PEL Notice No. 85 Version 5
CENTRIK – Applications & Submissions and Document Repository

CIVIL AVIATION DIRECTORATE

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INTRODUCTION

The purpose of this document is to provide instructions on:
- How to make applications and submissions to the Personnel Licensing Unit through Centrik;
- Storage for sharing of documents such as manuals, approvals, manufacturers documents, forms, PowerPoint presentations, instructor guidance documents, etc.

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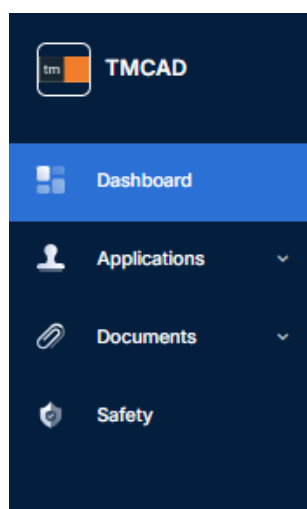
1.0 APPLICATIONS AND SUBMISSIONS

All applications and manual amendments should be submitted through Centrik. Only applications made through Centrik can be processed by TMCAD.
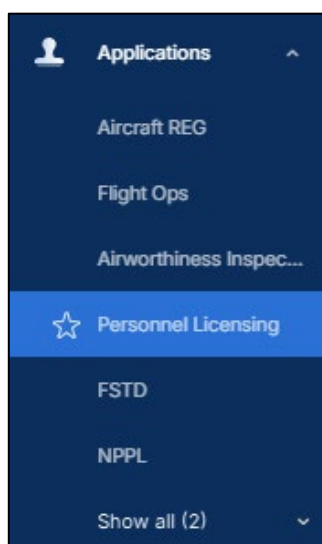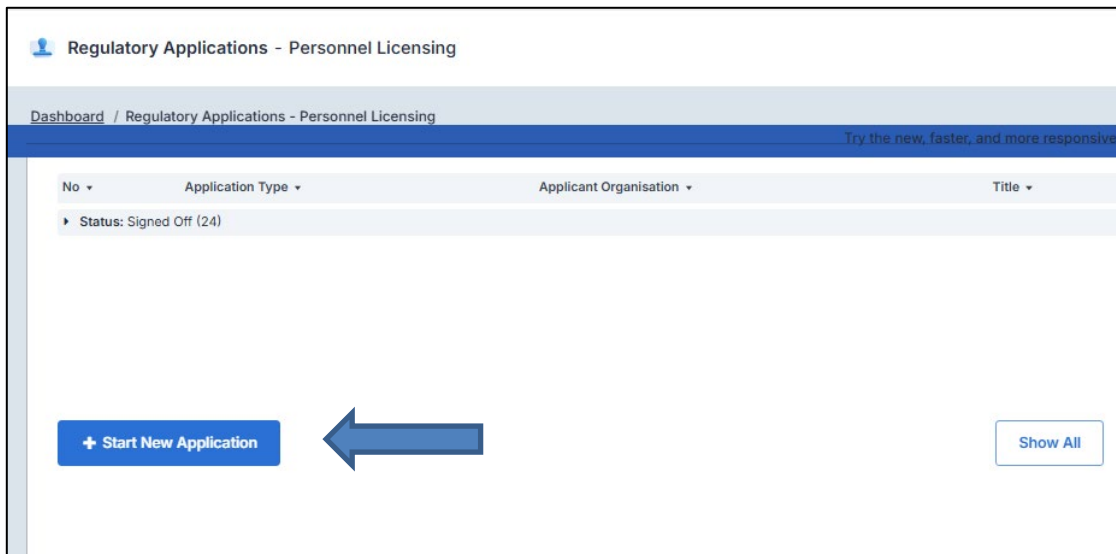
PROCEDURE

APPLICATION TAB

1. Logon to Centrik.
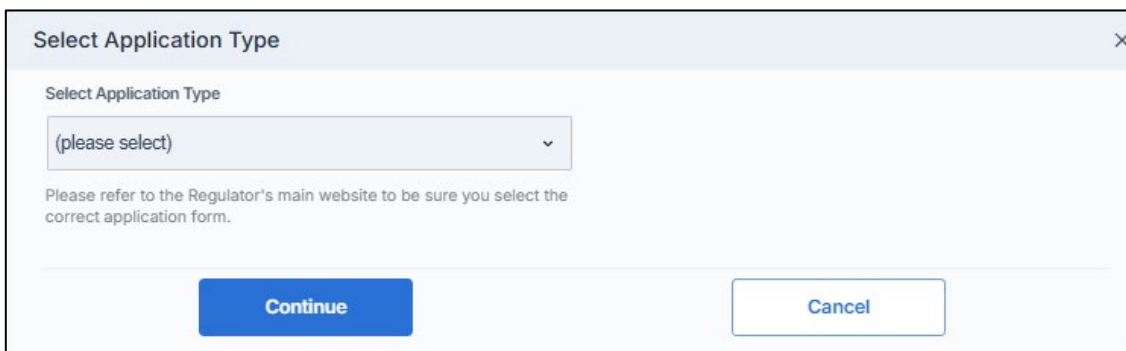2. Select the Applications drop down menu on the left which looks like the image below:

3. Select the Personnel Licensing tab, AeroMedical tab, FSTD tab or NPPL tab as applicable:

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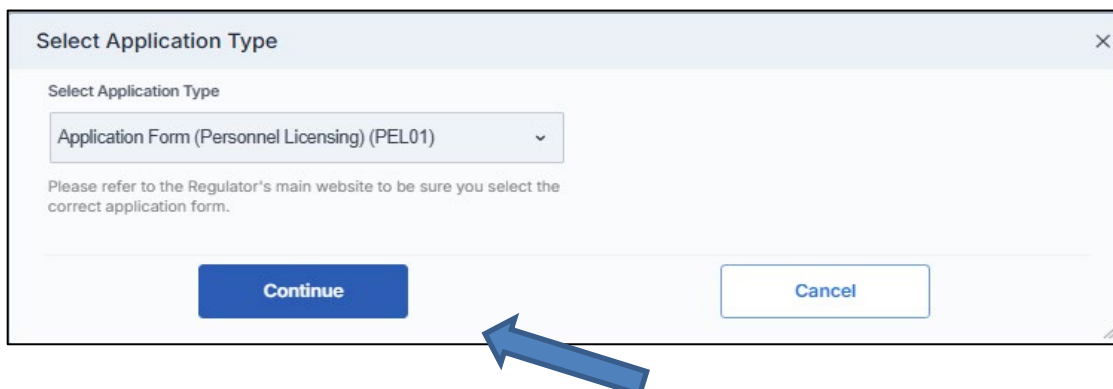
4. Click on "Start New Application":

5. A drop-down box will appear:

6. Select from the drop down list the specific application or the generic application (if a specific application does not yet exist).

7. Then press "continue":

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8. The applicant will be presented with the following screen. Enter the application name using the following example: Organisation No. (ATO, CCTO, LTB, AeMC, ATCO TO, FSTD Operator) – Organisation Name – Application details:

E.g.: ATO001 – TMCAD Training Organisation – ATO Variation – Addition of A320 Type Rating Course

Select the application type from the drop-down list and enter key identifiers for the application. See examples below:

Example 1:
Key Identifier For addition of an aircraft, type in manufacturer, registration and serial number. "Airbus, A320, 9H-ABC"

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"

9. Click on Save (Draft) at the bottom of the page.
10. Click on the submit button. Once the applicant submits, a notification will be sent to the CADPEL mailbox where an administrator will assign the job to an Inspector. Once the application is accepted by TMCAD, the Assessment Tab will become visible.

NOTE: For the Variation of ATO Certificate which includes Addition of training course and Manual Amendment etc, the applicant shall make one submission and attach the documents and application forms to the one Centrik application. The assessment tab will guide the applicant on what documents need to be uploaded.

REVIEW TAB

11. On the review tab, the applicant 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.

The applicant will be also able to see the status of the application on the right whereby a green tick signifies that the step is complete.

The applicants' assigned inspector will upload any feedback/ comments here in the Review page and the applicant will be able to upload its responses also here by commenting and/or by attachment of document/s (if the assessment tab is not visible See Assessment Tab section).

For any changes requiring approval, ensure to include all documents stated in the assessment page.

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ASSESSMENT TAB

For certain workflows contained in the applications, TMCAD has set these up to be visible to organisations.

In these instances, the steps above shall be conducted but without attaching any attachments. TMCAD will assign the particular workflow, and a comment shall be entered in the "Review Tab" to invite the Organization to access the "Assessment Tab" and upload documents as indicated in each line. Furthermore, organisations may use the "Review Tab" to provide free-text answers together with the reference to the section/step number.

For workflows that are visible externally the below applies:

1. Attachments can be added to specific steps. In these cases, the attachments that the organization wants to submit for review shall be attached to the specific step in the "Assessment Tab" rather than in the "Review Tab".

2. Comments cannot be entered in the "Assessment Tab". In the cases where TMCAD requires information, the applicant is requested to add this comment in the "Review Tab" together with the reference to the step number.

3. Any change/update performed on the Assessment tab (adding an attachment or a comment) does not generate notifications. In this regard, the "Review Tab" shall still be used for communication exchanges and to trigger notifications.

4. Workflows may contain steps not applicable for the organization. These shall be set as "Not Applicable" by TMCAD and may be ignored by the applicant.

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DECISION TAB

Dashboard / Regulatory Applications - Personnel Licensing / Regulatory Application: test / Regulatory Application / Regulatory Application
This application has been signed off and may no longer be edited

Application type	Applicant organisation	Date initiated	Application status
PEL01 - Application Form (Personnel Licensing)		02/02/2026	Signed Off
Application number	**Application name**	**Submitted by**	**Last submitted**
APF A/PEL01/31774	test	TC test, cliff ([no department])	02/02/2026
Regulator comments		**Private comments (only visible to Regulators)**	
-		-	

Workflow Status

Complete

Registry Entry

Number (auto)	Name/Identifier (customisable, required)
REG/PL/KMM/1987	test

Regulator Sign-off

Approved	Grech, Rachel	02/02/2026	↻ Revoke

Applicant Documents

Attachments

There are no associated attachments.

[+ Add Attachment]   or drag and drop files

1. Once the applicants' assigned inspector has completed the assessment, they will indicate this via the Decision page. Once this has been done, the applicant will receive an automated email. The inspector will also upload the final documents to this tab.

2. The applicant shall then submit the final merged manuals (including the approval page) as per instructions in Section 3.

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Flow Chart

Log on to Centrik - Choose Applications - Click Start New Application - Select Type - Click Continue

⬇

Choose from drop-down the type of application - Enter details related to application and any specific remarks

⬇

Click Save and Submit

⬇

An automatic email will be sent to confirm receipt of application

⬇

TMCAD will accept the application and assign an inspector and workflow

⬇

Applicant may submit any comments and/or receive comments in the Review Tab. The system will generate an automatic email for each comment

⬇

Applicant is to upload attachments to the review tab if the Assessment tab is not visible - If the Assessment Tab is visible attachments shall be uploaded to each step as required. No automated email is sent when uploads are done

⬇

Application process complete and Approval document is attached to Decision tab

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2.0 DOCUMENT REPOSITORY SUBMISSION
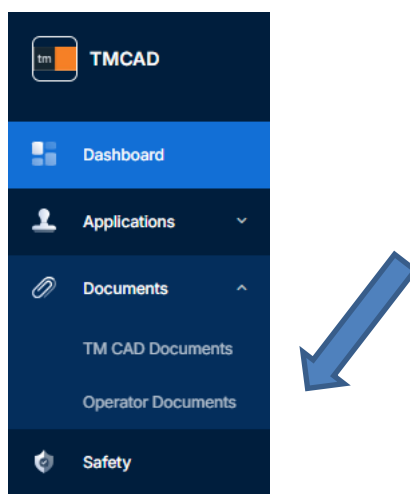
2.1 Purpose of Centrik Document Repository

TMCAD is using Centrik as a document repository for organisation manuals and documents. Through individuals Centrik log-in, organisations may now upload documents directly onto their assigned organisation folder. With Centrik repository, the following objectives will be achieved:

1. Expeditious transfer of documentation and consequently less emails;
2. Transparency and efficiency in accessing organisation manuals and documents
3. Traceability of all reviews.

2.2 Structure of Centrik's Document Repository

To access the document repository, the following steps need to be followed:

1. Click on the "Documents" Drop-down Menu on the left
2. Select the "Operator Documents" Tab. A folder with the organisation's name will then be displayed.

3. When accessing the organisation folder, the user will have the facility to create a document: The document type is to be selected from drop-down list (eg. OMM, OM, TM, Other Documents PEL etc). The title should include name of document, revision / issue number as well as date of amendment (eg: OM Rev 10 Oct 2025).

   For each manual or document, the organisation will be required to create a new document, i.e. separate documents should be created for each of the document types. Furthermore, it is recommended that files uploaded are in pdf format.

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4. Once a document has been created, the user will have the facility to edit or create a new version of the document, by clicking on the "Edit" button on the right-hand side of page.

    NB: This button will become available only after the first manual is uploaded.

5. The organisation may use the "Edit" and "New Version" buttons in the following scenarios:

    -   **"EDIT"** is used to change Document Type and Title in case of any amendments required;

    -   **"NEW VERSION"** is to be used whenever a new approved manual revision is to be issued.

IMPORTANT NOTE: The **"DELETE"** button is not to be used to replace a manual which has been superseded by a newer revision. The "New Version" button is to be used instead. This will ensure that older manual revisions are archived and may still be accessible if so required.

Any supplemental documents to a manual (e.g: list of instructors, forms) shall be attached to the document under **SUPPLEMENTAL DOCUMENTS.**

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2.3 Other General Guidelines on the use of Centrik

Access to the Operator Document Repository will be granted to the following postholders:

- Compliance Monitoring Manager

Other Centrik users may be granted access if so, authorized by the above.

It is also important to note that the Document Repository is not to be used for the review of manuals but only used for the upload of *APPROVED MANUALS.*

Note: Other documents may be uploaded such as power points, exam papers, forms, etc .

PERSONNEL LICENCING