

0.1 CONTENTS

1.0 INTRODUCTION.....	1
2.0 REGULATORY APPLICATIONS, SUBMISSIONS	2
3.0 MANUAL REPOSITORY SUBMISSION.....	11

1.0 INTRODUCTION

Following are instructions on how to:

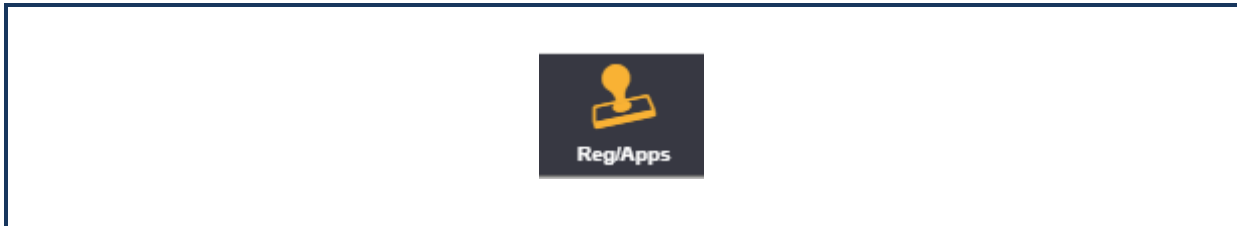
- Make applications and submissions to the Personnel Licensing Unit through Centrik.
- Storage for sharing of approved documents such as manuals and approvals as well as manufacturers documents.

Only applications made through Centrik will be accepted.

2.0 REGULATORY APPLICATIONS, SUBMISSIONS

2.1 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:

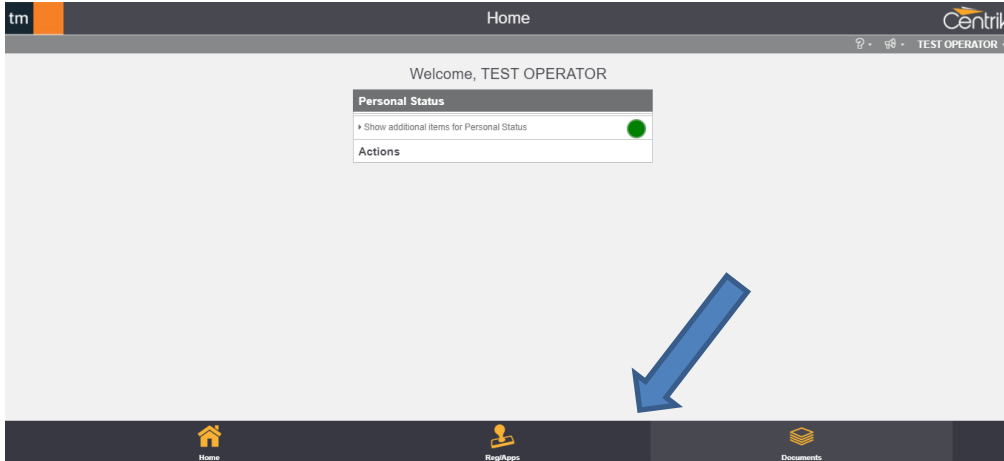


NOTE: Only one application needs to be submitted via Centrik. You do not need to apply for the Variation of ATO Certificate + Addition of training course + Manual Amendment etc. You make one submission and attach each of these application forms to the one Centrik application.

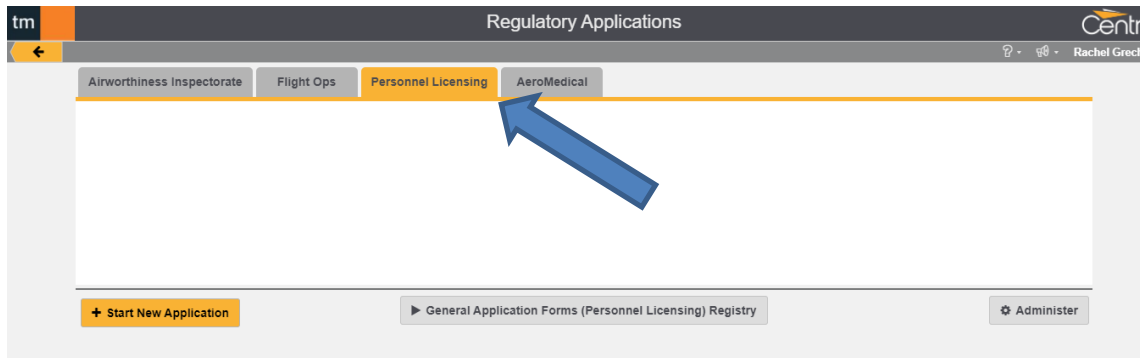
PROCEDURE

APPLICATION TAB

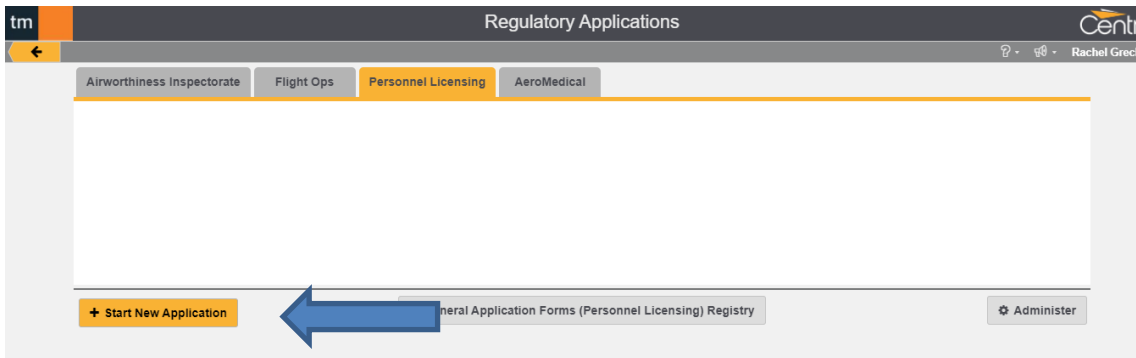
1. Logon to Centrik.
2. Select the Reg/Apps button at the bottom of your screen



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



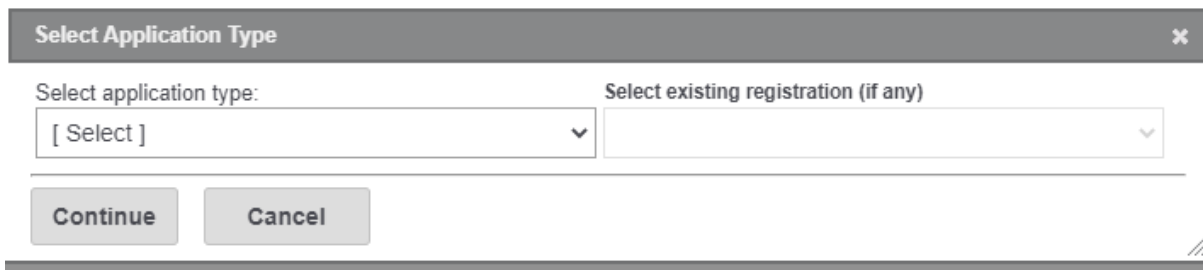
4. Click on "Start New Application".



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- A drop-down box will appear.

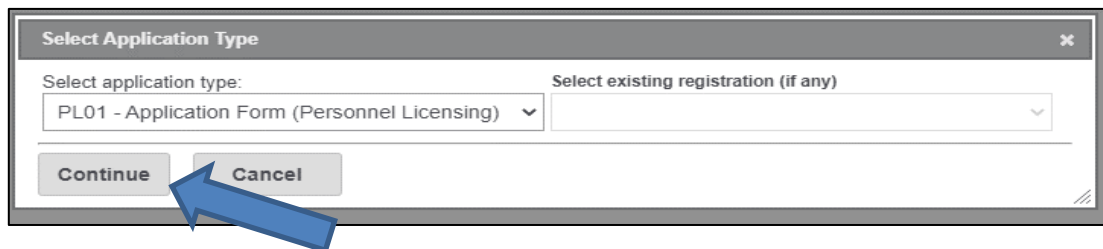


The screenshot shows a dialog box titled "Select Application Type" with a close button (X) in the top right corner. It contains two dropdown menus: "Select application type:" with a "[Select]" option, and "Select existing registration (if any)". Below the dropdowns are two buttons: "Continue" and "Cancel".

- Select "PL01 – Application Form (Personnel Licensing) or AeMC01 – Application Form (AeroMedical) or "FSTD. – Application Forms (FSTD)"

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

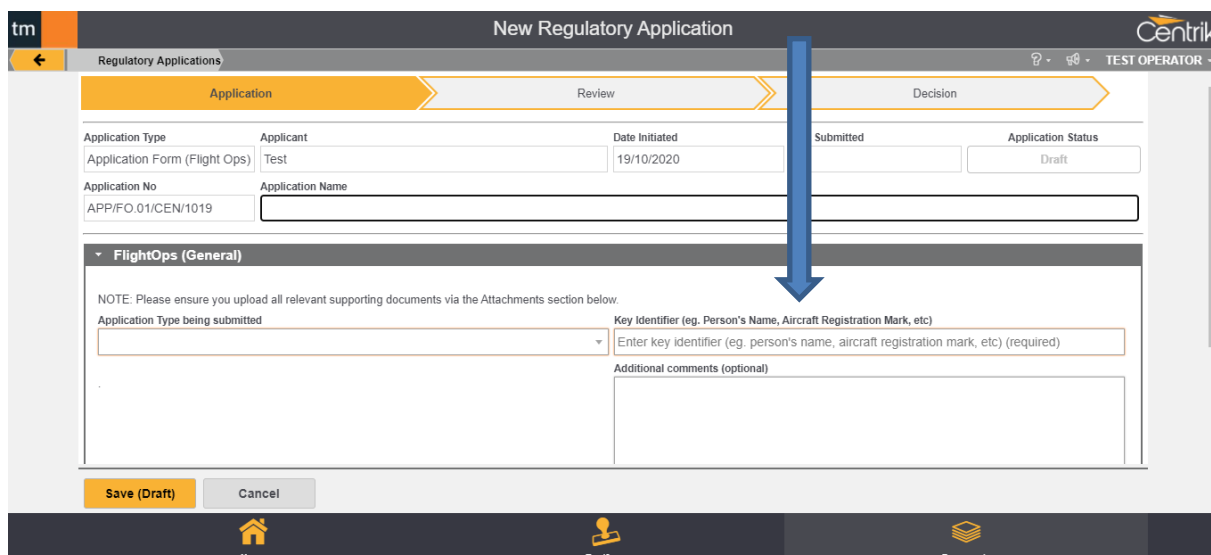
- Then press "continue".



This screenshot is similar to the previous one, but the "Continue" button is highlighted with a blue arrow pointing to it. The "Select application type:" dropdown now shows "PL01 - Application Form (Personnel Licensing)".

- You will be presented with the following screen. Enter the application name using the following naming convention: 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



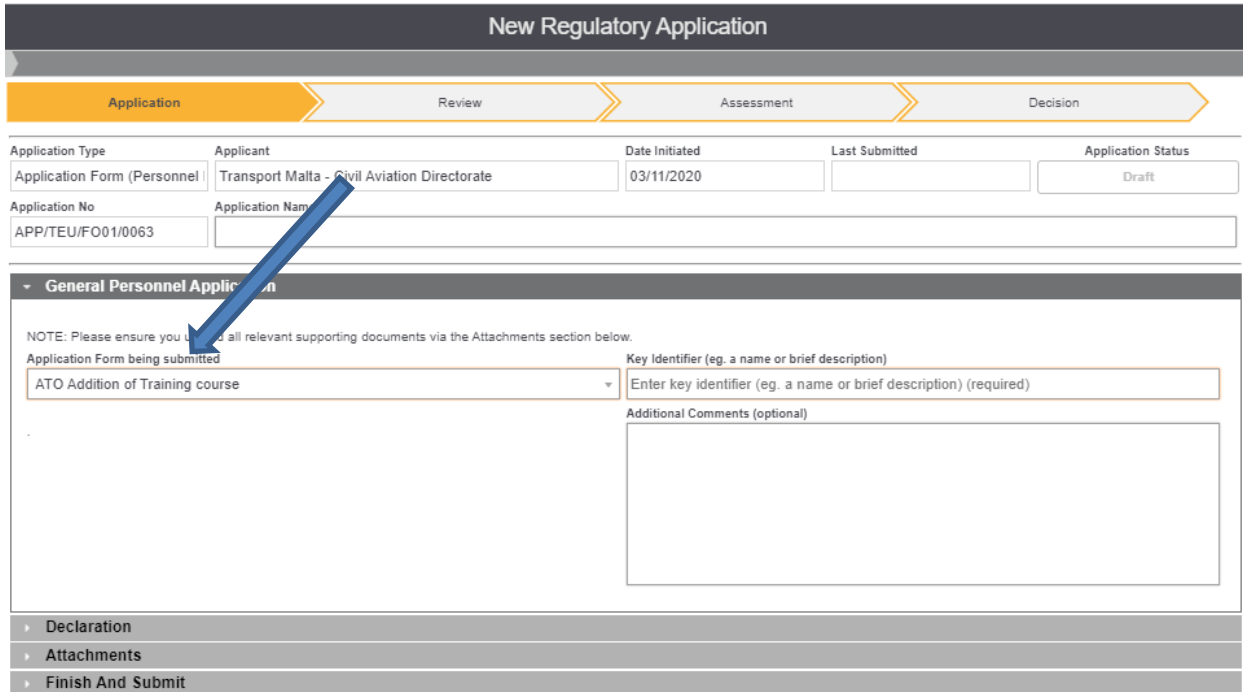
The screenshot shows the "New Regulatory Application" form. At the top, there is a progress bar with three stages: "Application" (highlighted in orange), "Review", and "Decision". Below the progress bar, there is a table with columns: "Application Type", "Applicant", "Date Initiated", "Submitted", and "Application Status". The "Application Type" is "Application Form (Flight Ops)", "Applicant" is "Test", and "Date Initiated" is "19/10/2020". The "Submitted" column is empty, and the "Application Status" is "Draft". Below the table, there is a section for "FlightOps (General)" with a note: "NOTE: Please ensure you upload all relevant supporting documents via the Attachments section below." There are two input fields: "Application Type being submitted" and "Key Identifier (eg. Person's Name, Aircraft Registration Mark, etc)" with a placeholder "Enter key identifier (eg. person's name, aircraft registration mark, etc) (required)". There is also an "Additional comments (optional)" text area. At the bottom, there are "Save (Draft)" and "Cancel" buttons. A blue arrow points from the "Application" stage of the progress bar down to the "Key Identifier" field.

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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.

“Airbus, A320, 9H-ABC”

Example 2:

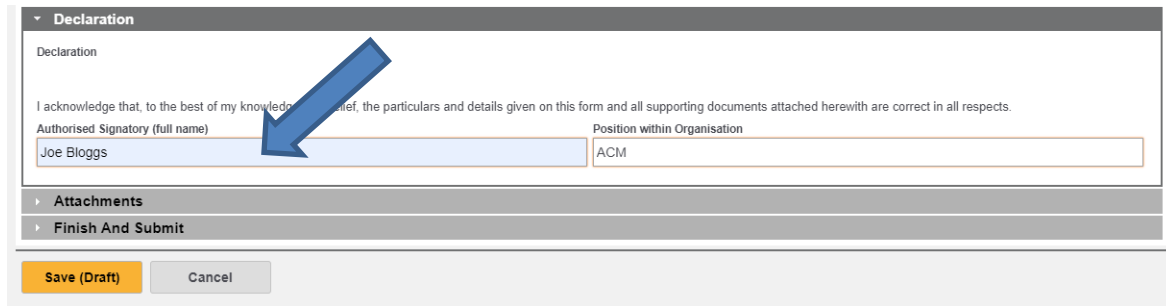
Key Identifier For a change in Nominated or Key Personnel, type in the position and name of the person.

“Compliance Manager – Amelia Royce”

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9. Click on “Declaration”.



The screenshot shows a web form titled "Declaration". It contains a text area with a declaration statement: "I acknowledge that, to the best of my knowledge, 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)" with the value "Joe Bloggs" and "Position within Organisation" with the value "ACM". A blue arrow points to the "Authorised Signatory" field. At the bottom of the form, there are two buttons: "Save (Draft)" and "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. (See Assessment Tab section)

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 where applicable.

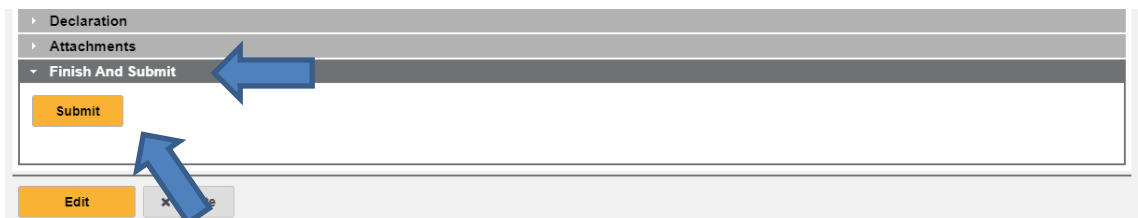
Then click on “save”.



The screenshot shows the "Attachments" section of the form. It features a table with the following columns: "Attachment Title", "Files", "Created By", and "Date Created". A single row is visible with the attachment "Centrik TEST.pdf", a "Details" button, a "Download" button, and the creator "C Test Tallana" on "20/10/2020". Below the table is an "Add Attachment" button and the text "or drag and drop files". At the bottom of the section, there are "Save (Draft)" and "Cancel" buttons. A blue arrow points to the "Save (Draft)" button.

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

11. Click on the finish and submit line.



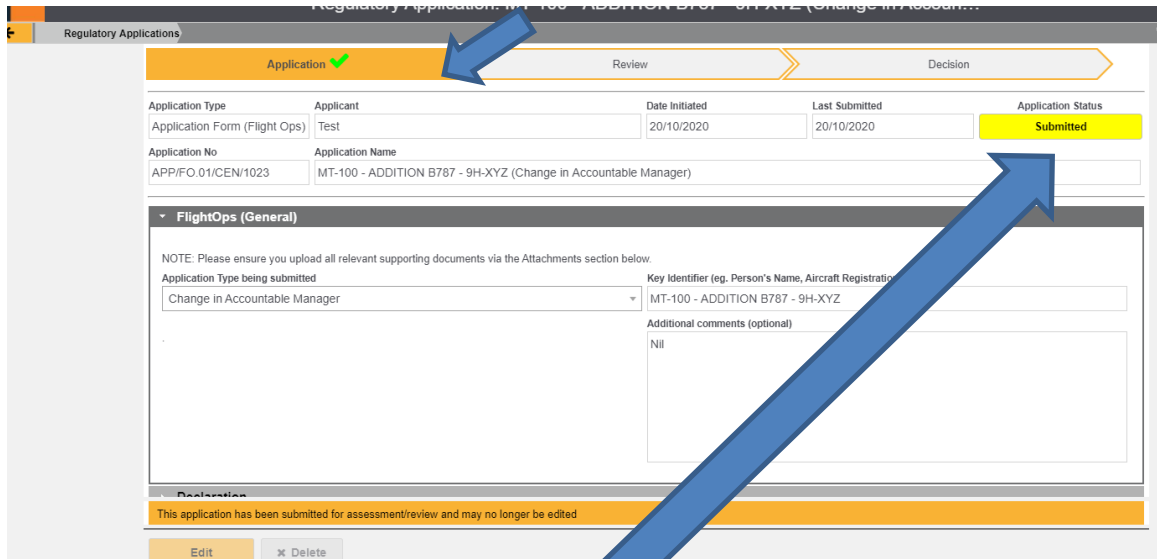
The screenshot shows the "Finish And Submit" section of the form. It contains a "Submit" button and an "Edit" button. A blue arrow points to the "Submit" button.

Then click “Submit”.

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

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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): MT-100 - ADDITION B787 - 9H-XYZ

Additional comments (optional): Nil

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

Edit x Delete

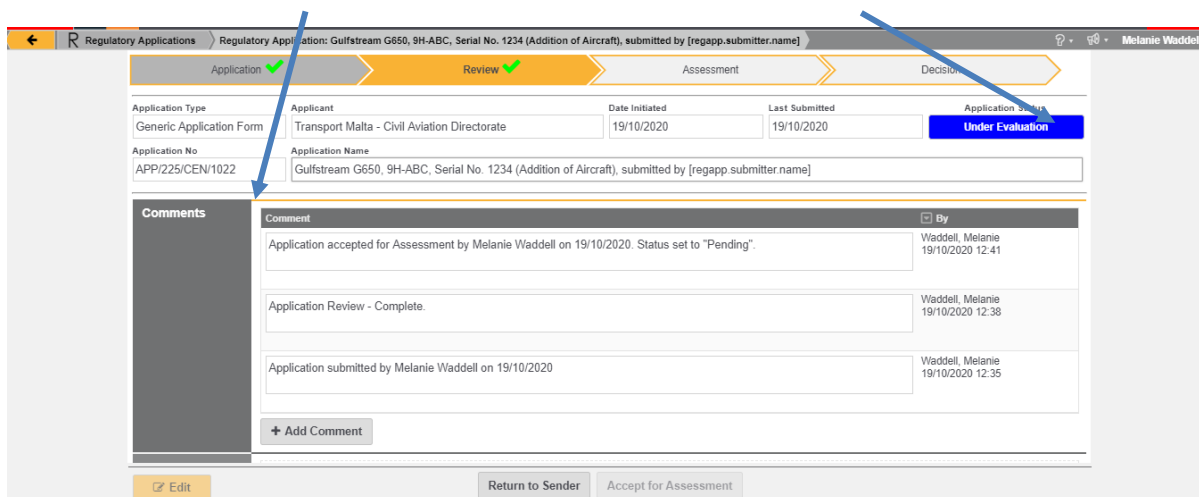
You will also see that the status changes to “Submitted”.

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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.



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

ASSESSMENT TAB

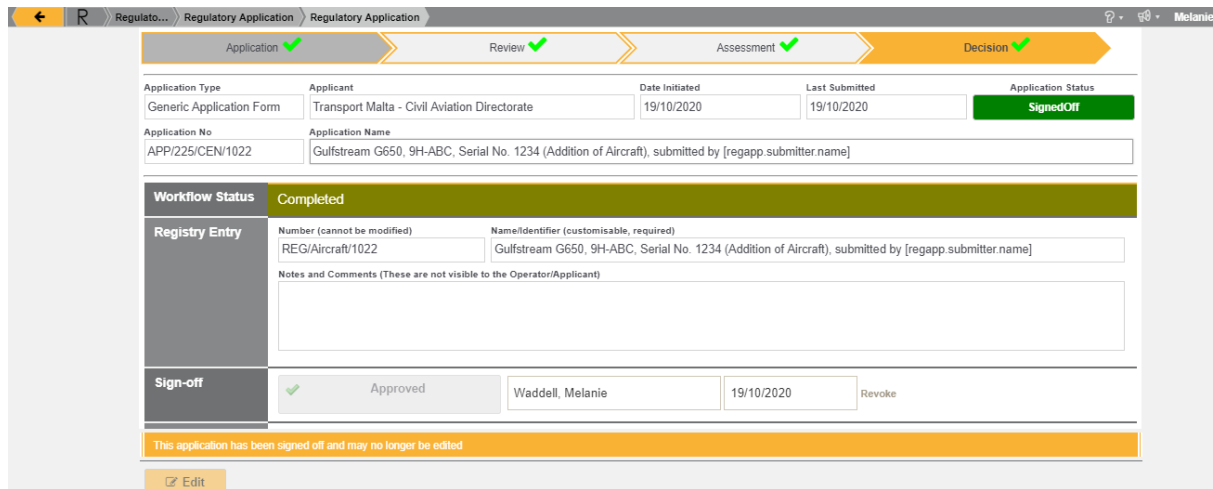
For certain workflows contained in the applications, TMCAD has set these to be visible to organisations.

In these instances, the steps above shall be conducted (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 section/step number.

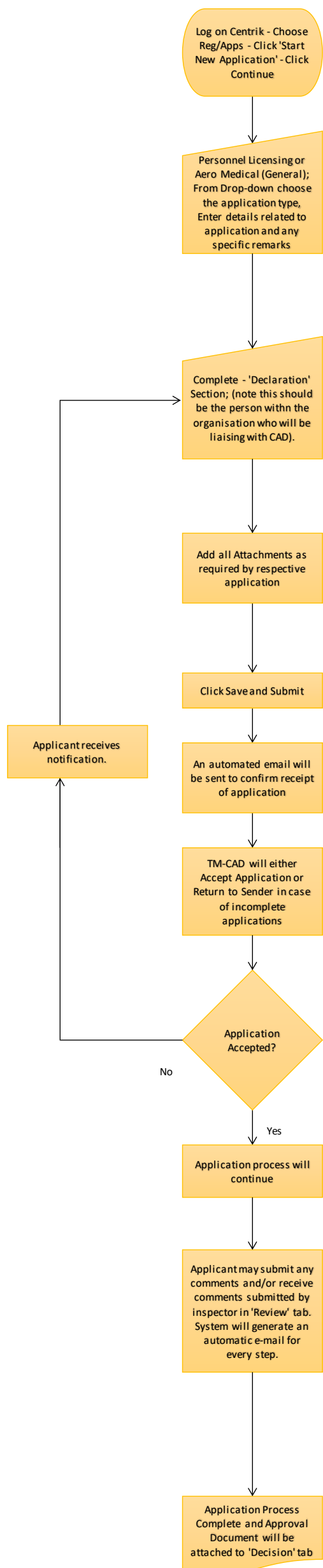
For workflows that are visible externally the below applies:

- 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 the beginning “Applications Tab”.
- Comments cannot be entered in the “Assessment Tab”. In the cases where TMCAD requires information, the organisation is requested to add this comment in the “Review Tab” together with the reference to the step number.
- 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.
- Workflows may contain steps not applicable for the organization. These shall be set as “Not Applicable” by TMCAD and may be ignored by the organization.

DECISION TAB



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 by receiving an automated email. The inspector will also upload the final documents to this tab.
15. Submit the final merged manuals (including the approval page) as per instructions in [Section 3](#).



Select Application Type dialog box with fields for 'Select application type' (dropdown) and 'Select existing registration (if any)' (dropdown). Buttons: Continue, Cancel.

New Regulatory Application form with sections: Application type being submitted, Key Identifier, Additional comments, Important notes, Add Attachment, and Attachments. Buttons: Save, Cancel.

Declaration section with a text area for declaration and fields for 'Authorised Signatory (full name)' and 'Position within Organisation'. Buttons: Save, Cancel.

Attachments section showing a table of uploaded files with columns: Attachment Title, Files, Created By, Date Created. Includes 'Add Attachment' and 'Finish And Submit' buttons.

Comments section with a table of comments and an 'Add Comment' button. Below is the 'Regulator Attachments' section with an 'Add Attachment' button.

Application Summary section showing application details and a progress bar. Below is the 'Sign-off' section with a table for approval and a 'Post Sign-off Attachments' section.

3.0 MANUAL REPOSITORY SUBMISSION

3.1 I.T. Solution for the Implementation of Manual Changes Review

TM-CAD is using Centrik as a document repository for organisation manuals. Through their Centrik log-in, organisations may now upload approved manuals directly onto their assigned operator folder.

3.2 Objectives

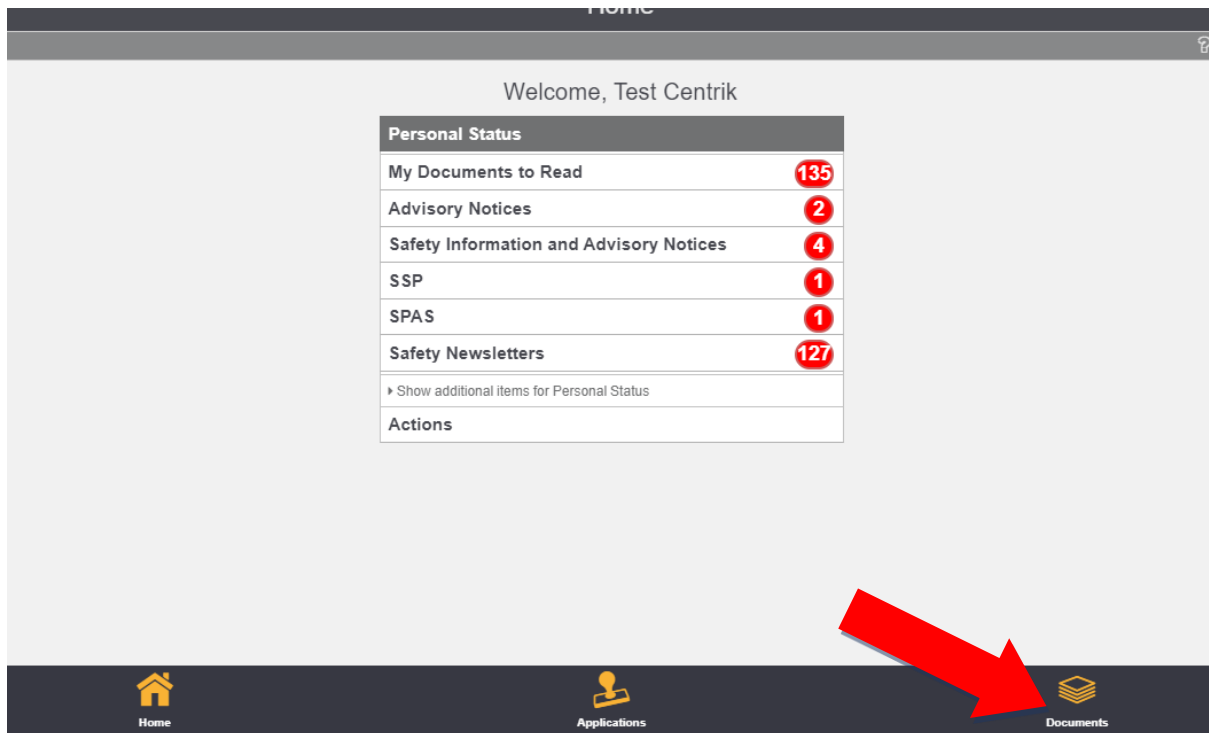
Through the use of Centrik, the following objectives will be achieved:

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

3.3 Structure of Centrik's Document Repository

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

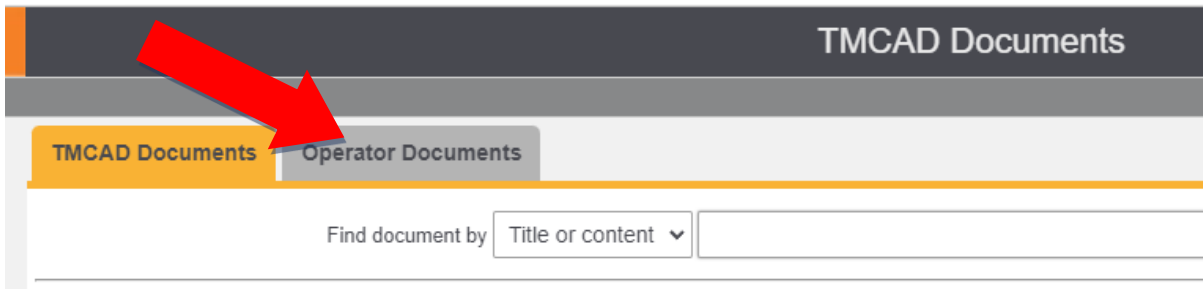
1. Click on the DOCUMENTS TAB



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2. Select the **OPERATOR DOCUMENTS** Tab. A folder with operator’s name will then be displayed.



3. When accessing the operator 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 2021).

For each manual, the operator 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.

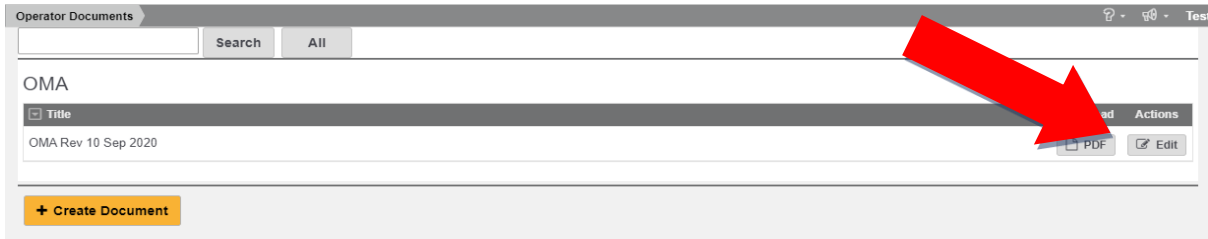
Document Detail	Type <input type="text" value="(please select)"/>		
	Title <input type="text" value="Enter title (required)"/>		
Created by	Created by <input type="text" value="Centrik, Test"/>	Created On <input type="text"/>	Time <input type="text"/>
Content	Uploaded File <input type="text"/>		
	<input type="button" value="Upload"/>		

PEL Notice No. 85 Version 2
CENTRIK – Regulatory Applications & Submissions and Manual Repository

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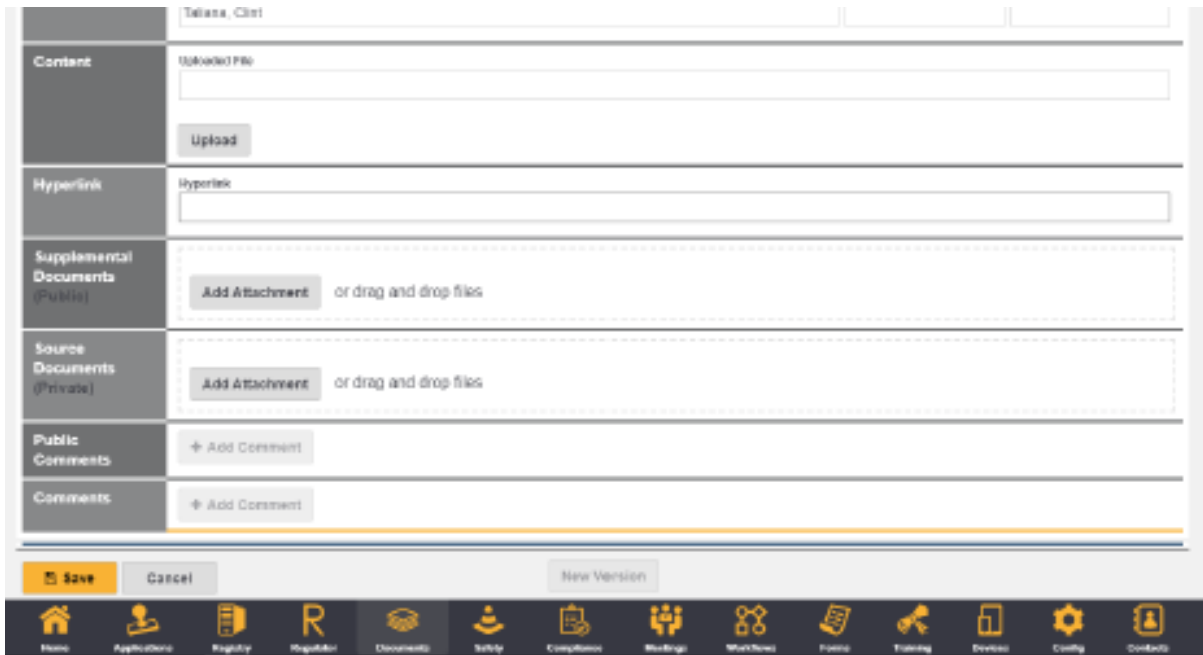
4. Once a document has been created, the user will have the facility to edit or create a new version of the document, by clicking on the **EDIT** button on the right-hand side of page. NB: this button will become available only after the first manual is uploaded.



5. The operator 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**.



3.4 Other General Guidelines on the use of Centrik

For time being, 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 to be used for **APPROVED MANUALS ONLY.**

PERSONNEL LICENCING