Appendix 12
to the list of basic requirements
to the provision of the state services
"Issuance of licences to
Aviation personnel"
Form

Individual logbook of aircraft maintenance personnel

1. Date	2. Location	3. A/C or Comp. Type	4.A/C Reg. or Comp. S/n	5. Type of maintenance (rating)	6. Privilege used	7. Task type								8. Type of activity				9. ATA	10. Operation performed	11. Time Duration	12. Maintenance record ref.	13. Remarks
						FOT	SGH	R/I	MEL	TS	MOD	R E P	I N S P	Training	Perform	Supervise	CRS	31	shop visit for repair	16	EASA Form 1 nr. XXXXXX	
2/1/13	XX work shop	FDR	123456	C13	component cert. staff						X		X		31	shop visit for repair		32	RH MLG WHEEL change	1	ATL page 12	
1/1/13	Moscow SVO	A320 (CFM 56)	EU-CAO	A1-line	B1			X					X		32		X					

Identification / ID			Option		Description / Notes / Description/ Remarks
1. Date			-		Date when maintenance was performed
2. Location			-		Location where maintenance was performed
3. A/C or comp. type			-		Type of aircraft or component
4. A/C Reg. or comp. s/n			-		State and aircraft registration marks or component serial number
5. Type of maintenance (rating)			-		Determine maintenance rating Different options correspond to different ratings for aircraft maintenance organizations
6. Privilege used			-		When a person holds various privileges, this block is intended to identify the used privileges of certifying and supporting personnel from the rating defined in the previous column (e.g., certifying personnel in categories A or B1 or B2 or C, components or engines, or certifying personnel in nondestructive testing methods)
7. Task type		Define a task using the following terms as being more applicable to the task at hand. More than one term may be selected (TS and R/I)			
	FOT	Functional / performance test			
	SGH	Service and ground support			
	R/I	Removal/installation			

	MEL	List of minimum equipment
	TS	Failure and fault finding
	MOD	Modification
	REP	Repair
	INSP	Inspection
8. Type of activity	Define the activity using the following term as being the most applicable to the tasks performed	
	Training	The person who records the task in his/her individual logbook when undergoing training
	Perform	The maintenance entered on the line was performed by the owner of the individual journal
	Supervise	The maintenance entered in the line was performed under the supervision of the individual log owner
	CRS	The owner of the individual logbook was issued a clearance for operation after the maintenance entered in line

9. ATA	-	Enter the ATA chapter that best describes the most important task performed. More than one ATA chapters can be selected
10. Operationperformed	-	This field is used to provide an itemized reference to the completed task
11. Time (hrs)	-	Enter the total time (in hours) that the individual log holder spent performing the activity recorded in the row
12. Maintenance record ref.	-	Enter the exact reference from the maintenance records where the activity mentioned in this individual log was recorded
13. Remarks	-	This field is for the use of any additional comments – those that could not be entered in the other fields