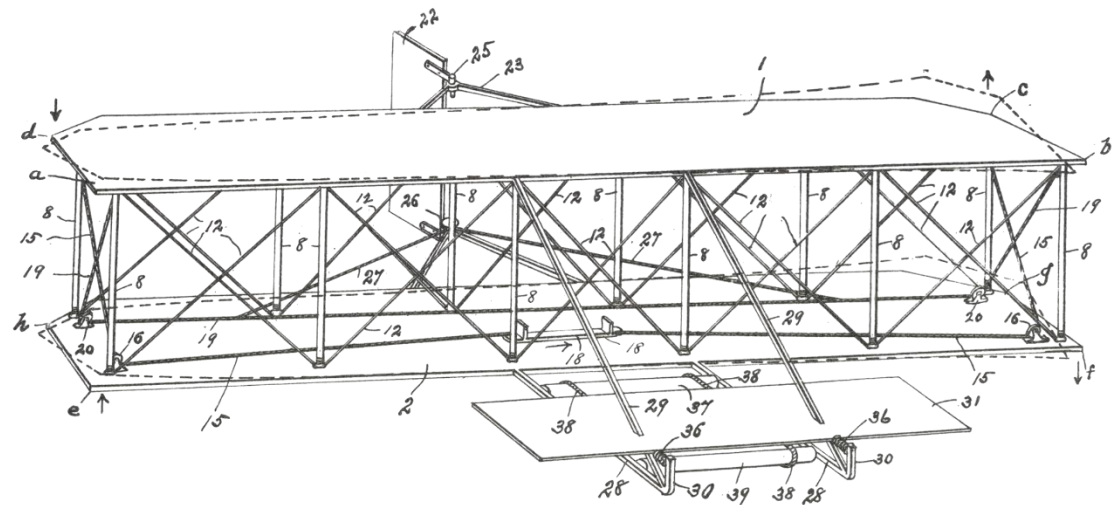




Maldives CAA
Republic of Maldives

On the Job Training

For Endorsement of the First Type Rating



Issue 1.00, 26 August 2026

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2 Document Control

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3 Foreword

This logbook provides the recommended means of recording of On-the-job training (OJT) to support an application to the CAA for the issue of endorsing the first type of aircraft on Aircraft Maintenance License in accordance with MCAR-66.

MCAR-66.A.45(a) establishes that to be entitled to exercise certification privileges on a specific aircraft type, the holder of an aircraft maintenance licence needs to have his/her licence endorsed with the relevant aircraft ratings. In addition, MCAR-66.A.45(c) indicates that the endorsement of the first aircraft type rating within a given category/sub-category, requires satisfactory completion of the corresponding On-the-job Training, as described in Appendix III to MCAR-66, except in the case of gas airships, where it shall be directly approved by the CAA. This is mandatory for Group 1 aircraft. For Groups 2 and 3 aircraft, OJT is not required if an oral examination is conducted in place of type training (theory and practical) (GM 66.A.45).

OJT is required for each first type in each licence category or sub-category. For example, if a basic B1/B2 licence is endorsed with the Airbus A320 type in the B1 category and the engineer wishes to add the A320 in the B2 category, they will have to complete B2 related OJT representative of that aircraft and its systems. If the same engineer adds the B1.3 category to the basic licence and wishes to add the first helicopter type, they must complete OJT representative of that first helicopter type. Endorsement of any subsequent types in each of the categories will not require OJT.

Each OJT programme is independent of any OJT completed in another licence category/subcategory. There is no reduction in OJT requirements for subsequent category/sub-category OJT.

OJT should not be confused with practical training, which is conducted by MCAR-147 organisations. OJT and assessment is carried out by an MCAR-145 organisation with the appropriate aircraft type on its approval and OJT authorisation detailed in the Maintenance Organisation Exposition.

This OJT logbook is intended to:

- be used by a MCAR-145 AMO delivering the OJT. The Organisation shall be appropriately approved on the specific aircraft type.

- be completed by the MCAR-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 MCAR-66
- be customized for the specific aircraft type intended to be endorsed in the MCAR-145 individual authorisation
- be used for recording the required information (tasks performed, personnel data, assessment, etc.)

The design and content of the logbook in section 5 have been derived from current regulatory requirements. However, any changes to the regulation will prevail.

This document is downloadable at www.caa.gov.mv.

4 General Principles

The on-the-job Training must be performed in one or several maintenance organizations approved according to MCAR-145 with A rating for such aircraft or in one or several Maintenance Organizations approved according to MCAR-CAO having the maintenance privilege for the aircraft type where the OJT is done. This training will be supervised by one or several qualified mentors and evaluated by one or several assessors designated by the organization for each OJT.

If the OJT is divided into multiple parts and is performed in several organizations (thus being able to combine line and base installations in several organizations), the organization where the final assessment is done must control and coordinate the OJT activities and will have the responsibility for all the OJT programs.

For the **approved maintenance organizations**, the program for the OJT performance will be made:

- according to MOE Chapter 3.20 when the maintenance organization is approved according to MCAR- 145
- according to CAE Chapter B.4 when the maintenance organization is approved according to MCAR- CAO.

In order to hold the OJT privilege, the organisation must carry out the following:

- Provide a copy of their supporting internal quality audit.
- Update their MOE with a thorough procedure either defined in Section 3.20 or referred out to a separate logbook procedure.
- Provide the latest version for the CAA for approval.
- Define a list of designated Supervisors/Assessors, list may refer to the list of Certifying staff in Section 1.6 or the staff responsible be named in Section 3.20.
- Develop an OJT logbook for the type(s) of aircraft that they wish to conduct the OJT on. The organisation must have the type on their scope of approval, and the logbook should be clearly identified as to whether it is for B1 or B2 staff.
- The OJT logbook should then be retained indefinitely for review by the CAA.

The student will follow the OJT under the mentoring of one or several qualified mentors, with individual supervision, during which the qualified mentors will verify the technical knowledge, the capacities, and the usual responsibilities of the certifying personnel. During the OJT, the mentors will convey knowledge and experience to the student, and they will transfer the necessary assessment, support, and orientation.

Each task will be signed by the student and will refer to an actual card or work order, etc. The mentors will verify and countersign the tasks performed during the OJT, as they undertake the responsibility of such tasks on a certifying personnel level or support personnel level, where applicable, depending on the declaration procedure of ability to service.

Once the OJT program is satisfactorily completed, the mentors will issue a recommendation for the compliance report and for the designated assessors to perform the final assessment of the student.

Everything highlighted in **PURPLE** in this document is information for the OJT Developer (you). Delete these **PURPLE** parts before sending the Logbook for approval. Everything shaded in **BLUE** is customisable by you. When you have completed these areas please un-shade them. Colour has not been applied to tables for ease.

5 Example OJT Logbook

[Company Logo/Image]

[Company Name / Approved Maintenance Organisation]

Company Approval No: MV.

Aircraft Type / Engine:

On The Job Training (OJT) Record Book

5.1 Amendment Page

Issue #	Issue Date	Change Description

5.2 Student Details

5.2.1 Personnel Data

Name	
Licence No./ID Card/Passport No.	
Date of Birth	

5.2.2 Type Training Information

Name of Training Org			
Approval Reference			
Type (Theory Course) Start Date		Type (Theory Course) End Date	
Type (Practical Course) Start Date		Type (Practical Course) End Date	

Training shall be started and completed within 3 years of application.

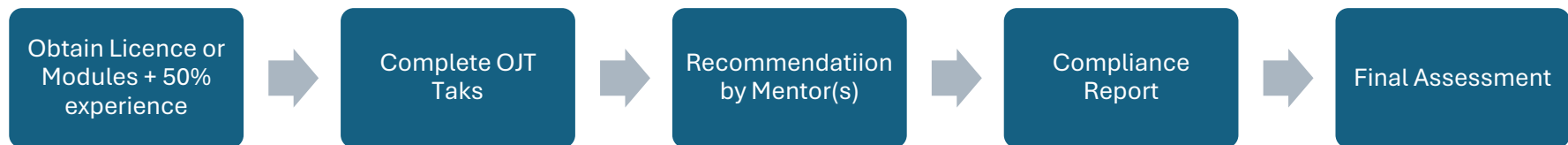
5.2.3 OJT Information

Aircraft/Engine Rating			
Category			
Approved maintenance organisation where OJT was c/o			
OJT First Task Date		Task Number	
OJT Last Task Date		Task Number	

5.3 Introduction

The objective of OJT is to gain the required competence and experience in performing safe maintenance. This OJT covers a cross-section of tasks approved by the CAA. The OJT tasks selected from this book and completed shall be representative of the aircraft type and systems both in complexity and in the technical input required to complete that task.

The overall process of the OJT is shown below:



You can **start** the OJT, if you (the student):

- Have an MCAR-66 license, or
- Have completed the theoretical training of the aircraft AND have accumulated at least 50% of the basic training requirement (as specified in MCAR-66.A.30) for the category.

You must initiate and complete the OJT 3 years before the application for the entry of the first type rating in a MCAR-66 License (sub) category. A maximum of 50% of the OJT tasks may be performed before theoretical aircraft training is completed.

Each task shall be signed off by you and countersigned by a designated mentor.

Each entry in the logbook must be supported by an associated task card, work order, job no. etc. that can demonstrate that you have performed the specified task and it was supervised by the person who countersigned it. Where technical log entries are used to support a task, this can be demonstrated by either:

- a dedicated block on the technical log where students are able to sign off, or
- a task card/job card attached to the TLP that includes the relevant information, or

c. by making a maintenance entry (when allowed by the operator) indicating the task was performed by the student.

The tasks listed shall refer to an actual job card/worksheet, etc. and actual operational aircraft.

The final assessment of the completed OJT is mandatory and will be performed by an appropriately qualified assessor designated by [Name of Organisation].

In order to facilitate verification by the CAA on licence application, demonstration of the OJT shall consist of this workbook

5.4 OJT Procedure – example

See **MOE 3.20** procedures for details regarding the OJT process. Key points are provided here:

Refer page 222 of MCAR-66 Issue 4

1. All cells for each completed task must be filled in.
2. The designated mentor signing the task must have supervised and assessed the trainee during the task performance.
3. Tasks signed by the trainee must be tasks that the trainee has signed for on the maintenance paperwork.
4. It is recommended that the trainee keep a copy of the signed maintenance paperwork to evidence task completion.
5. Additional tasks completed can be recorded in the additional tasks section of this OJT record logbook.
6. False entries will result in the logbook will be rejected and may be subject to disciplinary action.
7. The use of the same task to complete multiple OJT task requirements is not permissible.
8. The following task designations are used:

INS – Inspections

FOT – Functional or Operational

SGH – Servicing

R/I – Removal / Installation

MEL – Minimum Equipment List

TS - Troubleshooting

5.5 Specimen Signatures

5.5.1 Mentor(s)

Name	Licence No.	Stamp	Signature

Requirements for mentors

- A certifying staff holding a valid MCAR-66 licence or a valid ICAO Annex 1 used in accordance with Appendix IV to MCAR-145.
- 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 MCAR-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 the CAA).

5.5.2 Assessor(s)

Name	Licence No.	Stamp	Signature

Requirements for assessors

- a. hold a valid AML issued in accordance with this Regulation or a valid and fully compliant with ICAO Annex 1 AML in accordance with Appendix IV to MCAR-145, which is acceptable to the CAA
- b. 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
- c. have experience and/or have received training in assessing others (such as being apprenticeship instructors, examiners in accordance with MCAR-147, having received train-the-trainer courses, or having any other comparable national qualification, or having training to do so that is acceptable to the CAA)
- d. shall not have been involved as a mentor of the student in the OJT; when the assessor has taken part in the OJT performance, then an independent observer shall be present during the OJT assessment

5.6 OJT Tasks

5.6.1 Development of the Tasks

The Organisation delivering the OJT is responsible for developing the OJT tasks.

The tasks shall be those that have been defined by the OEM in the OSD (operational suitability data) or, if such data does not exist, the tasks selected from Appendix II to AMC to MCAR-66. Follow the guidance on page 322 of MCAR-66 Issue 4 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 ATA chapters and task categories (servicing, trouble shooting, component location, deactivation, removal/installation, etc.) are covered;
- take into account, when available, feedback from in-service experience or customer specific additional training needs;
- identify the tasks that are critical
- Identify tasks that can be done as a group task which must be limited to 3 candidates at a time. See page 237 of MCAR-66 Issue 4
- Restrict the use of
- Maintenance simulation training devices (MSTDs) and maintenance training devices (MTDs), to a minimum.

5.6.2 Instructions for Filling OJT Tasks

Column	Description
ID	Identifier for a specific task. This is pre-filled.
ATA	ATA Chapter number. This is pre-filled.
Subject / Description	Description of the maintenance performed. Pre-filled except for extra tasks.
Task Desig.	The type of maintenance performed. INS, FOT, SGH, R/I, MEL or TS. This is pre-filled.
ET	Estimated time to perform the task. Pre-filled except for extra tasks.
A/C Reg	Aircraft Registration marks. To be filled by the trainee.
Location	Location where the task was performed.
Date	Date when the specific task is carried out. To be filled by the trainee.
Task Card	Precise reference to the work order, job card etc. To be filled by the trainee.
Trainee Signature	Self-explanatory.
Mentor Signature and Stamp	Self-explanatory.
Location	Location where the task was performed.

The organisation may choose to perform the required % for each task designation (such as INS) at each ATA or for all the ATAs. No ATA shall be left without any tasks. Chapter 5 has specific requirements specified in page 334 of MCAR-66 Issue 4.

Refer to page 222 of MCAR-66

5.6.3 Example Chapter (ATA 05 – Time Limits / Maintenance Checks)

ID	ATA	Subject / Description	Task Desig.	ET	A/C Reg	Date	Location	Task Card	Trainee Signature	Mentor Signature & Stamp
0501	05	Perform EMMA 03	INS	200 hrs						
0502	05	Review maintenance log for correct closure of MEL item specified below:	INS	2 hrs						
0503	05	Review dent and buckle chart, including inspection on fuselage and skin damage assessment	INS	2 hrs						
0504	05	Inspection following bird strike	INS	2 hrs						
0505	05	Inspection following lightning strike	INS	2 hrs						
0506	05	Inspection following maintenance ferry flight	INS	2 hrs						

0507	05	Inspection following severe turbulence	INS	2 hrs						
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ATA 05 Summary							Trainee Signature
Task Designation	INS	FOT	SGH	RI	MEL	TS	
No. of Tasks	7	0	0	0	0	0	
No. of tasks carried out							

5.6.4 Example Chapter (ATA 24 – Electrical Power)

ID	ATA	Subject / Description	Task Desig.	ET	A/C Reg	Location	Date	Task Card	Trainee Signature	Mentor Signature/Stamp
2401	24	Perform functional check of DC generator	FOT	2 hrs						
2402	24	Remove/Install aircraft Battery	R/I	2 hrs						
2403	24	Inspect GPU receptacle	INS	2 hrs						
2404	24	Charge aircraft battery	SGH	2 hrs						
2405	24	Troubleshoot faulty system. Specify below:	TS	2 hrs						
		-- more tasks --								

ATA 24 Summary							Trainee Signature
Task Designation	INS	FOT	SGH	RI	MEL	TS	
No. of Tasks	1	1	1	1	1	1	
No. of tasks carried out							

5.6.5 Additional Tasks

ID	ATA	Subject / Description	Task Desig.	ET	A/C Reg	Location	Date	Task Card	Trainee Signature	Mentor Signature/Stamp

The table above is intended to be handwritten (add rows as necessary).

Notes:

The completion of this part is optional and intended to be used when the need exists to record additional data which was not possible to be entered in the previous pre-filled logbook. This need may be identified by MCAR-145 AMO delivering the training (i.e. Quality Manager, Supervisor, assessor).

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 tables to identify the task which is replaced under the responsibility of the mentor countersigning the corresponding row.

5.7 Recommendation by the Mentor(s)

MCAR-66 Issue 4, page 237 and 221

This is to certify that Mrs./Mr. (Trainee's name SURNAME) has completed the (aircraft type and category) OJT tasks as evidenced in the enclosed logbook and is eligible to undertake the final assessment. We attest that the trainee has demonstrated the knowledge, skills, behaviour and/or ethics required from certifying staff to undertake the Final Assessment.

Name of Mentor	Licence #	Date	Signature / Stamp

Remarks:

This remark field is intended to leave the mentor(s) the possibility to enter additional comments regarding the trainee's knowledge and skills. The completion of this field is optional.

5.8 Compliance Report

The intent of this section is to provide a compliance report demonstrating that the OJT meets the standard required by Appendix III to MCAR- 66. Complete the compliance table below.

5.8.1 Summary Table of OJT Tasks by ATA

The table below indicates the percentage of tasks effectively performed against the tasks contained in the Appendix II to MCAR-66 which are applicable to the aircraft type.

ATA	No. of Tasks Effectively performed (B1)						ATA Total
	INS (75%)	FOT (50%)	SGH (50%)	R/I (50%)	MEL (25%)	TS (25%)	
05	6	0	0	0	0	0	6
24	0	1	1	1	1	1	7
[More ATAs]							Insert
							total
							per
							ATA
Total per task designation	7	Prefilled	with	total	tasks	logbook	
Total performed	6	Insert	based	on	student	work	
Percentage of tasks performed	85%	Calculate	the	%			

5.8.2 Checklist

#	Item	Yes/No	Signature
1	The student has completed the OJT within approved maintenance organisation(s). All required content (including those from other AMOs) have been collated.		
2	The student has completed the minimum % of applicable tasks that been selected from Appendix II list of tasks. Furthermore, tasks have been performed from each applicable chapter. Refer table below.		
3	The student has performed the required quantity & diversity of tasks		
4	Each task has been signed by the student & a designated mentor		
5	All tasks have been performed under direct supervision		
6	All tasks have been started and completed within 3 years preceding the application		
7	Theory and Practical type training certificates are valid (3 years from course start date)		
8	No more than 50% of the completed OJT have been completed prior to undertaking aircraft theoretical type training		
9	Use of MSTDs and MTDs was restricted to a minimum		

5.8.3 Signature

This is to certify that the OJT program meets the standard required by Appendix III to MCAR-66.

Name: Signature (*): Date:

(*) this approval signature shall be entered by a responsible person of the Organisation providing the training (e.g. Compliance Manager). This person undertakes the responsibility on behalf of the Organisation that the OJT program meets the standard required by Appendix III to MCAR-66. This report shall be signed before the final assessment.

6 Final Assessment

6.1 Procedure for Final Assessment

MCAR-66 Issue 4, page 222

The final assessment of the student is performed once the OJT tasks have been completed and all mentors have signed the relevant recommendations. The designated assessor(s) conducting the final assessment shall notify the date of the assessment to the CAA well in advance to allow possible participation of the CAA. The objective of the final assessment is to verify that the student 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.

Assessor(s) must not have taken part in the OJT performance as a qualified mentor(s).

6.2 Theoretical Assessment

MCAR-66 Issue 4, page 238

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:

- 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.

Area	Questions	Remarks
Regulatory framework		
Safety procedures		
Knowledge of aircraft and its systems		
Maintenance procedures		
Typical certifying staff activities		

6.3 Practical Assessment

MCAR-66 Issue 4, page 238

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.

ID	ATA	Operation performed	Reference	A/C Reg	Date	Trainee's signature	Practical Assessor's signature

This table is intended to be handwritten. The number, type and content of task used for the assessment is solely under the discretion of the practical assessor.

6.4 Retake Policy

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.

6.5 Signature

MCAR-66 Issue 4, page 233

After the assessment, and with the satisfactory completion of it, the final assessor must sign and endorse that the student has completed the logbook to his satisfaction and has passed. If applicable, an independent observer must sign after the assessor.

This is to certify that Mrs./Mr. (Trainee's name SURNAME)

1. has completed the (aircraft type and category) On-the-Job Training as evidenced in the enclosed logbook (compliance report signed by the Organisation providing the training);
2. has been assessed on the following tasks and successfully passed the practical assessment demonstrating appropriate knowledge and skills:

Remarks:

This remark field is intended to leave the practical assessor the possibility to enter additional comments regarding the trainee's knowledge and skills. The completion of this field is optional.

CAA Observer (if present):

Assessor: Signature (*): Date:

Independent Observer (if app): Signature (*): Date: