

CHECKLIST FOR MENTAL HEALTH



Civil Aviation Directorate

Transport Malta – Civil Aviation Directorate, Pantar Road, Lija, LJA 2021, Malta. Tel:+356 2555 5665 Fax:+356 2123 9278 civil_aviation@transport.gov.mt www.transport.gov.mt

MEDICAL IN CONFIDENCE

Complete this page fully and in BLOCK CAPITALS – Refer to instructions for completion

(1) State of licence issue:		(2) Medical certificate applied for: Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/>	
(3) Surname:		(4) Previous surname(s):	(12) Application: Revalidation/Renewal <input type="checkbox"/>
(5) Forename(s):		(6) Date of birth(dd/mm/yyyy):	(7) Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
(8) Place and country of birth:		(9) Nationality:	
(10) Permanent address: Country: Telephone No.: Mobile No.: E-mail:		(11) Postal address (if different): Country: Telephone No.:	
(14) Licence(s) held (type): Licence number:		(15) Any limitations on licence(s)/medical certificate held No <input type="checkbox"/> Details: Yes <input type="checkbox"/>	
(16) Have you ever had a medical certificate denied, suspended or revoked? No <input type="checkbox"/> Yes <input type="checkbox"/> Date: Country: Details:		(17) Any aviation accident or reported incident since last medical examination? No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> Date: Place: Details:	
(18) Do you drink alcohol? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, amount		(19) Do you currently use any medication? No <input type="checkbox"/> Yes <input type="checkbox"/> State medication, dose, date started and why	
(20) Do you smoke tobacco? No, Never <input type="checkbox"/> No, Stopped <input type="checkbox"/> State date: Yes <input type="checkbox"/> State type and amount:			

General and medical history: (Please tick). If yes, give details in remarks section (21).

Following are not satisfactory (review and document):	Yes	No	Refer to specialist if any of the below:	Yes	No	Any of the below symptoms:	Yes	No	Following are not satisfactory:	Yes	No
Current work and life stressors			Psychotic disorder			Use of alcohol or other psychoactive substances			Appearance		
Coping strategies under periods of psychological stress or pressure in the past, including seeking advice from others			Organic mental disorder			Loss of interest/energy			Attitude		
			Psychoactive medication			Eating and weight changes			Behaviour		
			Schizophrenia, schizotypal or delusional disorder			Sleeping problems			Mood		
Any difficulties with operational crew resource management (CRM) any difficulties with employer and/or other colleagues and managers			Mood disorder			Low mood and, if present, any suicidal thoughts			Speech		
			Neurotic, stress-related or somatoform disorder			Anger, agitation or high mood			Thoughts process and content		
Interpersonal and relationship issues, including difficulties with relatives, friends, and work colleagues			Personality or behavioural disorders			Family history of psychiatric disorders, particularly suicide			Perception		
			Disorders due to alcohol or other psychoactive substance(s) use or misuse			Depersonalisation or loss of control			Cognition		
			Deliberate self-harm and suicide attempt						Insight		
									Judgement		

(21) Comments:

(22) **Referral to Specialist**
(Tick as appropriate)

Yes		Name of specialist
No		

(23) **Declaration:** I hereby declare that I have carefully considered the statements made above and to the best of my belief they are complete and correct and that I have not withheld any relevant information or made any misleading statements. I understand that, if I have made any false or misleading statements in connection with this application, or fail to release the supporting medical information, the licensing authority may refuse to grant me a medical certificate or may withdraw any medical certificate granted, without prejudice to any other action applicable under national law.

CONSENT TO RELEASE OF MEDICAL INFORMATION: I hereby authorise the release of all information contained in this report and any or all attachments to the AME and, where necessary, to the medical assessor of the licensing authority, recognising that these documents or electronically stored data are to be used for completion of a medical assessment and will become and remain the property of the licensing authority, providing that I or my physician may have access to them according to national law. Medical confidentiality will be respected at all times.

Date Signature of applicant Signature of AME/(medical assessor)

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Data Protection Notice

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 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 LJA2021 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.

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. 586 and General Data Protection Regulation (EU) 2016/679 (GDPR). 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 (EU) 2016/679 and Chapter 586 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 civil.aviation@transport.gov.mt