


OPERATIONS ADVISORY NOTICE (OAN)		 Transport Malta Civil Aviation Directorate Flight Operations Inspectorate Transport Malta Centre Triq Pantar Lija LJA 2021 Malta
OAN Number: 12/20 Revision 3	Issue Date: 29 October 2021	
Subject: CENTRIK – REGULATORY APPLICATIONS & SUBMISSIONS		

1.0 INTRODUCTION

Following are instructions on how to make applications and submissions to the Flight Operations Directorate through Centrik. All submissions will now go through Centrik instead of the NAS. **Centrik will also** be used to store approved documents such as manuals and approvals as well as manufacturers documents. Only applications made through Centrik will be accepted.

2.0 SCOPE OF SUBMISSIONS

All regulatory applications, quarterly mandatory reports, **FDP Exceedances** and operations manual amendments should be submitted through Centrik. You may use your existing Centrik logon details but now you will see a new icon at the bottom of the screen which

looks like this:



NOTE: Only one application needs to be submitted via Centrik for each aircraft addition which will include all its specific approvals. You do not need to apply for the AOC Variation + Low Visibility Operations + RVSM etc. You make one submission and attach each of these application forms to the one Centrik application.

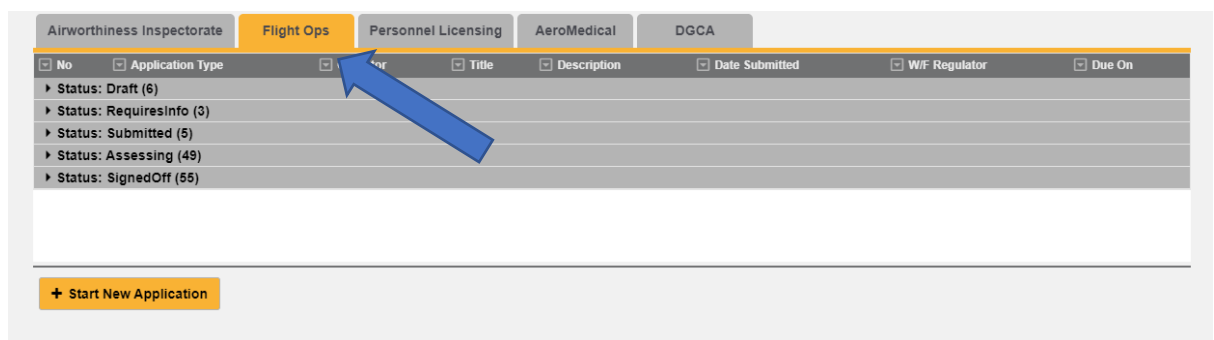
3.0 PROCEDURE

APPLICATION TAB

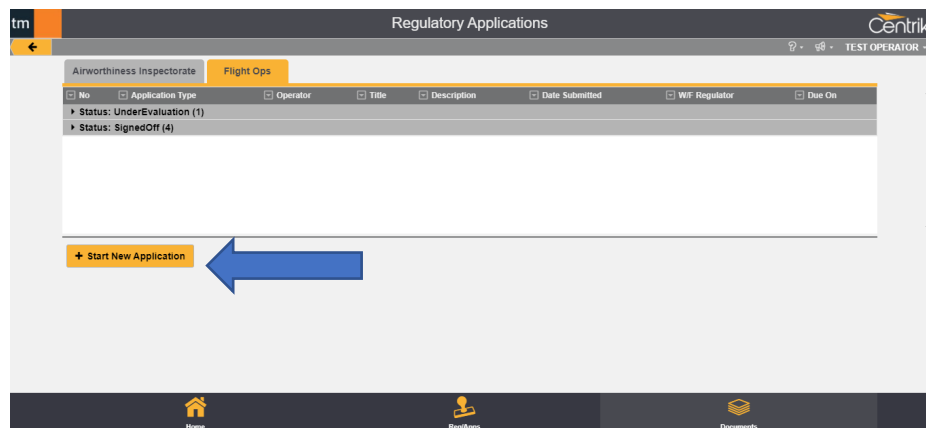
1. Logon to Centrik.
2. Select the Applications button at the bottom of your screen



3. Select the Flight Ops tab.



4. Click on "Start New Application".



5. A drop-down box will appear.

Select Application Type

Select application type:

[Select]

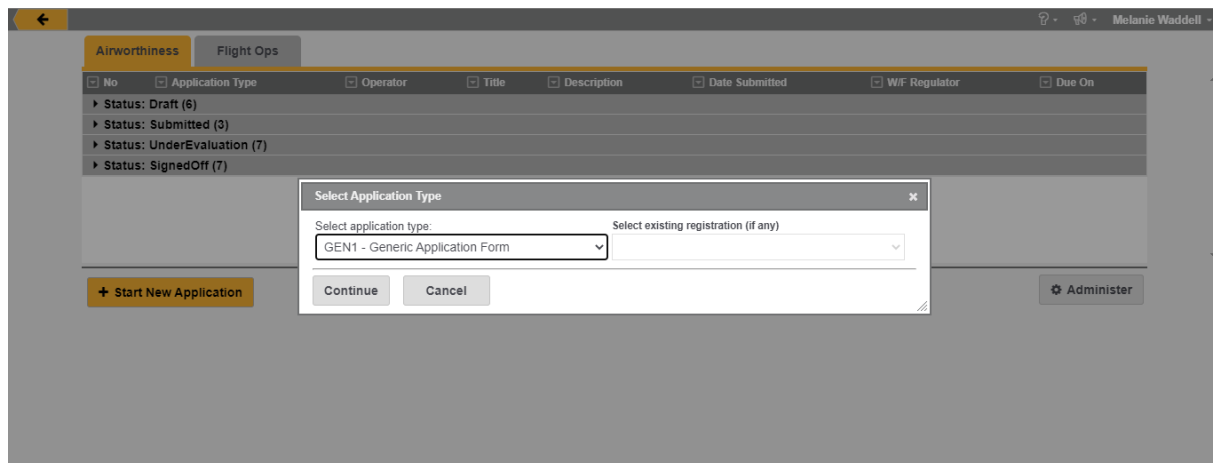
Select existing registration (if any)

Continue

Cancel

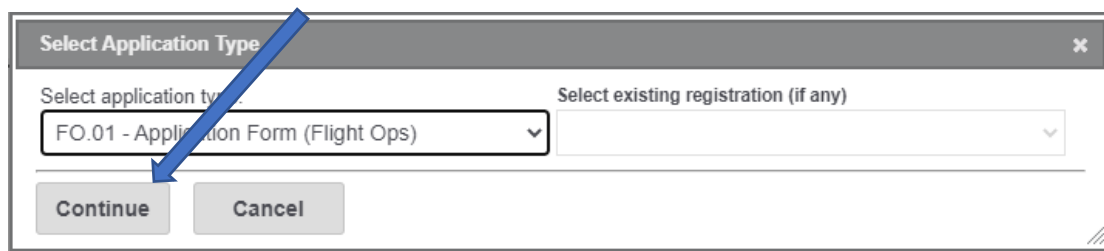
6. Select “FO.01 – Application Form (Flight Ops).

Note: For now, there will be just this one form for all submissions.



The screenshot shows the 'Flight Ops' tab selected in the top navigation bar. Below the tab, there is a table with columns: No, Application Type, Operator, Title, Description, Date Submitted, W/F Regulator, and Due On. The table lists four application types: Draft (6), Submitted (3), UnderEvaluation (7), and SignedOff (7). A 'Start New Application' button is visible. A 'Select Application Type' dialog box is open, showing a dropdown menu with 'GEN1 - Generic Application Form' selected. The dialog also has a 'Continue' button and a 'Cancel' button.

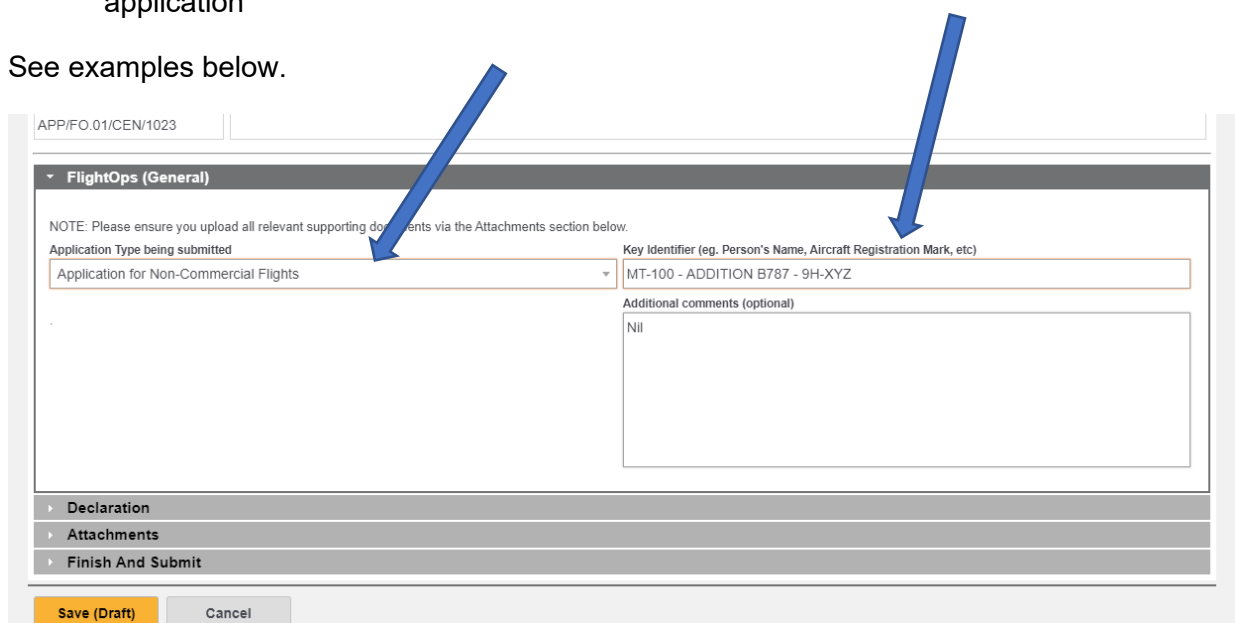
7. Then press “continue”.



This is a close-up of the 'Select Application Type' dialog box. The dropdown menu now shows 'FO.01 - Application Form (Flight Ops)' selected. A blue arrow points from the 'Continue' button, indicating the next step in the process.

8. Select the application type from the drop-down list and enter key identifiers for the application

See examples below.



The screenshot shows the 'FlightOps (General)' form. At the top, there is a text field containing 'APP/FO.01/CEN/1023'. Below this, there is a 'NOTE: Please ensure you upload all relevant supporting documents via the Attachments section below.' The form has two main sections: 'Application Type being submitted' and 'Key Identifier (eg. Person's Name, Aircraft Registration Mark, etc)'. The 'Application Type being submitted' dropdown is set to 'Application for Non-Commercial Flights'. The 'Key Identifier' field contains 'MT-100 - ADDITION B787 - 9H-XYZ'. There is also an 'Additional comments (optional)' text area with 'Nil' entered. At the bottom, there are buttons for 'Save (Draft)' and 'Cancel'.

Key Identifier Example 1:

For addition of an aircraft, type in manufacturer, registration and serial number.

“Gulfstream, G650, 9H-ABC, Serial No. 12345”

Example 2:

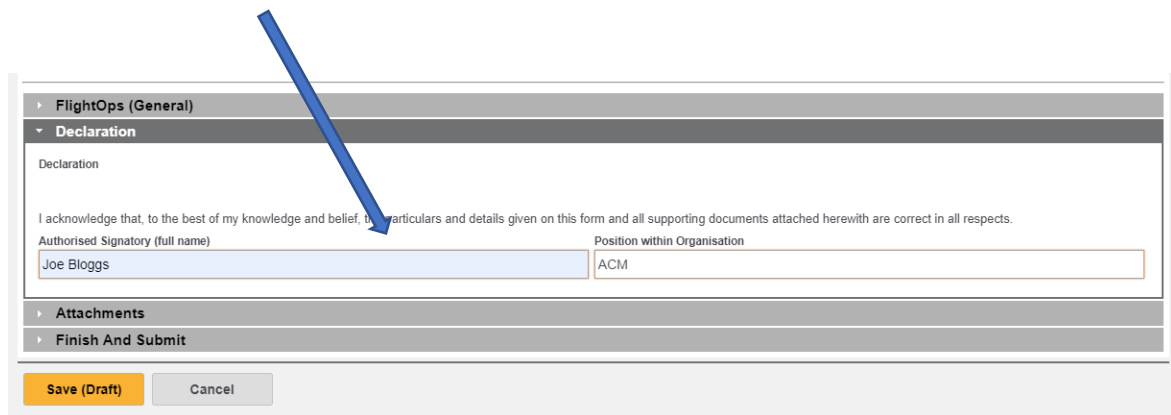
Key Identifier For a change in Nominated or Key Personnel, type in the position and name of the person.

“Compliance Manager – Amelia Royce”

Key Identifier Example 3: For addition of a specific approval such as Low Visibility Operations, type in the specific minima being sought.

LVTO – 125m

9. Click on “Declaration”.



FlightOps (General)

Declaration

Declaration

I acknowledge that, to the best of my knowledge and belief, the particulars and details given on this form and all supporting documents attached herewith are correct in all respects.

Authorised Signatory (full name) Position within Organisation

Joe Bloggs ACM

Attachments

Finish And Submit

Save (Draft) Cancel

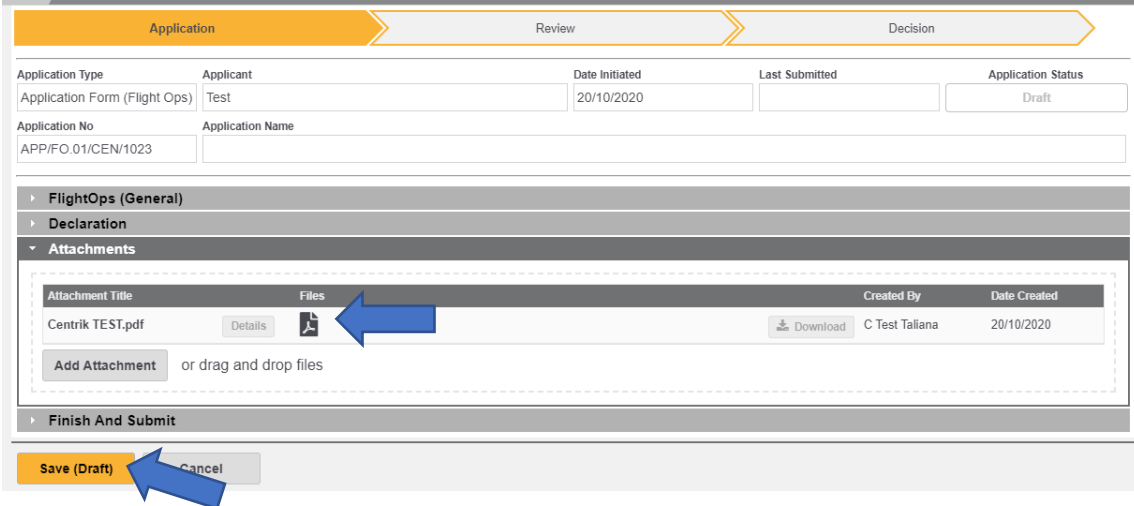
Enter all the contact details. The contact details should be for the person who is the focal point for the application. All correspondence will go through this person. Note: automatic emails from Centrik will go to the person making the application. i.e. The email will be sent to the username of the person logged in.

10. Click on the “Attachments” line.

Here you can add all the supporting documentation.

Ensure you attach the application form and all required documentation. For any changes requiring approval, ensure this includes a management of change and form 091.

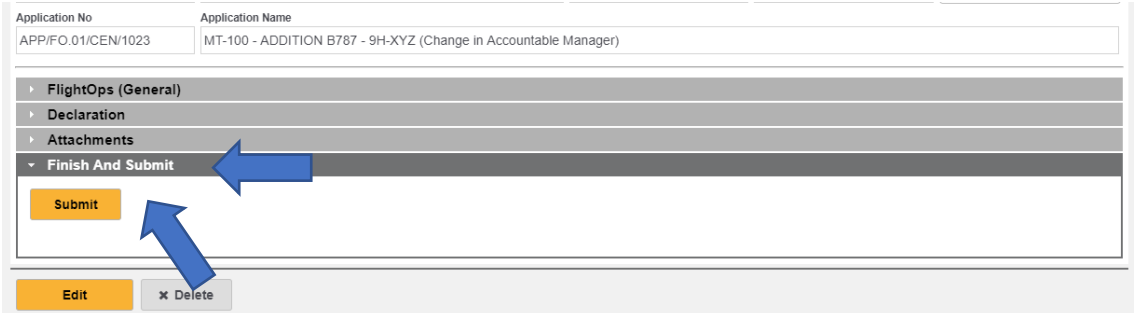
Then click on “save”.



The screenshot shows the 'Application' tab of the Transport Malta application form. The form is divided into several sections: 'Application Type' (Application Form (Flight Ops)), 'Applicant' (Test), 'Date Initiated' (20/10/2020), 'Last Submitted' (empty), and 'Application Status' (Draft). Below these are sections for 'FlightOps (General)', 'Declaration', 'Attachments', and 'Finish And Submit'. The 'Attachments' section shows a table with columns for Attachment Title, Files, Created By, and Date Created. A blue arrow points to the 'Save (Draft)' button at the bottom left.

Once you select “Save (Draft)”, a notification will be sent to the Airops mailbox where an administrator will assign the job to your respective Principle Oversight Inspector.

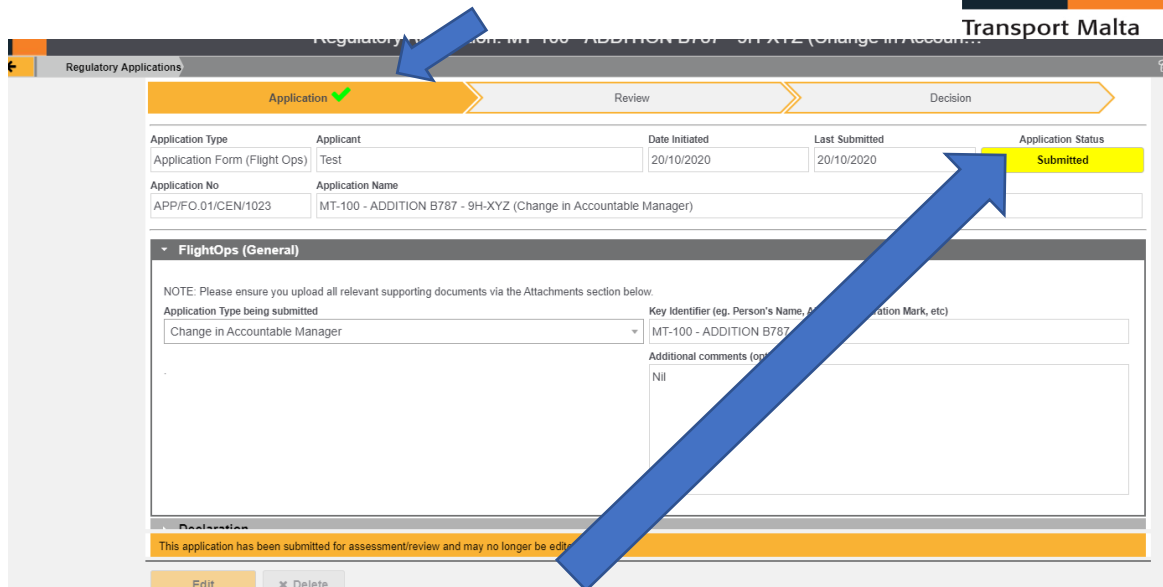
11. Click on the finish and submit line.




The screenshot shows the 'Finish And Submit' section of the Transport Malta application form. The form includes fields for 'Application No' (APP/FO.01/CEN/1023) and 'Application Name' (MT-100 - ADDITION B787 - 9H-XYZ (Change in Accountable Manager)). Below these are sections for 'FlightOps (General)', 'Declaration', 'Attachments', and 'Finish And Submit'. A blue arrow points to the 'Submit' button in the 'Finish And Submit' section.

Then click “Submit”.

You will then see the application has been submitted as there will be a green tick next to the Application Tab.



Regulatory Applications

Application  Review Decision

Application Type	Applicant	Date Initiated	Last Submitted	Application Status
Application Form (Flight Ops)	Test	20/10/2020	20/10/2020	Submitted

Application No: APP/FO.01/CEN/1023

Application Name: MT-100 - ADDITION B787 - 9H-XYZ (Change in Accountable Manager)

FlightOps (General)

NOTE: Please ensure you upload all relevant supporting documents via the Attachments section below.

Application Type being submitted: Change in Accountable Manager

Key Identifier (eg. Person's Name, Aircraft Registration Mark, etc): MT-100 - ADDITION B787

Additional comments (optional): Nil

Declaration

This application has been submitted for assessment/review and may no longer be edited.

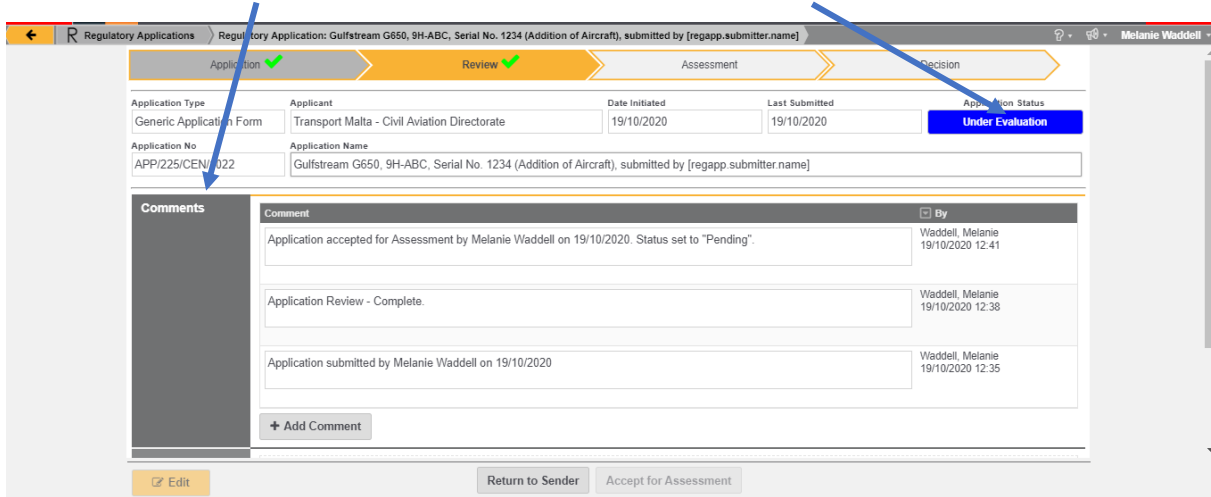
Edit x Delete

You will also see that the status changes to “Submitted”.

REVIEW TAB

12. On the review tab, you will be able to see:

- Any comments made by the inspector; and
- That it has been accepted and moved to the evaluation stage.



Regulatory Applications

Regulatory Application: Gulfstream G650, 9H-ABC, Serial No. 1234 (Addition of Aircraft), submitted by [regapp.submitter.name]

Application ☒ Review ☒ Assessment ☐ Decision

Application Type: Generic Application Form

Applicant: Transport Malta - Civil Aviation Directorate

Date Initiated: 19/10/2020

Last Submitted: 19/10/2020

Application Status: Under Evaluation

Application No: APP/225/CEN/022

Application Name: Gulfstream G650, 9H-ABC, Serial No. 1234 (Addition of Aircraft), submitted by [regapp.submitter.name]

Comments

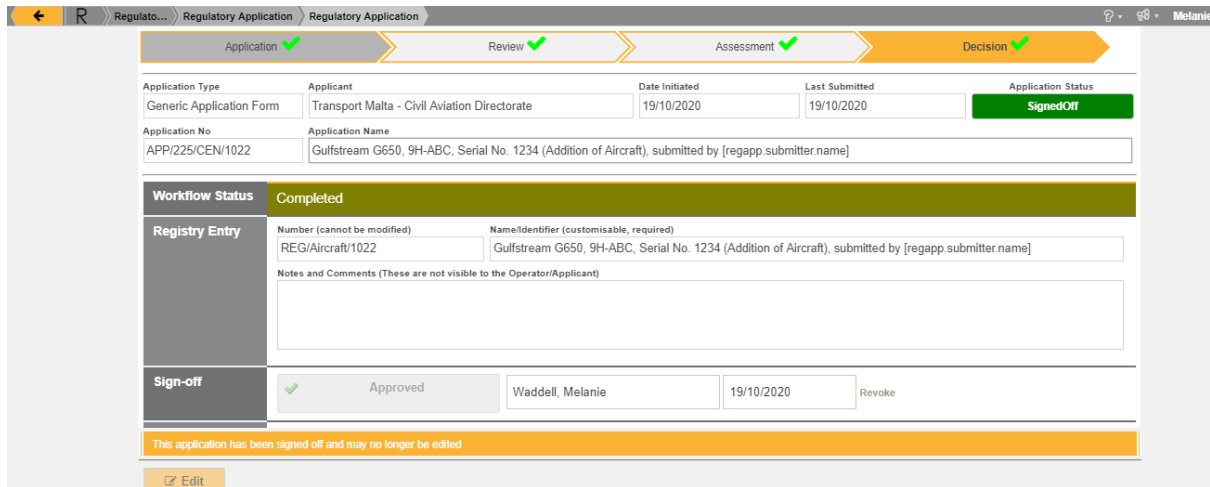
Comment	By
Application accepted for Assessment by Melanie Waddell on 19/10/2020. Status set to "Pending".	Waddell, Melanie 19/10/2020 12:41
Application Review - Complete.	Waddell, Melanie 19/10/2020 12:38
Application submitted by Melanie Waddell on 19/10/2020	Waddell, Melanie 19/10/2020 12:35

+ Add Comment

Edit Return to Sender Accept for Assessment

13. Your inspector will upload any feedback here and you will be able to upload your responses here via attachment of the document/s.

DECISION TAB



The screenshot shows the 'Decision' tab of the Regulatory Application system. The top navigation bar includes 'Regulatory Application' and 'Regulatory Application' tabs. The main content area displays the application details and the decision status.

Application		Review	Assessment	Decision					
Application Type	Generic Application Form	Applicant	Transport Malta - Civil Aviation Directorate	Date Initiated	19/10/2020	Last Submitted	19/10/2020	Application Status	Signed Off
Application No	APP/225/CEN/1022	Application Name	Gulfstream G650, 9H-ABC, Serial No. 1234 (Addition of Aircraft), submitted by [regapp.submitter.name]						
Workflow Status		Completed							
Registry Entry		<p>Number (cannot be modified): REG/Aircraft/1022</p> <p>Name/Identifier (customisable, required): Gulfstream G650, 9H-ABC, Serial No. 1234 (Addition of Aircraft), submitted by [regapp.submitter.name]</p> <p>Notes and Comments (These are not visible to the Operator/Applicant):</p>							
Sign-off		<p>Approved: Waddell, Melanie</p> <p>Date: 19/10/2020</p> <p>Revoke</p>							

This application has been signed off and may no longer be edited

[Edit](#)

14. Once your assigned inspector has completed the assessment, they will indicate this via the Decision page. Once this has been done, you will be emailed automatically to receive an automated email. The inspector will also upload the final documents to this tab.
15. Upload the final approvals and/or operations manuals to the APPROVED folder on **Centrik assigned operator folder** so that the latest version can easily be accessed.

Flight Operations Inspectorate

APPENDIX A – Process Flowchart (Operator Submission)

