

HONG KONG CIVIL AVIATION DEPARTMENT

Check-out Report for Validation of a Foreign Pilot's Licence [to be completed by the Authorised Examiner by (AE)]

Name and Signature of AE			AE's HK Licence Type and Number	
Name of Applicant			Applicant's Foreign Pilot's Licence Type and Number	
Check-out flight	Date(s)	Departure/Arrival Place	Oral Review	Date(s)

Part A:

Check-out Flight on Helicopters - aircraft type _____ * under the auspices of a Training Organisation recognised by Civil Aviation Department. (*delete as appropriate)

	Date	AE's Signature		Date	AE's Signature
Preparation for flight Weather suitability and ATIS			Autorotation as for a forced landing, approach and go-around		
Helicopter documents check			Simulated emergencies: Engine fire in the air/on the ground		
Personal equipment check			Cabin fire in the air/on the ground		
Weight and balance and performance			Others e.g. _____		
Fuel and oil state			Others e.g. _____		
Helicopter acceptability			Airmanship: Look-out		
Booking-out procedures			R/T operations		
Pre-flight inspection			ATC liaison		
Engine starting procedures, running up			Compliance with Low Flying Rule		
Taxying – air and ground			Airspace constraints: North border check completed		
Pre-take-off procedures			Controlled zones familiarisation		
Normal take-off			After-landing checks		
Visual circuit and landing			Post-flight actions		

Part B:

Oral Review	Date	AE's Signature
Hong Kong Air Law and operating procedures applicable to PPL operations		
AN(HK)O 1995 Schedule 14 Rules of the Air including VFR, the Low Flying Rule		
Open-book reference of AIP, AIC, CAD 54		
Recency requirements of the foreign licence		
Flying Orders or Operations Instructions including self briefing and recency and flight review requirements applicable to a training organization recognised by CAD		
Aircraft systems and limitations		

Report summary to be completed by the Authorised Examiner

I certify that I have carried out a check-out flight and oral test with the applicant during which he/she has demonstrated the standard of flying and radiotelephony operations and an acceptable level of operational knowledge required for exercising the private privileges of his/her foreign pilot licence (type and number) _____
on aircraft type _____ * under the auspices of a training organisation
recognised by Civil Aviation Department. (*delete where appropriate)

Authorised Examiner's name and signature: _____ Licence number: _____ Date: _____

Personal Data Collection Statement

1. Purposes of Collection

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by Civil Aviation Department for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (Chapter 448) and its subsidiary Orders / Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- d. For communication purposes between Civil Aviation Department and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application;
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

2. Classes of Transferees

The personal data you provided by means of this form may be disclosed to:

- a. Other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph 1 above;
- c. Other organisations or agencies for execution of their duties as required by Civil Aviation Department.

3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to :

Personnel Licensing Office
Flight Standards and Airworthiness Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong

(Attn.: Personnel Licensing Officer)

Anti-bribery Reminder

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.

Application Channel

Completed application should be sent by email (plo@cad.gov.hk), by post or submitted in person to Personnel Licensing Office, Flight Standards and Airworthiness Division, Civil Aviation Department Headquarters, 1 Tung Fai Road, Lantau, Hong Kong. Your attention is drawn to the provisions of the Air Navigation (Hong Kong) Order 1995 in respect of documents, records and personal flying log book

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