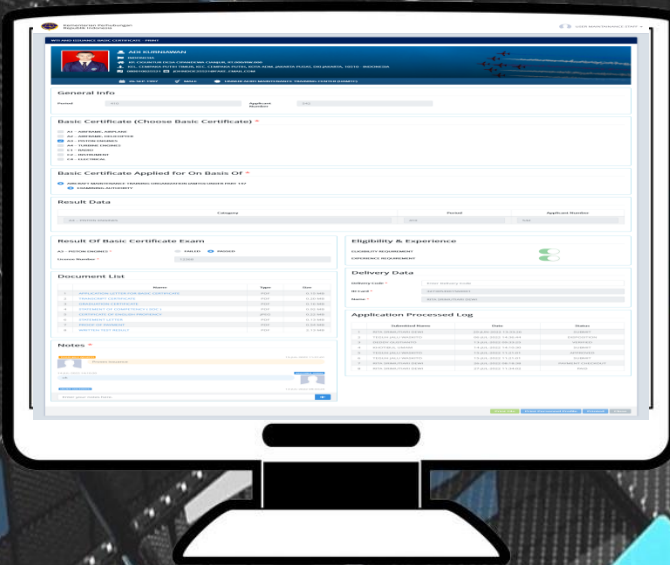




DIREKTORAT KELAIKUDARAAN DAN PENGOPERASIAN PESAWAT UDARA
DIREKTORAT JENDERAL PERHUBUNGAN UDARA
KEMENTERIAN PERHUBUNGAN REPUBLIK INDONESIA

MANUAL BOOK

APLIKASI PEL - ONLINE (REVALIDASI DATA)



1. TAMPILAN APLIKASI

1.1 Halaman Login

Kementerian Perhubungan
Republik Indonesia
Sistem Pelayanan Perijinan Online

Username

Password

5201 CAPTCHA

Sign me in

Reset password

Not a member yet? Click [here](#) to register.

Terbang Lebih Aman

Fatigue management atau manajemen kelelahan mengacu pada metode dimana penyedia layanan penerbangan dan personel operasional mengatasi implikasi keamanan kelelahan.

Direktorat Kelayakudaraan dan Pengoperasian Pesawat Udara

Keterangan :

Username : Isikan user name

Password : Isikan password

Captcha Code : Isikan kode captcha sesuai dengan gambar disamping kiri

Sign me in : Tombol untuk masuk kedalam aplikasi

Klik [here](#) to register : Link untuk registrasi user baru (khusus user pemohon)

Masukkan username dan password ke dalam form inputan yang sudah disediakan. Setelah itu masukkan kode captcha sesuai gambar yang tertera disebelah kiri. Setelah semua inputan telah terisi, klik tombol “Sign me in” untuk masuk kedalam aplikasi.

User yang sudah terdaftar sebagai user Admin, dapat melakukan proses login dan sebaliknya user yang belum terdaftar sebagai petugas maka tidak dapat melakukan proses login.



Jika pada saat anda melakukan proses login dan muncul pesan seperti gambar diatas, maka silahkan untuk melakukan pembuatan akun.

1.2 Halaman Utama

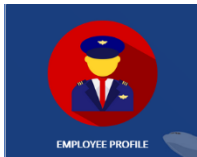


Terdapat 3 kotak modul yang masing-masing dari kotak tersebut memiliki fungsi yang berbeda-beda.



1. Modul Personnel Certification

Merupakan modul transaksi perijinan online, yang berisi semua transaksi pengajuan/pelayanan perijinan online yang telah diajukan oleh pemohon.



2. Modul Employee Profile

Merupakan modul yang berisi kumpulan data nama personel dimana dalam module ini dapat tambah aplikan , revalidasi dan update organization.



3. Modul Billing System

Merupakan modul yang berisi kumpulan data-data transaksi yang sedang berlangsung atau data transaksi yang telah terjadi. Data Transaksi ini dapat dilakukan print.

Untuk memproses pengajuan, user dapat memilih modul “**Personnel Certification**”. Modul ini berisi semua pengajuan diantaranya:

- a. Pengajuan lisensi dan sertifikasi
- b. Pengajuan ujian tulis (WTI)
- c. Pengajuan revalidasi.

1.3 Halaman Modul Personnel Certification

Kementerian Perhubungan
Republik Indonesia

HOME LICENSE LETTER CERTIFICATE EXAM ADMIN FOR IRFAN

PAYMENT REQUEST
LICENSE
EXAM
TECHNICAL
IN PROGRESS 3
DELIVERED 3731
REVISED 11

IN PROGRESS

TECHNICAL / IN PROGRESS

IN PROGRESS LIST

Show 10 entries Search:

	Registration No.	Employee No.	Identity Type	Full Name	License Name	Job	Nationality	#	Invoice Number	Position
1	TECHAMEL-0001-20210325	583004	KTP	MUHAMMAD DIAN FARID FAUZI	AMEL TECHNICAL DATA	MECHANIC	INDONESIA	1		STAFF MAINTENANCE, INSPECTOR LICENSE PERSONNEL MAINTAINANCE
2	REVALIDATE-0022-20220811	583041	KTP	RISA FERRY PRATAMA	REVALIDATE TECHNICAL DATA	ENGINEER	INDONESIA	1		STAFF MAINTENANCE, INSPECTOR LICENSE PERSONNEL MAINTAINANCE
3	REVALIDATE-0002-20220824	13475	KTP	A. DARYANTO	REVALIDATE TECHNICAL DATA	ENGINEER	INDONESIA	1		STAFF MAINTENANCE, INSPECTOR LICENSE PERSONNEL MAINTAINANCE

Showing 1 to 3 of 3 entries

Previous 1 Next

Keterangan gambar:

1. Menu Sidebar

LICENSE

- New : Pengajuan yang baru masuk atau pengajuan hasil revisi dari pemohon
- In Progress : Pengajuan yang sudah diproses oleh petugas dan yang sedang berjalan
- Print : Pengajuan yang prosesnya sudah siap cetak
- Finished : Pengajuan yang telah dicetak dan siap diambil oleh pemohon
- Delivered : Pengajuan yang telah selesai dan lembar lisensi/sertifikat sudah diambil
- Revised : Pengajuan yang butuh perbaikan oleh pemohon
- Rejected : Pengajuan yang statusnya ditolak

EXAM

- Verification : Pengajuan yang baru masuk atau pengajuan hasil revisi dari pemohon
- Scheduling : Pengajuan dalam proses pembuatan jadwal ujian dan penamaan Batch
- Result : Pengajuan dalam proses penginputan nilai
- Print : Pengajuan yang dalam proses cetak
- Exam Passed : Pengajuan dengan hasil ujian lulus

- Exam Failed : Pengajuan dengan hasil ujian tidak lulus
- Revised : Pengajuan yang butuh perbaikan oleh pemohon
- Rejected : Pengajuan yang statusnya ditolak

TECHNICAL

- New : Pengajuan yang baru masuk atau pengajuan hasil revisi dari pemohon
- In Progress : Pengajuan yang sudah diproses oleh petugas dan yang sedang berjalan
- Delivered : Pengajuan yang sudah selesai prosesnya
- Revised : Pengajuan yang butuh perbaikan oleh pemohon

2. Menu Atas Kanan



- HOME : Kembali kehalaman awal
- LICENSE : Menu Khusus untuk pengajuan lisensi
- LETTER: Menu khusus untuk pengajuan surat
- CERTIFICATE : Menu Khusus untuk pengajuan sertifikasi
- EXAM : Menu khusus untuk pengajuan Ujian Tulis (WTI)

3. Filter



Search: : Pencarian data

4. List Pengajuan

	Registration No.	Employee No.	Identity Type	Full Name	License Name	Job	Nationality	#	Invoice Number	Position
1	TECHAMEL-0001-20210325	583004	KTP	MUHAMMAD DIAN FARID FAUZI	AMEL TECHNICAL DATA	MECHANIC	INDONESIA			STAFF MAINTENANCE, INSPECTOR LICENSE PERSONNEL MAINTENANCE

Show 10 entries



: Jumlah data yang tampil pada tabel list pengajuan

: Status pembayaran PNPB dan tidak bisa diklik



: Fitur untuk membuka pengajuan dengan metode “open new tab”

Previous 1 2 Next

: Fitur Paging untuk membuka list berdasarkan halaman form









































1.4 Halaman Modul Employee Profile

Merupakan modul yang berisi kumpulan data nama personel dimana dalam module ini dapat tambah aplikan , revalidasi dan update organization.

EMPLOYEE / EMPLOYEE

EMPLOYEE LIST [Add New](#)

Show entries Search:

	Identity No	Full Name	Job	Date of Birth	E-mail	Action
1	3672071708450001	A. BASRI	ENGINEER	13-FEB-1956	JOHNDOE12267@FAKE_EMAIL.COM	   
2	3672071708450001	A. CHOTIB	ENGINEER	06-JUL-1941	JOHNDOE13051@FAKE_EMAIL.COM	   
3	3672071708450001	A. DARYANTO	ENGINEER	24-JAN-1956	JOHNDOE13475@FAKE_EMAIL.COM	   
4	3672071708450001	A. HIDAYAT	ENGINEER	04-SEP-1949	JOHNDOE13704@FAKE_EMAIL.COM	   
5	3672071708450001	A. MUCHTAR	ENGINEER	02-SEP-1958	JOHNDOE11990@FAKE_EMAIL.COM	   
6	3672071708450001	A. NUSYIRWAN	ENGINEER	06-JUN-1953	JOHNDOE13000@FAKE_EMAIL.COM	   
7	3672071708450001	A. PARULIAN TOBING	ENGINEER	11-OCT-1961	JOHNDOE14869@FAKE_EMAIL.COM	   
8	3672071708450001	A. R. AGAM	ENGINEER	08-OCT-1956	JOHNDOE13187@FAKE_EMAIL.COM	   
9	3672071708450001	AAN AGUNG DARMAJAYA	ENGINEER	20-JUN-1967	JOHNDOE14341@FAKE_EMAIL.COM	   
10	3672071708450001	ABAS	ENGINEER	07-NOV-1966	JOHNDOE13132@FAKE_EMAIL.COM	   

Modul update organisasi ini berfungsi untuk pemindahan personel dari organisasi yang lama ke yang baru.

ORG. UPDATE
ORG. UPDATE

ORG. UPDATE

- IN PROGRESS
- APPROVED
- REJECTED

ORG. UPDATE

Organization Update

General Info

Full Name Date of Birth Type Number

Personal Info

Full Name

Identity Type KTP PASSPORT SIM

Identity No

Gender FEMALE MALE

Nationality

Place of Birth

Date of Birth

Job

From Organization

Organization Type

Organization Name

Document Upload

LAST LICENSE

LETTER OF RECRUITMENT

To Organization

Organization Type

Organization Name

Type

Notes *

I understand and aware of my responsibility as a representative of the company or organization as assigned. I further certify under penalty of perjury under Republic of Indonesia law that the information filled in the form above is true and correct.

Keterangan Menu Sidebar :









- Register : Pengajuan data teknis yang baru masuk dan butuh diproses
- Approved : Pengajuan data teknis yang sudah disapprove oleh petugas
- Rejected : Pengajuan data teknis yang ditolak

1.5 Halaman Modul Employee Profile

BILLING / BILLING

BILLING LIST

Show entries Search:

	Invoice No.	PIC Name	Billing Code	Expired Date	Total Price	#
1	0000/PWT/PEL/DKPPU/VIII/2022	GARUDA MAINTENANCE FACILITY AEROASIA (AMO-145)	8200000000000000	06-JUL-2022 09:23:39	300,000.00	   
2	0001/PWT/PEL/DKPPU/VII/2022	GARUDA MAINTENANCE FACILITY AEROASIA (AMO-145)	8200000000000001	31-JUNE-2022 09:57:08	1,200,000.00	   

Merupakan modul yang berisi kumpulan data-data transaksi yang sedang berlangsung atau data transaksi yang telah terjadi. Data Transaksi ini dapat dilakukan print.

































2. PENGISIAN DATA REVALIDASI

User aplikasi dapat melakukan pengajuan data Revalidasi

EMPLOYEE / EMPLOYEE

EMPLOYEE LIST [Add New](#)

Show entries Search:

	Employee No	Full Name	Job	Date of Birth	E-mail	Action
1	12267	A. BASRI	ENGINEER	13-FEB-1956	JOHNDOE12267@FAKE_EMAIL.COM	   
2	13051	A. CHOTIB	ENGINEER	06-JUL-1941	JOHNDOE13051@FAKE_EMAIL.COM	   
3	13475	A. DARYANTO	ENGINEER	24-JAN-1956	JOHNDOE13475@FAKE_EMAIL.COM	   
4	13704	A. HIDAYAT	ENGINEER	04-SEP-1949	JOHNDOE13704@FAKE_EMAIL.COM	   
5	11990	A. MUCHTAR	ENGINEER	02-SEP-1958	JOHNDOE11990@FAKE_EMAIL.COM	   
6	13000	A. NUSYIRWAN	ENGINEER	06-JUN-1953	JOHNDOE13000@FAKE_EMAIL.COM	   
7	14869	A. PARULIAN TOBING	ENGINEER	11-OCT-1961	JOHNDOE14869@FAKE_EMAIL.COM	   
8	13187	A. R. AGAM	ENGINEER	08-OCT-1956	JOHNDOE13187@FAKE_EMAIL.COM	   

Klik button "Settings" pada kolom action untuk melakukan pengajuan data Revalidasi

EMPLOYEE

/ EMPLOYEE

The screenshot shows a web interface titled "SUBMISSION LIST". At the top right, there is a yellow "Revalidate" button. Below it, there is a search bar and a "Show 10 entries" dropdown. The main content is a table with the following columns: Registration No., Invoice No., License Name, License No., Aircraft Category, and Status. The table contains one row with the following data: 1, TECHAMEL-12267-20220418, AMEL TECHNICAL DATA, and a blue "APPROVED" button in the Status column. Below the table, there is a "Showing 1 to 1 of 1 entries" message and a pagination control with "Previous", "1", and "Next" buttons. At the bottom right, there is a "Back" button.

	Registration No.	Invoice No.	License Name	License No.	Aircraft Category	Status
1	TECHAMEL-12267-20220418		AMEL TECHNICAL DATA			APPROVED

User aplikasi akan menuju halaman subsimision list dimana adalah history dalam melakukan pengajuan.

Revalidate

Klik button Revalidate untuk melakukan pengajuan baru data revalidasi

EMPLOYEE

REUNDAE TECHNICAL DATA - REGISTER

APPLICANT NAME

INDONESIA
 PT. DARMAJATI INDAH (PONDOK) TANGKARANG, 81.000709.000
 KET. COMPANA PUTRI TIMUR, KEC. CEMPANA PUTER, KOTA ADM. JAKARTA PUSAT, DKI JAKARTA, 10510 - INDONESIA
 080010000001 | jphindot123@yahoo.com

13 FEB 1990 | MALE | ORGANIZATION NAME

Basic Certificate (Choose Basic Certificate)

- A1 - AIRFRAME, AIRPLANE
- A2 - AIRFRAME, HELICOPTER
- A3 - PROTON ENGINES
- A4 - TURBINE ENGINES
- C1 - RADIO
- C2 - INSTRUMENT
- C4 - ELECTRICAL

Basic License Record

Category	Number	Issued Date	Note
C1 - RADIO		DD-MM-YYYY	null
C2 - INSTRUMENT		DD-MM-YYYY	null
C4 - ELECTRICAL		DD-MM-YYYY	null

Aircraft Maintenance Engineer License (AMEL) Record

AMEL No. First Issued Date:

Valid From	Valid Until	#
DD-MM-YYYY	DD-MM-YYYY	

Aircraft Rating Record

Category	Combination Of Category	Manufacture	Type Rating	Issued Date	Status	#
AIRCRAFT	Select a Combination Of Category *	AIRBUS INDUSTRY *	A330 (SE CRJ)	DD-MM-YYYY	NOT VALID *	
AIRCRAFT	Select a Combination Of Category *	BOEING COMPANY *	B737 (PW (73E))	DD-MM-YYYY	NOT VALID *	
AIRCRAFT	Select a Combination Of Category *	FOKKER *	F28 SERIES (800-370)	DD-MM-YYYY	NOT VALID *	

Record of Practical Experience

From	Until	Employer	Type of Work Performed	#
No data found.				

Mandatory Training

Type Of Training	Training Provider	From	Until	#
No data found.				

COMA Record

License No. First Issued Date:

Valid From	Valid Until	#
No data found.		

Aircraft Rating Record (COMA)

Category	Combination Of Category	Manufacture	Type Rating	Issued Date	Status	#
Data Not Found.						

Certificate Of Validation Record

License No. First Issued Date:

Valid From	Valid Until	#
No data found.		

Aircraft Rating Record (C of V)

Category	Combination Of Category	Manufacture	Type Rating	Issued Date	Status	#
Data Not Found.						

Document Upload

- BASIC CERTIFICATE *
- CERTIFICATE OF ENGLISH PROFICIENCY
- MEDICAL FITNESS (fit Condition, not under blood, and normal hearing)
- CERTIFICATE OF HUMAN FACTOR TRAINING
- INITIAL TRAINING AIRCRAFT RATING CERTIFICATE
- RECURRENT TRAINING AIRCRAFT RATING CERTIFICATE
- +RTP
- LICENSE

Notes *

Enter your notes here.

I understand and aware of my responsibility as a representative of the company or organization as assigned. I further certify under penalty of perjury under Republic of Indonesia law that the information filled in the form above is true and correct.

Submit Back

Basic Certificate (Choose Basic Certificate) *

- A1 - AIRFRAME, AIRPLANE
- A2 - AIRFRAME, HELICOPTER
- A3 - PISTON ENGINES
- A4 - TURBINE ENGINES
- C1 - RADIO
- C2 - INSTRUMENT
- C4 - ELECTRICAL

Basic License Record *

Category	Number	Issued Date	Note
No data found.			

Aircraft Maintenance Engineer License (AMEL) Record +

AMEL No.	<input type="text"/>	First Issued Date.	<input type="text" value="DD-MMM-YYYY"/>	
Valid From	Valid Until	#		
No data found.				

Record of Practical Experience +

From	Until	Employer	Type of Work Performed	#
No data found.				

Mandatory Training +

Type Of Training	Training Provider	From	Until	#
No data found.				

Document Upload

BASIC CERTIFICATE *	
CERTIFICATE OF ENGLISH PROFICIENCY	
MEDICAL FITNESS	
CERTIFICATE OF HUMAN FACTOR TRAINING	
INITIAL TRAINING AIRCRAFT RATING CERTIFICATE	
RECURRENT TRAINING AIRCRAFT RATING CERTIFICATE	
e-KTP *	
LICENSE	

I understand and aware of my responsibility as a representative of the company or organization as assigned. I further certify under penalty of perjury under Republic of Indonesia law that the information filled in the form above is true and correct.

User Aplikasi akan update halaman data ravalidasi yaitu

- **Basic Certificate (Mandatory)**

User Aplikasi akan memilih Basic Certificate dan mengisi sertifikat number dan issue date dari Basic Certificate.

Basic Certificate (Choose Basic Certificate) *

- A1 - AIRFRAME, AIRPLANE
- A2 - AIRFRAME, HELICOPTER
- A3 - PISTON ENGINES
- A4 - TURBINE ENGINES
- C1 - RADIO
- C2 - INSTRUMENT
- C4 - ELECTRICAL

Basic License Record *

Category	Number	Issued Date	Note
A1 - AIRFRAME, AIRPLANE	Enter License No.	DD-MMM-YYYY	Enter Notes

Untuk Note harus diisi , isi jika format sertifikat basic certificate lama atau baru.

- **AMEL Record**

User Aplikasi akan mengisi AMEL No , First Issue Date , valid from dan valid until.

Aircraft Maintenance Engineer License (AMEL) Record +

AMEL No. First Issued Date.

Valid From	Valid Until	#
<input type="text" value="DD-MMM-YYYY"/>	<input type="text" value="DD-MMM-YYYY"/>	

- **Aircraft Rating Record**

User Aplikasi akan memilih Manufacture , rating , issue date dan status

Aircraft Rating Record +

Category	Manufacture	Type Rating	Issued Date	Remark	Status	#
Select a Category	Select a Manufacture	Select a Type Rating	DD-MMM-	Enter Remark	Select a Status	

Untuk remark isi jika category hanya airframe saja.

- **COMA Record**

User Aplikasi akan mengisi COMA No , First Issue Date , valid from dan valid until.

COMA Record +

License No. First Issued Date. 📅

Valid From	Valid Until	#
No data found.		

- **Aircraft Rating Record**

User Aplikasi akan memilih Manufacture , rating , issue date dan status

Aircraft Rating Record (COMA) +

Category	Combination Of Category	Manufacture	Type Rating	Issued Date	Status	#
Data No Found.						

- **C Of V Record**

User Aplikasi akan mengisi License No , First Issue Date , valid from dan valid until.

Certificate Of Validation Record +

License No. First Issued Date. 📅

Valid From	Valid Until	#
No data found.		

- **Aircraft Rating Record**

User Aplikasi akan memilih Manufacture , rating , issue date dan status

Aircraft Rating Record (C of V) +

Category	Combination Of Category	Manufacture	Type Rating	Issued Date	Status	#
Data No Found.						

- **Practical Experience**

User aplikasi akan input Record of Practical experience yaitu From , Until ,Employer dan Type of Work Performed

Record of Practical Experience +

From	Until	Employer	Type of Work Performed	#
<input type="text" value="DD-MMM-YYYY"/> 📅	<input type="text" value="DD-MMM-YYYY"/> 📅	<input type="text"/>	<input type="text"/>	+

- **Mandatory Training**

User aplikasi akan input bagian mandatory Training yaitu Type of training , training provider , from dan until.

Mandatory Training +

Type Of Training	Training Provider	From	Until	#
<input type="text" value="Enter Type Of Training"/>	<input type="text" value="Enter Training Provider"/>	<input type="text" value="DD-MMM-YYYY"/>	<input type="text" value="DD-MMM-YYYY"/>	<input type="text" value=""/>

User Aplikasi juga harus melengkapi dengan upload dokumen berupa Basic Certificate , Certificate Of English Proficiency , Certificate Of Human Factor Training , Initial Training Aircraft Rating Certificate , Recurrent Training Aircraft Rating Certificate , Medical Fitness , eKTP dan License. Untuk Basic Certificate dan eKTP wajib diupload.

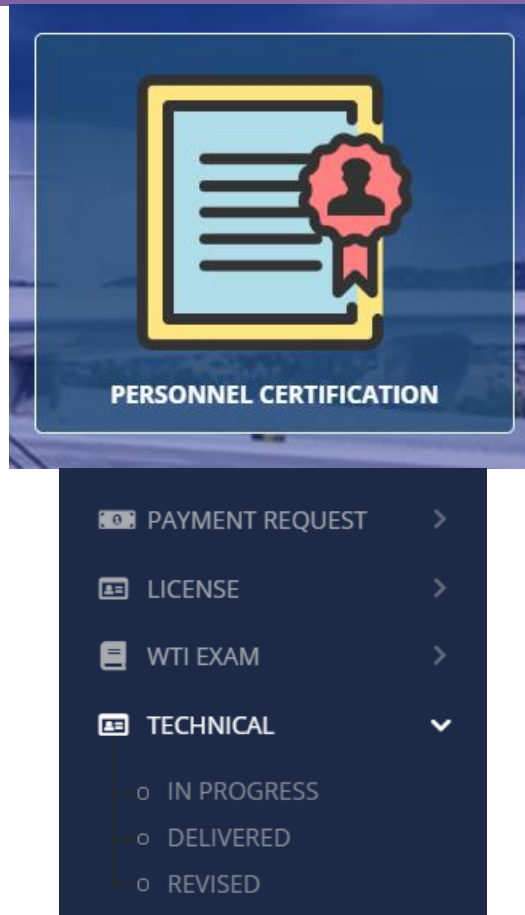
Document Upload

BASIC CERTIFICATE *		
CERTIFICATE OF ENGLISH PROFICIENCY		
MEDICAL FITNESS		
CERTIFICATE OF HUMAN FACTOR TRAINING		
INITIAL TRAINING AIRCRAFT RATING CERTIFICATE		
RECURRENT TRAINING AIRCRAFT RATING CERTIFICATE		
e-KTP *		
LICENSE		

I understand and aware of my responsibility as a representative of the company or organization as a filled in the form above is true and correct.

Klik submit untuk mengirim data teknis agar dapat diverifikasi oleh staff.

Anda dapat melihat proses melalui menu "Personnel Certification" dan pada sidebar Technical.



Anda dapat melihat status Approved pada menu Employee

~~ Selesai ~~