

## Application for Aero-medical examiner Certificate

This application regards the issuance of

Class 2, LAPL og CC rights

Class 1 rights

Class 3 rights

By submitting this application, I confirm that:

- I have a license to practice and a specialist diploma issued by the Danish Patient Safety Authority.
- I am not subject to disciplinary proceedings or investigation by a medical regulatory body
- I have knowledge of, and will follow, the requirements for AMEs and the requirements for medical certificates for pilots and medical reports for cabin crew in Regulation (EU) Nr 1178/2011 and Regulation (EU) Nr. 2015/340, if applicable.
- When applying for "Requirements for the extension of privileges" I have met the requirements in MED.D.015 and have enclosed relevant documentation in line with Annex 1 to this application.
- I am aware that my aeromedical activities will be subject to oversight by the Danish Civil Aviation and Railway Authority

### Personal details

<i>City</i>		<i>Date</i>
<i>Name</i>		<i>CPR</i>
<i>Address</i>		
<i>Post code</i>	<i>Postal address</i>	
<i>Telephone</i>		<i>Mobile phone (private no.)</i>
<i>E-mail address</i>		

<i>Signature</i>
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Annex 1 for application for Aero-medical Examiner Certificate

**Details regarding practice address(es)**

*(NB! Please submit one appendix per practice address)*

**1. Contact details**

<i>Practice name</i>	
<i>Address</i>	
<i>Post code</i>	<i>Postal address</i>
<i>Telephone</i>	<i>Telefax</i>
<i>E-mail address</i>	
<i>Webpage</i>	

**2. Premises**

Give a short description of your practice and the premises you have at your disposal for your aeromedical activities

<i>Reception</i>	
<i>Waiting room</i>	
<i>Examination room</i>	
<i>Laboratory facility</i>	
<i>AME office</i>	
<i>Archive</i>	
<i>Other</i>	

### 3. Medical equipment

Give a short description of equipment for examination you have at your disposal for your aeromedical activities. If any required equipment is lacking, describe the alternative procedure used to perform the examination and assessment.

General medical examination		
Cardiology	ECG recorder	
	other	
Vision	Vision chart	
	Ophthalmoscope	
	other	
Colour vision	Ishihara plates	
	other	
ENT	Otoscope	
	Tympanometer	
	other	
Hearing	Pure tone audiometer	
Pulmonary function	PEF	
	Spirometry	
	other	
Laboratory tests		
Other		

#### 4. Medical confidentiality

Give a short description of how you ensure the medical confidentiality.

Restricted access to premises	
Restricted access to computer system(s)	
Restricted access to medical records (digital and/or on paper)	
Procedures for handling medical files and documents	
Other	

**NB! Pages 5 to 9 is to be completed post inspection.**

Annex 2 for application for Aero-medical Examiner Certificate

**Information regarding Aero-medical education/training**

*Please attach copies of documents that verifies education/approved training!*

Denmark Licence to practice		<i>Year</i>
Denmark Specialist diploma(s) (note which)		<i>Year</i>
		<i>Year</i>
		<i>Year</i>
		<i>Year</i>
Basic Course in Aviation Medicine	<i>Training provider</i>	<i>Year</i>
Advanced Course in Aviation Medicine	<i>Training provider</i>	<i>Year</i>
Diploma Course in Aviation Medicine	<i>Training provider</i>	<i>Year</i>
Masters Course in Aviation Medicine	<i>Training provider</i>	<i>Year</i>
Practical training in Aviation Medicine at an Aeromedical Center	<i>Training provider</i>	<i>Year</i>
Other training in Aviation Medicine	<i>Training provider</i>	<i>Year</i>
Other experience in Aviation Medicine		<i>Year</i>

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**5. Procedures**

Give a short description of your procedures to fulfil the following requirements in the current EU Regulation.

For the full paragraph text, please refer to the paragraph in the Implementing Rules and related Acceptable Means of Compliance

MED.A.020 c) og e)	
MED.A.025 a) 1.	
MED.A.025 a) 2.	
MED.A.025 b) 1.	
MED.A.025 b) 2.	
MED.A.025 b) 3.	
MED.A.025 b) 4.	
MED.A.025 c)	
MED.A.025 d)	
MED.A.035 b) 1.	
MED.A.035 c)	
MED.A.040 d)	

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MED.A.040 e)	
MED.A.050	
MED.B.001 c)	
MED.C.025 b) 2.	
MED.C.025 c)	
MED.C.030 a) 2.	
MED.C.035	

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**6. Documentation**

Give a short description of how you handle documents and documentation

Access to regulations, AMCs, guidance material and manuals	
Procedures for digital documentation ( <i>if applicable</i> )	
Procedures for paperback documentation ( <i>if applicable</i> )	
Procedures for documentation of applicants from other Member States	
Procedures for filing of documents, digitally and/or on paper as appropriate	



**NB! Pages 5 to 9 is to be completed post inspection.**

**7. IT-equipment**

**Give a short description of IT equipment required for your aeromedical activities.**

Internet access	
Mobile phone	
Computer	
Scanner	
Printer	
Microsoft Word (or similar)	
Email programme	
Other	

Carsten Niebuhrs Gade 43  
1577 København V  
Telefon 7221 8800  
Fax 7262 6790  
info@tbst.dk  
www.tbst.dk

## Personal Data Protection

According to the general data protection regulation (GDPR), we hereby inform you how we handle the personal data we receive and process about you.

### **We are the Data Controller - how to contact us**

The Danish Transport, Construction and Housing Authority (hereafter the Authority) is the Data Controller for the personal data we receive on you. If you have any questions concerning our processing of your personal data by the Authority, you are welcome to contact us or our independent data protection adviser via the contact details below:

#### Contact details for the Danish Transport, Construction and Housing Authority:

Carsten Niebuhrs Gade 43  
1577 København V  
Tel.: +45 7221 8800  
E-mail: [info@tbst.dk](mailto:info@tbst.dk)  
CVR no.: 27186386

#### Contact details for our data protection adviser:

E-mail: [dpo@tbst.dk](mailto:dpo@tbst.dk)  
Tel.: +45 41780531

### **Purpose of processing your personal data**

The Authority processes personal data for the following purpose:  
For the purpose of processing an application for a flight permit

### **Legal basis for processing your personal data**

The legal basis for processing your personal data stems from:  
The Cape Town Convention

### **Categories of personal data**

The Authority processes the following categories of personal data on you:

Name, address, aircraft registration, documentation for authorization to sign for the company

**Filing of your personal data**

The data the Authority may keep on record are regularly forwarded to the Danish National Archives in accordance with the rules of the Danish Archives Act and the provisions laid down by the Danish National Archives. Data we receive that are not subject to the Authority's duty to keep records will be deleted when we no longer need them.

**Your rights**

According to the Data Protection Regulation, you have a number of rights regarding our processing of your personal data by us. If you want to exercise your rights, please contact us.

Right to see your data

You have the right to see the data we process on you (the right of access to documents), or to apply for access to documents.

Right of correction

You have the right to have incorrect data on you corrected.

Right of deletion

In special circumstances, you have the right to have data we have on you deleted before the date on which we generally delete data. This only applies to data which we are not obliged to record.

You can read more about your rights in the Danish Data Protection Agency's guide to data subject rights at [www.datatilsynet.dk](http://www.datatilsynet.dk).

**Complaints to the Danish Data Protection Agency**

You have the right to complain to the Danish Data Protection Agency if you are dissatisfied with the manner in which we process your personal data. You can find the Agency's contact details at [www.datatilsynet.dk](http://www.datatilsynet.dk).