

**APPLICATION FOR THE INCLUSION OF AN AIRCRAFT RATING IN A HONG KONG PILOT'S LICENCE**

**IMPORTANT** Before completing this form, please read the General Notes and the Personal Data Collection Statement at the back of this form. All applicable sections in this form must be completed before it will be accepted for processing.

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**SECTION 1 PERSONAL PARTICULARS OF APPLICANT (in BLOCK CAPITALS)**

Full Name (Surname first) \_\_\_\_\_

Licence Type and Number \_\_\_\_\_

Address to which licence is to be returned and telephone number \_\_\_\_\_

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**SECTION 2 APPLICATION AND DECLARATION**

I apply to have the Piper Seminole PA44 aircraft included in the Aircraft Rating, Aeroplanes, of my Pilot's Licence. I certify that all particulars given on this form are true to the best of my knowledge and belief. I understand that it is an offence to make with intent to deceive any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificates, licences, approvals, permissions, exemptions or other documents and if doing so render myself liable on summary conviction to a fine and on conviction on indictment to a fine or imprisonment as specified in Article 91 of the Air Navigation (Hong Kong) Order 1995 (CAP. 448C).

I understand that the personal data provided by means of this form, including all the supporting documents included in the application, will be used by the Hong Kong Civil Aviation Department for the purposes mentioned in the Personal Data Collection Statement at the back of this form and any information as contained therein this form and my Pilot's licence(s) and certificates may be disclosed to Government bureaux and departments, aviation authorities of other Contracting States of the International Civil Aviation Organization and other organizations or agencies for the said purposes.

I hereby authorize the Operator and/or Training Organization to submit to / collect from the Hong Kong Civil Aviation Department any licences, certificates, forms and supporting documents in relation to my licence application(s). I understand that in order for the Operator and/or Training Organization to properly discharge their safety oversight responsibility under CAP. 448C, the Operator and/or Training Organization may in the process collect any information, including test and examination results, expiry dates, etc., as contained therein my Pilot's licence(s), certificates and the related documents.

Signature of the Applicant \_\_\_\_\_ Date \_\_\_\_\_

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**SECTION 3 DECLARATION OF TRAINING AND PROFICIENCY**

This applicant has satisfactorily completed an approved course integrating ground, flying and/or simulator training on the aircraft type(s) being applied for and has demonstrated a satisfactory level of proficiency to Authorised Examiners in an aircraft and/or a flight simulator of the aircraft type(s) being applied for so approved for the particular purpose in each test certified overleaf and in the following aspects of operation:

- 3.1 Use of all the equipment fitted to this aircraft which is the responsibility of the Flight Crew;
- 3.2 Performance of normal, alternate and emergency drills appropriate to Flight Crew duties as defined in the relevant Flight and/or Company Operations Manual.

Pilot in-Charge-of training \_\_\_\_\_ (name in BLOCK CAPITALS) for \_\_\_\_\_ (name of company)

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

\_\_\_\_\_ (licence type and number)

**SECTION 4 CERTIFICATE FOR PART 1 RATING ON A PROFESSIONAL PILOT'S LICENCE**

(Read all notes on page 3 before conducting any test item)

I, being a person duly authorised to conduct such aircraft rating tests, hereby certify that I have flown in an aircraft or approved flight simulator of the aircraft type(s) being applied for with the applicant at the controls and that the applicant has carried out satisfactorily and unassisted (NOTE 3), under the conditions stated, the manoeuvres and drills against which my signature appears below, together with my name in BLOCK CAPITALS beneath the signature:

APPLICANT'S NAME		Date of Test	Aircraft Registration or Simulator Code	AUTHORISED EXAMINER'S	
				Signature & Date of Signature (NAME IN CAPS ONCE)	Licence Type & No.
<b>4.10 BY DAY IN AN AIRCRAFT IN FLIGHT UNDER THE SUPERVISION OF AN AUTHORISED EXAMINER (NOTE 7)</b>					
4.10.1	Normal take-off and climb to clean configuration. (NOTE 4)				
4.10.2	Visual circuit, approach with no glideslope guidance, and full stop landing.				
4.10.3	In the clean configuration, no power, stall to the nose/wing drop and standard recovery. (NOTE 4)				
4.10.4	In the approach to land configuration, approach to the stall with power on, and effectively recover at the incipient stage. (NOTE 4)				
<b>4.20 BY DAY OR NIGHT (NOTE 1) IN AN AIRCRAFT IN FLIGHT (OR IN A SIMULATOR SO APPROVED FOR TEST ITEM 4.20.7 ONLY) UNDER THE SUPERVISION OF AN AUTHORISED EXAMINER (NOTES 5, 6, 7 &amp; 9)</b>					
4.20.1	Accelerate-stop with simulated engine failure on runway followed by abandoned take-off drill. (NOTE 5)				
4.20.2	Take-off and landing, with a crosswind component.				
4.20.3	Approach and go-around with all engines operating.				
4.20.4	Flapless landing.				
4.20.5	Action in the event of engine fire in flight.				
4.20.6	Take-off with simulated failure of one engine during climb out. (NOTE 5)				
4.20.7	With one engine simulated failed, ILS approach to Decision Height and go-around solely by reference to instruments. (NOTES 5 & 11)				
4.20.8	Only if 4.20.7 is conducted in an <u>approved flight simulator</u> , with one engine simulated failed, GNSS approach to Minimum Descent Height and go-around solely by reference to instruments. (NOTE 5)				
4.20.9	With one engine simulated failed, visual approach and fullstop landing. (NOTE 5)				
<b>4.30 BY NIGHT (NOTE 1) IN AN AIRCRAFT IN FLIGHT UNDER THE SUPERVISION OF AN AUTHORISED EXAMINER (NOTE 7)</b>					
4.30.1	Normal take-off and climb to clean configuration.				
4.30.2	Visual circuit, approach and fullstop landing.				

## GENERAL NOTES

1. In an aircraft, 'NIGHT' means the time between half an hour after sunset and half an hour before sunrise. In a simulator, 'DAY' or 'NIGHT' requires the appropriate scene to be serviceable and in use.
2. A 'circuit' is the flight path around an aerodrome at a specified height which facilitates an aircraft's positioning from a point on the take-off path of a given runway to a point on the approach path of the same runway, from which a landing can be made.
3. 'Satisfactorily' means that the examinee is in full control of the aircraft at all times and that the successful outcome of a manoeuvre is never in doubt. 'Unassisted' means without verbal prompting or physical assistance with the flying controls.
4. 'Clean configuration' means with undercarriage and flaps retracted. 'Approach to land configuration' means with undercarriage extended, an intermediate flap setting and some power applied.
5. In an aircraft, 'simulated engine failure' means with engine controls set up for low power so as to represent a failed engine as nearly as possible. In a flight simulator any approved method for simulating engine failure may be used. The accelerate-stop tests required by this form should be carried out by initiating the simulated engine failure at a speed which will not hazard the safety of the aircraft.
6. The flying test for the Certificate of Test described in the Air Navigation (Hong Kong) Order 1995 comprises the items specified in the heavily outlined box unless prior agreement has been made with HKCAD.
7. Only Authorised Examiners holding written authorisation issued by HKCAD in respect of the aircraft and/or flight simulator type used for this test may sign for the satisfactory completion of any test on this form.
8. Applicants are reminded that the technical examination and flying tests may be undertaken in any order but both must have been satisfactorily concluded within 6 months immediately preceding the application for the grant of an aircraft rating.
9. The Certificate of Test will date from the completion of the "Boxed Items" mentioned as per Note 6.
10. The fee for the inclusion of an additional aircraft rating in a professional pilot's licence is contained in the Hong Kong Air Navigation (Fees) Regulations (Cap 448D). A crossed cheque for the required amount made payable to the 'Government of the Hong Kong Special Administrative Region' must be forwarded along with this form, unless prior payment arrangement has been made with HKCAD. Please note that the **application fee is required to be paid at the time of application and is non-refundable** even if the application is refused or withdrawn or otherwise ceases to have effect.
11. Certain items of this test may be carried out in an appropriate flight simulator which has been specifically approved for them by HKCAD. Test items so approved are enumerated in the relevant Flight Simulator Approval Code to be entered on this form.
12. Completed applications should be sent to the 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.

## **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.