

Application for Skill Tests, Proficiency Checks & AoC - EBT

issued under the Commission Regulation (EU) No 1178/2011 of 3 November 2011 as amended



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.

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.

Application and Report Form – Skill Tests, proficiency check and assessment of competence EBT

Part- FCL Licence Number

To be completed by applicant

Revalidation

Renewal

Last and First Name: _____

Date of Birth dd/mm/yyyy: _____ (Minimum Age 18) Nationality: _____

Place and Country of Birth _____

Address: _____

Email: _____

Telephone Number (Home): _____ (Mobile) _____

ID card or Passport No.: _____ Country of issue: _____

Employed as pilot with AOC holder: _____

Type of licence held: _____ State of Licence Issue: _____

Malta Part-Medical Certificate Class 1 valid until _____ [dd/mm/yyyy]

Malta English Language Proficiency: Level _____ Valid until _____ [dd/mm/yyyy]

Type Rating: _____ FSTD (Aircraft Type): _____

Theoretical examinations Part-FCL ATPL(A):

Passed on _____ [dd/mm/yyyy] Done in _____ Member State.

Signature of Applicant: _____ Date of Signature: _____

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Skill Tests, proficiency check and assessment of competence - EBT Modules

Part- FCL Licence Number

EBT Module 1:

Session 1:

Name of the instructor: _____

Type and number of licence: _____

Location, date and time: _____ FSTD ID code: _____

Session 2:

Name of the instructor: _____

Type and number of licence: _____

Location, date and time: _____ FSTD ID code: _____

Session X: (Extra)

Name of the instructor: _____

Type and number of licence: _____

Location, date and time: _____ FSTD ID code: _____

Completion of the module:

date / signature (EBT manager)

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Skill Tests, proficiency check and assessment of competence - EBT Modules

Part- FCL Licence Number

EBT Module 2:

Session 1:

Name of the instructor: _____

Type and number of licence: _____

Location, date and time: _____ FSTD ID code: _____

Session 2:

Name of the instructor: _____

Type and number of licence: _____

Location, date and time: _____ FSTD ID code: _____

Session X: (Extra)

Name of the instructor: _____

Type and number of licence: _____

Location, date and time: _____ FSTD ID code: _____

Completion of the module:

date / signature (EBT manager)

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Part- FCL Licence Number

EBT Module X: (Extra)

Session X:

Name of the instructor: _____

Type and number of licence: _____

Location, date and time: _____ FSTD ID code: _____

Session Y:

Name of the instructor: _____

Type and number of licence: _____

Location, date and time: _____ FSTD ID code: _____

Session Z

Name of the instructor: _____

Type and number of licence: _____

Location, date and time: _____ FSTD ID code: _____

Completion of the module:

date / signature (EBT manager)

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Completion of the operator's EBT programme from _____ (date) to _____ (date)		_____
		date / signature (EBT manager)
Name(s) in capital letters: _____	Signature of examiner (EBT manager)	

Type and number of licence: _____	Date of applicant's licence endorsement:	

Examiner certificate number: _____	_____	
Delegation of signature for licence endorsement (instructor)		
Name: _____ Position in the operator: _____		
Date: _____ Signature: _____		

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AOC Declaration for Revalidation and renewal under the EBT programme for the purpose of AMC1 ARA.GEN.315(a) point (d) and for the purpose of point 1(a) of Appendix 10
The EBT manager holds a current type rating examiner certificate in the type rating filled in, in Appendix 10 (copy to be attached);
The instructor(s) that conducted the training to the applicant has (have) been standardised.
The EBT operator has performed a verification of the grading system at least once in the last 3 years.
The integrity of the applicant training data is ensured.
Signature of the training manager or EBT manager: _____

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A – General

1. The revalidation and renewal of type ratings as well as the revalidation and renewal of IRs when combined with the revalidation or renewal of type ratings in accordance with this Appendix shall be completed only at EBT operators which comply with all of the following:

(a) they have established an EBT programme relevant for the applicable type rating or the IR in accordance with point ORO.FC.231 of Annex III (Part-ORO) to Regulation (EU) No 965/2012;

(b) they have an experience of at least 3 years in conducting a mixed EBT programme;

(c) for each type rating within the EBT programme, the organisation has appointed an EBT manager. EBT managers shall comply with all of the following:

(i) they shall hold examiner privileges for the relevant type rating;

(ii) they shall have extensive experience in training as an instructor for the relevant type rating;

(iii) they shall either be the person nominated in accordance with point ORO.AOC.135(a)(2) of Annex III (Part-ORO) to Regulation (EU) No 965/2012 or a deputy of that person.

2. The EBT manager responsible for the relevant type rating shall ensure that the applicant complies with all qualification, training and experience requirements of this Annex for the revalidation or the renewal of the relevant rating.

3. Applicants who wish to revalidate or renew a rating in accordance with this Appendix shall comply with all of the following:

(a) they shall be enrolled in the operator's EBT programme;

(b) in the case of revalidation of a rating, they shall complete the operator's EBT programme within the period of validity of the relevant rating;

(c) in the case of renewal of a rating, they shall comply with procedures developed by the EBT operator in accordance with point ORO.FC.231(a)(5) of Annex III (Part-ORO) to Regulation (EU) No 965/2012.

4. The revalidation or renewal of a rating in accordance with this Appendix shall comprise all of the following:

(a) continuous EBT practical assessment within an EBT programme;

(b) demonstration of an acceptable level of performance in all competencies;

(c) the administrative action of licence revalidation or renewal for which the EBT manager responsible for the relevant type rating shall do all of the following:

(1) ensure that the requirements of point FCL.1030 are complied with;
EN Official Journal of the European Union L 434/24
23.12.2020

(2) when acting in accordance with point FCL.1030(b)(2), endorse the applicant's licence with the new expiry date of the rating. That endorsement may be completed by another person on behalf of the EBT manager, if that person received a delegation from the EBT manager to do so in accordance with the procedures established in the EBT programme. Specific requirements for the aeroplane category

B – Conduct of the EBT practical assessment

The EBT practical assessment shall be conducted in accordance with the operator's EBT programme.';

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Submission Instructions

Send completed form to:
Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta

Documents Required:

1. A copy of the Malta ID Card (both sides) or Passport
2. A copy of the Malta Part-Medical Certificate
3. Log Book – Showing all flight instruction / instrument flight instruction / instrument ground instruction which must be counter-signed by the respective instructor .
4. Copy of ATO Approval Certificate
5. A copy of EBT Certificate
6. Copy of Language Proficiency Certificate issued by Transport Malta
7. Copy of simulator approval certificate

Office use Only
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②
③
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It is important to send all the documents to avoid a delay in the issue of the licence.

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

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

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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, Transport Malta collects different types of information; which information is that required by Law and is used explicitly for the service requested through this form. 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 this information is mainly to process the application for the requested service, however, your Personal Information may also be used for related purposes that amongst others 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 law enforcement body that may have any reasonable requirement to access your personal information;
 - Third party entities that may be entrusted by Transport Malta to process part of or all the data related to this service.

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 service requested through this application form.
- 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