

UPUTA ZA IZRADU PROCEDURE ZA ON-THE-JOB TRAINING (OJT) PART-145 MOE POGLAVLJE 3.20 / GUIDANCE TO ESTABLISH PART-145 MOE CHAPTER 3.20 PROCEDURE FOR ON-THE-JOB TRAINING

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GLOSSARY OF ABBREVIATIONS AND TERMS

A/C	Aircraft
AMC	Acceptable Means of Compliance
AME	Aircraft Maintenance Engineer
AML	Aircraft Maintenance Licence
AMO	Aircraft Maintenance Organisation
ATL	Aircraft Technical Logbook
CCAA	Croatian Civil Aviation Agency
CS	Certification Specification
CRS	Certificate of Release to Service
DAH	Design Approval Holder
GM	Guidance Material
ICA	Instructions for Continuing Airworthiness
MASE	Maintenance Areas of Specific Emphasis
MOE	Maintenance Organisation Exposition
MSTD	Maintenance Synthetic Training Device
MTO	Maintenance Training Organisation
OJT	On the Job Training
OSD	Operational Suitability Data
PA	Practical Assessor
RTR	Replacement Task Reference
CM	Compliance Manager
TT	Type Training

MOE 3.20 Training procedures for on-the-job training as per Section 6 of Appendix III to Part-66 (limited to the case where the competent authority for the Part-145 approval and for the Part-66 licence is the same).

3.20.1 General

Use of this procedure and logbook template will enable the CCAA to process the application for OJT approval more efficiently and reduce the handling time for approval.

Maintenance organisations appropriately approved according to this Regulation for the maintenance of that aircraft type' means Part-145 or Part-CAO approved maintenance organisations (AMO) that hold an 'A' rating for such aircraft.

The OJT may be split in several parts and carried out at different AMOs, also combining line and base facilities from the same or different organisations. The organisation at which the final assessment is carried out, should control and coordinate the OJT activities and have the responsibility for the entire OJT programme.

The procedures for the OJT should be included in the Exposition Manual of the approved maintenance organisation.

3.20.2 On-the-job training (OJT)

The OJT is the training that the applicant is given on a particular aircraft type in a real workplace, having the possibility to learn maintenance best practices and correct release-to-service procedures. The OJT must comply with the following requirements:

(a) The list of the OJT tasks (Logbook) and programme shall be accepted by the competent authority which has issued the maintenance licence before starting the OJT training.

(b) The OJT will be conducted at one or more maintenance organisations appropriately approved according to Commission Regulation (EU) No 1321/2014 for the maintenance of that aircraft type. One of those organisations shall control the OJT.

(c) The applicant must have a category A, B or L5 licence before undergoing the OJT or have finished the theoretical type training and cumulated at least 50 % of the basic experience requirement (point 66.A.30) as regards the category of aircraft he or she is trained for.

(d) The applicant must start and complete the OJT within 3 years preceding the application for the first type rating endorsement. At least 50 % of the OJT tasks must take place after the related aircraft theoretical type training has been completed.

(e) The applicant will undergo the OJT under the mentorship of a qualified mentor or mentors, on a one-to-one supervision basis, during which the mentors verify the technical knowledge, the skills, and responsibilities of a typical certifying staff. During the OJT, the mentors transmit also knowledge and experience to the applicant, providing the necessary advice, support, and guidance.

(f) Each task must be signed off by the applicant and refer to an actual job card/work sheet, etc. The mentors shall verify and countersign off the tasks performed during the OJT, because they shall assume the

responsibility for the tasks at support staff or certifying staff level, as applicable, depending on the release-to-service procedure.

(g) At the satisfactory completion of the OJT programme, the mentors will issue a recommendation for the final assessment of the applicant to be conducted by designated assessors.

The AMO applying for approval of this procedure shall only conduct OJT on aircraft types for which the organisation holds a line or base maintenance approval (A-Rating). All tasks to be trained will be based on maintenance data - ICA issued by the aircraft DAH. The completion of an OJT task requires a release to service by an appropriately licensed and authorised certifying or support staff who acts as the OJT mentor.

3.20.3 On the Job Training (OJT) - content and duration

The OJT shall include a series of activities and tasks representative of the aircraft type rating, systems, and licence category applied for and may cover more than one licence category.

The OJT shall be started and completed within 3 years preceding the application for a type rating endorsement.

The OJT shall be documented in an OJT logbook reporting the following:

(a) name of the applicant;

(b) date of birth of the applicant;

(c) the approved maintenance organisation(s) where the OJT was carried out;

(d) aircraft rating and licence categories applied for;

(e) list of tasks, including:

(i) task description;

(ii) reference to job card/work order/aircraft tech log, etc.;

(iii) location of task completion;

(iv) date of task completion;

(v) aircraft registration(s).

(f) names of the mentors (including licence number, if applicable);

(g) a signed recommendation of the mentors for the successive final assessment of the applicant.

3.20.4 OJT content and OJT logbook

If the aircraft manufacturer has defined the OJT tasks during the type certification of a particular aircraft type (e.g. the operational suitability data (OSD) has been approved for a particular aircraft type), those tasks must be selected. In particular, the analysis performed for the maintenance areas of specific emphasis (MASE), as defined in point 430 of CS-MCSD, helps the organisation identify the more appropriate tasks.

Where no such data exists, the task list in Appendix II to the AMC to Annex III (Part-66) serves as the basis to develop an OJT programme including all applicable tasks for a particular aircraft type, based typically on the AMM. The tasks may be selected from the table in Appendix II in order to cover a broader representative sample of both simple and complex tasks on the particular aircraft type in order to reach a balanced distribution of the tasks between line and base maintenance. The tasks should be selected among those that are applicable to the aircraft type and the licence (sub)category applied for; for example, the selection could exclude location tasks (LOC) and tasks that can be considered under the category A licence privileges (seat covers, boilers, wheels, etc.).

A minimum number of tasks, as described in point 2 'List of tasks for OJT' of Appendix II, of each of the following categories should be performed:

- 75% of All applicable INS/inspections,
- 50% of All applicable FOT/functional or operational,
- 50% of All applicable SGH/servicing,
- 50% of All applicable R/I removal and installation,
- 25% of All applicable MEL, and
- 25% of All applicable T/S troubleshooting.

The CCAA may accept that a limited number of tasks is not performed as long as the relevant cross section of the tasks as regards quality, quantity and complexity is still assured.

A task may be performed on the analogous system installed on a different aircraft type when the systems are similar in terms of design architecture, technology, and functionality. This can be the case, for example, for tasks performed on engines or landing gear of aircraft of the same manufacturer. Such task should be clearly identified and recorded.

Certain maintenance tasks could be performed on non-airworthy aircraft that still maintain functionality of systems to the extent that the maintenance tasks can be completely performed without any deviation from the maintenance instructions. Tasks circumscribed to system components may be performed at the workshop. This can be the case, for example, for avionics functional tests. Such scenarios should be limited to specific tasks that may not occur often in the maintenance of operational aircraft.

The use of MSTDs and MTDs for OJT should be restricted to a minimum.

When an existing licence is changed to include an additional category with a type rating, a different OJT from the category held to the new one may be permissible. In those cases, only tasks corresponding to the differences between the two categories should be performed.

The OJT may be partly performed on aircraft whose maintenance is not subject to Regulation (EU) 2018/1139 (for example, aircraft subject to the FAA regulatory framework or training helicopters used by the military) provided that the maintenance is subject to the same procedures and manuals. A minimum of maintenance activity on aircraft that are subject to Regulation (EU) 2018/1139 is, however, required in order to gain sufficient insight into the European civil aviation regulatory framework and into release-to-service procedures. The acceptance of the OJT is up to the licensing authority.

The organisation that has control over the OJT should provide candidates with a schedule or plan which indicates the list of tasks to be performed under supervision. A record of the completed tasks is to be entered into a logbook whose design and format should be such that each task or group of tasks is countersigned by the corresponding mentor(s).

For training in release-to-service procedures, following the completion of the performance of a specific task chosen by the mentor, the candidate should prepare a document with simulated release to service which has to be marked as 'for training purposes only' (e.g. ATL page, maintenance task card, CRS). If both the task and the simulated release to service have been performed to the satisfaction of the mentor, the task may be countersigned in the OJT task list by the mentor. A physical or electronic copy of the document with simulated release should be added to the syllabus.

Tasks which are usually performed with more than one person may be performed by more than one candidate under the supervision of one mentor. During the performance of the tasks, the mentor is limited to overseeing three candidates at the same time, given that the candidates can be properly seen 'at a glance' from the mentor's position. Those tasks should be marked as 'group tasks' when applying for the approval. All other tasks should be a one-to-one mentorship. In such cases, all the candidates involved should be noted on the work order.

At the end of the performance of the OJT, a recommendation report shall be made which verifies and documents the correct and complete performance and the recommendation of the mentor(s) for the following assessment. The mentor(s) may deny a recommendation if the candidate has not demonstrated the knowledge, skills, behaviour and/or ethics required from certifying staff.

Each logbook to be used by the organisation should be included in MOE forms in use.

An OJT shall be established for the first application of a type rating to be endorsed in a category or sub-category in the Part-66 AML. AMO should consider optimum number of training hours per day taking in to account human factors and pedagogical principles, qualification and experience of the applicant.

3.20.5 List of tasks for OJT

The minimum list of tasks should be selected from the table in Annex III (Part-66) APPENDICES TO AMC TO ANNEX III according to the following procedures and criteria:

(i) Filter the ATA chapters (or sub-chapters, when required) applicable to the specific aircraft type (add others if they are missing).

(ii) Identify relevant and significant tasks for each required category of INS, FOT, SGH, R/I, MEL and TS.

(iii) Retain the required percentage for each task category, and throughout ATA chapters, as much as relevant to the particular aircraft type.

The selection of tasks should give precedence to tasks which are critical and complex in terms of:

– difficulty to execute;

– interpretation of the maintenance procedures / work instructions;

– specific tools and equipment;

– coordination among maintenance staff (teamwork);

– human factors (accessibility, human–machine interface (HMI), etc.);

– safety impact on the aircraft and the crew.

Removal and installation tasks include the final confirmation test, if required.

Credit may be given for similar tasks between ATA systems (e.g. pneumatic valves in ATA 21, 30 and 36), but this should be kept to a minimum.

Some tasks may be performed on another aircraft type as long as both the system and the task are similar.

The following table provides an acceptable method of selection of OJT tasks for B1 and B2 AML categories, per ATA chapter or sub-chapters, as required by point 6.2(e) of Appendix III to Annex III.

OJT TASK SELECTION												
ATA Chapters	B1						B2					
	INS	FOT	SGH	R/I	MEL	TS	INS	FOT	SGH	R/I	MEL	TS
Requirements: % of task categories	75 %	50 %	50 %	50 %	25 %	25 %	75 %	50 %	50 %	50 %	25 %	25 %
Introduction subjects:												
05 Time limits / maintenance checks (see *Note* below)	X	—	—	—	—	—	X	—	—	—	—	—
06 Dimensions/ areas	X	—	—	—	—	—	X	—	—	—	—	—
07 Lifting and shoring	X	—	—	—	—	—	X	—	—	—	—	—
08 Levelling and weighing	—	—	X	—	—	—	X	—	X	—	—	—
09 Towing and	—	—	X	—	—	—	—	—	X	—	—	—

Note: For ATA Chapter 5, select at least one task from category (a), two tasks from category (b), and three tasks from category (c):

Category (a) Perform and/or assist in performing a scheduled maintenance check:

– accomplishment of 100-hour check (general aviation (GA) aircraft);

– accomplishment of a ‘daily’ or ‘weekly’, ‘service’, ‘transit’ or equivalent check;

– active participation in a scheduled check, e.g.: ‘A-Check’, ‘B-Check’, ‘C-Check’ or the equivalent of a base maintenance check.

Category (b) Review the aircraft maintenance log for correct completion:

– closure of MEL/CDL items;

– dent and buckle chart review, including inspections on fuselage and skin damages assessment in accordance with the SRM;

– fuel or oil leakage tests.

Category (c) Perform unscheduled inspection following:

– hard landing;

– overweight taxiing;

– bird/hail strike;

– aborted take-off;

– high-energy stop;

– wheel-bearing failure;

– exceedance of max NLG steering angle;

– landing gear shimmy/vibrations;

– lightning strike / HIRF;

– tail strike;

– winglet strike;

– severe turbulence / extreme high winds;

– airframe vibrations;

– ice/snow conditions;

– flight control overspeed down;

– hot-air duct rupture;

– relief pressure panels open;

– mercury spillage;

– galley spill;

– hydraulic fluid reaction with titanium;

– cabin overpressure;

– exceedance of fuel imbalance;

– smoke/fumes in the cabin;

– abnormal doors operations;

– ferry flight maintenance;

– others.

When developing your OJT please also use the following table from Easy Access Rules for Continuing Airworthiness (Regulation (EU) No 1321/2014):

GM1 Appendix II to AMC to Annex III — Aircraft Type Practical Experience and On-the-Job Training — List of Tasks

ED Decision 2023/019/R

The following list represents an example of OJT tasks for B1.1 and B2 (Aeroplanes Turbine) AML categories. The list is not exhaustive, nor tailored to a specific aircraft type, and should be reviewed and adjusted as necessary.

Task No	ATA chapter	Task description	B1.1	B2
1	05 Time limits / maintenance checks	Perform (assist) in A-Check	X	X
2	05 Time limits / maintenance checks	Close MEL/CDL item	X	X
3	05 Time limits / maintenance checks	Review Dent & Buckle chart	X	—
4	05 Time limits / maintenance checks	Perform bird strike inspection	X	—
5	05 Time limits / maintenance checks	Perform lightning strike inspection	X	X
6	05 Time limits / maintenance checks	Perform tail strike inspection	X	—
	05 Time limits /	Review AD compliance	X	X

3.20.6 Replacement tasks

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 tasks when they are relevant.

In particular, when a pre-filled task required in the logbook cannot be completed due to unavailability of the particular maintenance activity, this part may be used to record evidence of a different maintenance task performed to satisfy the same requirement. In this case a cross reference shall be made between the two tasks in Logbook to identify the task which is replaced under the responsibility of the supervisor countersigning the corresponding raw.

Replacement tasks should be equivalent with those in the Appendix II regarding complexity and relevance.

AMO should leave empty rows at the end of the OJT Logbook to enable addition of replacement tasks.

3.20.7 Requirements for the Mentors

The requirements for the OJT mentors are:

- hold a valid aircraft maintenance licence (AML) issued in accordance with this Annex or a valid and fully compliant with ICAO Annex 1 AML in accordance with Appendix IV to Annex II (Part-145), which is acceptable to the CCAA;
- have been holding, for at least 1 year, an AML in the same category, when compared to the one for which the OJT is being mentored, that is endorsed with a type rating appropriate to exercise the privileges on the related aircraft;
- have the necessary release or sign-off privileges in the maintenance organisation where the OJT is performed;
- have experience in training other people (such as being apprenticeship instructors, instructors in accordance with Annex IV (Part-147), having received train-the-trainer courses or having any other comparable national qualification, or having a training to do so that is acceptable to CCAA).

An authorisation as OJT Mentor shall be issued by nominated person in the AMO in accordance with the job description of a "mentor" and the relevant procedure defined in MOE Chapter 3.20. A list of authorised mentors should be included in MOE.

3.20.8 Responsibilities of the mentors

Regarding day-to-day supervision of the OJT programme in the approved maintenance organisation and the role of the mentor(s), the following should be considered:

- It is sufficient for the completion of the individual OJT tasks to be confirmed by the direct mentor(s), without the direct evaluation of the assessor being necessary.
- During the day-to-day OJT performance, the aim of the supervision is for mentors to oversee the whole process, including task completion, use of manuals, adherence to procedures, observance of safety measures, warnings, cautions and recommendations, and demonstration of appropriate behaviour in the maintenance environment.
- The mentor(s) should personally observe the work being performed to ensure its safe completion, and should be readily available for consultation if needed during the OJT.

- The mentor(s) should sign the tasks and release the maintenance tasks as the candidate is still not qualified to do so.
- The mentor(s) should be designated by the approved maintenance organisation to supervise.

3.20.9 Requirements for assessors

Assessors of the final assessment:

- hold a valid AML issued in accordance with this Annex or a valid and fully compliant with ICAO Annex 1 AML in accordance with Appendix IV to Annex II (Part-145), which is acceptable to the CCAA;
- have been holding, for at least 3 years, an AML in the same category, when compared to the one for which the OJT is being assessed, endorsed with the same or similar aircraft type rating;
- have experience and/or have received training in assessing others (such as being apprenticeship instructors, examiners in accordance with Annex IV (Part-147), having received train-the- trainer courses, or having any other comparable national qualification, or having a training to do so that is acceptable to CCAA);
- shall not have been involved as a mentor of the applicant in the OJT; when the assessor has taken part in the OJT performance, then an independent observer shall be present during the OJT assessment. An assessment (interview) of the assessor candidate shall be performed by nominated person. It shall focus on the knowledge, skills and attitude.

This includes a review of previous personnel records with regard to the function as an assessor. If satisfactory, the nominated person will issue authorization as OJT assessor. A list of authorized assessors should be included in MOE.

3.20.10 Responsibilities of the assessors

The assessor is responsible for:

- assessing the abilities, knowledge and attitude of trainee;
- assessing general technical knowledge of trainee required for the particular licence category;
- assessing aircraft-type-specific knowledge and skills of trainee or the particular licence category;
- assessing the understanding of the licence privileges of trainee relevant to the aircraft and to the licence category;
- assessing appropriate behaviour and safety attitude of the applicant in relation to the maintenance environment;
- ensuring the safety of students undergoing OJT assessment;
- ensuring the safety of the aircraft being used for the assessment.

The final assessment of OJT applicant is mandatory and shall be performed by a designated assessor appropriately qualified.

3.20.11 Final assessment of the applicant

The final assessment of the applicant may only be performed once the OJT logbook has been completed and the mentors have signed the related recommendation.
The designated assessor(s) conducting the final assessment shall notify the date of the assessment to the licensing authority well in advance to allow a possible participation of the same authority.
The objective of the final assessment is to verify that the applicant has sufficient technical knowledge as well as the appropriate skills and attitude and that he or she is competent to work independently as type- rated certifying staff on a particular aircraft type.

The final assessment shall have a minimum duration of one working day per trainee.

(a) The assessment shall sample:
(1) the general technical knowledge required for the particular licence category;
(2) the aircraft-type-specific knowledge and skills for the particular licence category;
(3) the understanding of the licence privileges relevant to the aircraft and to the licence category;
(4) the appropriate behaviour and safety attitude of the applicant in relation to the maintenance environment.

(b) The assessment shall be recorded in a report containing the following information:
(1) identification data of the applicant;
(2) identification data of the assessor(s);
(3) date and time frame of the assessment;
(4) content of the assessment;
(5) result of the assessment: Passed or Failed.
(6) signature of the assessor(s), the candidate and, if applicable, the independent observer(s).

(c) A failed assessment may be retaken after 3 months or, if additional training has been received and a new recommendation by the mentors has been made, earlier than 3 months if agreed by the assessor(s). After three failed attempts, the complete OJT shall be repeated.

The OJT assessment should consist of a theoretical part and a practical part.
The theoretical part comprises the regulatory framework, safety procedures, knowledge of aircraft and its systems, maintenance procedures, and other typical certifying staff activities such as:

- the review and acceptance of work orders;
- shift-handover procedures and team coordination;
- communication and interaction with the flight crew;
- dispatch with unserviceable items;
- clear aircraft logbook entries and reporting notes;
- checks before release to service.

The practical part should include maintenance tasks on the aircraft (e.g. rem./inst., TS, R/I, FOT, MEL dispatch). The assessor may decide to simulate some aspects of the maintenance tasks.

The aircraft type on which the OJT is performed needs to be available for the assessment together with access to the required maintenance data, equipment, and tools. A training aircraft may be acceptable. It is good practice to assess the practical skills on the aircraft in question while the assessment of knowledge may be performed either on the aircraft or in theory.

Further guidance about the designated assessors is provided in the AMC to Appendix III to Part-66.

If an independent observer is required for the OJT, they shall be selected by the maintenance organisation among the maintenance personnel that have not taken part in the OJT performance but do have an adequate understanding of the OJT procedures.

3.20.12 Skills and responsibilities of a typical certifying staff'

Shall include but are not limited to:

- understanding the importance of professional integrity, behaviour and having an appropriate attitude towards safety;
- understanding the conditions for ensuring the continuing airworthiness of aircraft and components;
- the ability to identify and rectify existing and potential unsafe conditions;
- the ability to prioritise tasks, coordinate with a team, and report discrepancies;
- the ability to determine the required qualifications for the performance of maintenance tasks;
- the ability to confirm the proper accomplishment of maintenance tasks;
- the ability to compile and control completed work cards;
- knowledge of safety risks linked to a particular working environment;
- understanding of human performance and limitations;
- understanding of the AMO's (where the OJT is performed) privileges and limitations;
- understanding of the AMO's personnel authorisations and limitations;
- being familiar with the AMO's documents/forms (work packages, work orders, work cards, etc.);
- being familiar with AMO's release-to-service procedures: use of the aircraft technical logbook (ATLB), deferral of items and dispatch under MEL/CDL;
- access, use and control of the required tools and equipment;
- access, use and control of the required ICAs (AMM, TSM, SRM, etc.).

3.20.13 OJT documentation and records

The satisfactory accomplishment of the OJT shall be attested to the applicant with the final assessment report and the OJT logbook.

The OJT documentation shall be provided to the CCAA to support the application for the issue or change of the licence as laid down in Section B, Subpart B, of this Annex.

Records of the OJT documentation shall be kept by the maintenance organisation where the OJT is conducted, in accordance with the procedures agreed with the CCAA.

References

- Commission Regulation (EU) No 1321/201
- Commission Regulation (EU) No. 2023/989
- Annex II to ED Decision 2023/019/R
- Part 66.B.115 - Change of AML to include an aircraft rating
- Part-66 Appendix III - Aircraft type training & examination standard - OJT
- Part-66 Appendix III, Section 6 - OJT
- AMC to Appendix II to Part-66 - OJT List of tasks
- AMC Appendix III to Part-66 - Competence of assessors

Appendix I – OJT Logbook template

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1. Scope and Applicability

Following the amendment of Part-66 (Commission Regulation (EU) No 1321/2014 of 26 November 2014 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks), in order to endorse the first A/C type in the EASA Part-66 Aircraft Maintenance License, maintenance staff shall be able to demonstrate he/she followed an appropriate On-the-Job Training (OJT) as detailed in the Appendix III to Annex III (EASA Part-66).

This OJT Logbook is intended to:

– be used by a Part 145 AMO delivering the OJT. The Part-145 AMO shall be appropriately approved on the specific aircraft type in accordance with Annex II (Part-145);

– be completed by the Part 145 AMO delivering the OJT to meet the objective and content of the OJT and the related assessment in accordance with Appendix II to AMC to Part-66

– be customised for the specific aircraft type intended to be endorsed in the EASA Part-145 individual authorisation

– be used for recording the required information (tasks performed, personnel data, assessment, etc.)

2. OJT and Personnel Data

Trainee Data	
Name and Surname	
Date of birth	
Place of birth	
Licence number	
Signature	

Mentor(s) Data[1]			
Name	*Surname*	*Licence Number / Mentor Authorisation Number*	*Signature*

On-the Job Training (OJT) data	
Start date	
End date	
Maintenance Organisation (Name and CCAA approval no.)*	
Location	

Assessor(s) Data			
Name	*Surname*	*Licence Number / Assessor Authorisation Number*	*Signature*

[1] the day-to-day supervision of the OJT programme in the AMO is done by mentor(s), who is not the practical assessor. The mentor is responsible to countersign the tasks and release the maintenance tasks as the trainee is still not qualified to do so. Therefore the mentor shall have certifying staff or support staff privileges relevant to the OJT tasks, be competent for the selected tasks, be safety-orientated, be capable to coach (setting objectives, giving training, performing supervision, evaluating, handling trainee's reactions and cultural issues, managing objectively and positively debriefing sessions, determining the need for extra training or reorientate the training, reporting, giving feedback, etc.), be designated by the approved maintenance organisation to carry out the supervision and report to the designated assessor.

3. *Logbook Filling Instructions*

1. ID - Task progressive identification number. This field is pre-filled.
2. ATA - ATA Chapter identification. This field is pre-filled.
3. Subject - identification as per Appendix II to AMCs of Part 66 (Aircraft type practical experience and On-the-Job Training List of Tasks). This field is pre-filled.
4. Task description with ref. to approved maintenance data – clear reference to performed task (i.e. AMM task 12-22-32-640-001-XYZ…)
5. Task categories: INS/inspections, FOT/functional or operational, SGH/servicing, R/I removal and installation, MEL, and T/S troubleshooting
6. Work order Ref. – reference to job card/work order/aircraft tech log, etc.
7. Location – location of task completion, where the task is performed (i.e. ZAG, SPL, ZAD…)
8. A/C Type - Self-explanatory.
9. A/C Reg. - Self-explanatory.
10. RTR ID – Replacement task Reference - write ID number from column 1 of task that has been replaced
11. Date - when task is performed
12. Duration (min): - Actual time (in minutes) spend to accomplish the task, together with preparation, performance and administration of performed task.
13. Trainee's signature - Self-explanatory.
14. Mentor's signature - Self-explanatory.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
ID	ATA	Subject	Task description with ref. to approved maintenance data	INS/FOT SGH/RI/MEL Or T/S	Work order Ref.	Location	A/C Type	A/C Reg.	RTR ID	Date	Duration (min):	Trainee's Signature	Mentor's Signature
1.	12	Grease aircraft	Lubrication of main landing gear and doors Task 12-22-32-640-001-A	SGH	145/001/21	ZAG	A320	9A-AWD	N/A	15.05.2024.	45	Milan	Kamilo
2													

SAMPLE

4. Logbook Records

The AMO delivering the OJT is responsible to prepare and complete the table below.

All applicable tasks relevant to the aircraft type shall be selected from the tasks contained in the Appendix II to AMC to Part-66 and shall:

- be representative of the aircraft and systems both in complexity and in the technical input required to complete that task. While relatively simple tasks may be included, other more complex maintenance tasks shall also be incorporated and undertaken as appropriate to the aircraft type;
- 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;
- be representative of the maintenance to be performed in terms of complexity, frequency, variety, safety, criticality, novelty, etc.;
- include components unique to the type, or type-specific maintenance practices;
- be distributed in order that all paragraphs / ATA chapters and task categories (servicing, trouble shooting, component location, deactivation, removal/installation, etc.) are covered;
- take into account, when available, the feedback from in-service experience or customer specific additional training needs.

AMO Name and Approval Number	On the Job Training Logbook **Part-66 licence category:**	_____ Name and Surname of trainee

5. Logbook table template

1	2	3	4	5	6	7	8	9	10	11	12	13	14
ID	ATA	Subject	Operation/task performed with ref. to approved maintenance data	INS/FOT SGH/RI/MEL Or T/S	Work order Ref.	Location	A/C Type	A/C Reg.	RTR ID	Date:	Time (min):	Trainee's signature	Mentor's signature
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
12.													
13.													
14.													
15.													

6. *Recommendation Report*

The intent of this tables is to provide a recommendation report demonstrating that the OJT meets the standard required by Appendix III to Part 66. In particular, the tables shall indicate the percentage of tasks effectively performed against the tasks contained in the Appendix II to Part 66 or replacement tasks which are applicable to the aircraft type and compliance with procedure 3.20 in MOE. This tables are to be completed by the AMO delivering the OJT training.

Question:	Yes	No	Remarks/References:
The procedures for this OJT are included in MOE chapter 3.20 and approved by CCAA	☐	☐	MOE ref. (Issue/Revision/Date)
OJT has been performed on A/C type for which the trainee is seeking endorsement	☐	☐	Identify tasks if not
Minimum % of applicable tasks from Appendix II to AMCs of Part 66 are performed (see table below)	☐	☐	Count tasks and confirm %
All paragraphs / ATA chapters are covered	☐	☐	Identify paragraph / ATA if not
Each performed task in this Logbook is signed by trainee and counter signed by mentor	☐	☐	
Mentor has released counter signed tasks in actual work sheet, job card, ATL etc.	☐	☐	
Replacement tasks are equivalent with those in the Appendix II regarding complexity and relevance	☐	☐	

Task categories	Number of ALL tasks applicable to the A/C type	Number of tasks effectively performed	Percentage of tasks effectively performed:
INS/inspections			(75% minimum)
FOT/functional or operational			(50% minimum)
SGH/servicing			(50% minimum)
R/I removal and installation			(50% minimum)
MEL			(25% minimum)
T/S troubleshooting			(25% minimum)

Duration of the OJT: From (date) ……..... To (date) ……..…… Total days ……

Herewith I as a mentor confirm that the OJT has been performed in accordance with the MOE 3.20 procedure and all required tasks have been performed under my close supervision and mentorship and as a result of which I recommend that the candidate listed as the owner of this logbook can take the final assessment in accordance with the applicable regulation.

All or One of the mentors with a written agreement with all other mentors shall sign the recommendation.

…….. …… ……..……..

Place *Date* *OJT mentor's signature*

7. Final assessment of the applicant

The final assessment of the applicant may only be performed once the OJT logbook has been completed and the mentors have signed the related recommendation.

The designated assessor(s) conducting the final assessment shall notify the date of the assessment to the CCAA well in advance (at least two weeks before) to allow a possible participation of the CCAA.

The objective of the final assessment is to verify that the applicant has sufficient technical knowledge as well as the appropriate skills and attitude and that he or she is competent to work independently as type- rated certifying staff on a particular aircraft type.

The final assessment shall have a minimum duration of one working day per applicant.

Identification data of the applicant:		
Name:	Surname:	Licence number:
Identification data of the assessor(s):		
1. Name:	Surname:	Licence number:
2. Name:	Surname:	Licence number:
3. Name:	Surname:	Licence number:
Identification data of the independent observers(s):		
1. Name:	Surname:	Licence number:
2. Name:	Surname:	Licence number:
Date and time frame of the assessment (date and duration in hours together with start and end hours) :		

Content of the assessment:		
1. General technical knowledge required for the particular licence category:		
Assessor remark:		
Assessor Signature:	Pass	Failed

Content of the assessment:		
2. Aircraft-type-specific knowledge and skills for the particular licence category:		
Assessor remark:		
Assessor Signature:	Pass	Failed

Content of the assessment:		
3. Understanding of the licence privileges relevant to the aircraft and to the licence category:		
Assessor remark:		
Assessor Signature:	Pass	Failed

Content of the assessment:		
4. Appropriate behaviour and safety attitude of the applicant in relation to the maintenance environment:		
Assessor remark:		
Assessor Signature:	Pass	Failed