

### **Civil Aviation Directorate**

Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel: +356 2555 5000 <a href="mailto:cadpel.tm@transport.gov.mt">cadpel.tm@transport.gov.mt</a> <a href="mailto:www.transport.gov.mt">www.transport.gov.mt</a> <a href="mailto:www.tr

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### **BIR**

# Skill Test/Proficiency Check and Report Form BIR Application Form

**Licence Type and Number** 

| To be completed by a                     | oplicant   |   |
|--|--|---|
| SEE SUBMISSION INSTRUC                   | CTIONS AT THE END OF THIS FORM   |   |
| ☐ BIR Initial Issue<br>Attach Appendix 1 | ☐ BIR Initial Issue for applicants holding a t at least 25 hours of flight time under IFR as I Attach Appendix 2 |   |
| ☐ Revalidation by check                  | ☐ Revalidation of BIR by experience and a Attach Appendix 3  | training flight   |
| ☐Renewal of BIR<br>Attach Appendix 4     | ☐ SE BIR to ME BIR Attached Appendix 5   |   |
| Repetition of □Failed /                  | ☐Partial Pass Skill test from date:  |   |
| Last Name, and First Nam                 | e:   |   |
| Date of Birth dd/mm/yyyy:                | Nationality:   |   |
| Place and Country of Birth               | 1  |   |
| email:                                   |  |   |
| Address:                                 |  |   |
| Telephone Number (Home                   | e):  | (Mobile):   |
| Type of licence held:                    | State of Is  | ssue:   |
| EASA Medical Certificate:                | ☐Class 1 ☐Class 2 with IR - Medical Certif   | ficate is valid until   |
| Theoretical examinations I               | EASA □BIR □ ATPL(A): Passed on   |   |
| Pilot licence held ☐ PPL(                | A)   CPL(A)  |   |
| Night rating $\Box$ endorsed             | on licence   | rm TM/CAD/0155 attached   |
| English Language Proficie                | ncy: Level Valid   | d until   |
| in another Member State                  | •••  | FCL licence, rating, certificate or authorisation ce, rating certificate or authorisation issued in |
| Signature of Applicant:                  | Date o   | of Signature:   |
|  |  |   |



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### **BIR Skill Test/ Proficiency Check** and Report Form

| Applicant's Full Name and Licence No: |  |
|---------------------------------------|--|
| pp                                    |  |
|                                       |  |
|                                       |  |

| Hec of  | checklist, airmanship, anti-icing / de-icing procedures, etc. applies in all sections  |          | 1 Attem                | pt 2                      |
|---|--|----------|------------------------|---------------------------|
| Use of C  | checklist, airmanship, anti-icing / de-icing procedures, etc. applies in all sections  |          | iner's                 | μι 2                      |
| SECTION 1 - PRE-FLIGHT OPERATIONS AND DEPARTURE |  | Initial  | when<br>pleted<br>FAIL | <b>Date</b><br>dd/mm/yyyy |
| а   | Use of flight manual (or equivalent) especially a/c performance calculation, mass and balance  |          |                        |                           |
| b   | Use of Air Traffic Services document, weather document   |          |                        |                           |
| С   | Preparation of ATC flight plan, IFR flight plan/log  |          |                        |                           |
| d   | Identification of the required navaids for departure, arrival and approach procedures  |          |                        |                           |
| е   | Pre-flight inspection  |          |                        |                           |
| f   | Weather Minima   |          |                        |                           |
| g   | Taxiing  |          |                        |                           |
| 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.   |          |                        |                           |
| 1   | Pre-take-off briefing, Take-off  |          |                        |                           |
| j(°)  | Transition to instrument flight  |          |                        |                           |
| k(°)  | Instrument departure procedures, including PBN departures, and altimeter setting   |          |                        |                           |
| l(°)  | ATC liaison – compliance, R/T procedures   | <u> </u> | <u> </u>               |                           |
| SECTIO  | N 2 – GENERAL HANDLING (°)   | li .     | 1 1                    |                           |
| а   | Control of the aeroplane by reference solely to instruments, including: level flight at various speeds, trim   |          |                        |                           |
| b   | Climbing and descending turns with sustained Rate 1 turn   |          |                        |                           |
| С   | Recoveries from unusual attitudes, including sustained 45° bank turns and steep descending turns   |          |                        |                           |
| d (*)   | Recovery from approach to stall in level flight, climbing/descending turns and in landing configuration  |          |                        |                           |
| e   | Limited panel: stabilised climb or descent, level turns at Rate 1 onto given headings, recovery from unusual attitudes   |          |                        |                           |
| SECTIO  | N 3 - EN-ROUTE IFR ROCEDURES (°)   | -        |                        |                           |
| а   | Tracking, including interception, e.g. NDB, VOR, or track between waypoints  |          |                        |                           |
| b   | Use of navigation system and radio aids  |          |                        |                           |
| С   | Level flight, control of heading, altitude and airspeed, power setting, trim technique   |          |                        |                           |
| d   | Altimeter settings   |          |                        |                           |
| е   | Timing and revision of ETAs (en-route hold, if required)   |          |                        |                           |
| f   | Monitoring of flight progress, flight log, fuel usage, systems' management   |          |                        |                           |
| g   | Ice protection procedures, simulated if necessary  |          |                        |                           |
| h   | ATC liaison – compliance, R/T procedures   |          |                        |                           |
| SECTIO  | N 3a — ARRIVAL PROCEDURES  | •        |                        |                           |
| а   | Setting and checking of navigational aids, and identification of facilities, if applicable   |          |                        |                           |
|   | Arrival procedures, altimeter checks   |          |                        |                           |
| С   | Altitude and speed constraints, if applicable  |          |                        |                           |
| d   | 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 arrival chart.   |          |                        |                           |
| SECTIO  | N 4 (°) — 3D OPERATIONS (**)   |          |                        |                           |
| а   | Setting and checking of navigational aids Check Vertical Path angle 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, including identification of facilities   |          |                        |                           |
| C(+)  | Holding procedure  |          |                        |                           |
| ď   | Compliance with published approach procedure   |          |                        |                           |
| е   | Approach timing  |          |                        |                           |
| f   | Altitude, speed heading control (stabilised approach)  |          |                        |                           |
| g(+)  | Go-around action   |          |                        |                           |
|   |  |          |                        |                           |
| h(*)  | Missed approach procedure/landing  |          |                        |                           |



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| SECTIO                          | ON 5 (°) — 2D OPERATIONS ( <sup>++</sup> )   | Initials | iner's<br>s when<br>oleted | Date<br>dd/mm/yyyy |
|---------------------------------|--|----------|----------------------------|--------------------|
| а                               | Setting and checking of navigational aids, identification of facilities 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, including identification of facilities   |          |                            |                    |
| c(*)                            | Holding procedure  |          |                            |                    |
| d                               | Compliance with published approach procedure   |          |                            |                    |
| е                               | Approach timing  |          |                            |                    |
| f                               | Altitude/Distance to MAPT, speed, heading control (stabilised approach), Step Down Fixes (SDF(s)), if applicable   |          |                            |                    |
| g(*)                            | Go-around action   |          |                            |                    |
| h(*)                            | Missed approach procedure/landing  |          |                            |                    |
| i                               | ATC liaison: compliance, R/T procedures  |          |                            |                    |
| SECTIO                          | N 6 – FLIGHT WITH ONE ENGINE INOPERATIVE (multi-engine aeroplanes only) (°)  |          | -                          |                    |
| Α                               | Simulated engine failure after take-off or on go-around  |          |                            |                    |
| В                               | Approach, go-around and procedural missed approach with one engine inoperative   |          |                            |                    |
| C                               | Approach and landing with one engine inoperative   |          |                            |                    |
| D                               | ATC liaison – compliance, R/T procedures   |          |                            |                    |
| (*) May<br>(*) May<br>(**) To e | st be performed by sole reference to instruments.  be performed in an FFS, FTD 2/3 or FNPT II.  be performed in either section 4 or section 5.  establish PBN privileges, one approach in either Section 4 or Section 5 shall be an RNP APCH.  ere an RNP APCH is not practicable, it shall be performed in an appropriately equipped FSTD |          |                            |                    |

| Note: Complete for holders of a valid third country SE IR(A) or ME IR (A) and at least 25 hours of flight time under     |   |  |  |  |
|--|---|--|--|--|
| IFR as PIC on aeroplanes.  |   |  |  |  |
| Examiner to complete for applicants that have a derogation from  | om FCL835 (f). See Appendix 2 Page 6.   |  |  |  |
| [(Examiner Name), holder of ex   | xaminer certificate number declare that |  |  |  |
| during the skill test the applicant has demonstrated that he/she has acquired an adequate level of theoretical knowledge |   |  |  |  |
| of Air Law, Meteorology and Flight Planning and Performance (  | (IR)                                    |  |  |  |
|  |   |  |  |  |
| Signature of Examiner:   | Date of Signature:                      |  |  |  |



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### BIR Skill Test/ Proficiency Check - Details of the Flight and **Result of the Test**

**Licence Number** 

| To be Completed by the Examiner   |                             |   |
|---|-----------------------------|---|
| Details of Flight:  |                             | SE BIR $\square$ or ME BIR $\square$  |
| Name of Applicant:  |                             |   |
| ☐ Skill Test ☐ BIR Revalid  | dation by experience        | ☐ BIR Renewal   |
| Aeroplane: ☐ SE ☐ ME Type of Aero   | oplane:                     | Registration No:  |
| Place of Departure:   |                             | Destination:  |
| Date of Flight:   | Number o                    | of Landings   |
| Off-blocks  | On-blocks                   | Block time:   |
|   |                             |   |
| Result of the test:   |                             |   |
|   | Signature of Applican       | t   |
|   |                             |   |
| *Examiner Remarks:  |                             |   |
|   |                             |   |
|   |                             |   |
|   |                             |   |
|   |                             |   |
| aeroplane. The proficiency check complet<br>single-engine BIR.<br>English Proficiency for BIR | ed in a multi-engine aero   | ulti-engine BIR has to be completed in a multi-engin<br>oplane shall also achieve revalidation or renewal of th |
| I have checked the applicant on the use the   | ne English language for:    |   |
| (1) flight: R/T relevant to all phases of fligh   |                             |   |
| (2) ground: all information relevant to the a   |                             |   |
| (i) can read and has demonstrate<br>(ii) pre-flight planning, weather in                      | -                           | of technical manuals written in English;  |
| (iii) use of all aeronautical en-rou  |                             | ch charts and associated documents written in   |
| English. (3) communication: possesses the ability t   | o communicate with othe     | er crew members in English during all phases of flight,   |
| including flight preparation.   |                             |   |
| The applicant is:   |                             | ☐ Not able to use English for these purposes  |
| I hereby declare that I have established co   | mmunication with the ap     | <br>plicant without language barriers. I made the applical  |
| •   | •                           | false information. I verified that the applicant complie  |
| with the qualification, training and experi   | ience requirements in P     | art FCL. I confirm that all required manoeuvres an  |
| exercises have been completed, as well as   | s the verbal theoretical ex | xamination, where applicable. I also declare that I hav   |
| reviewed and applied the national procedu   | res and requirements of t   | he applicant`s competent authority contained in version   |
| (insert document version as published   | on the EASA website)        | of th   |
| Examiner Differences Document.  |                             |   |
|   |                             |   |
|   |                             | IRE Certificate no:   |



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#### BIR and 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

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.

The following limits shall apply, corrected to make allowance for turbulent conditions and the handling qualities and performance of the aircraft used:

|         | Generally                               | ±100 feet              |          | on radio aids   | ±5°  |  |
|---------|---|------------------------|----------|---|--|--|
| Height  | Starting a go-around at decision height | +50 feet/- 0 feet      |          | For angular deviations  | Half scale deflection, azimuth and   |  |
|         | Minimum descent height/MAP/altitude     | +50 feet/- 0 feet      |          | For angular deviations  | glide path (e.g. LPV, ILS, MLS, GLS)   |  |
|         | all engines operating                   | ± 5°                   |          |   | cross-track error/deviation shall normally be limited to ± ½ the RNP   |  |
| Heading | with simulated engine failure           | ± 10°                  | Tracking | 2D (LNAV) and 3D<br>(LNAV/VNAV) "linear"<br>lateral deviations                    | value associated with the procedure.<br>Brief deviations from this standard up   |  |
|         | all engines operating                   | ±5 knots               |          |   | to a maximum of 1 time the RNP value are allowable.  |  |
| Speed   | with simulated engine failure           | +10 knots/<br>-5 knots |          | 3D linear vertical<br>deviations (e.g. RNP<br>APCH (LNAV/VNAV)<br>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. |  |



### **Application for BIR Initial Issue**

## Appendix 1 Complete if applicable

| Licence No: |  |  |
|-------------|--|--|
|             |  |  |

| To be Completed by Applicant   |
|--|
| I declare that I have completed SE BIR:(hours) and/or ME BIR:(hours) flight time under instruction with an IRI (A) or FI(A) holding the privileges to provide training for the IR (A) or BIR |
| (NB: Attach copy of training record signed by the instructor)  |
| Signature of Applicant: Date of Signature:   |
| To be Completed by ATO and signed by Head of Training  |
| Name of Applicant:   |
| ATO Name: ATO Certificate No:  |
| Head of Training Last and First Name:  |
| NB: Before starting the BIR course: Applicant must be the holder of a PPL(A); or a CPL(A).   |
| BIR course start date: BIR course completion date  |
| Theoretical knowledge instruction for SE BIR and ME BIR  |
| Theoretical Knowledge Instruction in accordance with point FCL.835(c)(1) and FCL.835(d) $\square$  |
| Flight instruction for the SE BIR  |
| Flight instruction in accordance with FCL.835(c)(2)(i-iii) instrument flight instruction modules □   |
| Flight instruction for the ME BIR  |
| Flight instruction in accordance with FCL.835(c)(2)(iv) instrument flight instruction module: and  |
| flight instruction that complies with the requirements of FCL.835(c)(3) □  |
| Credit (if applicable): The holder of an IR shall receive full credits for the requirement in paragraph FCL.835 (c)(2).  |
| The ATO confirms that the applicant has completed the training required by the approved syllabus and recommends the applicant for the BIR Skill test in SE $\square$ or ME $\square$ .       |
| Signature of Head of Training: Date of Signature:  |
|  |



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### **Application for BIR Issue**

For applicants holding a valid IR on a third country licence and at least 25 hours of flight time under IFR on PIC on aeroplanes

## Appendix 2

| Appendix 2  | Licence No:  |
|---|--|
| To be Completed by the applicant                                |  |
| Name of Applicant:  | IR Valid Until:  |
| Third Country Licence Number:                                   | Third Country Licence Type:  |
| Signature of Applicant:   | Date of Signature:   |
| To be Completed by the Examiner                                 |  |
| • •   | ued in accordance with Annex I (Part-FCL) and a valid IR(A) ne Chicago Convention by a third country may be <b>credited in</b> ne BIR, the applicants shall: |
| (1) successfully complete the skill test in accordance with Ap  | opendix 7 <i>(IR SKILL TEST);</i>  |
| (2) demonstrate orally to the examiner during the skill test th | nat they have acquired an adequate level of theoretical  |
| knowledge of air law, meteorology, and flight planning and p    | performance; and $\Box$  |
| (3) have experience of at least 25 hours of flight time under   | IFR as PIC on aeroplanes. □  |
| NOTE: Declaration on Skill test/Proficiency check on page 2     | to be completed by examiner.   |
|   |  |



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## Application for Revalidation of BIR By experience and training flight with instruction Appendix 3

Licence No: Complete if applicable To be Completed by the applicant Name of Applicant: Completed as PIC under IFR: \_\_\_\_hours(Minimum 6) and \_\_\_\_\_ instrument approach procedures (Minimum 3) within the 12 months preceding the expiry date of BIR Note: For each alternate subsequent revalidation, the holder of the BIR shall pass a proficiency check. Date of last BIR proficiency check: Signature of Applicant: \_\_\_\_\_\_ Date of Signature: \_\_\_\_\_ To be Completed by the instructor I declare that the applicant has completed with me a training flight of Hours \_\_\_\_\_(Minimum 1 hour) on date: Note 1: The training flight for the revalidation of a BIR should be based on the exercise items of the BIR proficiency check as deemed relevant by the instructor and should depend on the experience of the candidate. The training flight should include a briefing including a discussion on threat and error management with a special emphasis on decision making when encountering adverse meteorological conditions, unintentional Instrument Meteorological Conditions (IMC) and navigation flight capabilities. In any case, a simulated diversion and instrument approach to an alternate aerodrome in the context of an emergency during the en route phase in IFR should be demonstrated by the instructor. Note 2: For revalidation of a multi-engine BIR, the training flight must be completed in a multi-engine aeroplane. The training flight completed in a multi-engine aeroplane shall also fulfil the training flight requirement for the single-engine BIR. SE or ME **Training Flight** Type of aeroplane Departure Airport Time Registration:\_\_\_\_\_ Arrival Airport\_\_\_\_\_ Time \_\_\_\_\_ Take-offs Location and date \_\_\_\_\_ Flight time at the controls\_\_\_\_\_ Landings\_\_\_ Instructor declaration: I declare that I hold instructor certificate, according to PART-FCL, to provide training for the IR (A) or BIR for the applicant

to reach the level of proficiency needed.

| Instructor Name:                 |   |        |
|----------------------------------|---|--------|
|                                  |   |        |
| Instructor privileges:   IRI (A) | ☐ <b>FI (A)</b> with privileges to instruct for IR (A) or BIR | ☐Other |

Licence Type: \_\_\_\_\_ Licence No: \_\_\_\_\_ State of Licence Issue: \_\_\_\_\_

\_\_\_\_\_ Date of Signature: \_\_\_ Signature of Instructor:



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## **Application for Renewal of BIR**

# Appendix 4 Complete if applicable

| Licence No: |  |  |  |
|-------------|--|--|--|
|             |  |  |  |

| To be Completed by instructor holding pri  | vileges to provide training for the IR(A) or BIR                                  |  |  |  |  |
|--|---|--|--|--|--|
| In order to renew their privileges applicants shall:   |   |  |  |  |  |
| (i) where necessary to reach the level of proficiency need   | ded, complete refresher training provided by an ATO or, if the BIR is expired for |  |  |  |  |
| three years or less, by an instructor who holds privileges   | to provide training for the BIR   |  |  |  |  |
| (ii) pass a proficiency check in an aeroplane.   |   |  |  |  |  |
|  |   |  |  |  |  |
| Name of Applicant:   |   |  |  |  |  |
| 1 Flight Training  |   |  |  |  |  |
| Type of aeroplane  | Departure Airport Time  |  |  |  |  |
|  | Arrival Airport Time  |  |  |  |  |
|  | Location and date   |  |  |  |  |
|  | Flight time at the controls   |  |  |  |  |
|  |   |  |  |  |  |
| Instructor declaration:  |   |  |  |  |  |
| I declare that I have provided SE BIR Hours:   | and/or ME BIR Hours: of refresher training for the BIR                            |  |  |  |  |
| to the applicant to reach the level of proficiency ne  | eded. Training was completed during the period to                                 |  |  |  |  |
|  | <u> </u>  |  |  |  |  |
| Instructor Name:   |   |  |  |  |  |
| motivator Name.  |   |  |  |  |  |
| Instructor privileges:   IRI (A)   FI (A) with privileges to instruct for IR (A) or BIR   Other  |   |  |  |  |  |
| Linear Toron   | Ohata aftisassas kassas   |  |  |  |  |
| Licence Type:Licence No:_  | State of Licence Issue:   |  |  |  |  |
| Signature of Instructor:   | Date of Signature:  |  |  |  |  |
|  |   |  |  |  |  |
|  |   |  |  |  |  |
| Note 1: If the BIR has not been revalidated or renewed within 7 years from the last validity date, the holder will also be required to pass again the BIR theoretical knowledge examinations in accordance with FCL.615 (b)                          |   |  |  |  |  |
|  |   |  |  |  |  |
| Note 2: For renewal of a multi-engine BIR, the training flight must be completed in a multi-engine aeroplane. The training flight completed in a multi-engine aeroplane shall also fulfil the training flight requirement for the single-engine BIR. |   |  |  |  |  |
|  |   |  |  |  |  |
| Note 3: PAGE 3 MUST ALSO BE COMPLETED  |   |  |  |  |  |
|  |   |  |  |  |  |
|  |   |  |  |  |  |
|  |   |  |  |  |  |
|  |   |  |  |  |  |
|  |   |  |  |  |  |



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### **Application for ME BIR issue** when holding a SE BIR

## Appendix 5 Complete if applicable

| Licence No: |  |  |
|-------------|--|--|
|             |  |  |

| To be Completed by ATO and signed by Head of   | <u>Training</u>       |  |  |  |
|--|-----------------------|--|--|--|
| Name of Applicant:   |                       |  |  |  |
| ATO Name:  | _ ATO Certificate No: |  |  |  |
| Head of Training Last and First Name:  |                       |  |  |  |
| Instruction for obtaining ME BIR when holding a SE BI  | R                     |  |  |  |
| ☐ ME class or type rating held   |                       |  |  |  |
| ☐ The ATO confirms that the applicant has completed the training required by the approved syllabus (FCL.835(c)(2)(iv)), and recommends the applicant for the BIR Skill test in ME. |                       |  |  |  |
| Signature of Head of Training:   | Date of Signature:    |  |  |  |
|  |                       |  |  |  |
|  |                       |  |  |  |



### **Civil Aviation Directorate**

Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel: +356 2555 5000 <a href="mailto:cape-lim@transport.gov.mt">cape-lim@transport.gov.mt</a> <a href="mailto:www.transport.gov.mt">www.transport.gov.mt</a> <a href="mailto:www.tran

### **Submission Instructions**

| Documents required: |   | Office<br>Use Only |
|---------------------|---|--------------------|
| 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]. | 0                  |
| 2.                  | A copy of the Medical Certificate [Original has to be presented before licence is collected]  | 2                  |
| 3.                  | Log Book – All flight instruction must be signed by the instructor  | 3                  |
| 4.                  | A copy of the BIR (A) Theoretical Knowledge Examination Results [If not issued by Transport Malta original has to be presented before licence is collected.]                            | 4                  |
| 5.                  | Copy of ATO Approval Certificate if not issued by Transport Malta [if applicable]   | (5)                |
| 6.                  | Copy of Examiner Certificate if not issued by Transport Malta [if applicable]   | 6                  |
| 7.                  | Copy of Instructor Licence if not issued by Transport Malta [if applicable]   | Ø                  |
| 8.                  | Copy of Language Proficiency Certificate issued by an EASA member state   | 8                  |
| 9.                  | Course Completion Certificate [if applicable]   | 9                  |
| 10.                 | Copy of third country licence [if applicable]   | 00                 |
| 11.                 | Copy of training record signed by instructor (if applicable)  | 111                |

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 <a href="mailto:cape-lim@transport.gov.mt">cape-lim@transport.gov.mt</a> <a href="https://www.transport.gov.mt">www.transport.gov.mt</a> <a href="https://www.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 <a href="mailto:civil.aviation@transport.gov.mt">civil.aviation@transport.gov.mt</a> 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



### **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

### **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 <a href="mailto:dataprotection.tm@transport.gov.mt">dataprotection.tm@transport.gov.mt</a>. 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: <a href="mailto:dataprotection.tm@transport.gov.mt">dataprotection.tm@transport.gov.mt</a>

#### 8. Contacting us

8.1. Please address any questions, comments and requests regarding the application process to civil.aviation@transport.gov.mt