



## APPLICATION FORM FOR A LAB CERTIFICATE

Nr	Question	Information
1.	Name Legal status	
2.	Address(es) of place(s) of operation	
3.	Name and contact of the responsible persons  (indicate for each: Phone number Email Internet URL)	
4.	Assessments to be offered (Languages / Levels)	
5.	Assessment method(s) to be used	
6.	Link to aviation related entity?	
7.	Premises  Number and size of rooms per location	
8.	Planned date for the start of the activities	
9.	Details of proposed compliance monitoring system	

## Documentation

Complete list of the assessors (with copies of their certificates)	
Detailed description of the assessment method	
LAB Procedure for assessments	
Documentation of approval of the assessment system by ICAO or another EASA NAA (if applicable)	
Failure and appeal procedure	
Annotated Floor plan of the facilities	
Organigram of the LAB	
Declaration of compliance with the applicable requirements, duly signed by the responsible person, stating the Language Assessment Body's compliance with the applicable requirements at all times	
Procedure to avoid conflicts of interest	
Management and organisation Procedures	
Compliance Monitoring Manual (CMM)	
Sample of the certificate given to candidates	
Most recent articles of association, published in the Electronic Register of Companies and Associations	

## Declaration

I, (name), \_\_\_\_\_

on behalf of (name of LAB) \_\_\_\_\_

certify that all the above named persons are in compliance with the applicable requirements and that all the above information given is complete and correct.

Date		Signature	
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Note 1: If answers to any of the above questions are incomplete, the applicant shall provide full details of alternative arrangements separately.





## INFORMATION NOTE ON DATA PROTECTION NOTICE D'INFORMATION SUR LA PROTECTION DES DONNEES

Language proficiency assessors and language assessment bodies
Evaluateurs de compétences linguistiques et entités d'évaluation linguistique

Personal data are processed for the purpose of aviation safety by guaranteeing that only persons possessing the required competences assess the language proficiency of pilots.

Les données à caractère personnel sont traitées en vue de la sécurité des activités aérienne en garantissant que seules les personnes possédant les compétences requises évaluent les compétences linguistiques des pilotes.

The data subject has the right :

- to access to their personal data,
- to rectification or erasure of personal data or restriction of processing,
- to object to processing,

by contacting the data protection officer ([dpo@av.etat.lu](mailto:dpo@av.etat.lu)). Proof of identity has to be included in the request (ex. copy of identity card or passport, licence number, etc.).

Toute personne concernée a le droit :

- d'accéder à ses données personnelles,
- de demander la rectification ou l'effacement des données personnelles, ou la limitation du traitement,
- de s'opposer au traitement,

en contactant le délégué à la protection des données ([dpo@av.etat.lu](mailto:dpo@av.etat.lu)). Une preuve de l'identité doit être jointe à la demande (ex. copie de la carte d'identité ou du passeport, numéro de la licence, etc.).

Failure to provide the requested data will prevent the issuance or renewal/revalidation of the language proficiency assessor certificate.

Le fait de ne pas fournir les données à caractère personnel requises à la DAC fera obstacle à la délivrance ou le renouvellement/la revalidation de l'agrément d'évaluateur de compétences linguistiques.

For more detailed information on the protection of your personal data, please consult our website:

<https://dac.gouvernement.lu/en/data-protection.html>

Pour des informations plus détaillées sur la protection de vos données personnelles, veuillez consulter notre site web :

<https://dac.gouvernement.lu/fr/protection-donnees.html>