject Rights

- 3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:
  - a. the right for information;
  - b. the right to access;
  - c. the right to rectification;
  - d. the right to erasure;
  - e. the right to restrict processing;
  - f. the right to object to processing;
  - g. the right to data portability;
  - h. the right to complain to a supervisory authority; and
  - i. the right to withdraw consent.
- 3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to [dataprotection.tm@transport.gov.mt](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 (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](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)