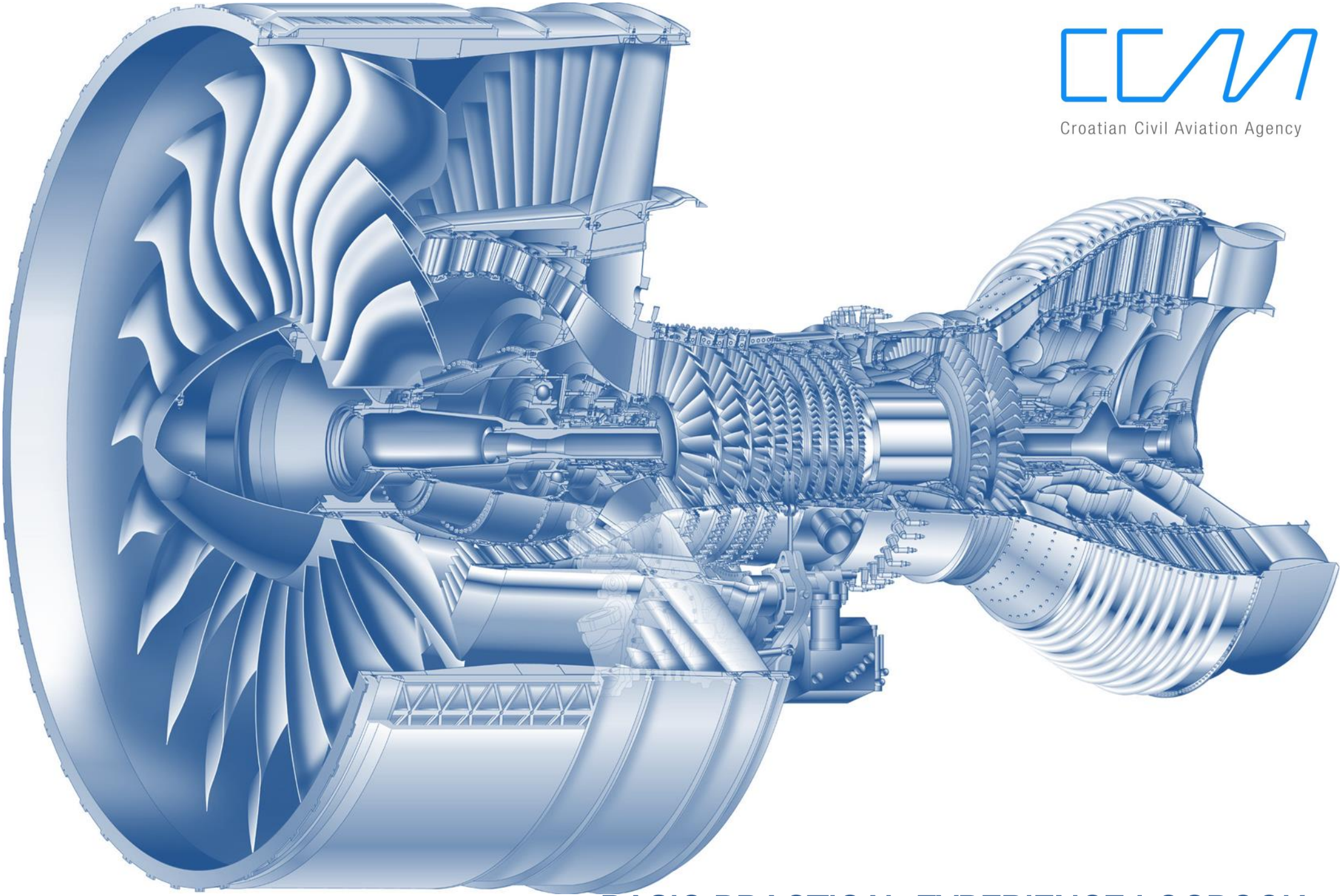
Croatian Civil Aviation Agency



BASIC PRACTICAL EXPERIENCE LOGBOOK

Croatian Civil Aviation Agency

AIRCRAFT MAINTENANCE ENGINEER'S BASIC PRACTICAL EXPERIENCE LOGBOOK

INTRODUCTION

This logbook has been developed by the CCAA - Croatian Civil Aviation Agency in its current format as the preferred means of recording basic practical maintenance training and experience in order to support an application to the Agency for the issue or variation of an Aircraft Maintenance Licence. This document provides evidence of practical experience gained on the aircraft. It does not amend or supersede information contained in the applicable Flight Operations, Maintenance, Overhaul Manuals or related documentation. CCAA reserves the right to verify the authenticity of the submitted data.

LOGBOOK USAGE

The usage of this logbook is voluntary, but where a logbook is submitted in support of an application **for a licence issue** it will enable the CCAA to process the application more efficiently and reduce the handling time for the application. A general reference to the logbook contents as it applies to the application will continue to be required on the application form, but the logbook, provided that it has been maintained clearly and accurately and is relevant to the application, will be accepted in lieu of detailed worksheets. The CCAA reserves the right to request supporting information when further clarification becomes necessary. The logbook may be used to support applications under Part 66.

THE LOGBOOK HOLDER

It is the responsibility of the logbook holder to record the tasks, qualifications and experience as necessary and overall to maintain the logbook in a clear and accurate manner.

THE SUPERVISOR

The Supervisor or Instructor should be a supervisory aircraft maintenance engineer who is in regular contact with the logbook holder. The Supervisor will sign off the entries made by the logbook holder when satisfied that the entries reflect what work he has carried out.

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Osobni podaci *(popuniti velikim tiskanim slovima)*

Personal Data (please complete in block letters)

Ime i Prezime *(Name & Family name)*: _____ Potpis *(Signature)*: _____

Adresa *(Full Address)*: _____

Datum i mjesto rođenja *(Date and Place of Birth)*: _____ Državljanstvo *(Nationality)*: _____

Početak praktične obuke *(Date of Start)*: _____ Kraj praktične obuke *(Date of end)*: _____

Kategorija/potkategorija za koju podnosim zahtjev – označi s X *(Licence Category/subcategory applied for – mark with x)*:					
Aeroplane Turbine	Aeroplane Piston	Helicopter Turbine	Helicopter Piston	Avionics	Aeroplane Piston < 2 t
A1 ☐	A2 ☐	A3 ☐	A4 ☐	n/a	n/a
B1.1 ☐	B1.2 ☐	B1.3 ☐	B1.4 ☐	B2 ☐	B3 ☐

Odobrene organizacije za održavanje *(Approved Maintenance Organisation's)*

1.	Odobrena organizacija za održavanje i broj odobrenja *(Approved Maintenance Organisation & Organisation Approval No.):* Adresa *(Adress)*:
2.	Odobrena organizacija za održavanje i broj odobrenja *(Approved Maintenance Organisation & Organisation Approval No.):* Adresa *(Adress)*:
3.	Odobrena organizacija za održavanje i broj odobrenja *(Approved Maintenance Organisation & Organisation Approval No.):* Adresa *(Adress):*
4.	Odobrena organizacija za održavanje i broj odobrenja *(Approved Maintenance Organisation & Organisation Approval No.):* Adresa *(Adress):*
5.	Odobrena organizacija za održavanje i broj odobrenja *(Approved Maintenance Organisation & Organisation Approval No.):* Adresa *(Adress):*

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Popis nadzornika *(List of supervisor's)*

1.	Ime i prezime nadzornika *(Supervisors name):*	Potpis *(Signature):*	Broj dozvole *(Licence No.)*:
2.	Ime i prezime nadzornika *(Supervisors name):*	Potpis *(Signature):*	Broj dozvole *(Licence No.)*:
3.	Ime i prezime nadzornika *(Supervisors name):*	Potpis *(Signature):*	Broj dozvole *(Licence No.)*:
4.	Ime i prezime nadzornika *(Supervisors name):*	Potpis *(Signature):*	Broj dozvole *(Licence No.)*:
5.	Ime i prezime nadzornika *(Supervisors name):*	Potpis *(Signature):*	Broj dozvole *(Licence No.)*:
6.	Ime i prezime nadzornika *(Supervisors name):*	Potpis *(Signature):*	Broj dozvole *(Licence No.)*:
7.	Ime i prezime nadzornika *(Supervisors name):*	Potpis *(Signature):*	Broj dozvole *(Licence No.)*:
8.	Ime i prezime nadzornika *(Supervisors name):*	Potpis *(Signature):*	Broj dozvole *(Licence No.)*:
9.	Ime i prezime nadzornika *(Supervisors name):*	Potpis *(Signature):*	Broj dozvole *(Licence No.)*:
10.	Ime i prezime nadzornika *(Supervisors name):*	Potpis *(Signature):*	Broj dozvole *(Licence No.)*:

Referent regulation

Commission Regulation (EU) No 1321/2014

ANNEX III (Part-66)

66.A.30 Basic experience requirements

(a) An applicant for an aircraft maintenance licence shall have acquired:

1. for category A, subcategories B1.2 and B1.4 and category B3:

(i) 3 years of practical maintenance experience on operating aircraft, if the applicant has no previous relevant technical training; or

(ii) 2 years of practical maintenance experience on operating aircraft and completion of training considered relevant by the competent authority as a skilled worker, in a technical trade; or

(iii) 1 year of practical maintenance experience on operating aircraft and completion of a basic training course approved in accordance with Annex IV (Part-147);

2. for category B2 and subcategories B1.1 and B1.3:

(i) 5 years of practical maintenance experience on operating aircraft if the applicant has no previous relevant technical training; or

(ii) 3 years of practical maintenance experience on operating aircraft and completion of training considered relevant by the competent authority as a skilled worker, in a technical trade; or

(iii) 2 years of practical maintenance experience on operating aircraft and completion of a basic training course approved in accordance with Annex IV (Part-147);

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General Information

1. All entries in this logbook shall be made in ink.
2. When used in support of an application for a licence, any false entry in the logbook will constitute a legal offence.
3. Entries in the logbook shall be made personally by the logbook holder and confirmed/certified by an authorised person.
4. Logbook should be kept as whole, no missing pages are allowed.

Completion of the Log pages

The log pages of this book have the following general format:

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A B1 B2 B3	A/C Registr. or Workshop or Workorder	Supervisor/Instructor/Licence No.	Date (ddmmyy)

The following information and instruction for each column shall be observed:

Index: Numbering of the items for easy reference

ATA chapter: Reference to ATA 100 classification

Task / Competence: Describes the task to be performed or competence to be obtained.. The training and assessment may be carried out on in- service aircraft, in workshops, on training equipment or on simulators.

Licence Category: The references in this column indicate for which licence category the task / competence described is required. Mark with X the licence category for which your basic training is intended in the header of each page.

A/C Registration or Workshop or Workorder: The entries made in this column state where the task has been performed, to allow traceability. In case of extensive work, it may be useful to add a detailed work report to the logbook folder.

Supervisor's signature: Each entry must be signed by an supervisor/instructor to certify that the logbook owner has achieved the required competence on the subject or that the task has been carried out correctly under his supervision.

Date: Indicates the date of closure/certifying by the authorised person.

Note that the shaded blocks are considered NOT applicable to that category.

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Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	 B1	 B2	 B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
1		**Safety Precautions, Workshop Practices and Tools (M7.1 - 7.3)**	A	B1	B2	B3				
2		Explain hazards when working with aircraft related to noise, heat, moving surfaces, propellers, rotors, intakes, exhausts								
3		Demonstrate safety precautions when using fluids, gasses and chemicals								
4		Apply and explain workshop environment related safety practices								
5		Define proper care and control of tools and equipment								
6		Check validity of calibration of tools and equipment								
7		Demonstrate inspection technic using a mirror and a light source								
8		Use tools and equipment for cutting, forming and joining commonly used materials (Ferrous and non-ferrous)								
9		Demonstrate correct use of measuring equipment e.g. micrometers, verniers and height gauges								
10		Demonstrate the use of lubrication equipment according AMM								
11		Use a torque meter with and without extension								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	B1	B2	B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
12		**Avionic General Test Equipment (M7.4)**	-	B1	B2	-				
13		Explain the operation of a typical avionic test equipment								
14		Use test meters to measure volts, amps and resistance in practical task circumstances								
15		Check an aircraft electrical circuit for continuity in conjunction with an electrical wiring diagram								
16		Carry out basic fault finding techniques using a range of test meters								
17		Carry out bonding and insulation tests								
18		**Engineering Drawings, Fits and Clearances (M7.5 - 7.6)**	A	B1	B2	B3				
19		Interpret and work to engineering drawings								
20		Demonstrate correct reading and interpretation of electrical wiring diagrams								
21		Demonstrate / explain use of feeler, slip, limit, go / no go gauges								
22		Fit and remove thread inserts								
23		Drill and tap a threaded hole								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	 B1	 B2	 B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
24		Drill and ream perpendicular holes in ferrous and non-ferrous material								
25		**Electrical Cables and Connectors (M7.7)**	A	B1	B2	B3				
26		Demonstrate wire splicing methodes								
27		Identify a range of electrical component symbols								
28		Identify cables and cables values by reference to the maintenance manuals								
29		Insert / extract electrical inserts (pins) in a variety of electrical connectors								
30		Inspect coaxial cable installations, correct them if necessary								
31		Inspect electrical cable looms and bundles								
32		Inspection of cable feed-throughs								
33		Install wiring clamps								
34		Interpret typical electrical wiring diagrams and schematics circuits								
35		Prepare and install a simple loom, using at least two binding methods								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	B1	B2	B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
36		Repair or replace an electrical connector								
37		Select and use appropriate cable stripping tools								
38		Use two crimping systems to prepare cable ends or plug / socket terminals								
39		**Riveting (M7.8)**	-	B1	-	B3				
40		Use hand & power tools to drill rivet holes in an exact distance (± 0.75mm)								
41		Identify a range of solid and blind rivets and fasteners								
42		Identify, select and use a range of rivet setting equipment								
43		Set a range of raised and countersunk rivets in aluminium sheet using various methodes								
44		Identify faulty rivet settings								
45		Remove defective rivets without causing further damage to skin								
46		Select and install oversize rivets as instructed by Structure Repair Manual								
47		Set a range of different fasteners in aluminium sheet								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	 B1	 B2	 B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
48		**Pipes, Hoses, Springs, Bearings, Transmissions and Control Cables (M7.9 - 7.13)**	A	B1	-	B3				
49		Remove & replace a flexible hose including clips and brackets								
50		Remove & replace a rigid pipe, including clips and brackets								
51		Locate components using referencing system, e g station numbers								
52		Explain methods for inspection and testing of springs								
53		Explain methods of testing, cleaning and inspection of bearings								
54		Explain where lubrication requirements is stored								
55		Inspect screw jacks, levers, push-pull rod, belts, pulleys, chain and sprocket								
56		Check backlash of gears								
57		Inspect and assess condition of bowden cables / flexible control cables (flex ball cables)								
58		Demonstrate swaging of end fitting								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	 B1	 B2	 B3	A/C Reglstr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
59		**Material Handling, Welding, Brazing, Soldering and Bonding (M7.14 - 7.15)**	-	B1	B2	B3				
60		Use hand tools, folding and bending machines to shape aluminium alloy to an accuracy of ± 0.5 mm								
61		Bend metal to a bend radius and angle as given in the engineering drawing								
62		Demonstrate removal of corrosion / reprotection on an aluminium sheet								
63		Cut and shape material to required profile, using approved procedures								
64		Identify the characteristics and properties of common composite materials								
65		Identify a range of sealing and bonding agents								
66		Explain methodes to detect defects/deterioration in composite material								
67		Perform a small repair of a composite structure								
68		Identify the characteristics and properties of common types of wood and glue								
69		Explain construction methods used in wooden structures								
70		Discuss methods of preservation and maintenance of wooden structures								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	 B1	 B2	 B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
71		Explain the detection of defects in wood material and wooden structures								
72		Demonstrate repair of wooden structure								
73		Explain / identify defects in fabrics								
74		Demonstrate / explain methods to repair fabric covering								
75		Perform simple soldering tasks								
76		Solder cables to single and multipin connectors								
77		Inspect soldered, welded and brazed joints								
78		Explain bonding methods, inspection of bounded joints								
79		**Aircraft Weight and Balance, Handling and Storage (M7.16 - 7.17)**	A	B1	B2	B3				
80		Prepare aircraft for weighing								
81		Assist jacking an aircraft								
82		Park, chock and ground aircraft								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licene Category A	B1	B2	B3	A/C Reglstr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
83		Assist in the towing of an aircraft								
84		Assist in servicing of toilet and potable water system (if installed)								
85		Carry out / assist refueling of aircraft								
86		Check & replenish oil and hydraulic systems, tire pressures								
87		Perform lubrication of bearings (flight controls / landing gear)								
88		Remove and refit aircraft access panels								
89		Connect and use external air supply (if adapter installed)								
90		Connect and use external electrical power								
91		**Disassembly, Inspection, Repair & Assembly Techniq. Abnormal Events, Maint. Procedures (M7.18 - 7.20)**	A	B1	B2	B3				
92		Explain the procedures for material storage and handling								
93		Adjust, set and use torque spanners								
94		Identify standards and specifications of common use parts i. e. nuts, bolts, washers and split pins								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	B1	B2	B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
95		Replace a range of common components e. g. split pins, tabs, spring and plain washers, plain and lock nuts								
96		Identify part and serial numbers from a component overhaul manual or IPC								
97		Demonstrate competence when wire locking a variety of assemblies								
98		Measure shafts, bores, flanges, and adjacent surfaces using precision measuring instruments								
99		Demonstrate application of two-component sealers and compounds								
100		Demonstrate disconnecting and reconnecting of electrical connectors								
101		Explain & implement ESD procedures (ESD = Electro Static Discharge)								
102		Demonstrate replacement of circuit breaker								
103		Replace internal and external lamps / bulbs								
104		Replace static discharge wick								
105		Perform non destructive inspections (e.g. penetrant and boroscope inspection)								
106		Demonstrate proficiency in troubleshooting techniques using TSM and on-board reporting systems								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	 B1	 B2	 B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
107		Perform pre-flight check								
108		Assist and explain a scheduled check (e.g. 100h check or A-check)								
109		Suppose a hard or overweight landing: Show unscheduled inspection procedure according AMM and explain action								
110		Explain the required inspection following a lightning strike or static discharge								
111		Demonstrate close-up of documentation following performance of maintenance tasks								
112		**Airplane Turbine & Airplane Piston (M11)**	A	B1	B2	B3				
113		Perform replacement of an oven or boiler								
114		Inspect cabin / cockpit equipment for serviceability								
115		Perform gust lock operational check								
116		Run a functional check on auto flap retraction								
117		Test function of mechanically operated ailerons, elevators, rudder								
118		Suppose a faulty flight control system: Use the on-board reporting system for troubleshooting								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	B1	B2	B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
119		Run a functional check on a fly-by-wire system								
120		Assist or explain replacement of seals on shock strut								
121		Prepare airplane for landing gear retraction / extension operation								
122		Perform functional test of anti skid system								
123		Replenish oxygen system, or replace O2-cylinder								
124		Prepare environment for APU Start								
125		Replenish potable water								
126		Inspect toilet and galley units for serviceability								
127		**Airplane Turbine, Piston and Helicopter (M11&12)**	A	B1	B2	B3				
128		Check operation of airconditioning system (B1.3 & B3: Check operation of heating and ventilation)								
129		Conduct a NICA battery check								
130		Remove / refit main batterie								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	B1	B2	B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
131		Replace an electrical component and run a functional test according toAMM								
132		Replace a crew or passenger seat								
133		Check seat belts for serviceability								
134		Check condition and function of emergency equipment and ELT								
135		Perform weight check on fire extinguisher container and replace, if necessary								
136		Inspect and test fire detecting systems								
137		Explain precaution and safety measures required before operating flight controls								
138		Perform rigging of flight controls following component replacement								
139		Explain replacement procedure for a hydraulic flight control actuator								
140		Determine aircraft airworthiness per MEL/CDL								
141		Run a functional check on hydraulically operated flight control systems								
142		Replace and test a fuel booster pump								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	B1	B2	B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
143		Replace a hydraulic system component according AMM								
144		Explain replacement / installation of hydraulic pump (electrical or engine driven)								
145		Inspect hydraulic reservoir, replenish fluid and recharge reservoir if required								
146		Check function of anti-ice or de-icing system								
147		Remove and refit windshield wiper blades								
148		Replace landing gear wheels								
149		Remove / install wheel brake								
150		Bleed hydraulic brakes								
151		Assess shock strut fluid level and recharge if required								
152		Retrieve data from central maintenance system (CMS, if installed)								
153		Demonstrate the procedure for a structural inspection (from nose to tail)								
154		Check door seals and replace them, if required								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	 B1	 B2	 B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
155		Explain procedure for cleaning / polishing windows								
156		Remove / install window or windshield								
157		**Helicopter only (M12)**	A	B1	-	-				
158		Demonstrate mooring and picketing								
159		Secure rotor blades								
160		Assist removal of tail rotor								
161		Perform tail rotor flight control rigging								
162		Assist in removal / refit main rotor head or gear box								
163		Perform main rotor flight control rigging								
164		Check main rotor track and balance								
165		Assist in removal / refit transmission drive shaft								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	B1	B2	B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
166		**Electric Aircraft Systems and Avionics (M13&11&12)**	A	B1	B2	B3				
167		Carry out an autothrottle system test								
168		Demonstrate BITE test practices on flight management system								
169		Perform an autopilot system test								
170		Replace an LRU related to air data system, apply associated BITE								
171		Carry out a VHF Radio check								
172		Describe an typical antenna replacement procedure								
173		Perform an intercom or passenger address component replacement and testing								
174		Conduct generator power check / voltage adjustment								
175		Replace IFE Equipment and test its function, if available (excluding public address)								
176		Perform a fuel quantity indicating system test								
177		Discuss maintenance practices on EFIS (Electronic Flight Instrument System)								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	B1	B2	B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
178		Identify flight data and voice recorder location								
179		Run BITE tests on selected navigation systems (e.g. ADF, LOC/GS, Marker, DME, Radio Altimeter, TCAS, GPWS)								
180		Discuss weather radar component replacement and functional test								
181		Perform initialisation check on inertial reference unit / platform								
182		Assist a compass / standby compass compensation								
183		Assist calibration check of a pitot static system using a leak tester								
184		Check operation of on-board maintenance system (BITE)								
185		**Gas Turbine Engine / Propulsion (M15&14)**	A	B1	B2	B3				
186		Inspect engine using boroscope								
187		Assist in a engine removal & installation								
188		Assist engine test run-up								
189		Check oil quantity level, refill to correct level, if necessary								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	 B1	 B2	 B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
190		Perform a FADEC system test								
191		Perform a fuel injection system check								
192		Perform ignition system test								
193		Replace igniter plug and check function								
194		Rig engine power lever / throttle control								
195		Perform functional test on indication systems								
196		Demonstrate replacement of thermocouple / temperature sensor								
197		Assist replacement of temperature, pressure or flow indication components								
198		Assist replacement of starter turbine or starter valve								
199		**Piston Engine (M16)**	A	B1	-	B3				
200		Inspect engine using boroscope								
201		Assist in a engine removal & installation								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	 B1	 B2	 B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
202		Assist engine test run-up								
203		Check oil quantity level, refill to correct level, if necessary								
204		Perform engine inlet/outlet valve adjustment								
205		Perform a FADEC system test (if installed)								
206		Perform a fuel injection system check								
207		Perform carburator fuel mixer and idle RPM adjustment								
208		Perform ignition system test								
209		Perform magnetos adjustment								
210		Replace spark plug and check function								
211		Check baffles for condition								
212		Rig engine power lever								
213		Perform functional test on engine indication system								

Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	B1	B2	B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)
214		Demonstrate replacement of temperature sensor								
215		Perform vacuum pump check								
216		Demonstrate turbocharger and waste gate test and adjustment								
217		Assist replacement of starter motor								
218		**Propeller (M17)**	A	B1	-	B3				
219		Assist in propeller removal / refit								
220		Demonstrate propeller synchronising procedure with synchrophasing equipment								
221		Check propeller de-icing system and components								
222		Perform propeller lubrication								
223		Check propeller track								
224		Assist propeller static and dynamic balancing								
225		Demonstrate adjustment of propeller RPM								

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Index No.	ATA- Chapter	Task / Competence Relevant category mark with X:	Licence Category A	 B1	 B2	 B3	A/C Registr. or Workshop or Workorder	Owner's signature	Supervisor's signature	Date (ddmmyy)

Logbook Owner's name: _____ Owner's signature: _____