

Application and Report form for an Assessment of Competence for NPPL FI

issued under Air Navigation Act



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 (Regulation 2016/679/EU) and Chapter 440 of the Laws of Malta (Data Protection Act). The data provided may be exchanged with 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.

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

NPPL FI Report Form For The Instructor Assessment of Competence

Applicant's Full Name and Licence No:

To be completed by Applicant

Initial Revalidation Renewal

NPPL FI Restricted (A) NPPL FI (A) NPPL FI Restricted (H) NPPL FI (H)

NPPL FI Restricted (Other) NPPL FI (Other)

Last and First Name: _____

Date of Birth dd/mm/yyyy: _____ Nationality: _____

Place and Country of Birth: _____

email: _____

Address: _____

Telephone Number (Home): _____ (Mobile): _____

Part-MED Certificate: Class 1 Class 2 Class 2 valid for IR LAPL – valid until: _____

English Language Proficiency: Level: _____ Valid until: _____

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any National or Part-FCL or aeroplane licence, rating certificate or authorisation issued in another Member State which was revoked or suspended.

Signature of Applicant: _____ Date of Signature: _____

**NPPL FI Report Form
For The Instructor Assessment of Competence**

Applicant's Full Name and Licence No:

To be completed by the Examiner

Details of Check:

Name of Applicant: _____

Type of Microlight : _____

A/C Registration No: _____

Place of Departure: _____ Destination: _____

Date of Check: _____ # of Landings _____

Off Chocks/Start : _____ On Chocks/Finish: _____ Total Time: _____

Result of the test:

* delete as necessary

PASS*

FAIL*

PARTIAL PASS*

Applicant's Signature:

Revalidation 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. 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 authority.

Last, and First Name of Examiner: _____

Examiner Certificate number: _____

Signature of Examiner: _____ Date of Signature: _____

Applicant's Full Name and Licence No:

**NPPL FI Report Form
For The Instructor Assessment of Competence**

The content of the assessment of competence should be the following:

SECTION 1: Theoretical Knowledge	Pass	Fail	Observations/Reasons for Failure
1.1 Air law			
1.2 Aircraft general knowledge			
1.3 Flight performance and planning			
1.4 Human performance and limitations			
1.5 Meteorology			
1.6 Navigation			
1.7 Operational procedures			
1.8 Principles of flight			
1.9 Training administration			

Sections 2 and 3 selected main exercises:

SECTION 2: Pre Flight Briefing	Pass	Fail	Observations/Reasons for Failure
2.1 Visual presentation and content			
2.2 Technical accuracy			
2.3 Clarity of explanation			
2.4 Clarity of speech			
2.5 Instructional technique			
2.6 Use of model and aids			
2.7 Student participation			

SECTION 3: Flight	Pass	Fail	Observations/Reasons for Failure
3.1 Arrangement of demonstration			
3.2 Synchronising of speech/demo			
3.3 Correction of faults			
3.4 Aircraft handling			
3.5 Instructional technique			
3.6 General airmanship and safety			
3.7 Positioning and use of airspace			

SECTION 4: Post Flight Debriefing	Pass	Fail	Observations/Reasons for Failure
4.1 Visual presentation and content			
4.2 Technical accuracy			
4.3 Clarity of explanation			
4.4 Clarity of Speech			
4.5 Instructional technique and facilitation			
4.6 Use of model and aids			
4.7 Student participation			

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Section 1, the oral theoretical knowledge examination part of the assessment of competence, is for all FI and is subdivided into two parts:

- (1) The applicant is required to give a lecture under test conditions to other 'student(s)', one of whom will be the examiner. The test lecture is to be selected from items of section 1. The amount of time for preparation of the test lecture is agreed upon beforehand with the examiner. Appropriate literature may be used by the applicant. The test lecture should not exceed 45 minutes;
- (2) The applicant is tested orally by an examiner for knowledge of items of section 1 and the 'core instructor competencies: teaching and learning' content given in the instructor courses.

Sections 2, 3 and 4 are for all FIs. These sections comprise exercises to demonstrate the ability to be an FI (for example instructor demonstration exercises) chosen by the examiner from the flight syllabus of the FI training courses. The applicant is required to demonstrate FI abilities, including briefing, flight instruction and de-briefing.

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. 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

8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to cadpel.tm@transport.gov.mt.