

Application and Report Form for the LAPL(H) skill test

issued under 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 (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 LJA 2021 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.

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 Application for Extension of privilege to another type 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) Nationality: _____

Place and Country of Birth _____

Address: _____

email: _____

Telephone Number (Home): _____ (Mobile) _____

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

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and that I never held any Part-FCL licence, rating certificate or authorisation issued in another Member State which was revoked or suspended.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

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LAPL(H)

Applicant's Full Name and Licence No.*

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

Flight Examiners should be guided by the information in the Flight Examiner's Manual.		
Use of checklist, airmanship, control of helicopter by external visual reference, anti/de-icing procedures, etc. apply in all sections.		Attempt <input type="checkbox"/> 1 / <input type="checkbox"/> 2
SECTION 1 PRE-FLIGHT OR POST-FLIGHT CHECKS AND PROCEDURES		FE Initials:
A	Helicopter knowledge (for example technical log, fuel, mass and balance, performance), flight planning, NOTAM, and weather briefing	Date:
B	Pre-flight inspection or action, location of parts and purpose	
C	Cockpit inspection, starting procedure	
D	Communication and navigation equipment checks, selecting and setting frequencies	
E	Pre-take-off procedure and ATC liaison	
F	Parking, shutdown and post-flight procedure	
SECTION 2 HOVER MANOEUVRES, ADVANCED HANDLING AND CONFINED AREAS		FE Initials:
A	Take-off and landing (lift off and touch down)	Date:
B	Taxi and hover taxi	
C	Stationary hover with head, cross and tail wind	
D	Stationary hover turns, 360 ° left and right (spot turns)	
E	Forward, sideways and backwards hover manoeuvring	
F	Simulated engine failure from the hover	
G	Quick stops into and downwind	
H	Sloping ground or unprepared sites landings and take-offs	
I	Take-offs (various profiles)	
J	Crosswind and downwind take-off (if practicable)	
K	Take-off at maximum take-off mass (actual or simulated)	
L	Approaches (various profiles)	
M	Limited power take-off and landing	
N	Autorotations (FE to select two items from the following: basic, range, low speed, and 360 ° turns)	
O	Autorotative landing	
P	Practice forced landing with power recovery	
Q	Power checks, reconnaissance technique, approach and departure technique	
SECTION 3 NAVIGATION AND EN-ROUTE PROCEDURES		FE Initials:
A	Navigation and orientation at various altitudes or heights and map reading	Date:
B	Altitude or height, speed, heading control, observation of airspace and altimeter setting	
C	Monitoring of flight progress, flight-log, fuel usage, endurance, ETA, assessment of track error, re-establishment of correct track and instrument monitoring	
D	Observation of weather conditions and diversion planning	
E	Collision avoidance (look-out procedures)	
F	ATC liaison with due observance of regulations	
SECTION 4 FLIGHT PROCEDURES AND MANOEUVRES		FE Initials:
A	Level flight, control of heading, altitude or height and speed	Date:
B	Climbing and descending turns to specified headings	
C	Level turns with up to 30 ° bank, 180 ° to 360 ° left and right	
SECTION 5 ABNORMAL AND EMERGENCY PROCEDURES (SIMULATED WHERE APPROPRIATE)		FE Initials:
Note: The FE selects 4 items from the following:		
A	Engine malfunctions, including governor failure, carburettor or engine icing and oil system, as appropriate	Date:
B	Fuel system malfunction	
C	Electrical system malfunction	
D	Hydraulic system malfunction, including approach and landing without hydraulics, as applicable	
E	Main rotor or anti-torque system malfunction (FFS or discussion only)	
F	Fire drills, including smoke control and removal, as applicable	
G	Other abnormal and emergency procedures as outlined in appropriate flight manual	

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 Test

Licence No: _____

To be Completed by the Examiner

Details of Check: Skill Test Proficiency Check

Name of Applicant: _____

Type of Helicopter: _____ A/C Registration No: _____

Place of Departure: _____ Destination: _____

Date of Flight: _____ # of Landings _____

Blocks Off _____ Blocks-on _____ Block time: _____

Result of the test on 1st Attempt 2nd Attempt:

PASS

FAIL*

PARTIAL PASS*

Applicant's Signature: _____

During the LAPL skill test the applicant has demonstrated did not demonstrate* that he/she has acquired an adequate level of theoretical knowledge of Operational Procedures, Flight Performance and Aircraft General Knowledge.

Record reasons why item(s) was failed or test was incomplete. Record training required or recommended if applicable.

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: _____

Examiner Certificate number: _____

Signature of Examiner: _____ Date of Signature: _____

LAPL(H) Initial Issue
Appendix 1
Complete if applicable

Licence No: _____

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 assessment _____ Credit 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 Minimum 150 km (80NM) during which a full stop landing at an aerodrome different from the aerodrome of departure has been made.

Date of Flight: _____
 Leg 1: Departure _____ Destination _____ Distance _____
 Leg 2: Departure _____ Destination _____ Distance _____
 Last and First Name of instructor _____ Instructor 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 Pass Fail
 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

Extension of privilege to another type on LAPL(H)

Appendix 2

Complete if applicable

Licence No:

To be Completed by the Instructor

Name of Applicant: _____

New Helicopter Type _____

I declare that the applicant has completed in the new type

1. Flight instruction hours in helicopter Hours: _____ *Minimum 5 hours*, including
 - i. Dual take-offs and landings Number: _____ *Minimum 15 take-offs & landings*
 - 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 test on the new type of helicopter. Completed LAPL(H) Skill test form has to be sent to TMCAD.

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

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