

PILOT LOGBOOK MENU

1

SETUP

- Select and add aircraft type on Tab 1
- Select and add organization on Tab 2

2

TRANSFER FROM PREVIOUS

- Upload supporting document from every Airline previously employed on Tab 1
- Fill up the previous flight details and submit application form on Tab 2

3

ADD FLIGHT

- Fill up the daily flight details and submit the application form

4

SUMMARY

- View Logbook Summary by Aircraft Type and Summary by months and year

FLIGHT CREW ASSESSMENT (TRANSFER FROM PREVIOUS)

1

FILL UP LOGBOOK

- Setup Aircraft type and organization
- Upload and fill up the previous flight details and submit application form to approver

2

LOGBOOK APPROVER

- Upload supporting document from every Airline previously employed on Tab 1
- Fill up the previous flight details and submit application form on Tab 2

3

VIEW LOGBOOK STATUS

- Logbook has been 'CERTIFIED' or 'REJECTED'

FLIGHT CREW ASSESSMENT (TRANSFER FROM PREVIOUS)

1

FILL UP LOGBOOK

- Setup Aircraft type and organization
- Upload and fill up the daily flight details and submit application form to approver

2

LOGBOOK APPROVER

- Applicant has submit the application form
- Approver will approve or reject the application form
- If it is rejected, the application will go to Head of AOC

3

HEAD OF AOC APPROVER

- If application is rejected, Head of AOC will review the application and approve or reject the application form

4

VIEW LOGBOOK STATUS

- Logbook has been 'CERTIFIED' or 'REJECTED'

FLIGHT CREW ASSESSMENT (ADD FLIGHT – for PIC U/S only)

1

FILL UP LOGBOOK

- Aircraft type and organization has been setup
- Upload and fill up the daily flight details and submit application form to approver

2

PIC APPROVER

- Applicant has submit the application form
- Approver will approve or revise the application form
- If it is approve, the application will go to logbook approver
- If it is revised, the application will go back to pilot

3

LOGBOOK APPROVER

- After PIC Approver has approved the application form, the logbook approver will review the application and approve or reject the application form
- If it is rejected, the application will go to Head of AOC

4

REVISED LOGBOOK

- If application is revised, pilot need to review the revised application and accept or reject the application
- If it is rejected, the application will go to Head of AOC

5

HEAD OF AOC APPROVER

- If application is rejected, Head of AOC will review the application and approve or reject the application form

6

VIEW LOGBOOK STATUS

- Logbook has been 'CERTIFIED' or 'REJECTED'