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CAP 741 excerpt

Aircraft Maintenance Engineer's Logbook

Foreword: This logbook has been developed by the UK Civil Aviation Authority in its current format as the preferred means of recording aircraft practical maintenance training and experience in order to support an application to the authority for the issue or variation of an Aircraft Maintenance Licence. The format and layout of the logbook is designed to enable a methodical and progressive recording of personal data and ongoing work experience by the user, thereby enabling a quicker and more accurate assessment of the user's technical knowledge and experience by a regulatory authority, employer or assessor. The logbook has been produced in loose-leaf form so that additional pages may be inserted selectively as and when required, in order 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. Used correctly, this logbook should serve as a compact and portable reference document, which would hold a concise history of the holder's training, experience, qualification and employment record, together with a facility to record any ongoing work experience as may be required for the purpose of applying to the authority for the issue or variation of an Aircraft Maintenance Licence. 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 use

General Information

All entries in this logbook shall be made in ink. Dates entered shall follow the format DD/MM/YY.

Each page shall be identified by the logbook owner's name and signature.

When used in support of an application for a licence, any false entry in the logbook will constitute an offence under the legislation currently in force. Additional packs of pages containing Section 3.1 – Maintenance Experience may be ordered from TSO. Contact details are available on the Inside Cover of this publication (CAP 741).

Completion of the logbook

Entries in the logbook are made by 3 categories of persons:

1

The Logbook Holder

It is important to note that engineers may not certify their own entries.

.However, certain pages require the name and signature of the logbook holder.

This is primarily for traceability and identification purposes, particularly when logbook pages are separated from the logbook and used in isolation.

2

The Assessor

(Section 2.1 – Basic Skills)

The Assessor may be any one of the following:

a) An appropriately qualified Part -147 training instructor or person appropriately qualified and authorised by the organisation under the terms of its approval to carry out the assessment.

b) An appropriately qualified licensed aircraft maintenance engineer employed by a

Part-145 maintenance organisation and authorised by the Part 147 approval organisation.

c) An appropriately qualified licensed aircraft maintenance engineer employed by a Part-M Subpart F organisation and authorised by the Part 147 approval organisation.

d) A person authorised for the purpose by the UK Civil Aviation Authority.

The assessor shall also ensure that the logbook holder is able to:

- 1) identify the appropriate standards; and
- 2) select and use the correct tools for the task/process.

When confirming entries, assessors shall sign and print their names, and also quote their position within the organisation on behalf of which the assessment has been carried out.

3

The Task Supervisor

(Section 3.1 – Maintenance Experience)

The Task Supervisor may be any one of the following:

a) An appropriately qualified Part-147 training instructor authorised by the organisation under the terms of its approval to conduct practical training or OJT (on the job training).

b) An appropriately qualified licensed aircraft maintenance engineer employed by a Part-145 maintenance organisation and authorised to conduct OJT.

c) An appropriately qualified licensed aircraft maintenance engineer employed by a Part-M Subpart F organisation and authorised to conduct OJT.

d) A person authorised for the purpose by the UK Civil Aviation Authority.

The supervisor shall confirm the required entries by appending his/her name, signature and licence number in the appropriate column.