

# Single-engine Aeroplane

## HONG KONG CIVIL AVIATION DEPARTMENT

*(Please specify the group / type above)*

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

**IMPORTANT** Before completing this form, please read the **IMPORTANT NOTES** for the completion of Form DCA 528 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.

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

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

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

Name of Operator \_\_\_\_\_

#### SECTION 2 APPLICATION

I apply to have the aeroplane group / type as specified included in the Aircraft Rating, Aeroplanes, of my Pilot's Licence. 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 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.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### SECTION 3 DECLARATION OF TRAINING AND PROFICIENCY

This applicant has satisfactorily completed an approved course integrating ground, flying and/or flight simulator training as recorded in Section 7 of this form on the aircraft group / 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 group / 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 Operator's Operations Manual.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Pilot in-Charge-of Training for \_\_\_\_\_ *(Name of Operator)*

Name *(in BLOCK CAPITALS)* \_\_\_\_\_ Licence Type and Number \_\_\_\_\_

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

I, being a person duly authorised to conduct such aircraft rating tests, hereby certify that I have flown in an aircraft of the aircraft group / type(s) being applied for with the applicant at the controls and that the applicant has carried out satisfactorily and unassisted <sup>(NOTE 4)</sup>, 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	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 <sup>(NOTE 1)</sup></b>				
4.10.1	Pre-flight checks including documentation, mass and balance, weather briefing and NOTAM.			
4.10.2	External and internal pre-start checks.			
4.10.3	Engine starting procedures.			
4.10.4	Taxiing.			
4.10.5	Pre-departure checks with engine run-up if applicable.			
4.10.6	Take-offs (various profiles) including normal with Flight Manual flap settings, crosswind (if conditions available).			
4.10.7	Medium (30 degrees bank) turns, lookout procedures and collision avoidance.			
4.10.8	Steep (45 degrees bank) turns.			
4.10.9	Flight at critically low airspeed with and without flaps.			
4.10.10	Clean stall and recovery with power.			
4.10.11	Approach to stall descending turn with bank angle 20 approach configuration.			
4.10.12	Approach to stall in landing configuration.			
4.10.13	Spin avoidance. <sup>(NOTE 23)</sup>			
4.10.14	Approach to landing with idle power.			
4.10.15	Normal take-off, visual circuit, approach and landing or touch-and-go.			
4.10.16	Go-around from low height.			
4.10.17	Abnormal and emergency procedures, <i>select at least 4 items from the following :-</i> <input type="checkbox"/> Simulated engine failure after take-off (at a safe attitude). <input type="checkbox"/> Forced landing (simulated). <input type="checkbox"/> Simulated precautionary landing. <input type="checkbox"/> Simulated emergencies. <input type="checkbox"/> Fire drill. <input type="checkbox"/> Systems malfunctions as appropriate.			
4.10.18	Straight and level flight, with speed changes.			
4.10.19	Climbing and descending turns to specified headings.			
4.10.20	Aerodrome arrival procedures.			
4.10.21	Landings (various profiles) including flapless, crosswind (if conditions available).			

**SECTION 5 NOT APPLICABLE**

**SECTION 6 NOT APPLICABLE**

**SECTION 7 GROUP / TYPE CONVERSION TRAINING**

I certify that I have successfully completed the appropriate course of training so approved by the Hong Kong Civil Aviation Department and received the following training in an aircraft of the aircraft group / type(s) being applied for as recorded in my Personal Flying Log Book:

Group / Type conversion training	Aircraft Hours	Simulator Hours
P1 under supervision _____		<i>NOT APPLICABLE</i> _____
Total flying on group / type _____		<i>NOT APPLICABLE</i> _____
Signature of Applicant _____		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.