

Information and Advisory Notice No. 06

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Aircraft Maintenance Personnel Maintenance Training/Experience/OJT Log book

1. Introduction

Commission Regulation (EU) 1321/2014, Annex III (Part-66) stipulates requirements for practical experience in aircraft maintenance by the applicants for an issue of aircraft maintenance licence in different categories and sub-categories and the addition of type ratings to the basic categories as well as On-the-Job Training for first type endorsement for Group 1 aircraft. Task training is also necessary for Part-145 Category A authorisations. Recording of practical experience may also be necessary for re-currency of practical experience for Part-CAO and Part-145 authorisation certification (certifying and supporting staff).

This IAN is a guide to the use of the Aircraft Maintenance Training/Experience/ OJT Log Book (**AITP-L02 Appendix 04 Issue 5**) which is a Malta Transport Civil Aviation Directorate's acceptable means of compliance for recording of practical maintenance training and experience in compliance with (EU) No 1321/2014.

Reference shall be made to new regulations and implementing rules introduced by Regulation (EU) No 2018/1142 and its annexes,

2. General

The Log Book shall be submitted to the TM CAD as part of the application package for an issue or variation of Part-66 Aircraft Maintenance Licence (EASA Form 19). While the TM CAD may also consider other means of showing training and experience evidence, this Log Book has been designed such that the trainee is guided on acquiring enough experience, exposure and skills to meet the requirements.

It includes an introduction as well as 3 sections,

- Section 1 - Personal Details**
- Section 2 - Basic Skills**
- Section 3 - Maintenance Experience /OJT**

Section 1

Personal details of the trainee, the supervisor/s and assessor/s have to be entered in this section as applicable.

Comments and assessments can be entered by the designated assessor/s in this section in the dedicated field.

Provision for the OJT approved procedures compliance statement.

Section 2

This section shall be used for **basic practical experience/training** only and confirmation of competency in accomplishment of specific tasks and acquiring basic experience and awareness in various elements of aircraft maintenance and ground handling.

The assessor's signature signifies a positive assessment of competency in the skills and knowledge level in the elements listed.

Section 3

This section contains the practical experience and on-the-job training logging sheets in ATA Chapter sequence. The tasks should be logged systematically under the ATA Chapter heading in the dedicated logging sheets.

The same tasks can be repeated and recorded.
Reference to the jobcards/worksheets should also be included when logging the task.

The supervisor shall confirm that the task has been performed or that the trainee has assisted and contributed in a work party in the accomplishment of the task.

Appendix II to AMC Part-66 list of tasks has been reproduced for reference at the end of the logging sheets.

3. Responsibilities

It is the trainee/applicant's responsibility to record correctly and systematically his/her training or maintenance experience. Entries shall be validated by an assessor or supervisor as appropriate. More detailed instructions with regards to the entries and their validation are presented in the Log Book itself.

The supervisor is responsible for making sure that the entries are correct and true.

The assessor is responsible for making an objective evaluation of the skills, attitude and aptitude of the trainee in different phases of training, eg. Initial basic training, type training, continuation training and OJT.

Signing off the work experience basic tasks is an attestation that the trainee has achieved a satisfactory level of understanding, awareness and workmanship in the accomplishment of the tasks and mastering of the skills and knowledge. The assessor signature should attest this.

The intent of the requirement is not to suggest that there should be an assessment performed by the assessor on top of every task monitored by the supervisor; and/or at the very end of the OJT

programme, there should be a comprehensive hands-on assessment of the candidate on a real aircraft as an additional and ultimate evaluation.

All report(s) or feedback from the supervisor(s) having monitored every actual job task performance or any other source of information (use of manuals and procedures; observance of safety measures, warnings, and recommendations; adequate behaviour in the maintenance environment), the designated assessor should be able to:

- ensure that the OJT procedure was fully met (in terms of objective and content); and
- check that the competence of the candidate was positively assessed.

In case of doubt, the assessor may decide to proceed him/herself to an additional evaluation of the candidate or perform a gap analysis when the OJT procedure is not fully met.

Part-145 and Part-147 organisations shall have written procedures regarding assessment criteria and methodology of assessment for nominated assessors within their organisations.

Part-145 organisations shall endeavour to, as much as possible, give the trainees exposure to different skills, aircraft systems and zones.

4. OJT

3.1 General

On the Job Training (OJT) required by Regulation No 1321/2014 Part-66.A.45 and Part 66 Appendix III for endorsement of Group 1 type rating, shall be conducted at and under the control of an EASA Part-145 approved maintenance organisation.

The OJT should not be confused with Practical Training which is conducted by Part-147 organisations. OJT is a supervised event rather than an instructed one and should include one to one supervision and involve actual work task performance on aircraft/components, covering line and/or base maintenance tasks.

The **completeness** of the whole OJT process shall be assessed by designated assessors appropriately qualified.

The AITP-L02 Appendix IV logbook contains provisions for the supervisor and assessor signatures and the compliance with the OJT procedures statement.

The assessment and OJT methodology/procedures shall be those approved in the Part-145 AMO approved MOE.

Competence assessment criteria and assessor qualification guidance can be found in:

Appendix III to AMC to Part-66 — Evaluation of the competence: assessment and assessors

The AITP-L02 Appendix 04-05 Log Book can be downloaded from the Transport Malta website <https://www.transport.gov.mt/Aviation/Aircraft-Flight-Standards/Airworthiness-Aircraft-Maintenance/AW-Forms-Checklists-2647>