


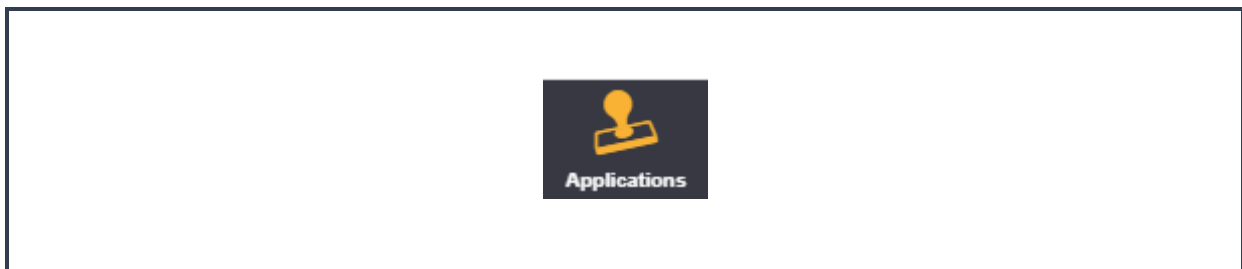
| | | |
|---------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 2 | Issue Date: 19 November 2020 | |
| 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. The NAS will be used to store approved documents such as manuals and approvals as well as manufacturers documents. The IN PROGRESS folder will no longer be used unless Centrik is unavailable. Should this occur, the Flight Operations Inspectorate will issue further instructions on the submission of applications or other documentation such as operations manuals. Only applications made through Centrik will be accepted.

2.0 SCOPE OF SUBMISSIONS

All regulatory applications, quarterly mandatory reports 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:

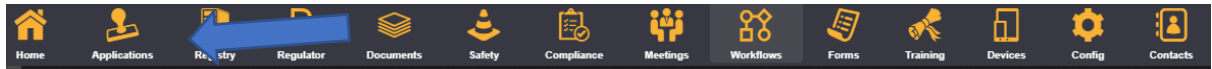


NOTE: Only one application needs to be submitted via Centrik for each aircraft addition which will include all its specific approvals. You do not need to apply for the AOC Variation + Low Visibility Operations + RVSM etc. You make one submission and attach each of these application forms to the one Centrik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

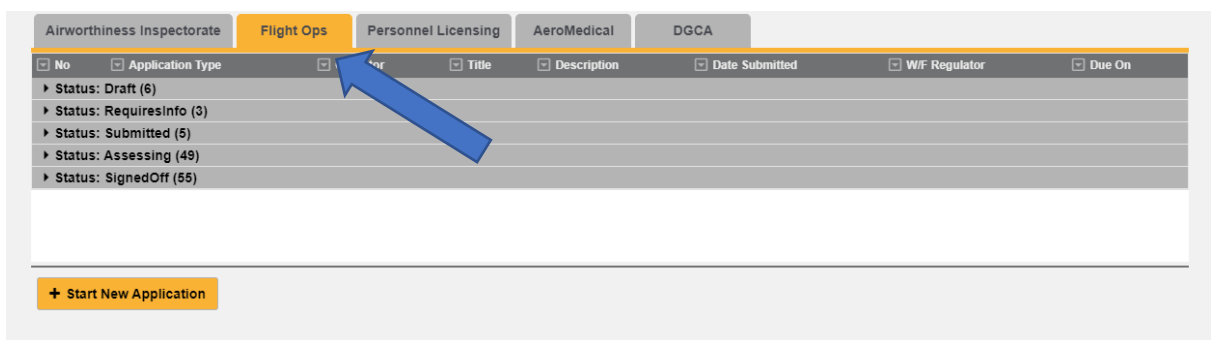
3.0 PROCEDURE

APPLICATION TAB

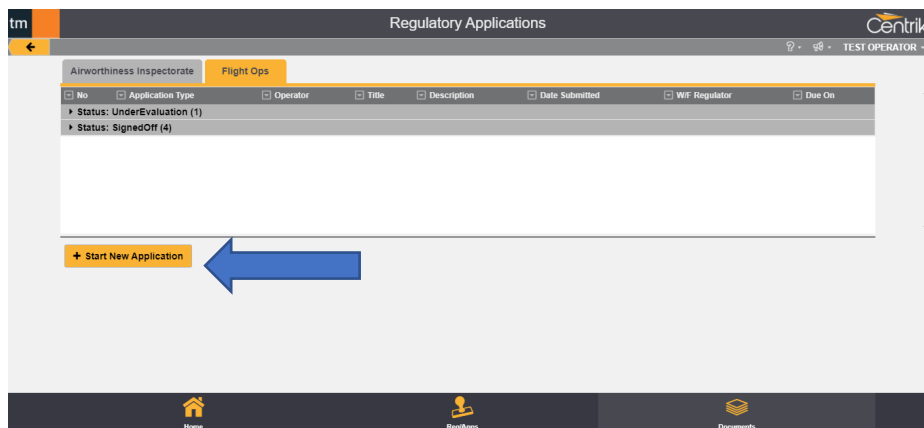
1. Logon to Centrik.
2. Select the **Applications** button at the bottom of your screen



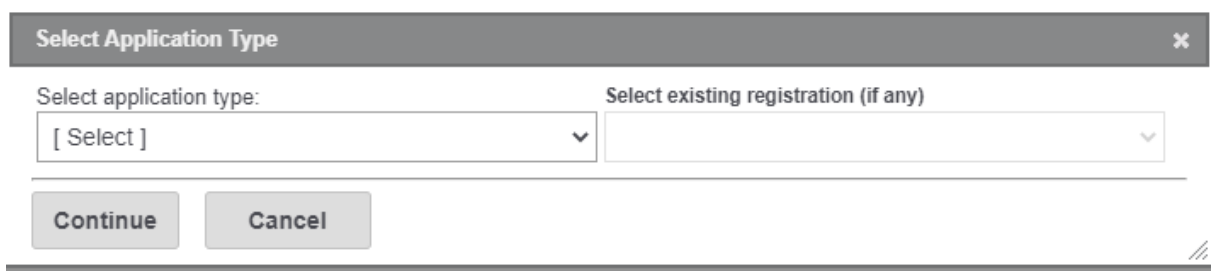
3. Select the Flight Ops tab.



4. Click on "Start New Application".

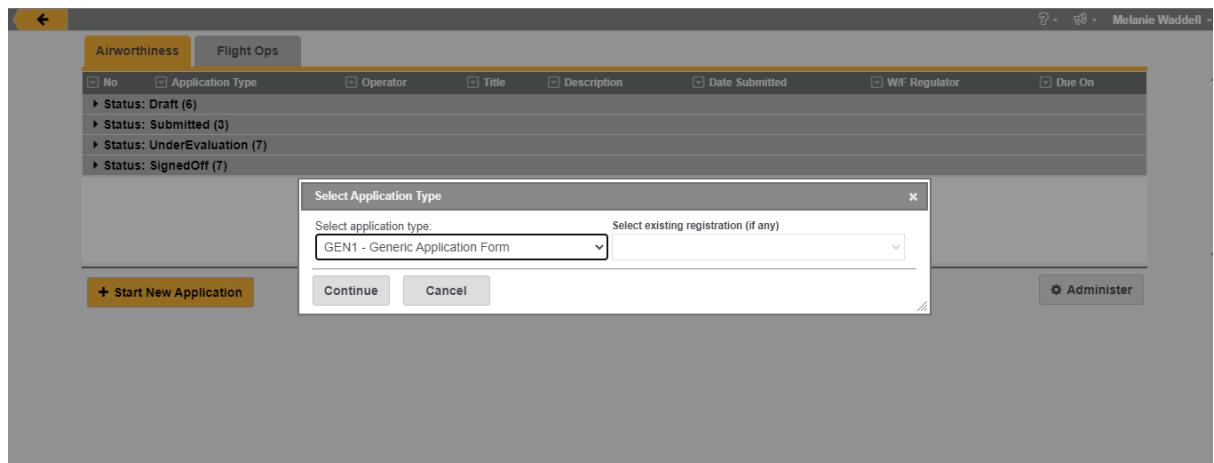


5. A drop-down box will appear.



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

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

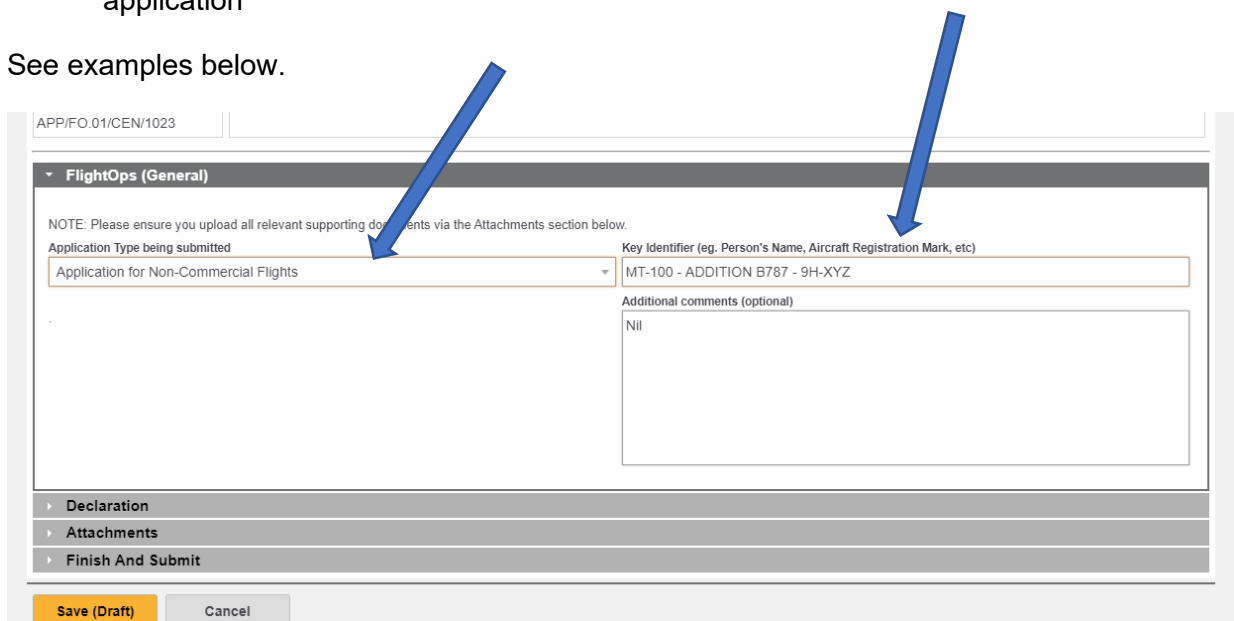


7. Then press “continue”.



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

See examples below.



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:

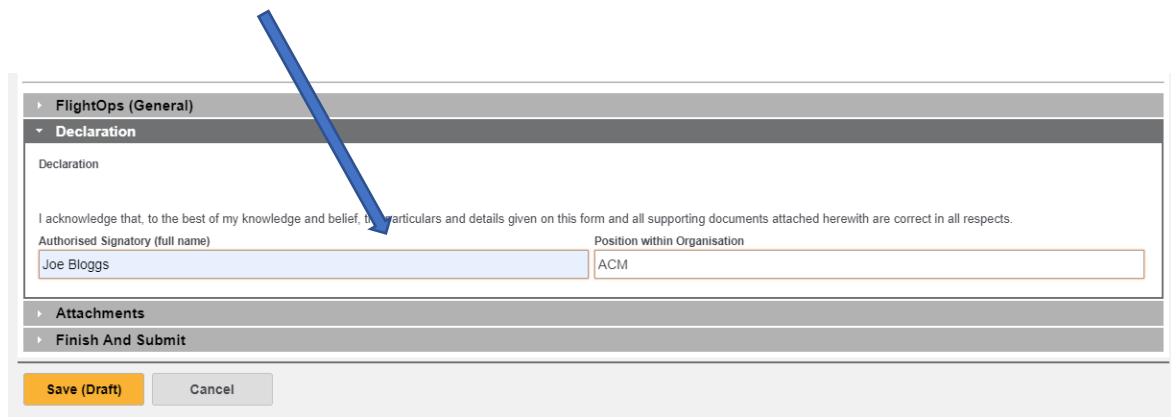
Key Identifier For a change in Nominated or Key Personnel, type in the position and name of the person.

“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”.



The screenshot shows a web-based form with a sidebar on the left containing expandable sections: FlightOps (General), Declaration, Attachments, and Finish And Submit. The 'Declaration' section is expanded, showing a text area with a declaration statement: "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." Below this are two input fields: "Authorised Signatory (full name)" containing "Joe Bloggs" and "Position within Organisation" containing "ACM". At the bottom of the form are two buttons: "Save (Draft)" and "Cancel". A blue arrow points from the text above to the "Declaration" section header in the sidebar.

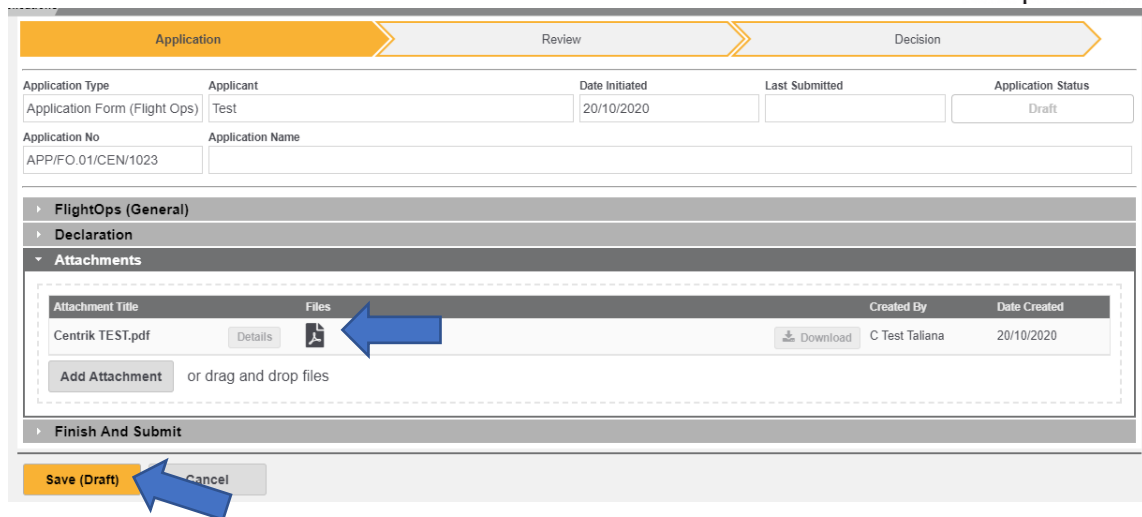
Enter all the contact details. The contact details should be for the person who is the focal point for the application. All correspondence will go through this person. Note: automatic emails from Centrik will go to the person making the application. i.e. The email will be sent to the username of the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

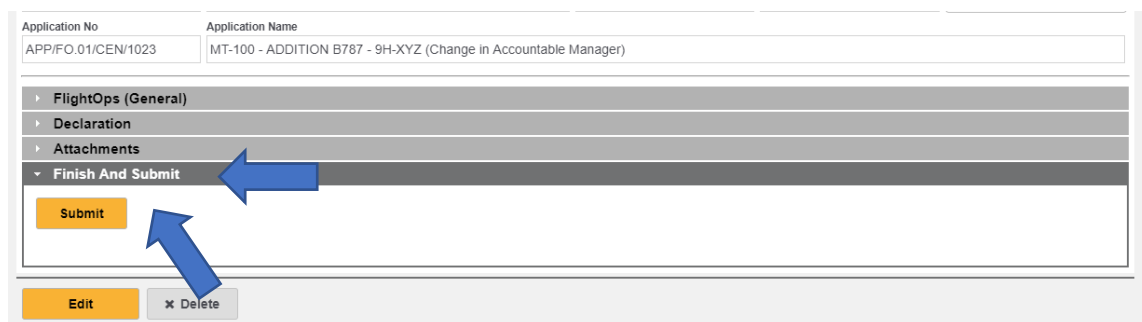
Then click on “save”.



The screenshot shows a web application interface with three tabs: 'Application' (highlighted in orange), 'Review', and 'Decision'. Below the tabs are several input fields for 'Application Type', 'Applicant', 'Date Initiated', 'Last Submitted', and 'Application Status'. The 'Attachments' section is expanded, showing a table with one entry: 'Centrik TEST.pdf'. A blue arrow points to the file icon in this table. At the bottom of the form, the 'Save (Draft)' button is highlighted with a blue arrow.

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 application form. The 'Finish And Submit' tab is highlighted with a blue arrow. Below this tab, the 'Submit' button is highlighted with a blue arrow. At the bottom of the form, there are 'Edit' and 'Delete' buttons.

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, A...): MT-100 - ADDITION B787

Additional comments (optional): Nil

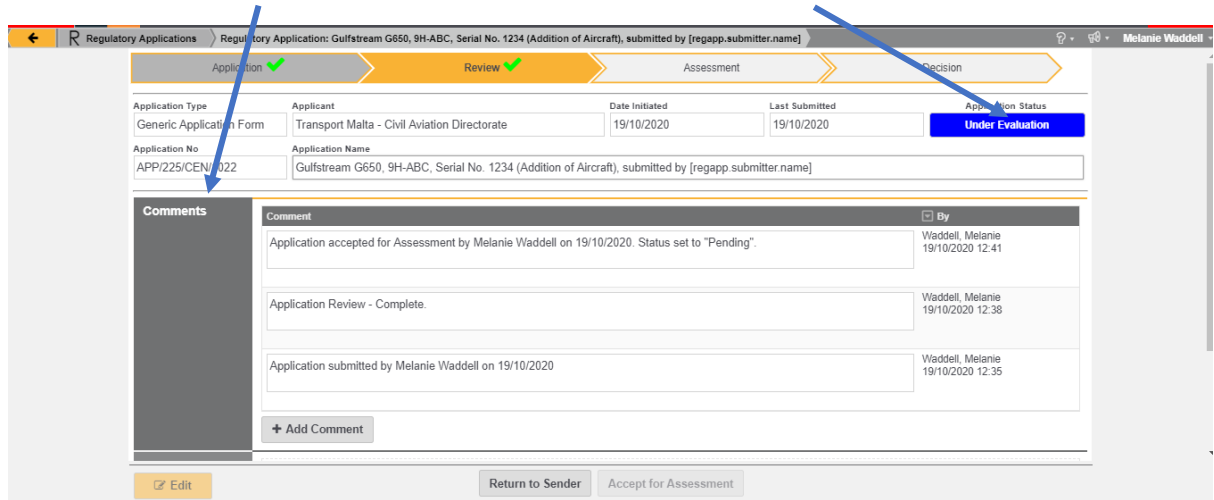
This application has been submitted for assessment/review and may no longer be edited.

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:
 - a. Any comments made by the inspector; and
 - b. 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]

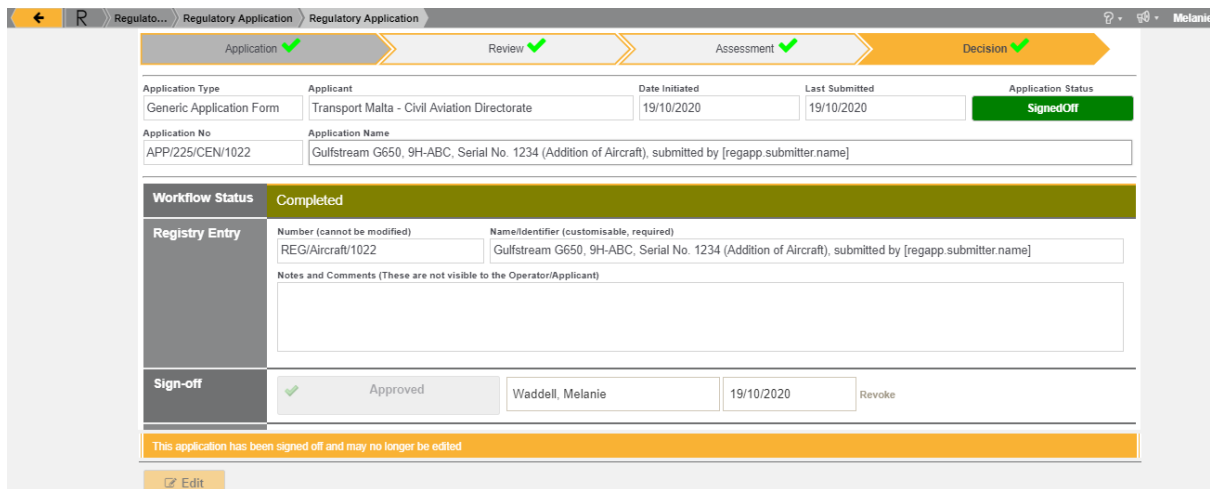
| Comment | By |
|------------------------------------------------------------------------------------------------|--------------------------------------|
| Application accepted for Assessment by Melanie Waddell on 19/10/2020. Status set to "Pending". | Waddell, Melanie 19/10/2020 12:41 |
| Application 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 a web interface for a Regulatory Application. At the top, there is a navigation bar with a back arrow, a user icon 'R', and a breadcrumb trail: 'Regulato...' > 'Regulatory Application' > 'Regulatory Application'. Below this is a progress bar with four steps: 'Application' (checked), 'Review' (checked), 'Assessment' (checked), and 'Decision' (checked). The main content area is divided into several sections:

- Application Details:**
 - Application Type: Generic Application Form
 - Applicant: Transport Malta - Civil Aviation Directorate
 - Date Initiated: 19/10/2020
 - Last Submitted: 19/10/2020
 - Application Status: **SignedOff** (green button)
 - 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:**
 - Number (cannot be modified): REG/Aircraft/1022
 - Name/Identifier (customisable, required): Gulfstream G650, 9H-ABC, Serial No. 1234 (Addition of Aircraft), submitted by [regapp.submitter.name]
 - Notes and Comments (These are not visible to the Operator/Applicant): [Empty text area]
- Sign-off:**
 - Status: Approved
 - Inspector: Waddell, Melanie
 - Date: 19/10/2020
 - Action: Revoke

At the bottom, there is a yellow warning banner: "This application has been signed off and may no longer be edited." and an "Edit" button.

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 the NAS so that the latest version can easily be accessed. Move previous revisions to the ARCHIVED folder on the NAS.

Flight Operations Inspectorate

APPENDIX A – Process Flowchart (Operator Submission)

