

HONG KONG CIVIL AVIATION DEPARTMENT

APPLICATION FOR ICAO LANGUAGE PROFICIENCY ENDORSEMENT IN A HONG KONG PILOT'S LICENCE

IMPORTANT All applicable sections in this form must be completed before it will be accepted for processing.

SECTION 1 PERSONAL PARTICULARS OF APPLICANT (in BLOCK CAPITALS)

Full Name (Surname first) _____

Licence Type and Number _____

Name of Operator _____

SECTION 2 APPLICATION

I hereby apply to have the ICAO Language Proficiency Rating endorsed in my Hong Kong Pilot's Licence based on the

Language Proficiency Rating Level assessed on _____
(Date of Assessment)

I certify that all particulars given on this form and documents provided in support of this application 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 (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 supportive documents in related to my Pilot's 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.

Applicant's Signature _____ Date _____

SECTION 3 DECLARATION OF PROFICIENCY (To be completed by Pilot in-Charge-of Training)

I certify that the applicant has completed the language proficiency assessment on the aforementioned date of assessment in accordance with the English Language Proficiency Assessment Programme accepted by Hong Kong Civil Aviation Department.

The applicant had demonstrated the ability to speak and understand the English language used for radiotelephony communications to the ICAO Operational Level (Level 4) or above as specified in Section 4 of this form or on the notification of assessment results issued by a testing service provider accepted by Hong Kong Civil Aviation Department attached herewith.

Signature _____ Date _____

Pilot in-Charge-of Training for _____ (Name of Operator)

Name (in BLOCK CAPITALS) _____ Licence Type and Number _____

SECTION 4 RESULTS OF LANGUAGE PROFICIENCY ASSESSMENT
(To be completed by Person in-Charge-of Language Proficiency Assessment)

I certify that the applicant has completed the language proficiency assessment on the aforementioned date of assessment in accordance with the English Language Proficiency Assessment Programme accepted by Hong Kong Civil Aviation Department.

The applicant's ratings in each of the six ICAO language proficiency skill areas are as follow :-

	Pronunciation	Structure	Vocabulary	Fluency	Comprehension	Interactions
Level						

The applicant's overall ICAO Language Proficiency Rating Level is :-

- Operational (Level 4)
- Extended (Level 5)
- Expert (Level 6)

Signature _____ Date _____

Name of Person in-Charge-of Language Proficiency Assessment
(in BLOCK CAPITALS) _____

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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