

# General note - Custom Regulations

## Overview

### Glossary:

#### Custom Regulation

- A regulation that is created and maintained by the company on a company Centrik site. In this document it is also referred to as a regulation.

#### Regulation Number

- This is unique to each regulation and will proceed each regulation item reference.

#### Regulation Section

- These separate regulation items into sections. The names of the sections are customizable.

#### Regulation item

- This is a single regulation item. Numerous 'items' make up a regulation. Each item has a unique regulation reference.

#### Regulation Reference

- Unique identifier for each regulation item. This should match the Regulation Number and have no spaces.

#### Regulation Amendment

- The new system uses regulation amendments to make changes to a regulation.

#### Regulation Item Version

- The new system uses 'versions' of regulation items. To change a regulation item, a new 'version' is created in an amendment. Once the amendment is published, the new version is published and replaces the previous, now out of date version.

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### REFERENCE DATA

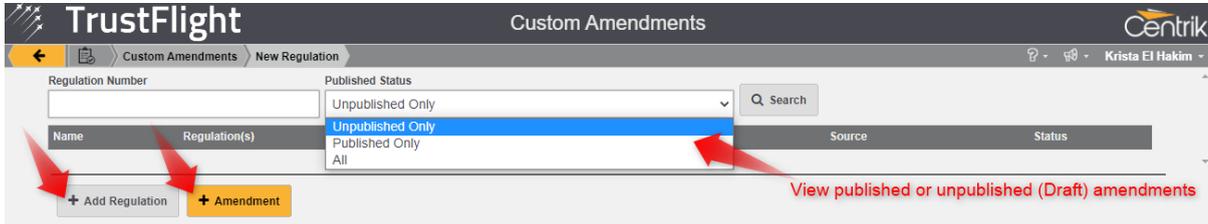
Regulations Amendments

**Where Custom Regulations are maintained  
(added/edited/deleted)**

Regulations

**Where both Custom and subscribed Regulations can be  
viewed and changes managed**

## Regulations Amendments

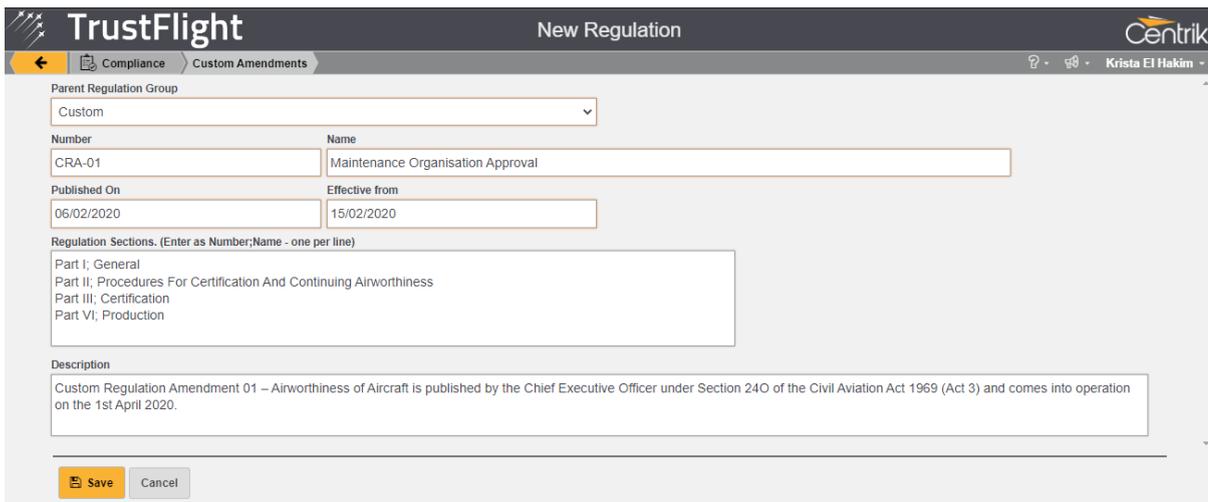


Here is where you can:

- +Add Regulation - Add a new custom regulation
- \* +Amendment Amend an existing custom regulation
- \*You can only amend a regulation through an amendment.

To Add a new regulation

This will add a new custom regulation. Though the content will be empty, you will need to add the regulation items through an amendment.



Parent Regulation Group: This is fixed to 'Custom'

Number: This is what will proceed each regulation item number and must be unique to this regulation. Do not use any spaces.

Name: Title of Regulation

Published and Effective Dates: Dates of publication and when the regulation becomes applicable.

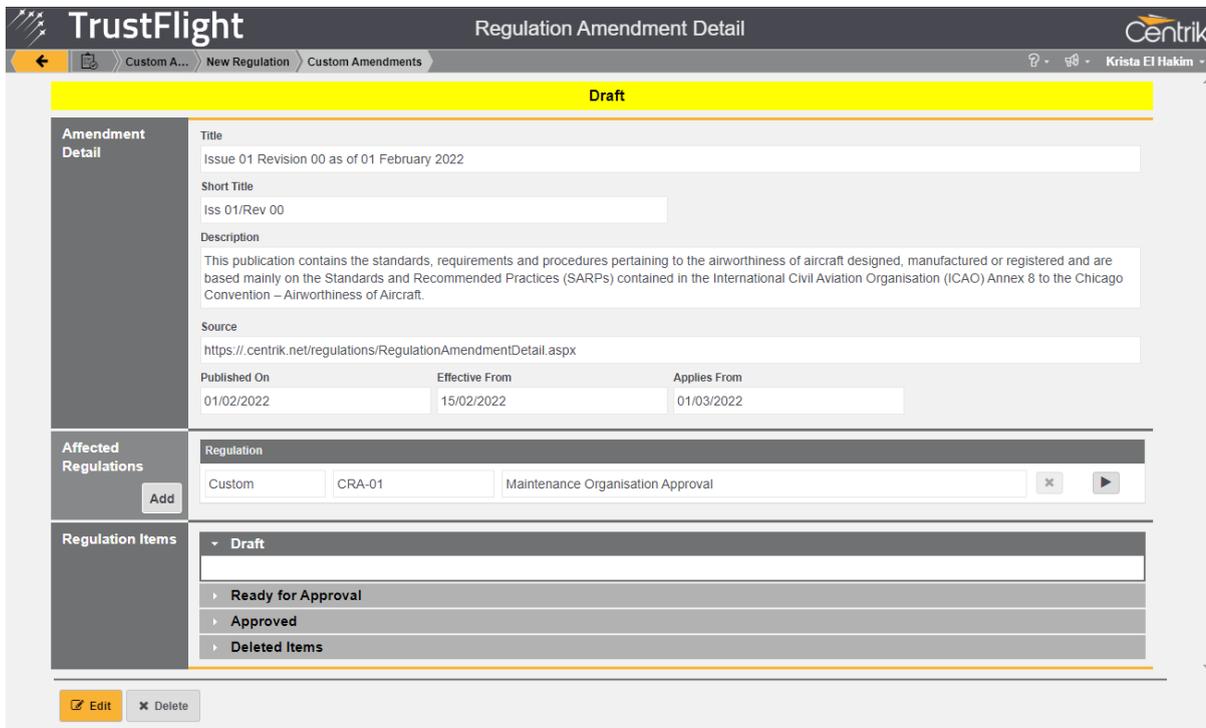
Regulation Sections: Here you can prepopulate the regulation sections. Note: 'Number' can be solely numbers or letters or can be named Part, Subsection, Chapter, Subpart etc followed by numbers or letters. Ensure you separate 'Number' with 'Name' using a semicolon.

Description: Description of regulation content.

Once saved, this information can be viewed on the Regulations page which can be navigated to from the Regulations button under Reference Data.

### Adding an Amendment

Amendments allow you to make changes to an existing regulation. You are able to add, amend and delete regulation items. They will not show in the live regulation until the amendment is published. To create an amendment press the +Amendment button.



**TrustFlight** Regulation Amendment Detail

Custom A... New Regulation Custom Amendments

**Draft**

**Amendment Detail**

Title: Issue 01 Revision 00 as of 01 February 2022

Short Title: Iss 01/Rev 00

Description: This publication contains the standards, requirements and procedures pertaining to the airworthiness of aircraft designed, manufactured or registered and are based mainly on the Standards and Recommended Practices (SARPs) contained in the International Civil Aviation Organisation (ICAO) Annex 8 to the Chicago Convention – Airworthiness of Aircraft.

Source: https://centrik.net/regulations/RegulationAmendmentDetail.aspx

Published On: 01/02/2022 Effective From: 15/02/2022 Applies From: 01/03/2022

**Affected Regulations**

Regulation
Custom CRA-01 Maintenance Organisation Approval

**Regulation Items**

- Draft
- ▶ Ready for Approval
- ▶ Approved
- ▶ Deleted Items

Edit Delete

Title: The long title of the Amendment.

Short Title: A short version that only includes amendment number (edition, revision, issue etc). This short version will display on the regulation item. No need to include the date as the date below will show.

Description: Description of the amendment

Source: Website address or location of the amendment information if applicable.

Published On/Effective/Applies From Dates: There is an option of 3 dates here however the only required date is the published date.

Affected Regulation: Here choose which regulation or regulations this amendment is applicable to. An amendment can amend more than 1 regulation.

To start amending, press the play button which will take you to the Regulation Detail page.

The screenshot shows the 'TrustFlight' application interface for 'Regulation Detail'. The breadcrumb trail includes 'Custom A...', 'New Regu...', 'Custom Amendments', and 'Regulation Amendment Detail'. The user is identified as 'Krista El Hakim'. The page is divided into three main sections: 'Regulation Detail', 'Regulation Amendment', and 'Regulation Items'. The 'Regulation Detail' section contains fields for 'Regulation Group' (Custom), 'Prefix', 'Number' (CRA-01), and 'Title' (Maintenance Organisation Approval). The 'Description' field contains text about the amendment's publication and effective date. The 'Regulation Amendment' section shows 'Issue 01 Revision 01 as of 01 March 2023'. The 'Regulation Items' section is a list of items under 'Part I - General', including 'CRA-01.01.1: Introduction', 'CRA-01.01.2: Non-compliance with this CAD' (which is expanded to show its text and an 'Edit/Add' button), 'CRA-01.01.3: Applicability', and 'CRA-01.01.4: Aircraft, engine and propeller production'. There is also an 'Add Regulation Item' button. At the bottom, there are buttons for 'Edit', 'Delete', 'Expand All', 'Collapse All', and 'Sections'.

Here the whole regulation is editable. You can either Add a Regulation Item to a new regulation item or Edit/Add existing items.

### Add Regulation Item

Click Add Regulation Item and fill in the regulation reference – ensure to keep the same reference convention as the system sorts alphanumerically - then give the item a title.

Once saved, the screen will move to the Item Detail page. Here you can input the regulation item body text (Details) and attach images. Please note to press Save before adding images.

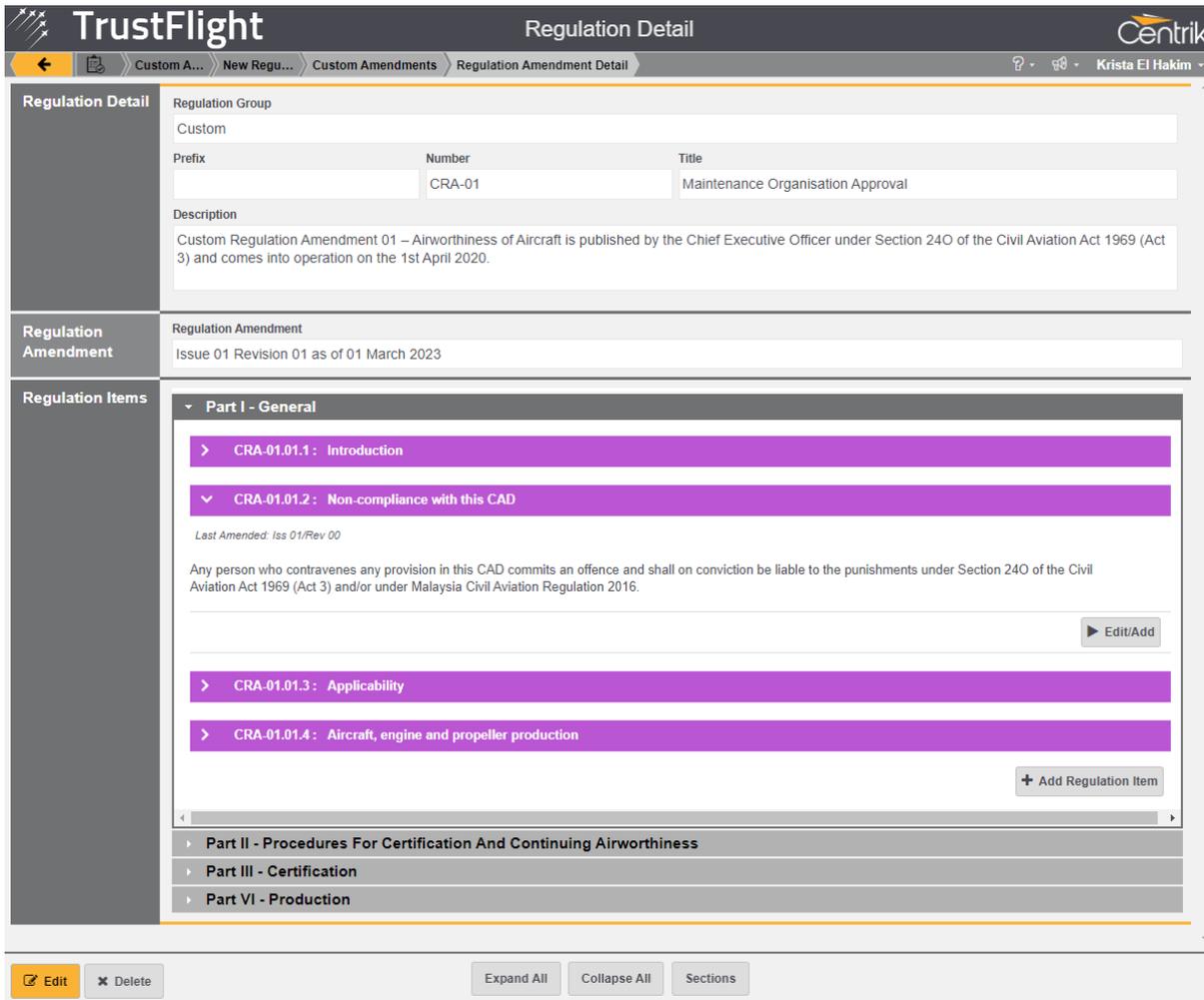
### Adding Images

Press save then use the image uploader. You can add multiple images at a time. The system will automatically number them with an identifier [#1]. This identifier must be in the Details section and can be moved to where you want the image to be displayed in the text.

### Amend an Existing Item (Adding a New Version)

To amend an existing item you need to create a 'New Version'. The new version is essentially a copy of the published item and then you are able to make any changes or delete the reg item. This will amend or delete the regulation item once the amendment is published.

From the amendment detail page, click play to view the regulation (Regulation Detail page).



Expand the regulation item to amend and click 'Edit/Add'.

**TrustFlight** CRA-01.01.2 - Non-compliance with this CAD

Custom A... New Regu... Custom A... Regulation Amendment Detail Regulation Detail

**Regulation**

Regulation Number: CRA-01 Regulation Title: Maintenance Organisation Approval

**Regulation Section**

Regulation Section: Part I - General

**Published**

Reference: CRA-01.01.2 Update Status: As Published

Title: Non-compliance with this CAD

Last Amended By: Issue 01 Revision 00 as of 01 February 2022 Applies From: 14/03/2023

**Details**

Any person who contravenes any provision in this CAD commits an offence and shall on conviction be liable to the punishments under Section 24O of the Civil Aviation Act 1969 (Act 3) and/or under Malaysia Civil Aviation Regulation 2016.

**Attached Images**

File: No files attached yet **Add Attachment**

**Versions**

+ Add New Version

**Save** **Cancel**

From this page click on +Add New Version.

**Versions**

Add New Version

Details copied from CURRENT version. Applies From date must be later than 14/03/2023

Reference: CRA-01.01.2 Regulation Type: Custom Regulation

Last Amended By: Issue 01 Revision 01 as of 01 March 2023 Applies From: 01/04/2023

Title: Non-compliance with this CAD Update Status: Draft

**Details**

Any person who contravenes any provision in this CAD commits an offence and shall on conviction be liable to the punishments under Section 24O of the Civil Aviation Act 1969 (Act 3) and/or International Civil Aviation Organisation (ICAO) Annex 8 to the Chicago Convention – Airworthiness of Aircraft.

Make an amendment

**Save** **Cancel**

Make amendments to the regulation item. You have the ability to change the 'Applies From' date. This date is pulled from the Amendment Detail however it can be changed. If it is changed to a future date this amended version of the regulation item will not show in the regulation until the date passes. To add image. Press save then add the images.

### Deleting an existing regulation item

To delete an existing regulation item create a 'New Version' as described above. Change the update status to 'Deleted'.

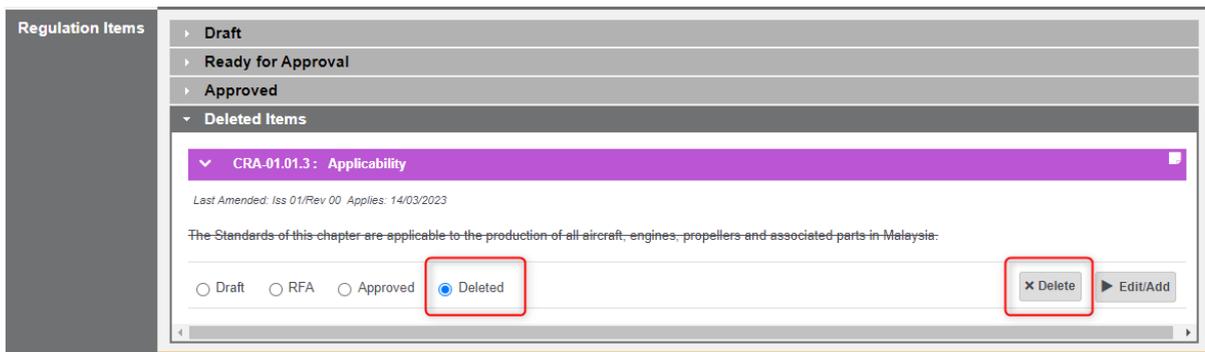
#### Reviewing Amendment Prior to Publishing

From the Amendment Detail page review the amended items. In this view you are able to see how the regulation item will be displayed including the images and formatting. They can be moved through the review workflow – Draft – RFA (Ready for Approval)- Approve.

#### 'Deleted'

For clarity, the deleted radio button is to publish a new version of an existing item as 'Deleted'. Below you can see the text crossed out.

Separately the Delete button will delete the unpublished new version. This is if the new version was created in error.



### Review

Pressing the 'Review' button will give you a side-by-side view of the regulation.

**TrustFlight** Regulation Amendment Detail

Custom A... New Regu... Custom Amendments Regulation Amendment Detail

**Draft**

**Amendment Detail**

Title: Issue 01 Revision 01 as of 01 March 2023

Short Title: Iss 01/Rev 01

Description: CRA 01 – Airworthiness of Aircraft (“CAD 8”) is published by the Chief Executive Officer under Section 24O of the Civil Aviation Act 1969 (Act 3) and comes into operation on the 1st April 2023.

Source: https://centrik.net/Regulations/RegulationAmendmentDetail.aspx

Published On	Effective From	Applies From
01/03/2023	31/03/2023	01/04/2023

**CRA-01 - Maintenance Organisation Approval**

**CRA-01.01.2: Non-compliance with this CAD**

Prior item title (item being amended)	Amended item title
CRA-01.01.2 Non-compliance with this CAD	CRA-01.01.2 Non-compliance with this CAD

Amended by:	Amended by:
Iss 01/Rev 00 (Applies: 14/03/2023)	Iss 01/Rev 01 (Applies: 01/04/2023)

Regulation item text	Regulation item text
Any person who contravenes any provision in this CAD commits an offence and shall on conviction be liable to the punishments under Section 24O of the Civil Aviation Act 1969 (Act 3) and/or <b>under Malaysia</b> Civil Aviation <b>Regulation-2016</b> .	Any person who contravenes any provision in this CAD commits an offence and shall on conviction be liable to the punishments under Section 24O of the Civil Aviation Act 1969 (Act 3) and/or <b>International Civil Aviation Organisation (ICAO) Annex 8 to the Chicago Convention – Airworthiness of Aircraft</b> .

**Make an amendment**

### Publishing

Press 'Publish' to publish the regulation amendment. Here you are given an option to include a distribution comment which will show when reviewing the regulation amendment on the Regulation Amendments Tab in the published regulation.

Regulations **Regulation Amendments** Regulation Actions

Executive Director Decision 2022/004/R of 14 March 2022

Issue 01 Revision 01 as of 01 March 2023

Issue 01 Revision 00 as of 01 February 2022

CRA-01

- CRA-01.01.1
- CRA-01.01.2
- CRA-01.01.3
- CRA-01.01.4

**Issue 01 Revision 00 as of 01 February 2022**

Published On:	Effective From:	Short Title
01/02/2022	15/02/2022	Iss 01/Rev 00

Source:

Title:

Description:

Publish Comment:

**CRA-01 - Maintenance Organisation Approval**

**CRA-01.01.1: Introduction**

Pending Review Actions Comments

Previous item title (item being amended):

Amended item title:  Current

Amended by:

Amended by:

Regulation item text: