



WORK EXPERIENCE LOGBOOK

GALAXY AEROSPACE (M) SDN BHD,
SUITE 11-14, HELICOPTER CENTRE,
MALAYSIA INTERNATIONAL AEROSPACE CENTRE,
SULTAN ABDUL AZIZ SHAH AIRPORT,
47200 SUBANG, SELANGOR DARUL EHSAN, MALAYSIA.

Name : _____

Staff ID : _____

Company Approval No. : _____

Foreword

This logbook in its current format is the preferred means of recording aircraft/workshop work experience to support an application to the Galaxy Aerospace (M) Sdn Bhd Quality Assurance Department for the renewal or variation of a Company Approval Authorisation.

The logbook consists of:

- Section 1 1.1 Instructions for Completing Work Experience Logbook**

- Section 2 2.1 Work Experience Logbook Task Record**
- 2.2 Declaration and Verification**

The logbook has been produced in loose-leaf form so that additional pages may be inserted selectively as and when required, to accommodate progressive recording of ongoing work experience, and to enable removal of pages containing information, which may be considered redundant or surplus to the user's current needs. The additional pages shall be inserted in progressive sequence for each ATA that require additional maintenance experience.

The design and content of this logbook have been derived from current regulatory requirements. However, please note that completion of this logbook does not preclude the need to produce original documents, such as employment testimonials, training certificates or certified true copies of the same, where these may be required.

Section 1.1 Instructions for Completing Work Experience Logbook

No.	ID	Option	Description/ Remarks
1.	Date	-	Date when the maintenance activity was carried out. Dates entered shall follow the format DD/MM/YY.
2.	A/C or Comp. Type	-	A/C or component type.
3.	A/C Reg. or Comp. S/N	-	A/C registration marks or component serial number.
4.	Type of Maintenance (rating)	-	Identify the class rating under which the maintenance is carried out. The various options correspond to the different ratings possible for an AMO Part 145. E.g.: Line, Base, Workshop.
5.	Privilege Used	-	When the person holds different privileges this block is intended to identify the certifying staff or support staff privilege used depending from the rating identified in the previous column. E.g.: Category A or B1.1, B1.2, B1.3, B1.4 or B2 or C, components or engines or NDT certifying staff.
6.	Task Type	Identify the task type using the following term as being the more applicable to the task carried out. More than one term may be selected. E.g.: TS and R/I.	
		FOT	Functional / Operational Test
		SGH	Service and Ground Handling
		R/I	Removal / Installation
		MEL	Minimum Equipment List
		TS	Trouble Shooting
		MOD	Modification
		REP	Repair
7.	ATA	-	Enter the ATA chapter which better describes the majority of the activity carried out. More than one ATA chapters may be entered when necessary/applicable to the activity carried out.
8.	Operation Performed	-	This field is used to provide detailed reference to the task carried out.
9.	Maintenance Record Ref.	-	Enter the precise reference of the maintenance records where the activity mentioned in this logbook was recorded (i.e. AJL No. 001323 or Work Card No. WP-BOF-19-734, etc.).
10.	Remark(s)	-	This field is intended to be used for any additional comment/not which was not possible to enter in the other fields.

All entries in this logbook shall be made in ink and handwritten.

(Example)

1. Date	2. A/C or Comp. Type	3. A/C Reg. or Comp. S/N	4. Type of Maint. (rating)	5. Privilege Used	6. Task Type	7. ATA	8. Operation Performed	9. Maintenance Record Ref.	10. Remark(s)
01/01/22	ELT	453-5004	Workshop	C	INSP	31	Participated in carrying out detail inspection of ELT.	WP-ELT-18-105	
01/02/22	AW139	9M-PMB	Line	B1.3	R/I	32	Participated in carrying out replacement of nose wheel.	AJL No. 00103	
02/02/22	AW189	9M-BOF	Base	B1.3	SGH	20	Participated in carrying out 2 W CCP inspection.	WP-BOF-19-734	

Logbook Owner's Name:

Signature:

Section 2.2 Declaration and Verification

DECLARATION BY THE LOGBOOK OWNER			
I declare that the entries in this logbook are complete and true.			
Name:		Logbook owner's signature & Approval Stamp (If granted):	
Date:			

VERIFICATION BY THE SUPERVISOR (*)			
I hereby confirm that the information contained in this logbook have been verified and is genuine at the time of application.			
Name:		Signature:	
Position:			
Date:			

(*) This column shall be filled up by Engineer-in-Charge / Workshop-in-Charge / Chief Engineer / Deputy Engineering Manager / Engineering Manager.