Civil Aviation Directorate Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta.Tel:+356 2555 5000

tm Transport Malta

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LAPL(H) Application Form

Licence No: *

To be completed by applicant		
*For first Malta licence use number on Malta Medical certificate		
Tick boxes and attach forms where applicable		
Initial Issue LAPL (H) Appendix 1 Appendix 2		
Skill Test Proficiency Check on Helicopter Type:		
Repetition of □Failed / □Partial Pass Skill test from date:		
Last and First Name:		
Date of Birth dd/mm/yyyy:(Minimum Age 17) National Nationa	onality:	
Place and Country of Birth		
Address:		
email:		
Telephone Number (Home): (Mobile)		
□ ID card or □ Passport No.: Country of is	ssue:	
EASA Medical Certificate: LAPL Class 1 Class 2 Class 2 valid for IR -	- Medical Cert. valid until	
LAPL(H) Theoretical examinations: Passed on		
VFR Radiotelephony Practical test: Passed on		
English Language Proficiency: Level Valid until		
LAPL(H) Skill test passed on		
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and that I never held any Part-FCL licence, rating certificate or authorisation issued in another Member State which was revoked or suspended.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:		

Skill Test and Proficiency Check Report Form LAPL(H) Application Form

w.transport.gov.mt

LAPL(H)

Applicant's Full Name and Licence No:*

Attempt Link Attempt Link<	Flight Examiners should be guided by the information in the Flight Examiner's Man	ual.	
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F Fire drills, including smoke control and removal, as applicable	as applicable		
	G Other abnormal and emergency procedures as outlined in appropriate flight manual		

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

LAPL(H) Skill Test

CONTENTS OF THE SKILL TEST FOR THE ISSUE OF A LAPL(H)

- (a) The area and route to be flown for the skill test should be chosen by the FE. The route should end at the aerodrome of departure or at another aerodrome. The applicant should be responsible for the flight planning and should ensure that all equipment and documentation for the execution of the flight are on board. The navigation section of the test should consist of at least two legs, each leg of a minimum duration of 10 minutes. The skill test may be conducted in two flights.
- (b) An applicant should indicate to the FE the checks and duties carried out, including the identification of radio facilities. Checks should be completed in accordance with the flight manual or the authorised checklist or pilot operating handbook for the helicopter on which the test is being taken. During pre-flight preparation for the test the applicant should be required to determine power settings and speeds. Performance data for take-off, approach and landing should be calculated by the applicant in compliance with the operations manual or flight manual for the helicopter used.

FLIGHT TEST TOLERANCE

- (c) The applicant should demonstrate the ability to:
 - (1) operate the helicopter within its limitations;
 - (2) complete all manoeuvres with smoothness and accuracy;
 - (3) exercise good judgment and airmanship;
 - (4) apply aeronautical knowledge;
 - (5) maintain control of the helicopter at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt.
- (d) The following limits are for general guidance. The FE should make allowance for turbulent conditions and the handling qualities and performance of the helicopter used:

(1) height	(i) normal flight	± 150 ft
	(ii) with simulated major emergency	± 200 ft
	(iii) hovering IGE flight	±2 ft
(2) speed	(i) take-off and approach	-10/+15 knots
	(ii) all other flight regimes	± 15 knots
(3) ground drift	(i) take-off hover IGE	±3 ft
	(ii) landing	no sideways or backwards movement

CONTENT OF THE SKILL TEST

(e) The skill test contents and sections set out in this AMC should be used for the skill test for the issue of a LAPL(H):

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LAPL(H) Skill Test/ Proficiency Check Details of the Flight and Result of the T	Licence No:	
To be Completed by the Examiner		
Details of Check:	Proficiency Check	
Name of Applicant:		
Type of Helicopter: A/C Re	egistration No:	
Place of Departure:	Destination:	
Date of Flight:	# of Landings	
Blocks Off Blocks-on	Block time:	
Result of the test on \Box 1 st Attempt \Box 2 nd Attempt:		
PASS FAIL* PARTIAL PASS*	Applicant's Signature:	
During the LAPL skill test the applicant has \Box demonstrated \Box did not demonstrate* that he/she has acquired an adequate level of theoretical knowledge of Operational Procedures, Flight Performance and Aircraft General Knowledge. <i>Record reasons why item(s) was failed or test was incomplete. Record training required or recommended if applicable.</i> 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 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:		
Signature of Examiner: [Date of Signature:	

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Transport Malta

Application and Report Form for the LAPL(H) skill test Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel:+356 2555 5000 cadpel.tm@transport

sport.gov.mt

LAPL(H) Initial Issue Appendix 1 Complete if applicable

Licence No	1
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To be completed by ATO or DTO and signed by Head of Training		
Name of Applicant:		
ATO or DTO Name: Registration No:		
Head of Training Last and First Name:		
Credit given if applicable:*		
Date of pre-entry flight assessmentCredit given by ATO/DTO for PIC experience Hours: (See note		
Total Flight Instruction at an ATO/DTO in Helicopters Hours: (40 hours less credit -		
Maximum credit 20 Hours - See Note) including:		
(1) Flight experience on type of helicopter to be used for the skill test (Minimum 35 hours less credit)		
(2) Dual flight instruction at ATO/DTO in Helicopters Hours: (20 hours less credit - Maximum		
credit 10 Hours - See Notes),		
(3) Supervised Solo Flight time on Helicopters Hours: Minimum 10 hours, including:		
hours of solo cross-country flight time Minimum 5 hours; which include the cross country flight below.		
To be completed by Instructor supervising qualifying Solo cross-country flight		
The applicant completed a Solo Cross country flight of km <i>Minimum 150 km (80NM)</i> during which a full stop landing at an aerodrome different from the aerodrome of departure has been made.		
Date of Flight:		
Leg 1: Departure Distance		
Leg 2: Departure Distance		
Last and First Name of instructorInstructor Certificate No		
Signature of instructor Date of signature		
To be completed by an authorised Flight Radiotelephony Examiner		
VFR Radiotelephony Examiner Last and First Name		
Route No Date of test: Result Date of test:		
RT Examiner Certificate No		
Signature of RT Examiner: Date of signature:		
□ Recommendation for Skill Test - The ATO/DTO confirms that the applicant has completed the training required by the approved syllabus, and recommends the applicant for the Skill test		
Signature of Head of Training: Date of signature:		
 *Note: Maximum credit for experience as PIC Not more than total flight time as PIC Not more than 20 hours of flight instruction time, including not more than 17.5 hours in the type of helicopter in which the skill test will be taken Not more than 10 hours of dual flight instruction No credit for 10 hours supervised solo flight including 5 hours solo cross country flight (150 km, 80Nm) which must be 		

completed under the ATO/DTO

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Extension of privilege to another type on LAPL(H) Appendix 2 Complete if applicable

Licence No:

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Transport Malt

To be Completed by the Instructor	
Name of Applicant:	
New Helicopter Type	
I declare that the applicant has completed in the new type	
<i>1.</i> Flight instruction hours in helicopter Hours:	<i>Minimum 5 hours,</i> including
i. Dual take-offs and landings Number:	
ii. Supervised solo take-offs and landings Number:	_ Minimum 15 take-offs & landings
Instructor Name:	
Licence Type:Licence No:State of	Licence Issue:
Signature of Instructor: Date of Signature:	
Note: Following the above training the applicant has to pass a skill to Completed LAPL(H) Skill test form has to be sent to TMCAD.	est on the new type of helicopter.

LAPL(H) Application form

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]
- 2. A copy of the Medical Certificate [Original has to be presented before licence is collected]
- 3. Log Book All flight instruction / ground instruction / under supervision flight entries must be signed by the instructor
- 4. A copy of the LAPL(H)Theoretical Knowledge Examination Results [If not issued by Transport Malta original has to be presented before licence is collected]
- 5. Copy of RT Examiner authorisation if not issued by Transport Malta
- 6. Copy of ATO/DTO Certificate/Declaration if not issued by Transport Malta
- 7. Copy of Examiner Certificate if not issued by Transport Malta
- 8. Copy of Language Proficiency Certificate
- 9. Copy of any licence for which credit is claimed [Original has to be presented before licence is collected]
- 10. Copy of Course Completion Certificate [if applicable]

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 Act 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.

Send completed form to:

Transport Malta – Civil Aviation Directorate, 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. 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
 - . 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 <u>dataprotection.tm@transport.gov.mt</u>. 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: <u>dataprotection.tm@transport.gov.mt</u>

8. Contacting us

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