

**CIVIL AVIATION DIRECTORATE - Airworthiness Inspectorate**

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# **Aircraft Maintenance Training and Experience Logbook for Aircraft Maintenance Trainees & Personnel**

## **Introduction**

**This logbook has been compiled by the Transport Malta Civil Aviation Directorate to aid aircraft maintenance trainees and personnel record their practical training and experience to comply with Regulation (EU) No 1321/2014 Part-M, Part-ML, Part-145, Part-66 and Part-147 in terms of requirements for:**

- BASIC PRACTICAL TRAINING
- TYPE TRAINING PRACTICAL ELEMENT
- ON-THE-JOB TRAINING

Note: This logbook can also be used for aircraft maintenance apprenticeships and used in conjunction with the Employment and Training Corporation (ETC) Logbook.

**Section 1 – Personal Details** contains:

Personal Data,  
Names of assessors and supervisors,  
Assessors' Report/s and remarks  
OJT compliance statement

**Section 2 - Basic Skills Section** is aimed at the trainee undergoing Basic Training for initial issue of Part-66 Category A, B1 and B2 AML as well as aircraft maintenance apprenticeships.

The **trainee** shall record the training carried out and the **supervisor** shall verify this information and make the necessary remarks regarding the competency and level achieved by the trainee. The trainee and assessor shall ensure that he/she has obtained competency in all the relevant Basic Skills listed in this logbook during his/her training period. All entries shall be made in ink. The nature of the involvement in task or intervention should be specified (execution, assistance, control, supervision).

**Section 3 - Maintenance Experience and On-the-Job training Section** is aimed at trainees undergoing basic training and aircraft maintenance personnel undergoing on-the-job training for first type rating endorsement, practical element of type training

The practical training leading to a Part-66 AML or Part-147 Recognition Certificate can be conducted at an appropriately approved aircraft maintenance training organisation or an approved maintenance organisation.

Aircraft Type/Engine Type and Registration Marks, Job Card/ Task Sheet Reference, ATA Chapters, Practical Training/Tasks, tasks and confirmation signatures and names are to be entered in the log.

Tasks can be repeated and entered in the Section 3. This section has been ordered as per ATA Chapters and the entries should be entered in the blank blocks on an ordered manner in accordance with the ATA Chapter reference of the task performed.

The **supervisor** shall ensure that the entries are correct and his/her signature attests that the tasks have been performed correctly by the trainee following the applicable maintenance data. Assistance in the performance of work and participation in work as part of a working party/team by the trainee is also considered as maintenance experience.

On completion of the OJT, a final assessment shall be performed by a designated assessor appropriately qualified by a Part 145 organisation in accordance with EASA Annex III (Part-66) Appendix III, AMCs and GMs, and the approved procedure of the maintenance organisation. Whereas the result of the final evaluation of the assessment shall be recorded in the provided table in Section 1 of the OJT logbook, the assessment method and criteria have to be attached as an appendix to this OJT logbook upon application for the basic maintenance licence.

As per EASA Part 66 and Part 145 regulations, the responsibility of formulating the procedure of carrying out the final assessment is of the Part 145 Approved Maintenance Organisation and shall be approved as part of the MOE.

TM CAD's **Working Instruction WI 01/2024** contains an example and guidance which can be used by the approved organisation to perform the final assessment.

OJT Instruction details including the tasks listed in **Appendix II to AMC Part-66** can be found in the introductory part of Section 3 of this OJT logbook.

## Section 1

# PRACTICAL EXPERIENCE / ON JOB TRAINING DETAILS

Name of Trainee:		Date of Birth:	Photo
Address:		Signature:	
		Licence No (if applicable):	
Training Element Title / Aircraft Type: (if applicable)		Name of Organisation:	
Organisation Approval reference:		Location of Training:	
Date of Training Element / Course Commencement:		Date of Training Elements/Course completion:	
Supervisor/s Name	Licence/Authorisation No	Miscellaneous Information:  OJT reference:	
Assessor/s Name	Maintenance Organisation Assessor Designation		
Assessment Final Result : Pass / Fail (Please attach rating criteria)			

**Remarks/Assessment Report from Assessor/s:**

**Signature/s:**

## **OJT COMPLIANCE STATEMENT**

This is to attest that this OJT has been conducted and checked in accordance with the approved procedures and methodology of the

\_\_\_\_\_ Part-145 AMO approval ref: \_\_\_\_\_ MOE Ref: \_\_\_\_\_ Section \_\_\_\_\_

**Name:**

**Position:**

**Signature:**

## **Section 2**

# **BASIC SKILLS**

**To be accomplished during Basic Training**

Basic Skills	Category	Date (dd/mm/yy)	Signature and Stamp of Assessor
Health and Safety Awareness	A, B1, B2,B2L,B3,L		
Hangar Practices Familiarisation	A, B1, B2,B2L,B3,L		
Location of station numbers and other reference systems	A, B1, B2,B2L,B3,L		
Use of Hand tools	A, B1,B3,L		
Use of Power Tools	B1,B3,L		
Identification of Materials	A, B1, B2,B2L,B3,L		
Use of Measuring Equipment (Depth Gauge, micrometer Feeler/slip gauges, go, no-go gauges)	A, B1,B3,L		
Remove/install Thread Insert	A, B1,B3,L		
Drilling and Tapping (Fe, Al etc)	B1,B3,L		
Reaming	B1,B3,L		
Use of Maintenance Data (IPC, AMM, CMM, SRM, effectivity)	A, B1, B2,B2L,B3,L		
Identification of Corrosion	B1,B3,L		
Countersinking	B1,B3,L		
Familiarisation and use of standard tools	A, B1,B3,L		

**Trainee Name:**

**Trainee Signature:**

<b>Basic Skills</b>	<b>Category</b>	<b>Date (dd/mm/yy)</b>	<b>Remarks/Comments Signature of Assessor</b>
Identification of standards and specs of nuts, bolts, washers, split-pins, rivets ...	B1,B3,L		
Competence in Wire locking of components and turnbuckles	A, B1, B2,B2L,B3,L		
Wire/ Cable Looming	B1, B2,B2L,B3,L		
Identification of cables	B1, B2,B2L,B3,L		
Familiarisation and Use of Cable Stripping devices	B1, B2,B2L,B3,L		
Familiarisation with Crimping Tools commonly used	B1, B2,B2L,B3,L		
Crimping	A, B1, B2,B2L,B3,L		
Soldering	B1, B2,B2L,B3,L		
Use of Heat Gun	B1, B2,B2L,B3,L		
Splicing Techinques	B1, B2,B2L,B3,L		
Use of Cable inserts	B1, B2,B2L,B3,L		
Familiarisation and use of Multimeters	A, B1, B2,B2L,B3,L		
Accomplishment of Resistance Checks	B1, B2,B2L,B3,L		
Accomplishment of Continuity Checks	B1, B2,B2L,B3,L		
Accomplishment of Bonding Checks	B1, B2,B2L,B3,L		

**Trainee Name:**

**Trainee Signature:**

<b>Basic Skills</b>	<b>Category</b>	<b>Date (dd/mm/yy)</b>	<b>Remarks/Comments Signature of Assessor</b>
Implementation of ESDS procedures	A, B1, B2,B2L,B3,L		
Basic Skills in Sheetmetal (cutting, bending, deburring...)	A, B1,B3,L		
Calculation of Bend Radii	B1,B3,L		
Achieve an acceptable level of Riveting experience	B1,B3,L		
Installation of oversize rivets	B1,B3,L		
Fasteners Removal using dedicated tools	B1,B3,L		
Corrosion Treatment of Al in accordance with SRM methods	B1,B3,L		
Accomplishment of a doubler repair	B1,B3,L		
Testing and repair of composite material	B1,B3,L		
Dye Penetrant / Flourescent Penetrant Inspection	B1,B3,L		
Removal and Installation of flexible hoses	B1,B3,L		
Removal and Installation of rigid pipes	B1,B3,L		
Familiarisation with Fuel Tank Safety	A, B1, B2,B2L,B3,L		
Aircraft Towing and Taxying Practices	A, B1, B2,B2L,B3,L		

**Trainee Name:**

**Trainee Signature:**



## Section 3

# MAINTENANCE EXPERIENCE / ON-THE-JOB TRAINING

Accomplished on In-service aircraft  
Applicable to Basic Training /Type Training Practical Element / OJT

The following activities are considered relevant for maintenance experience

Servicing;

Inspection;

Operational and Functional Testing;

Troubleshooting;

Repairing;

Modifying;

Changing Component;

Supervising these activities;

Releasing aircraft to service.

Task Codes:	
LOC –	Location
FOT –	Functional/Operational Test
SGH –	Service and Ground Handling
R/I -	Removal Installation
MEL –	Minimum Equipment List
TS -	Troubleshooting

**Note:** Last pages are blank. These pages can be used and reproduced for the recording of the maintenance experience not covered in the scope of the tasks listed in this section.

# OJT Diary Instructions

The main points to be taken into consideration are:

1. OJT should have been started and completed within 3 years prior to application for a type rating endorsement.
2. 50% of tasks contained in Appendix II to AMC should be included in the OJT (reproduced hereunder) .
3. Tasks shall be selected from each category/chapter. It is not necessary to choose 50% of each chapter but the overall number of tasks completed shall be 50% of all the tasks in the list, shall be completed.
4. Tasks should be selected among those applicable to the type of aircraft and licence (sub)category applied for. Other tasks than those in the Appendix II may be considered as a replacement when they are relevant.
5. In addition to the variety and the complexity, the OJT tasks should be selected because of their frequency, safety, novelty, etc. tasks selected among those frequently carried out by the organisation on this type or more related to safety should be deleted.
6. OJT shall be performed on the aircraft type for which the applicant is seeking type endorsement. The objective of the OJT is to gain the required competence and experience in performing safe maintenance on that particular aircraft type. However, a certain number of tasks may be performed on other aircraft type(s) (typically from the same manufacturer), only in the cases where such tasks are very similar to the tasks applicable to the aircraft type for which the candidate seeks the type endorsement.
7. 50% of the OJT can be carried out before the completion of the aircraft type theoretical element training.
8. It shall be conducted at and under the control of a Part-145 maintenance organization appropriately approved for the maintenance of the aircraft type and shall be assessed by designated assessors appropriately qualified.

- 9. Entries of work accomplished shall refer to a jobcard/worksheet, the entries shall be signed by the trainee and the supervisor who shall also certify the work as certifying or supporting staff.**
- 10. The designated assessors can also act as supervisors.**
- 11. The final assessment of the completed OJT is mandatory and shall be performed by an appropriately qualified designated assessor.**
- 12. The recorded OJT (logbook) shall contain a declaration that the OJT complies with the approved procedures of the Part-145 AMO (MOE Section 3.20 / as applicable)**

## Aircraft Type Practical Experience and On-the-Job Training

**List of Tasks (in the case of Type Training practical element this list can be used in conjunction with the Table in 3.2 of Appendix II to AMC Part-66)**

<p><b>Time limits/Maintenance checks</b></p> <p>100 hour check (general aviation aircraft).          "B" or "C" check (transport category aircraft).          Assist carrying out a scheduled maintenance check i.a.w. AMM.          Review aircraft maintenance log for correct completion.          Review records for compliance with Airworthiness Directives.          Review records for compliance with component life limits.          Procedure for inspection following heavy landing.          Procedure for inspection following lightning strike.</p>	<p><b>Towing and Taxiing</b></p> <p>Prepare for aircraft towing.          Tow aircraft.          Be part of aircraft towing team.</p>
<p><b>Dimensions/Areas</b></p> <p>Locate component(s) by zone/station number.          Perform symmetry check.</p>	<p><b>Parking and Mooring</b></p> <p>Tie down aircraft.          Park, secure and cover aircraft.          Position aircraft in maintenance dock.          Secure rotor blades.</p>
<p><b>Lifting and Shoring</b></p> <p>Assist in:          Jack aircraft nose or tail wheel.          Jack complete aircraft.          Sling or trestle major component.</p>	<p><b>Placards and Markings</b></p> <p>Check aircraft for correct placards.          Check aircraft for correct markings.</p>
<p><b>Levelling/Weighing</b></p> <p>Level aircraft.          Weigh aircraft.          Prepare weight and balance amendment.          Check aircraft against equipment list.</p>	

<p><b>Servicing</b></p> <p>Refuel aircraft.  Defuel aircraft.  Carry out tank to tank fuel transfer.  Check/adjust tire pressures.  Check/replenish oil level.  Check/replenish hydraulic fluid level.  Check/replenish accumulator pressure.  Charge pneumatic system.  Grease aircraft.  Connect ground power.  Service toilet/potable water system.  Perform preflight/daily check.</p>	<p><b>Air Conditioning</b></p> <p>Replace combustion heater.  Replace flow control valve.  Replace outflow valve.  Replace safety valve.  Replace vapour cycle unit.  Replace air cycle unit.  Replace cabin blower.  Replace heat exchanger.  Replace pressurisation controller.  Clean outflow valves.  Deactivate/reactivate cargo isolation valve.  Deactivate/reactivate avionics ventilation components.  Check operation of air conditioning/heating system.  Check operation of pressurisation system.  Troubleshoot faulty system.</p>
<p><b>Vibration and Noise Analysis</b></p> <p>Analyse helicopter vibration problem.  Analyse noise spectrum.  Analyse engine vibration.</p>	<p><b>Auto flight</b></p> <p>Install servos.  Rig bridle cables.  Replace controller.  Replace amplifier.  Replacement of the auto flight system LRUs in case of fly-by-wire aircraft.  Check operation of auto-pilot.  Check operation of auto-throttle/auto-thrust.  Check operation of yaw damper.  Check and adjust servo clutch.  Perform autopilot gain adjustments.  Perform mach trim functional check.  Troubleshoot faulty system.  Check autoland system.  Check flight management systems.  Check stability augmentation system.</p>

<p><b>Communications</b></p> <p>Replace VHF com unit.  Replace HF com unit.  Replace existing antenna.  Replace static discharge wicks.  Check operation of radios.  Perform antenna VSWR check.  Perform Selcal operational check.  Perform operational check of passenger address system.  Functionally check audio integrating system.  Repair coaxial cable.  Troubleshoot faulty system.  Check SATCOM</p>	<p><b>Equipment/Furnishings</b></p> <p>Replace carpets.  Replace crew seats.  Replace passenger seats.  Check inertia reels.  Check seats/belts for security.  Check emergency equipment.  Check ELT for compliance with regulations.  Repair toilet waste container.  Remove and install ceiling and sidewall panels.  Repair upholstery.  Change cabin configuration.  Replace cargo loading system actuator.  Test cargo loading system.  Replace escape slides/ropes.</p>
<p><b>Electrical Power</b></p> <p>Charge lead/acid battery.  Charge Ni-Cad battery.  Check battery capacity.  Deep-cycle Ni-Cad battery.  Replace integrated drive/generator/alternator.  Replace switches.  Replace circuit breakers.  Adjust voltage regulator.  Change voltage regulator.  Amend electrical load analysis report.  Repair/replace electrical feeder cable.  Troubleshoot faulty system.  Perform functional check of integrated drive/generator/alternator.  Perform functional check of voltage regulator.  Perform functional check of emergency generation system.</p>	<p><b>Fire protection</b></p> <p>Check fire bottle contents.  Check/test operation of fire/smoke detection and warning system.  Check cabin fire extinguisher contents.  Check lavatory smoke detector system.  Check cargo panel sealing.  Install new fire bottle.  Replace fire bottle squib.  Troubleshoot faulty system.  Inspect engine fire wire detection systems.</p>

<p><b>Flight Controls</b></p> <p>Inspect primary flight controls and related components i.a.w. AMM.  Extending/retracting flaps &amp; slats.  Replace horizontal stabiliser.  Replace spoiler/lift damper.  Replace elevator.  Deactivation/reactivation of aileron servo control.  Replace aileron.  Replace rudder.  Replace trim tabs.  Install control cable and fittings.  Replace slats.  Replace flaps.  Replace powered flying control unit.  Replace flat actuator.  Rig primary flight controls.  Adjust trim tab.  Adjust control cable tension.  Check control range and direction of movement.  Check for correct assembly and locking.  Troubleshoot faulty system.  Functional test of primary flight controls.  Functional test of flap system.  Operational test of the side stick assembly.  Operational test of the THS.  THS system wear check.</p>	<p><b>Fuel</b></p> <p>Water drain system (operation).  Replace booster pump.  Replace fuel selector.  Replace fuel tank cells.  Replace/test fuel control valves.  Replace magnetic fuel level indicators.  Replace water drain valve.  Check/calculate fuel contents manually.  Check filters.  Flow check system.  Check calibration of fuel quantity gauges.  Check operation feed/selectors.  Check operation of fuel dump/jettison system.  Fuel transfer between tanks.  Pressure defuel.  Pressure refuel (manual control).  Deactivation/reactivation of the fuel valves (transfer defuel, X-feed, refuel).  Troubleshoot faulty system.</p>
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<p><b>Hydraulics</b></p> <p>Replace engine-driven pump.  Check/replace case drain filter.  Replace standby pump.  Replace hydraulic motor pump/generator.  Replace accumulator.  Check operation of shut off valve.  Check filters/clog indicators.  Check indicating systems.  Perform functional checks.  Pressurisation/depressurisation of the hydraulic system.  Power Transfer Unit (PTU) operation.  Replacement of PTU.  Troubleshoot faulty system.</p>	<p><b>Indicating/recording systems</b></p> <p>Replace flight data recorder.  Replace cockpit voice recorder.  Replace clock.  Replace master caution unit.  Replace FDR.  Perform FDR data retrieval.  Troubleshoot faulty system.  Implement ESDS procedures.  Inspect for HIRF requirements.  Start/stop EIS procedure.  Bite test of the CFDIU.  Ground scanning of the central warning system.</p>
<p><b>Ice and rain protection</b></p> <p>Replace pump.  Replace timer.  Inspect repair propeller deice boot.  Test propeller de-icing system.  Inspect/test wing leading edge de-icer boot.  Replace anti-ice/deice valve.  Install wiper motor.  Check operation of systems.  Operational test of the pitot-probe ice protection.  Operational test of the TAT ice protection.  Operational test of the wing ice protection system.  Assistance to the operational test of the engine air-intake ice protection (with engines operating).  Troubleshoot faulty system.</p>	



<p><b>Landing Gear</b></p> <p>Build up wheel.          Replace main wheel.          Replace nose wheel.          Replace steering actuator.          Replace truck tilt actuator.          Replace gear retraction actuator.          Replace uplock/downlock assembly.          Replace shimmy damper.          Rig nose wheel steering.          Functional test of the nose wheel steering system.          Replace shock strut seals.          Replace brake unit.          Replace brake control valve.          Bleed brakes.          Replace brake fan.          Test anti skid unit.          Test gear retraction.          Change bungees.          Adjust micro switches/sensors.          Charge struts with oil and air.          Troubleshoot faulty system.          Test auto-brake system.          Replace rotorcraft skids.          Replace rotorcraft skid shoes.          Pack and check floats.          Flotation equipment.          Check/test emergency blowdown (emergency landing gear extension).          Operational test of the landing gear doors.</p>	<p><b>Lights</b></p> <p>Repair/replace rotating beacon.          Repair/replace landing lights.          Repair/replace navigation lights.          Repair/replace interior lights.          Replace ice inspection lights.          Repair/replace logo lights.          Repair/replace emergency lighting system.          Perform emergency lighting system checks.          Troubleshoot faulty system.</p> <p><b>Navigation</b></p> <p>Calibrate magnetic direction indicator.          Replace airspeed indicator.          Replace altimeter.          Replace air data computer.          Replace VOR unit.          Replace ADI.          Replace HSI.          Check pitot static system for leaks.          Check operation of directional gyro.          Functional check weather radar.          Functional check doppler.          Functional check TCAS.          Functional check DME.          Functional check ATC Transponder.          Functional check flight director system.          Functional check inertial nav system.          Complete quadrantal error correction of ADF system.          Update flight management system database.          Check calibration of pitot static instruments.          Check calibration of pressure altitude reporting system.          Troubleshoot faulty system.          Check marker systems.          Compass replacement direct/indirect.          Check GPS.          Test AVM.</p>
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<b>Oxygen</b>  Inspect on-board oxygen equipment. Purge and recharge oxygen system. Replace regulator. Replace oxygen generator. Test crew oxygen system. Perform auto oxygen system deployment check. Troubleshoot faulty system.	<b>Water/Waste</b>  Replace water pump. Replace tap. Replace toilet pump. Perform water heater functional check. Troubleshoot faulty system Inspect waste bin flap closure
<b>Pneumatic systems</b>  Replace filter. Replace air shut off valve. Replace pressure regulating valve. Replace compressor. Recharge dessicator. Adjust regulator. Check for leaks. Troubleshoot faulty system.	<b>Central Maintenance System</b>  Retrieve data from CMU. Replace CMU. Perform Bite check. Troubleshoot faulty system. Inspect waste bin flap closure.
<b>Vacuum systems</b>  Inspect the vacuum system i.a.w. AMM. Replace vacuum pump. Check/replace filters. Adjust regulator. Troubleshoot faulty system.	<b>Structures</b>  Assessment of damage. Sheet metal repair. Fibre glass repair. Wooden repair. Fabric repair. Recover fabric control surface. Treat corrosion. Apply protective treatment.

<p><b>Doors</b></p> <p>Inspect passenger door i.a.w. AMM.  Rig/adjust locking mechanism.  Adjust air stair system.  Check operation of emergency exits.  Test door warning system.  Troubleshoot faulty system.  Remove and install passenger door i.a.w. AMM.  Remove and install emergency exit i.a.w. AMM.  Inspect cargo door i.a.w. AMM.</p>	<p><b>Propeller</b></p> <p>Assemble prop after transportation.  Replace propeller.  Replace governor.  Adjust governor.  Perform static functional checks.  Check operation during ground run.  Check track.  Check setting of micro switches.  Assessment of blade damage i.a.w. AMM.  Dynamically balance prop.  Troubleshoot faulty system.</p>
<p><b>Windows</b></p> <p>Replace windshield.  Replace direct vision window.  Replace cabin window.  Repair transparency.</p>	<p><b>Main Rotors</b></p> <p>Install rotor assembly.  Replace blades.  Replace damper assembly.  Check track.  Check static balance.  Check dynamic balance.  Troubleshoot.</p>
<p><b>Wings</b></p> <p>Skin repair.  Recover fabric wing.  Replace tip.  Replace rib.  Replace integral fuel tank panel.  Check incidence/rig.</p>	<p><b>Rotor Drive</b></p> <p>Replace mast.  Replace drive coupling.  Replace clutch/freewheel unit.  Replace drive belt.  Install main gearbox.  Overhaul main gearbox.  Check gearbox chip detectors.</p>

<p><b>Tail Rotors</b>  Install rotor assembly.  Replace blades.  Troubleshoot.</p>	<p><b>Power Plant</b>  Build up ECU.  Replace engine.  Repair cooling baffles.  Repair cowling.  Adjust cowl flaps.  Repair faulty wiring.  Troubleshoot.  Assist in dry motoring check.  Assist in wet motoring check.  Assist in engine start (manual mode).</p>
<p><b>Tail Rotor Drive</b>  Replace bevel gearbox.  Replace universal joints.  Overhaul bevel gearbox.  Install drive assembly.  Check chip detectors.  Check/install bearings and hangers.  Check/service/assemble flexible couplings.  Check alignment of drive shafts.  Install and rig drive shafts.</p>	<p><b>Piston Engines</b>  Remove/install reduction gear.  Check crankshaft run-out.  Check tappet clearance.  Check compression.  Extract broken stud.  Install helicoil.  Perform ground run.  Establish/check reference RPM.  Troubleshoot.</p>
<p><b>Rotorcraft flight controls</b>  Install swash plate.  Install mixing box.  Adjust pitch links.  Rig collective system.  Rig cyclic system.  Rig anti-torque system.  Check controls for assembly and locking.  Check controls for operation and sense.  Troubleshoot faulty system.</p>	<p><b>Turbine Engines</b>  Replace module.  Replace fan blade.  Hot section inspection/borescope check.  Carry out engine/compressor wash.  Carry out engine dry cycle.  Engine ground run.  Establish reference power.  Trend monitoring/gas path analysis.  Troubleshoot.</p>

<p><b>Fuel and control, piston</b></p> <p>Replace engine driven pump. Adjust AMC. Adjust ABC. Install carburettor/injector. Adjust carburettor/injector. Clean injector nozzles. Replace primer line. Check carburettor float setting. Troubleshoot faulty system.</p>	<p><b>Ignition systems, turbine</b></p> <p>Perform functional test of the ignition system. Check glow plugs/ignitors. Check H.T. leads. Check ignition unit. Replace ignition unit. Troubleshoot faulty system.</p>
<p><b>Fuel and control, turbine</b></p> <p>Replace FCU. Replace Engine Electronic Control Unit (FADEC). Replace Fuel Metering Unit (FADEC). Replace engine driven pump. Clean/test fuel nozzles. Clean/replace filters. Adjust FCU. Troubleshoot faulty system. Functional test of FADEC.</p>	<p><b>Engine Controls</b></p> <p>Rig thrust lever. Rig RPM control. Rig mixture HP cock lever. Rig power lever. Check control sync (multi-eng). Check controls for correct assembly and locking. Check controls for range and direction of movement. Adjust pedestal micro-switches. Troubleshoot faulty system.</p>
<p><b>Ignition systems, piston</b></p> <p>Change magneto. Change ignition vibrator. Change plugs. Test plugs. Check H.T. leads. Install new leads. Check timing. Check system bonding. Troubleshoot faulty system.</p>	<p><b>Engine Indicating</b></p> <p>Replace engine instruments(s). Replace oil temperature bulb. Replace thermocouples. Check calibration. Troubleshoot faulty system.</p>

<b>Exhaust, piston</b>  Replace exhaust gasket. Inspect welded repair. Pressure check cabin heater muff. Troubleshoot faulty system.	<b>Starting</b>  Replace starter. Replace start relay. Replace start control valve. Check cranking speed. Troubleshoot faulty system.
<b>Exhaust, turbine</b>  Change jet pipe. Change shroud assembly. Install trimmers. Inspect/replace thrust reverser. Replace thrust reverser component. Deactivate/reactivate thrust reverser. Operational test of the thrust reverser system.	<b>Turbines, piston engines</b>  Replace PRT. Replace turbo-blower. Replace heat shields. Replace waste gate. Adjust density controller.
<b>Oil</b>  Change oil. Check filter(s). Adjust pressure relief valve. Replace oil tank. Replace oil pump. Replace oil cooler. Replace firewall shut off valve. Perform oil dilution test. Troubleshoot faulty system.	<b>Engine water injection</b>  Replace water/methanol pump. Flow check water/methanol system. Adjust water/methanol control unit. Check fluid for quality. Troubleshoot faulty system

<p><b>Accessory gear boxes</b></p> <p>Replace gearbox.  Replace drive shaft.  Inspect magnetic chip detector.</p>	<p><b>APU</b></p> <p>Removal/installation of the APU.  Removal/installation of the inlet guide-vane actuator.  Operational test of the APU emergency shut-down test.  Operational test of the APU.  Inspect hot Section.  Troubleshoot faulty system.</p>
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ATA 05 TIME LIMITS / MAINTENANCE CHECKS					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**



ATA 06 DIMENSIONS AND AREAS					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 07 LIFTING AND SHORING					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**



ATA 09 TOWING & TAXING					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**



ATA 18 VIBRATION AND NOISE ANALYSIS (HELICOPTERS ONLY)					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 21 AIR CONDITIONING					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 22		AUTO FLIGHT			
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**



ATA 23		COMMUNICATION			
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 24		ELECTRICAL POWER SYSTEM			
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 25		CABIN EQUIPMENT/FURNISHINGS			
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 26		FIRE/SMOKE PROTECTION			
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 27 FLIGHT CONTROL SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 28		AIRCRAFT FUEL SYSTEM			
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 29 HYDRAULIC POWER SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 30 ICE/RAIN DETECTION/PROTECTION SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**



ATA 31 INDEPENDENT INSTRUMENT					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 32 LANDING GEAR					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 33 AIRCRAFT LIGHTING SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 34 NAVIGATION DATA SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 35 OXYGEN SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 36		PNEUMATIC SYSTEM			
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 37					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 38		WATER/WASTE SYSTEM			
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**



ATA 42		INTEGRATED MODULAR AVIONICS			
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 44		CABIN SYSTEMS			
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 45 CENTRAL MAINTENANCE COMPUTER					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 46 INFORMATION SYSTEMS					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 49 AUXILIARY POWER UNIT/SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 52 AIRCRAFT DOORS SECTION					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 53 FUSELAGE STRUCTURE					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 54 PYLON STRUCTURE SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**



ATA 56 WINDOW/WINDSHIELD					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 57 WING STRUCTURE					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 61 PROPELLER & CONTROL					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 62 MAIN ROTOR					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 63 MAIN ROTOR DRIVE					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 64 TAIL ROTOR					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 67 ROTORCRAFT FLIGHT CONTROL					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 71 POWERPLANT					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**



ATA 72 TURBINE/TURBOPROP ENGINE					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 73 ENGINE FUEL & CONTROL					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 74 ENGINE IGNITION SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 75 ENGINE BLEED AIR SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 76 ENGINE CONTROL SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 77 ENGINE INDICATING SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 78 ENGINE EXHAUST					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 79 ENGINE OIL SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**



ATA 80 STARTER					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 81 TURBOCHARGING SYSTEM					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

ATA 85 RECIPROCATING ENGINE					
Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

Aircraft Regn. A/C Type /Engine Type	Job Card /Task Ref.	TASK ACCOMPLISHMENT AND COMPETENCY	Category/ Task Code	Date (dd/mm/yy)	Signature and Stamp of Supervisor/Assessor

**Trainee Name:**

**Trainee Signature:**

<b>Aircraft Regn. A/C Type /Engine Type</b>	<b>Job Card /Task Ref.</b>	<b>TASK ACCOMPLISHMENT AND COMPETENCY</b>	<b>Category/ Task Code</b>	<b>Date (dd/mm/yy)</b>	<b>Signature and Stamp of Supervisor/Assessor</b>

**Trainee Name:**

**Trainee Signature:**

## Data Protection Notice

*All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (Regulation 2016/679/EU) and Chapter 440 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. 440 and General Data Protection Regulation (EU) (GDPR) 2016/679. 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](mailto: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 (Regulation 2016/679/EU) and Chapter 440 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](mailto: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](mailto:civil.aviation@transport.gov.mt)