

# Application for Flight Test Instructor (Aeroplane)

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



Transport Malta

## Civil Aviation Directorate

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

## Flight Test Instructor (A)

Type & Licence No:\*

### To be completed by applicant

\*For first Malta licence use number on Malta Medical certificate

- Initial FTI(A) Certificate (Appendix 1)       Revalidation of FTI(A) Certificate (Appendix 2)       Renewal of FTI(A) (Appendix 3)

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

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

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

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

email: \_\_\_\_\_

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

ID card or  Passport No.: \_\_\_\_\_ Country of issue: \_\_\_\_\_

**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and that I never held any Part-FCL licence, rating certificate or authorisation issued in another Member State which was revoked or suspended.**

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

# Flight Test Instructor (A)

(Appendix 1)

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

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

Last and First Name of Applicant: \_\_\_\_\_

ATO Name: \_\_\_\_\_ Approval No: \_\_\_\_\_

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

An applicant for an FTI certificate shall:

- a) hold a flight test rating issued in accordance with FCL.820;
- b) have completed at least 200 hours of category 1 or 2 flight tests.

The applicant has completed an approved course at the ATO

This course was in accordance to FCL.930.FTI and consisted of at least:

- 1. Teaching & learning hours: \_\_\_\_\_ *Minimum 25 hours*
- 2. Teaching & learning course completed on date: \_\_\_\_\_ *or tick  if credited.*
- 3. Technical training hours : \_\_\_\_\_ *Minimum 10 hours*
- 4. Practical Flight instruction Hours: \_\_\_\_\_ *Minimum 5 hours*

Crediting:

*Applicants holding or having held an instructor certificate shall be fully credited towards the requirement of (1)*

*In addition, applicants holding or having held an FI or TRI certificate in the relevant aircraft category shall be fully credited towards the requirements of (2)*

Course Start Date : \_\_\_\_\_ Course Completion Date: \_\_\_\_\_

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

**Assessment of Competence** see Note

Passed an assessment of competence as an FTI(A)

Date : \_\_\_\_\_ with (Name of FTI) \_\_\_\_\_ *(attach form TM/CAD/0179)*

# Flight Test Instructor (A) Revalidation

(Appendix 2)

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

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

Last and First Name of Applicant: \_\_\_\_\_

ATO Name: \_\_\_\_\_ Approval No: \_\_\_\_\_

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

The applicant has completed an approved course at the ATO

This revalidation course was in accordance to FCL.940.FTI and consisted of at least one of the following:

1. Completed at least:
  - i. Flight test hours \_\_\_\_\_ hrs (*minimum 50 hours*), of which \_\_\_\_\_ hrs (*at least 15*) hours shall be within the 12 months preceding the expiry date of the FTI certificate \_\_\_\_\_ (*dd/mm/yyyy*);  
**and**
  - ii. Flight instruction hours \_\_\_\_\_ hrs (*minimum 5 hours*) within the 12 months preceding the expiry date of the FTI certificate \_\_\_\_\_ (*dd/mm/yy*);  
**or**

2. Received Instructor refresher training as a FTI at an ATO, within the 12 months preceding the expiry date of the FTI

**Refresher Training**

certificate on Date \_\_\_\_\_ (*Certificate required*)

**Instructional flight (*one minimum*)**

Passed within the 12 months preceding the expiry date of the FTI(A) certificate

an instructional flight under the supervision of an FTI(A) qualified in accordance with FCL.905.FTI(b) on

Date : \_\_\_\_\_ with (Name of FTI) \_\_\_\_\_

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

# Flight Test Instructor (A) Renewal

(Appendix 3)

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|--------------------|
| <b>Licence No:</b> |
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**To be Completed by ATO and signed by Head of Training**

A Renewal is required if the FTI certificate has lapsed.

Last and First Name of Applicant: \_\_\_\_\_

ATO Name: \_\_\_\_\_ Approval No: \_\_\_\_\_

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

The applicant has completed an approved course at the ATO

- The applicant has received refresher training as an FTI in accordance with the requirements of FCL.930.FTI(a)(3).  
\_\_\_\_\_ hrs (*minimum 5 hours*) of practical flight instruction under the supervision of a qualified FTI.

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

**Submission Instructions**

**Documents Required:**

- 1. ID Card / Passport
- 2. Part-MED Medical Certificate
- 3. Other instructor certificates/courses
- 4. Examiner certificate
- 5. FTI(A) Application Form
- 6. Logbook
- 7. FTI(A) Assessment of Competence
- 8. FTI Course Completion Certificate
- 9. ATO approval Certificate
- 10. Licence
- 11. ELP application form
- 12. FSTD Qualification certificate

|                                |
|--------------------------------|
| <b>Office<br/>use<br/>Only</b> |
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**It is important to send all the documents to avoid a delay in the issue of the licence.**

**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 must 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 – Civil Aviation Directorate, 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 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 helping 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)