ALASKAR Software Overview
Line Maintenance

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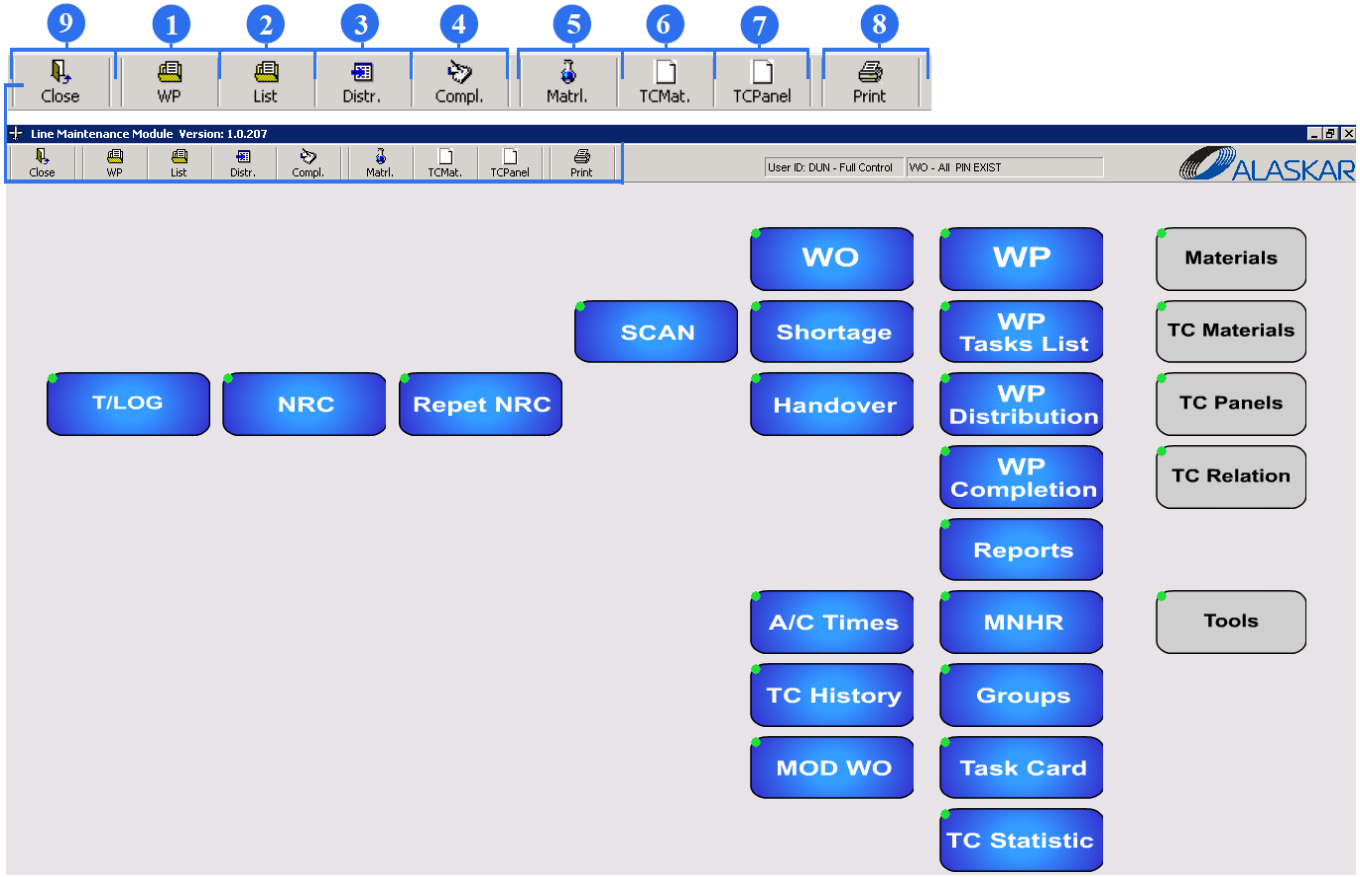
CHAPTERS

I. Line Maintenance Overview.

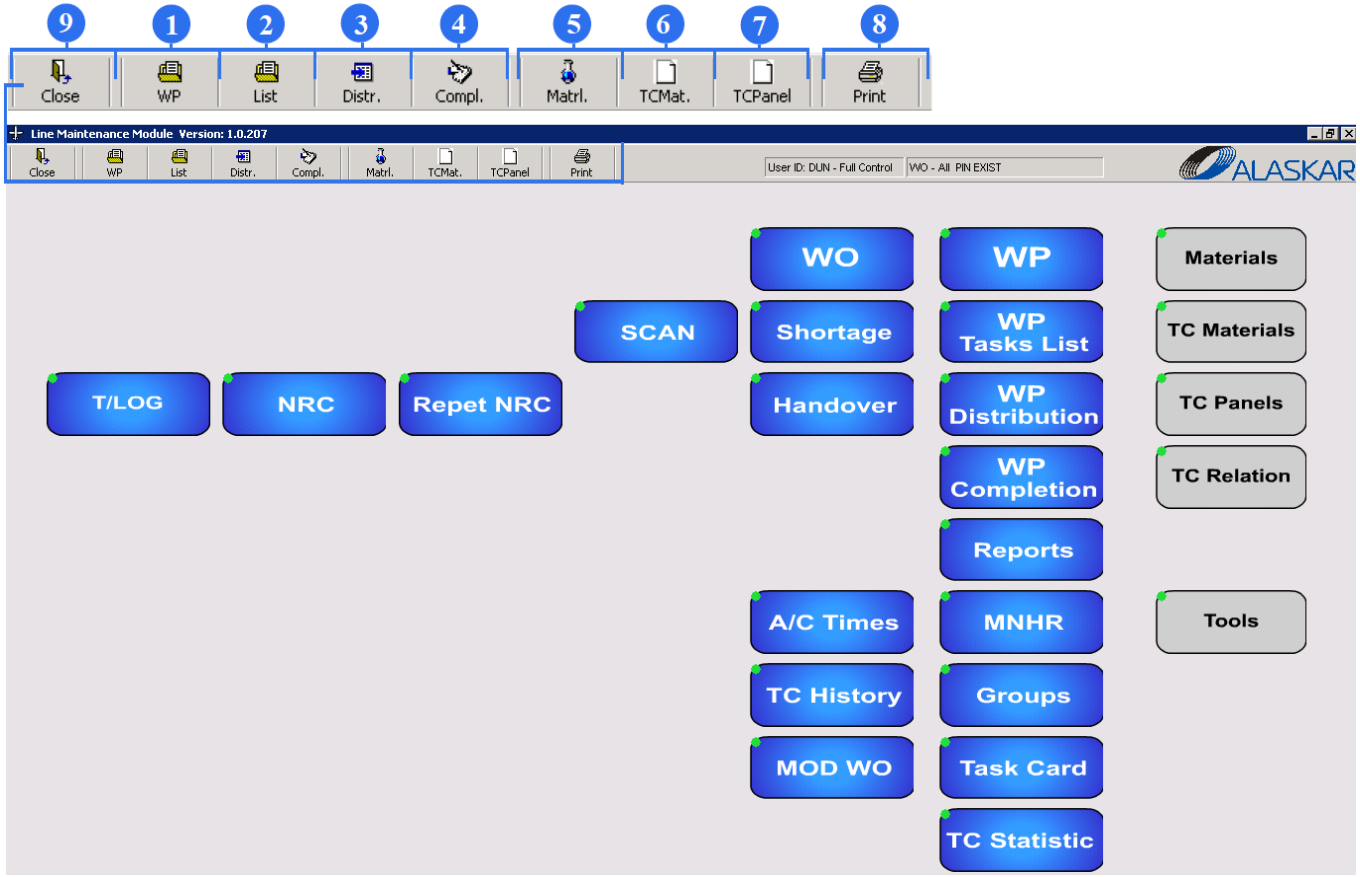


Line Maintenance Module is a simple and reliable solution with a huge number of tools helping to run technological problems.

Using Line Maintenance Module, it is possible to monitor all events concerning technical maintenance, run work packages with task cards, distribute task cards, etc.

To open a necessary sub-module, you can use the main toolbar buttons.

1. Work Package sub-module.
2. Work Package Tasks List sub-module.
3. Work Package Distribution sub-module.
4. Work Package Completion sub-module.
5. Registration of materials sub-module.



6. Task Card Materials sub-module

7. Task Card Panels sub-module

8. Reports sub-module

9. Close the screen.

II. **WO – WORK ORDER**

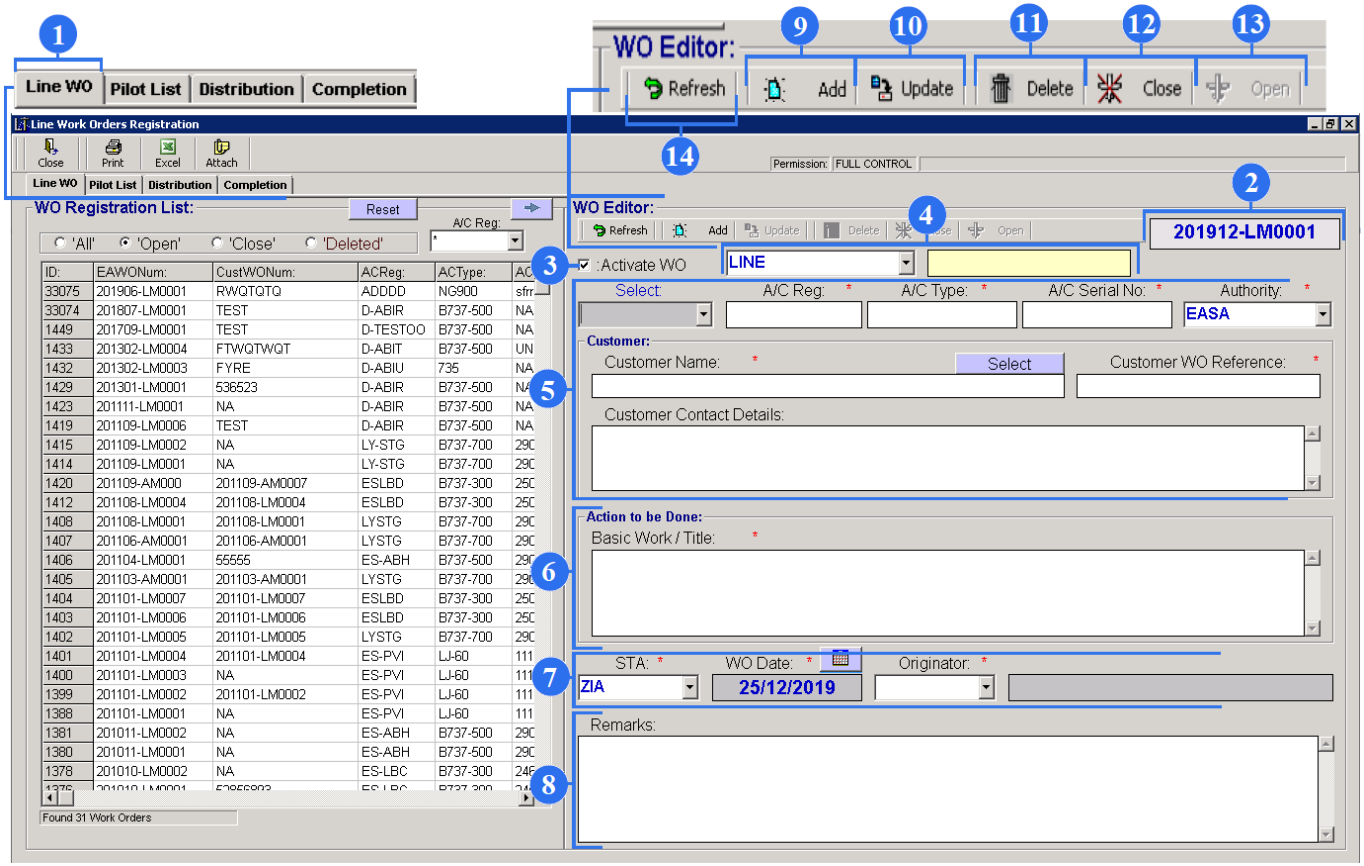
User Guidance

Contents

1. General.

A WO – Work Order submodule is necessary to create other work orders and fill them by difference tasks. It is used basically to carry out procedures within a line maintenance. To begin to work with this submodule, you need click “WO” button on the initial list of the Line Maintenance Module List.

2. Line Work Order Registration.



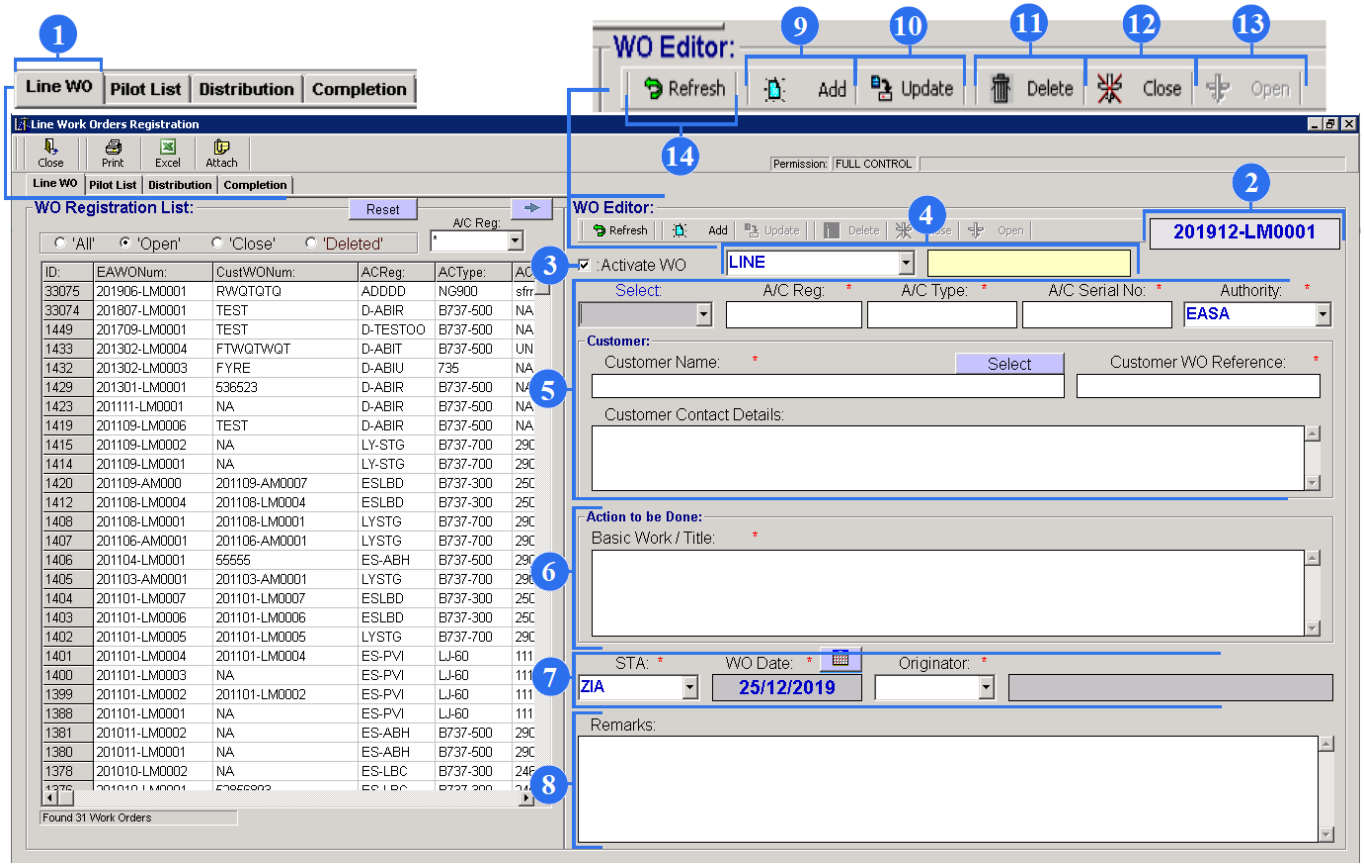
1. To create a new WO, push “Line WO” tab on the WO Registration List screen and look at the WO Editor.

2. The WO number will be appeared automatically. It is unique number which is created by WO sub - module. The first four digits are year, the second two digits are number of month and then it is serial number.

3. Check the box “Activate WO”.

4. Select WO Department Effect onto. This list contains LINE, BASE and PAINTING. For Line WO creation it is necessary to choose LINE. Yellow field is used for additional information.

5. Select aircraft registration (“Select” field) and “A/C Reg”, “A/C Type”, “A/C Serial No”, “Authority”, “Customer Name”, “Customer WO Reference” and “Customer Contact



Details" fields will be automatically filled. But if aircraft registration data is missing in the data base, you will manual inflate all these fields.

6. Write actions you need to carry out in this WO.

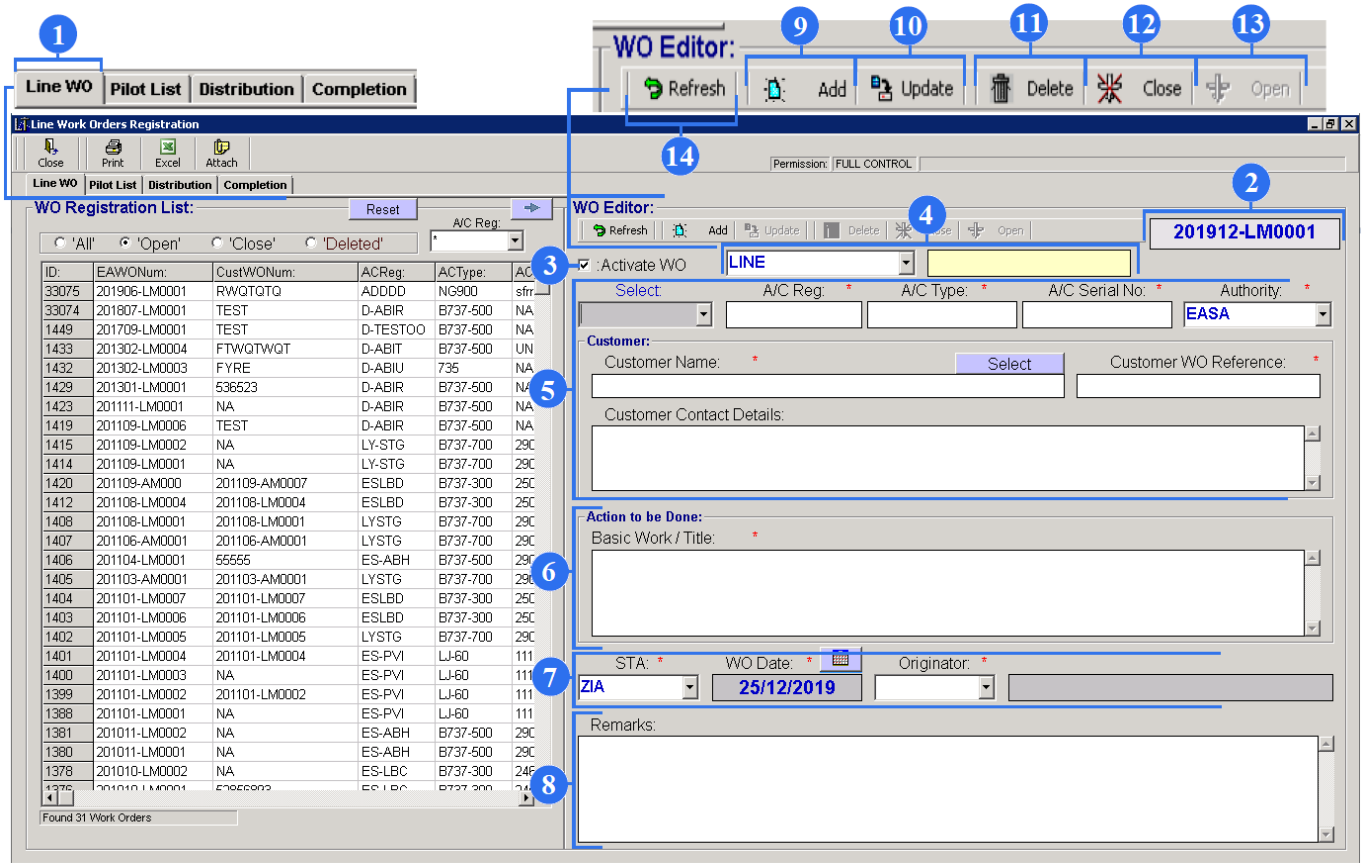
7. Select "STA", "WO Date", and "Originator". WO Editor will automatically generate a today's date. If the edit date is not today, use the calendar to select the correct date of WO creation.

8. Fill "Remarks" field if it is necessary.

9. To save new WO click on the "Add" button on the upper toolbar of editor.

10. If you want to make a change in the created WO, change enter data and click on the "Update".

11. To remove the WO push "Delete" button.

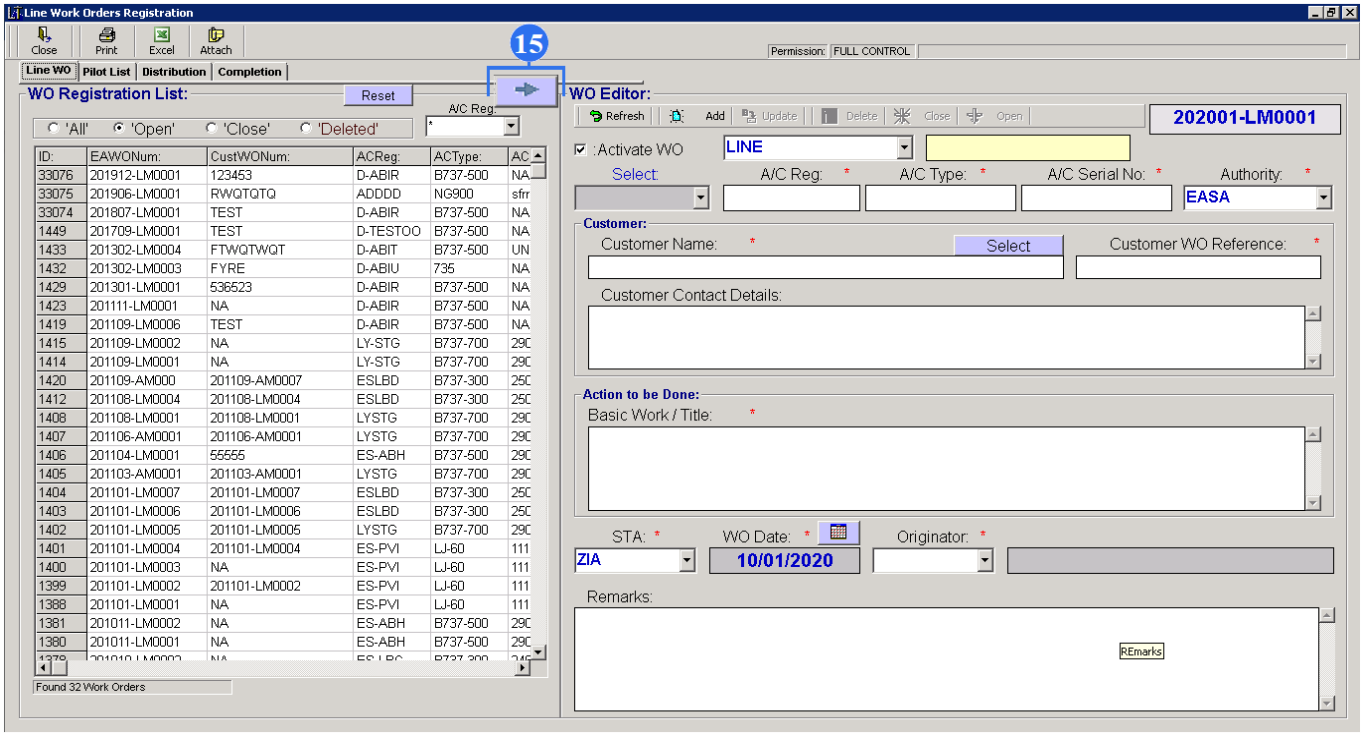


12. If all the WO tasks are completed, click on the “Close” to complete WO (to close WO).

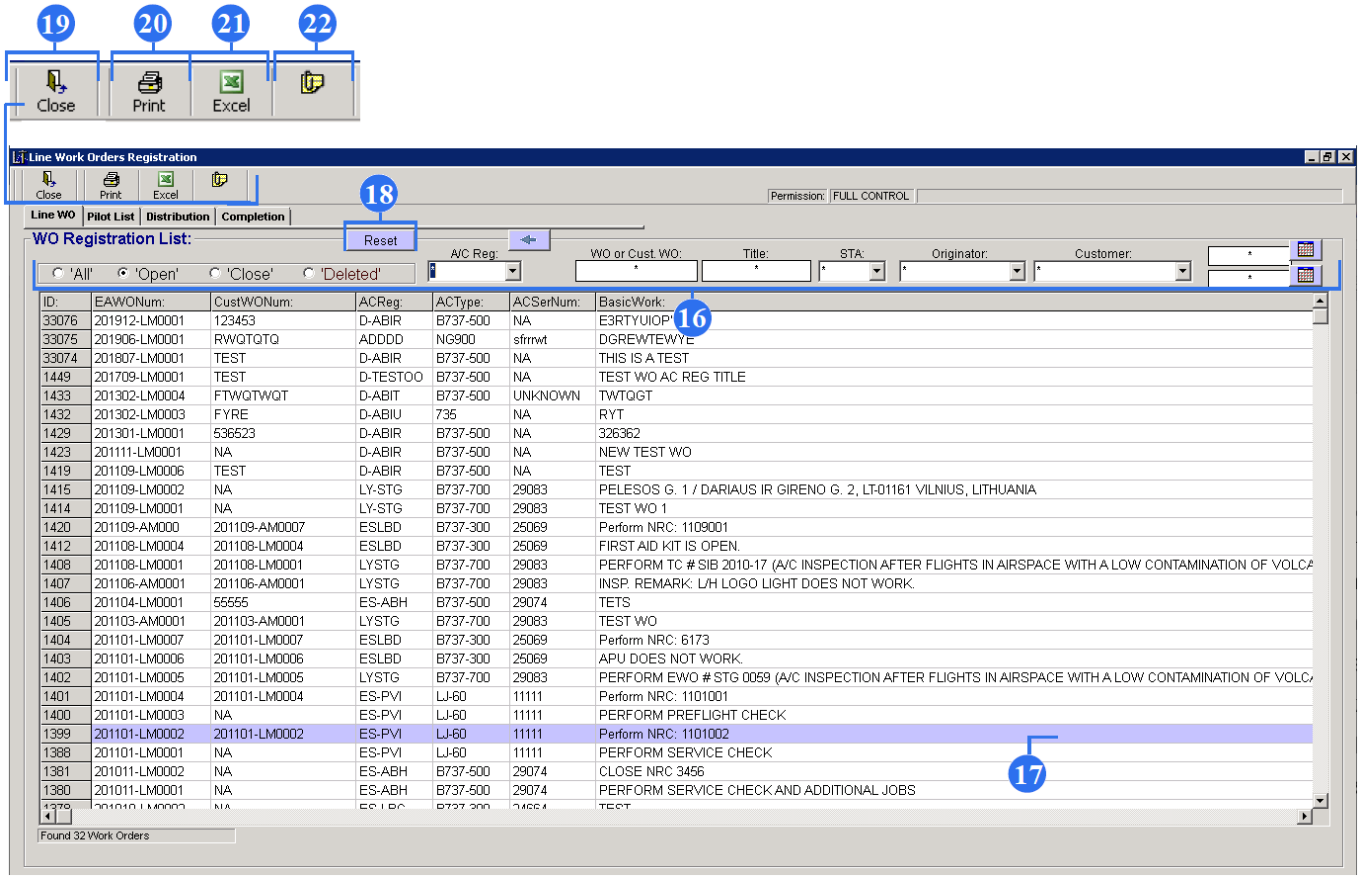
13. To make any changes, you need to open a WO by clicking the OPEN button. Confirm the opening. An authentication window will be displayed. Enter your ID and password, and then click on OK. Having done this, the WO will be opened and available for any changes.

14. To ‘reset all entered data push on the “Refresh” button.

NOTE: Fields with a reference marks *(*)* are mandatory to fill.



15. To extend Work Orders Registration List, click on the button with arrow. Having chosen a particular WO, you will be able to see its Tasks List/Distribution/Completion, if they were already registered. To view them, click a necessary option on the tab.



16. Use all these filters to find necessary created work order.

17. Select any line.

18. To reset all bright liners, click on the “Reset” button.

19. To close Line Work Orders Registration screen push “Close” button on the upper toolbar.

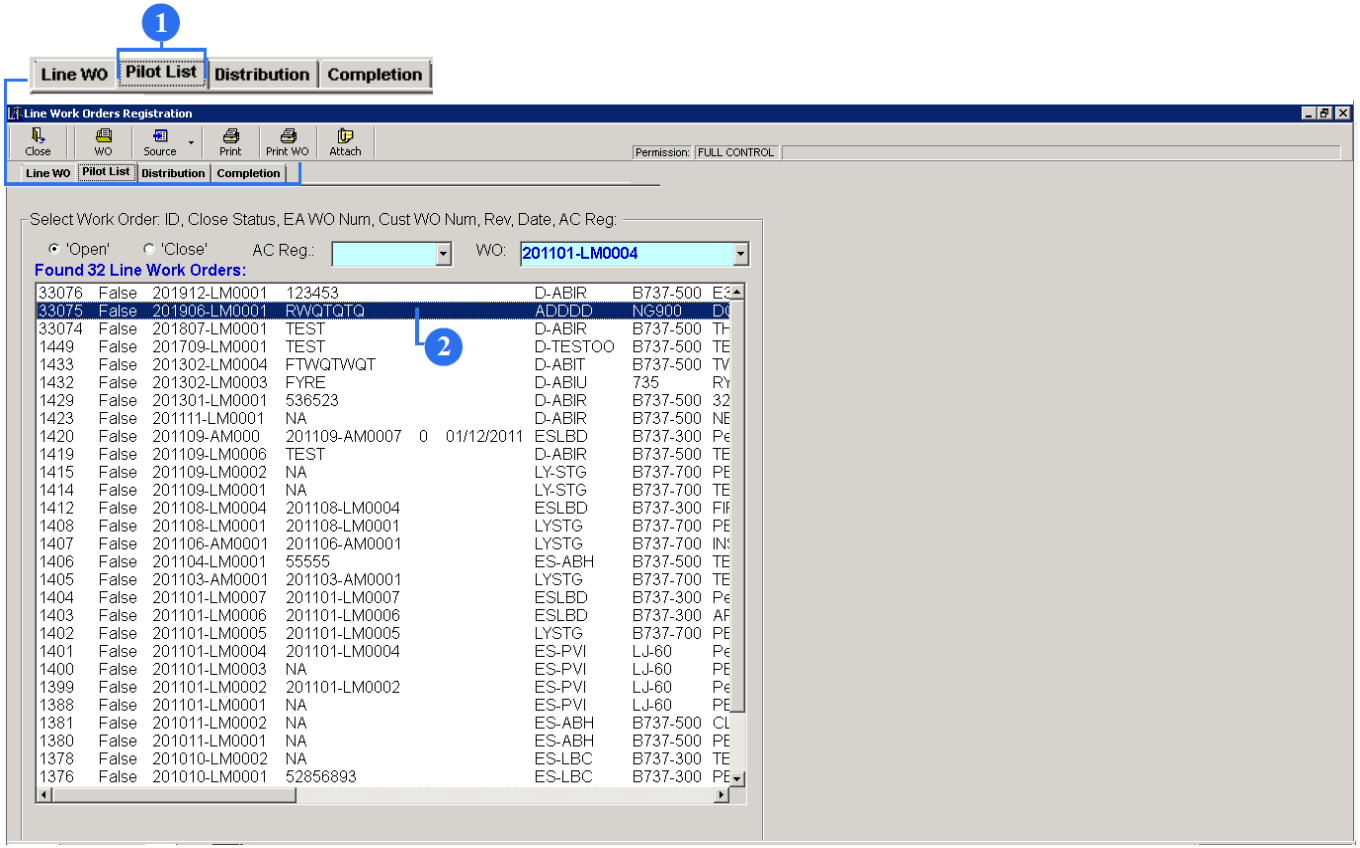
20. To print bright liner (created work order) push “Print” button on the upper toolbar.

21. To transfer created work order to excel click on the “Excel”.

22. Push this button to attach the files such as pictures, screens of different documentations.

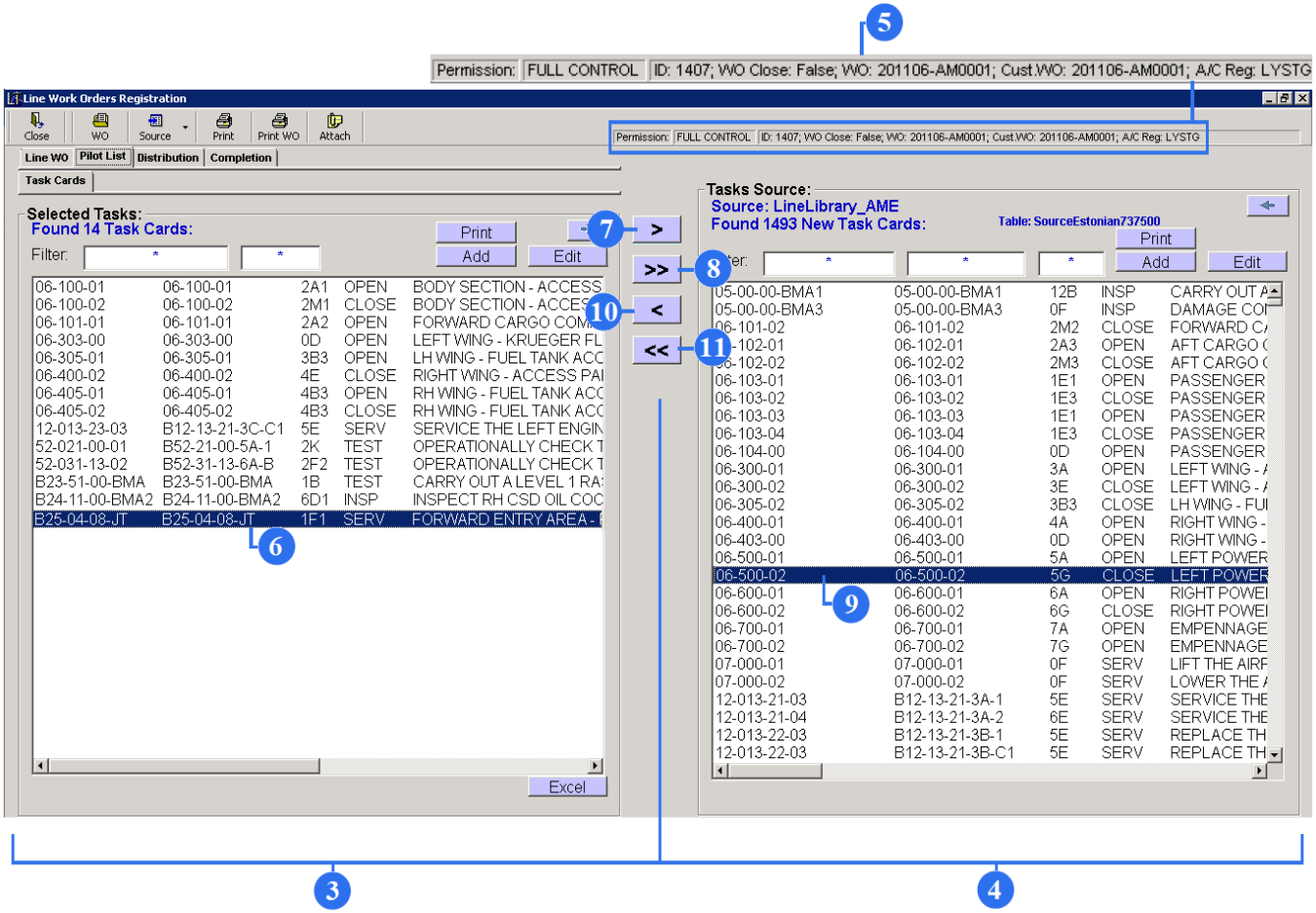
3. Pilot list.

3.1. Tasks List/Task Cards Addition.



1. Select a Tasks List on the Line WO/Tasks List/Distribution/Completion tab.

2. Highlight a necessary WO and double click it. To return to a WO list, click on WO.



3. Emerged screen provides a particular set of tasks, which are listed in Task Cards.

4. The screen shows a Tasks Source which is used for easy tasks selection.

5. Status Bar.

6. To transfer a task from Task Cards to a Tasks Source, highlight the task at first.

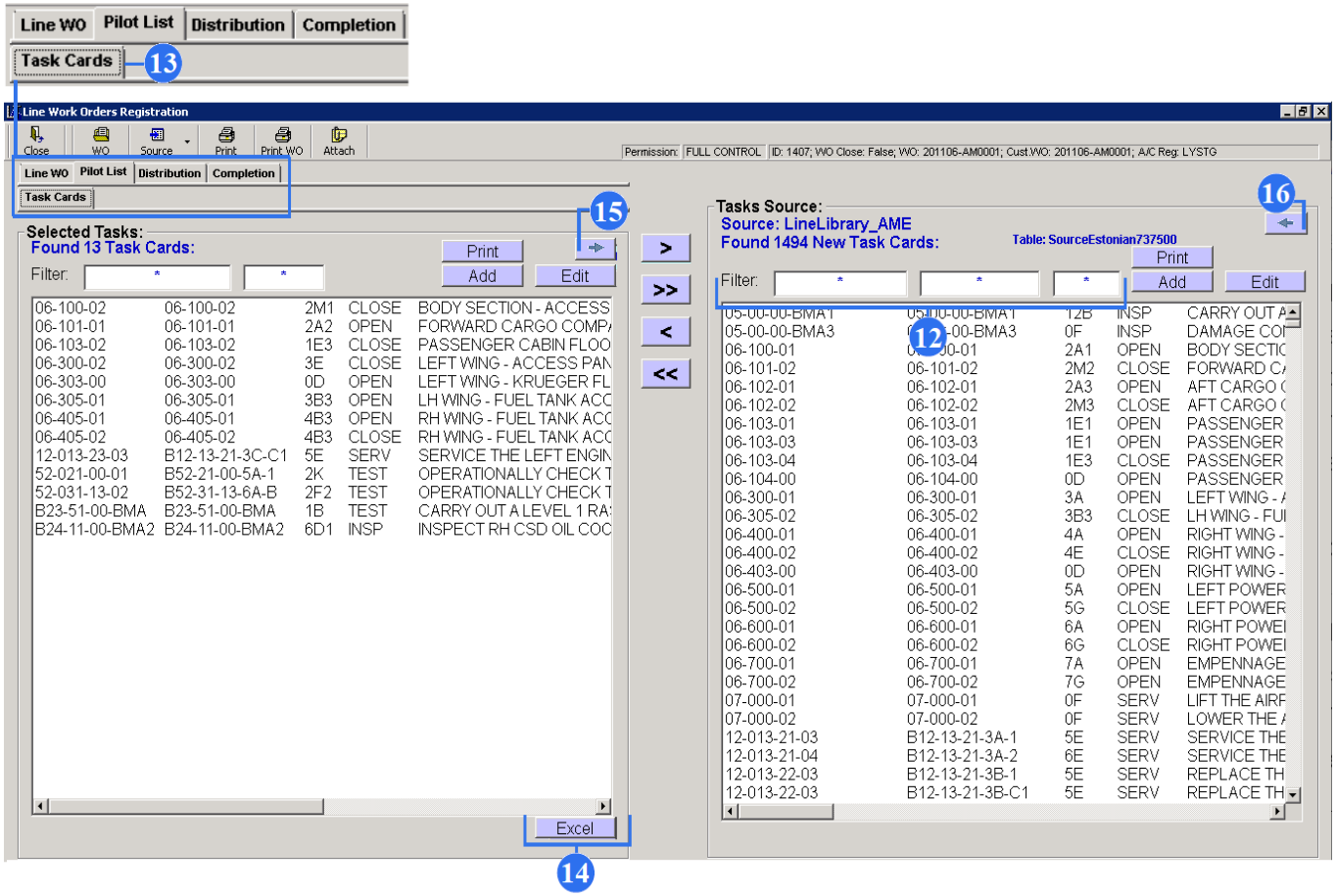
7. Then click on the button with one check mark to transfer one task to a Task Source (the task will be transferred, not copied).

8. To transfer all the tasks from Task Cards to a Task Source, click on the button with two check marks.

9. To transfer a task from a Task Source to Task Cards, highlight the task at first.

10. Then click on the button with one check mark to transfer one task to Task Cards (the task will be transferred, not copied).

11. To transfer all the tasks from a Task Source to Task Cards, click on the button with two check marks.



12. You may use FILTER to find a certain task. Type a task number in the Id field and then click the ENTER button.

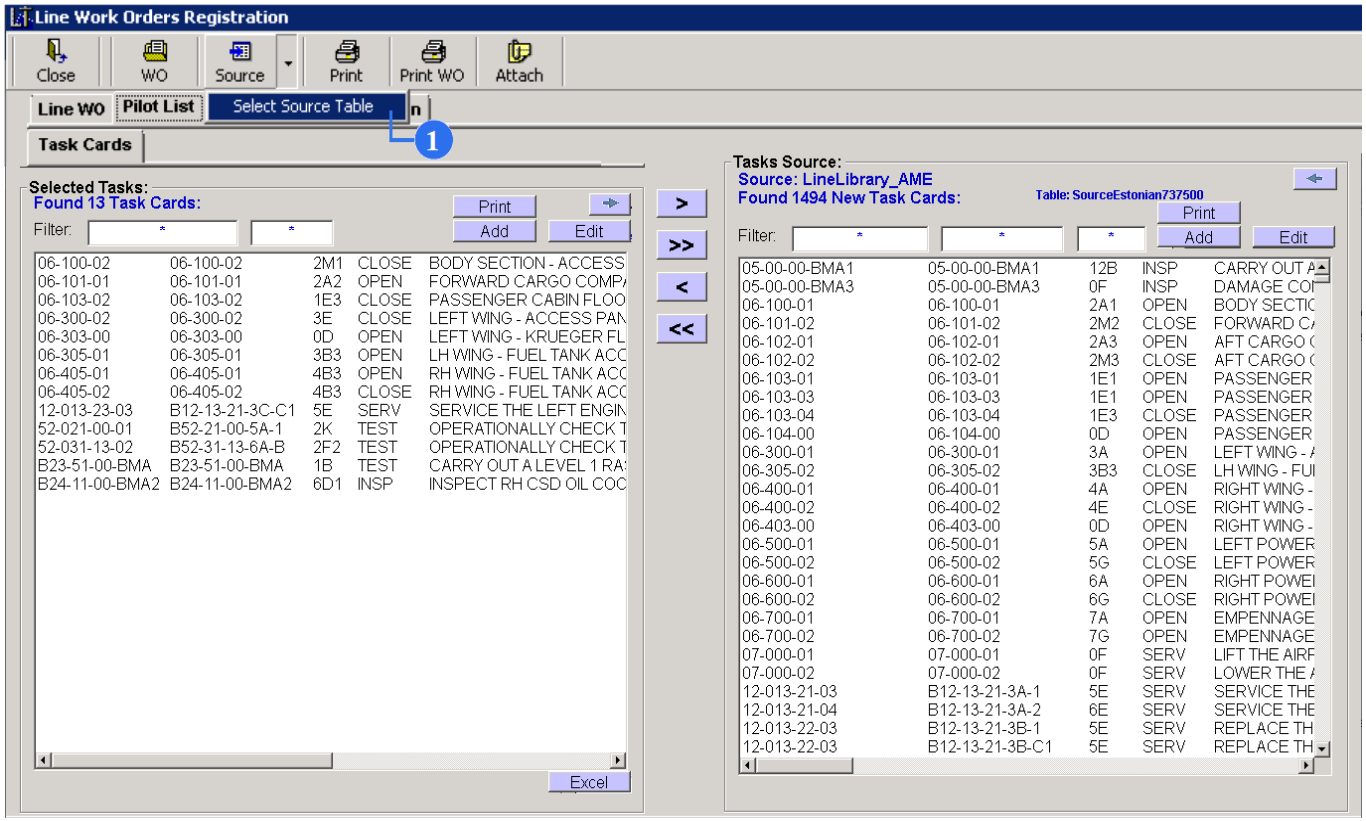
13. If you want to return to the whole tasks list, click on a Task Cards tab.

14. You may open Task Cards in MS Excel format by pressing the EXCEL button.

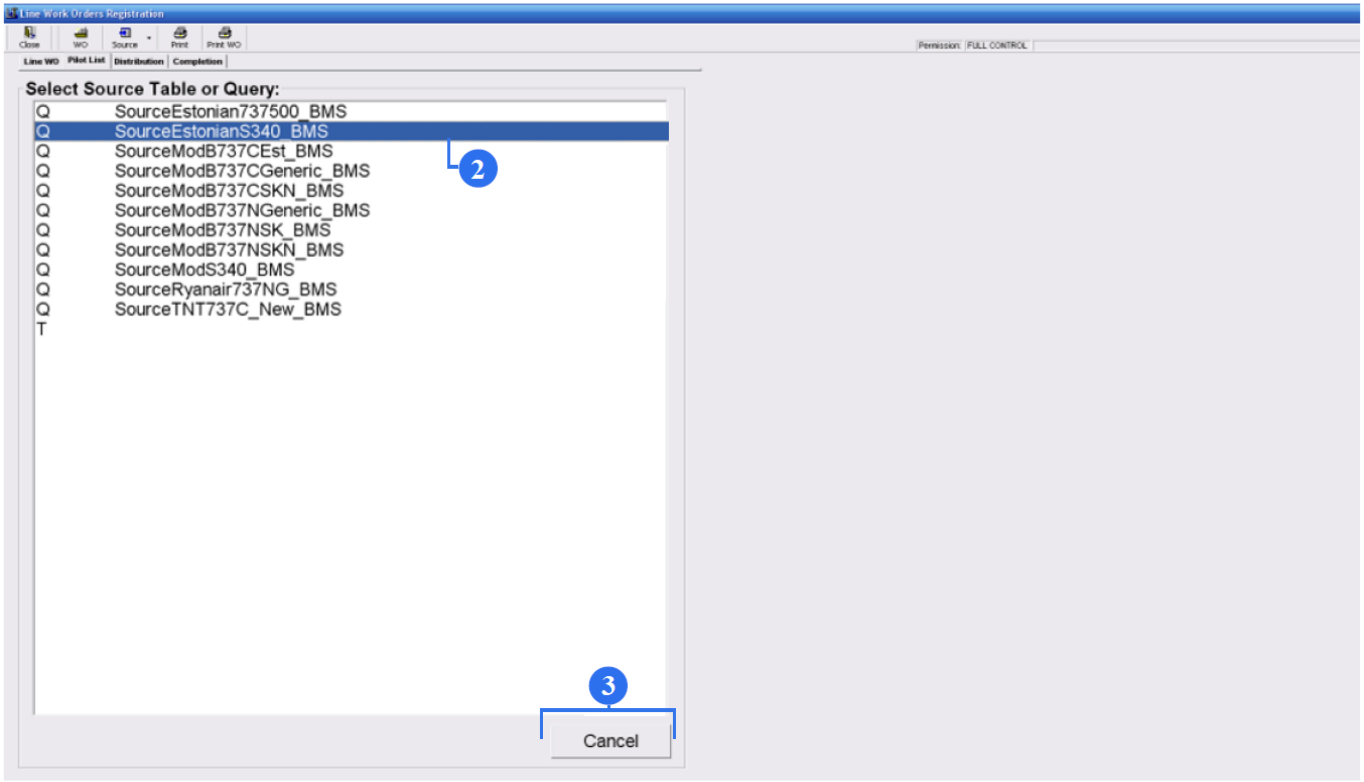
15. If you want to extend a Task Cards screen, click on the button with the right direction arrow.

16. If you want to extend a Tasks Source screen, click on the button with the left direction arrow.

3.2. Task Cards Source Selection/Creation.

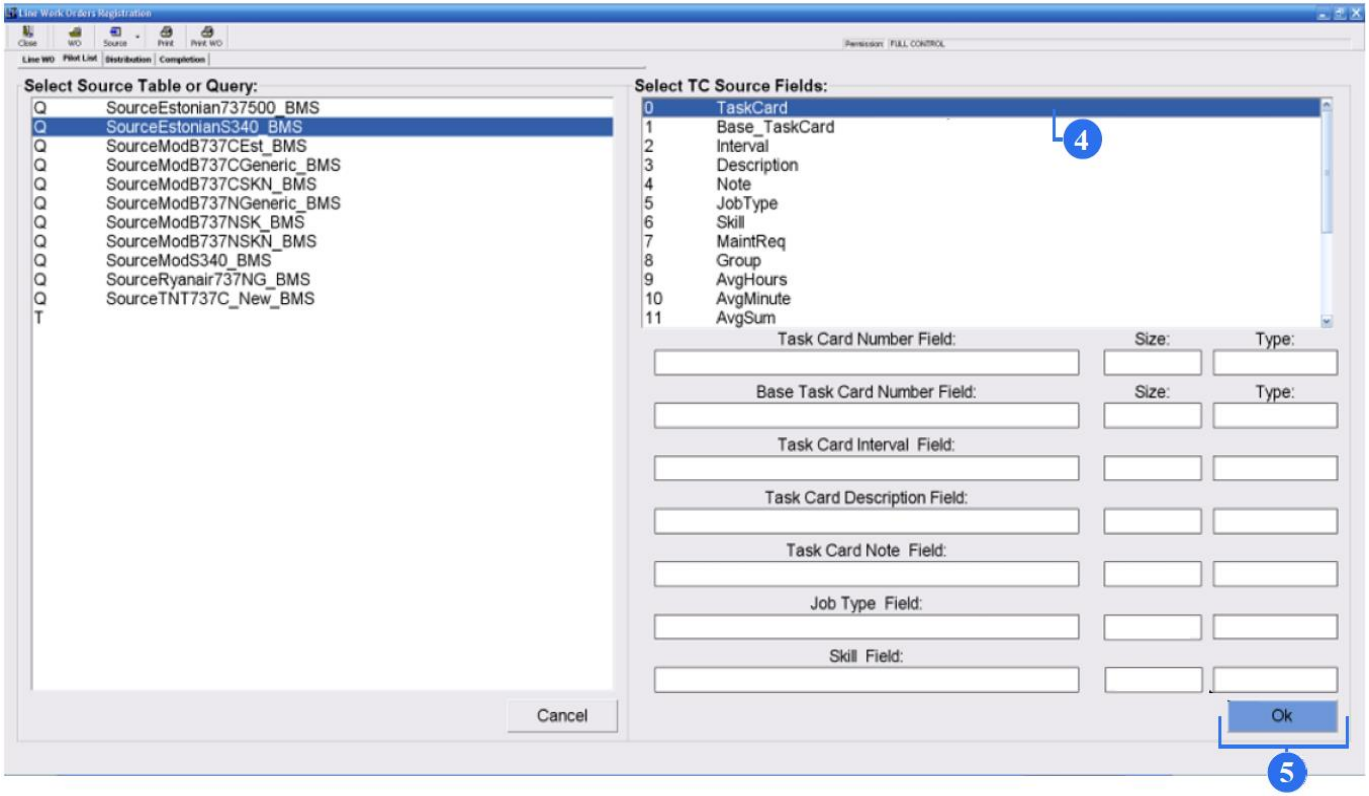


1. Click on Source button menu and choose action «Select Source Table”.



2. Choose a Tasks Source in a Select Source Table, highlight it and double click it.

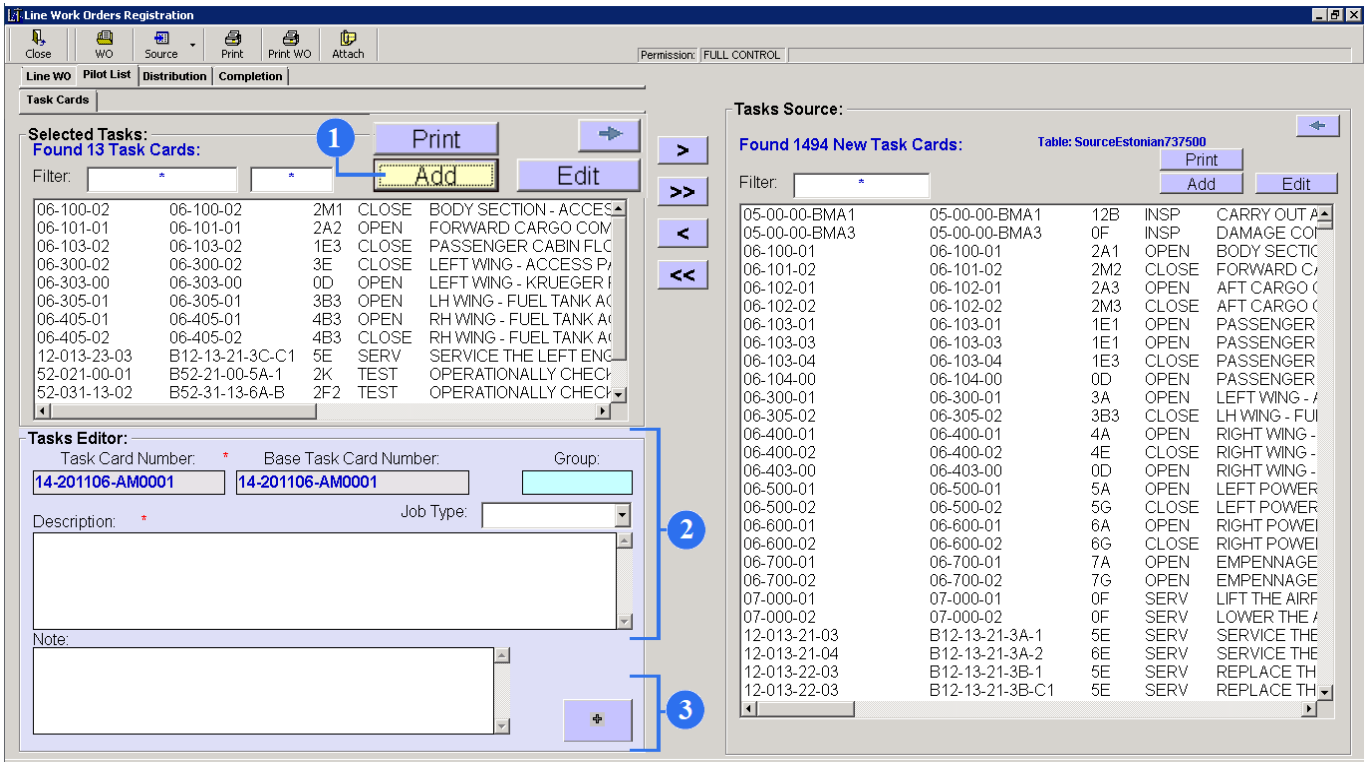
3. Press the cancel button to exit a Select Source Table.



4. After clicking on a selected Task Source, a Select TC Source Field screen appears on the right side of the Line Work Order Registration Screen. Click on TC Source fields one by one to select appropriate fields.

5. Press OK to cancel.

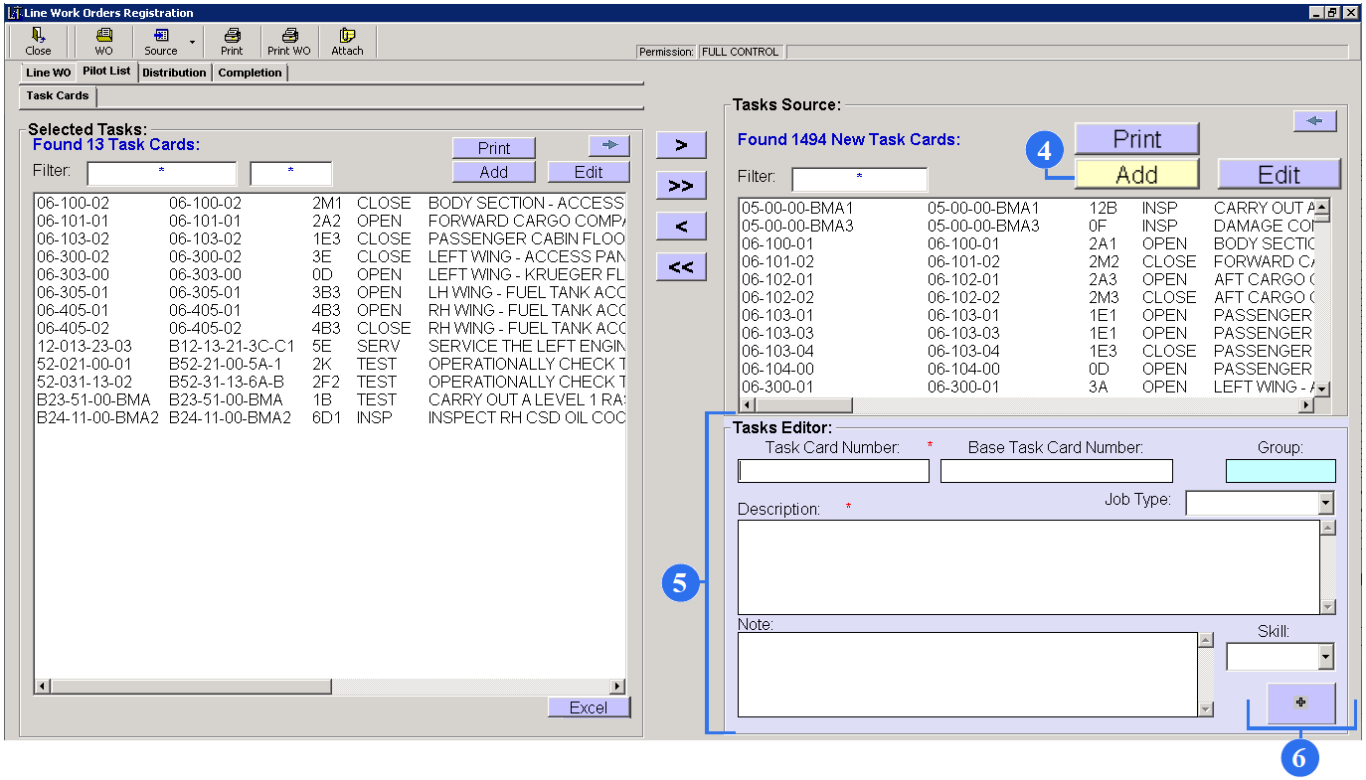
3.3. Task Cards Addition and Update



1. To add a new task card into Task Cards, click on the ADD button.

2. Fill the text boxes in a Tasks Editor.

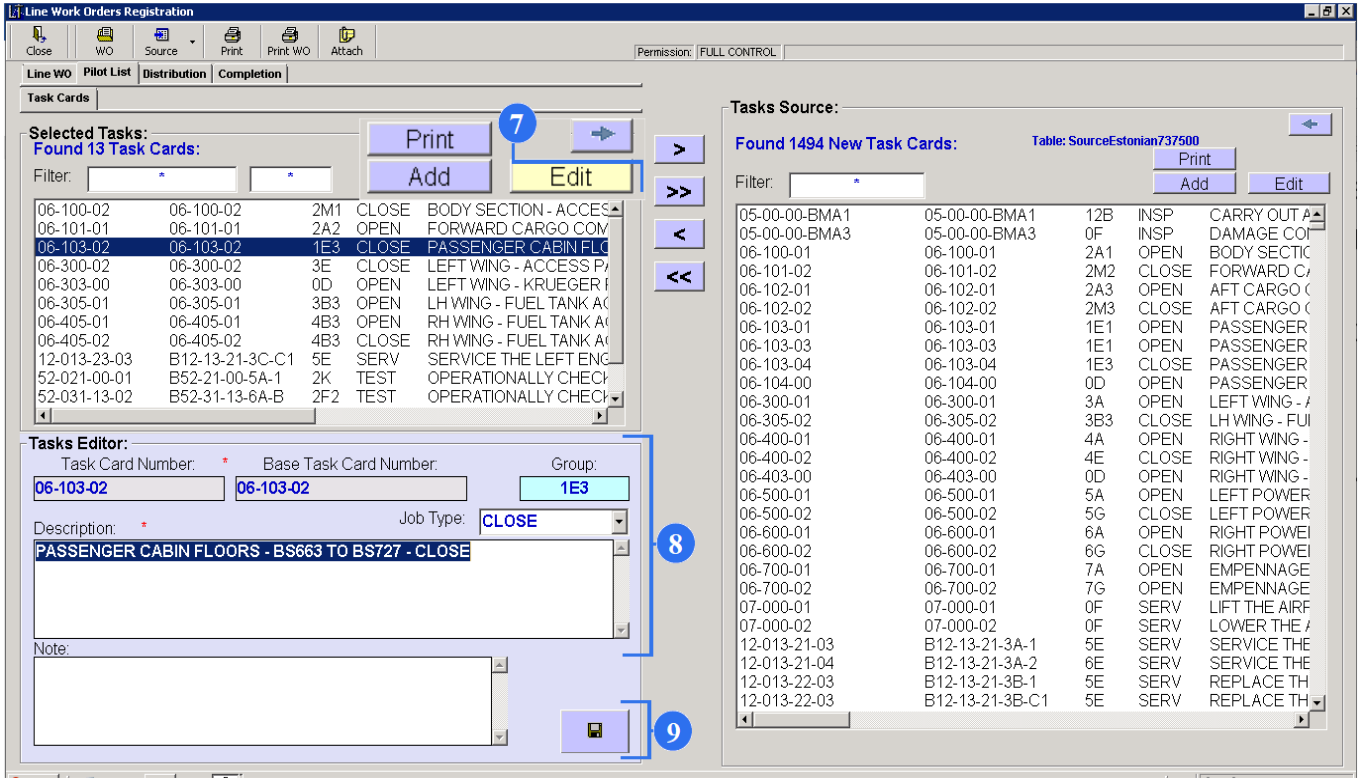
3. Click on the button with plus sign (the Add Record button) to confirm an addition. Or press again the ADD button to reset the Editor.



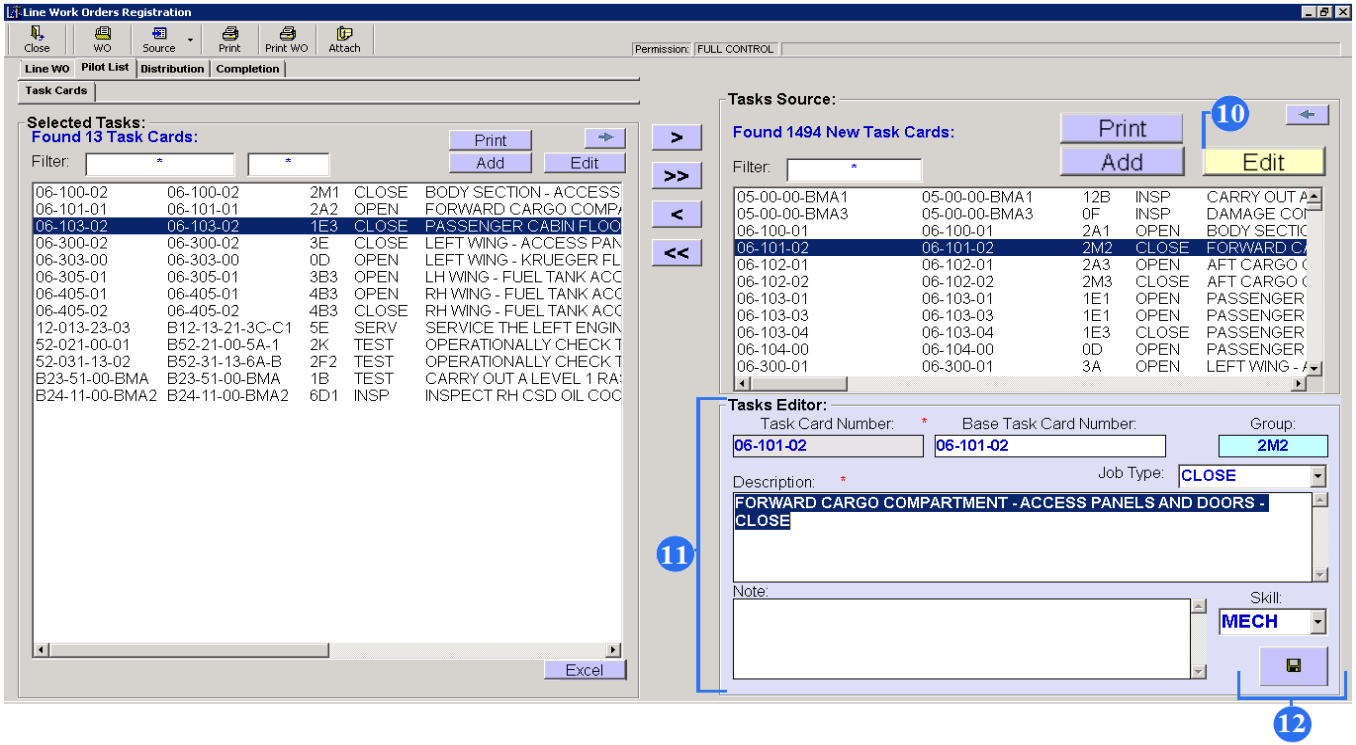
4. To add a new task card in a Tasks Source, click on the ADD button.

5. Fill the work boxes in a Tasks Editor.

6. Click on the button with plus sign (the Add Record button) to confirm an addition. Or press the ADD button again to reset the Editor.



7. To update a task card in Task Cards, click on the EDIT button.
8. Fill the text boxes.
9. Update current record by pressing button with discette or click on the EDIT button again to reset the Editor.

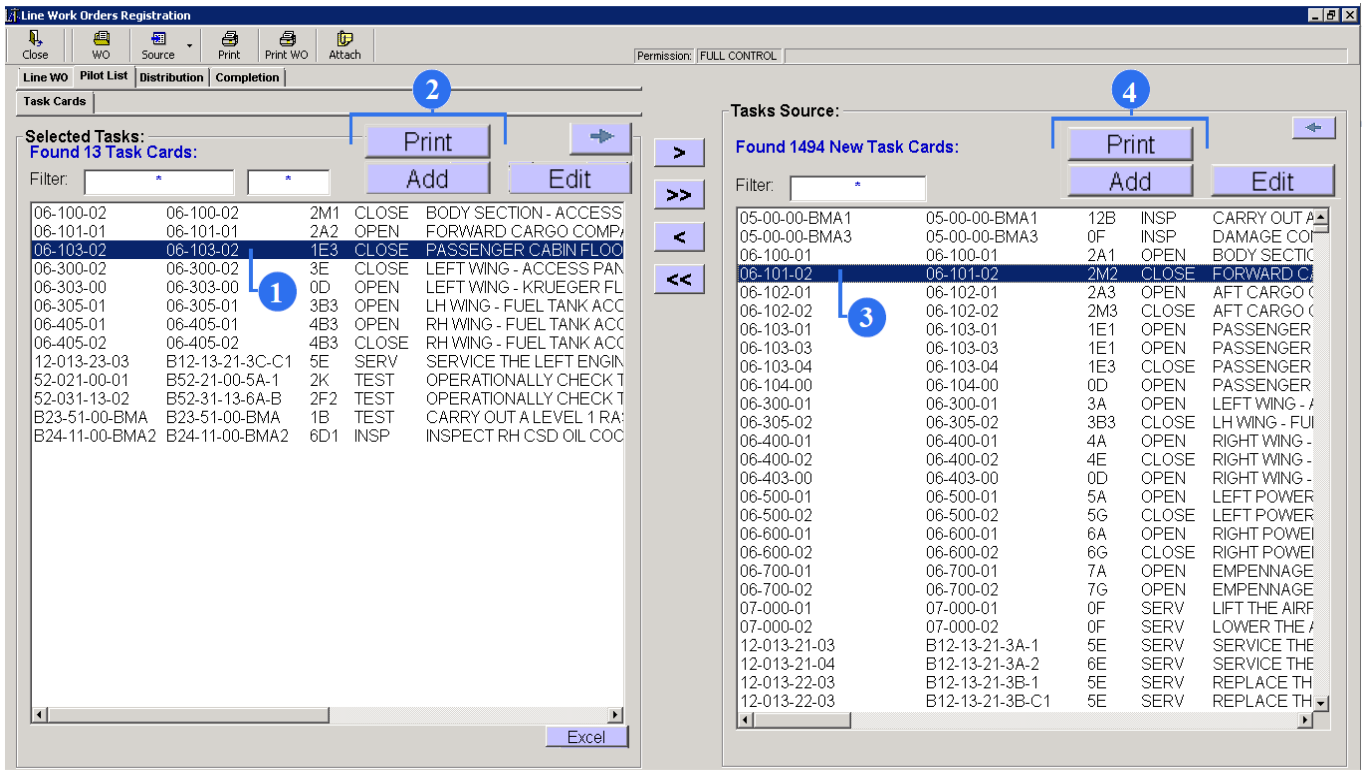


10. To update a task card in a Tasks Source, click on the EDIT button.

11. Fill the text boxes and make changes.

12. Update current record by pressing button with a discette or click on the EDIT button again to reset the Editor.

3.4. Task Cards Printout.



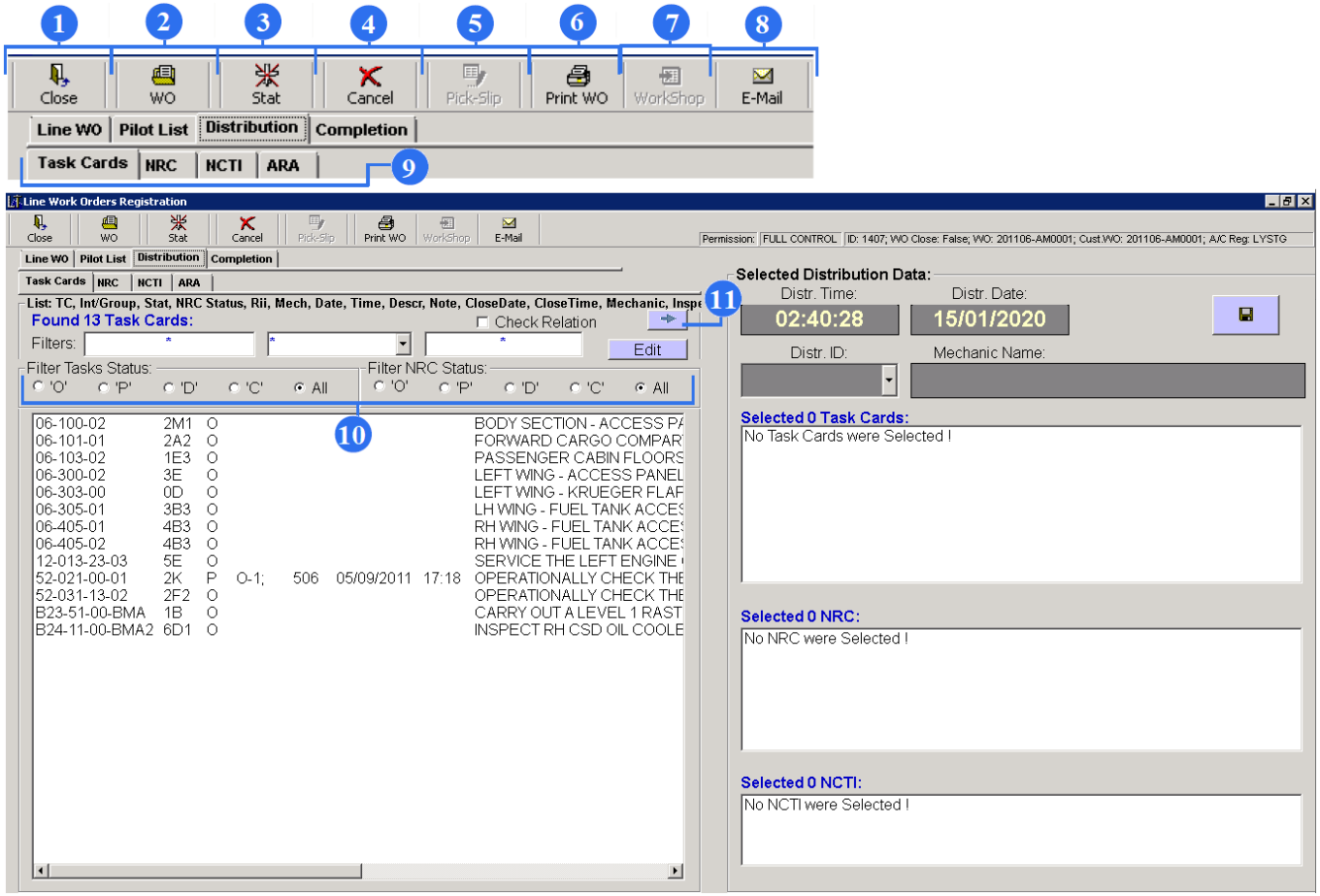
1 To print out a task card from Task Cards, highlight this task card at first.

2. Then click the PRINT button.

3. To print out a task card cover sheet from a Tasks Source, highlight this task card.

4. Then click the PRINT button.

4. Distribution Overview

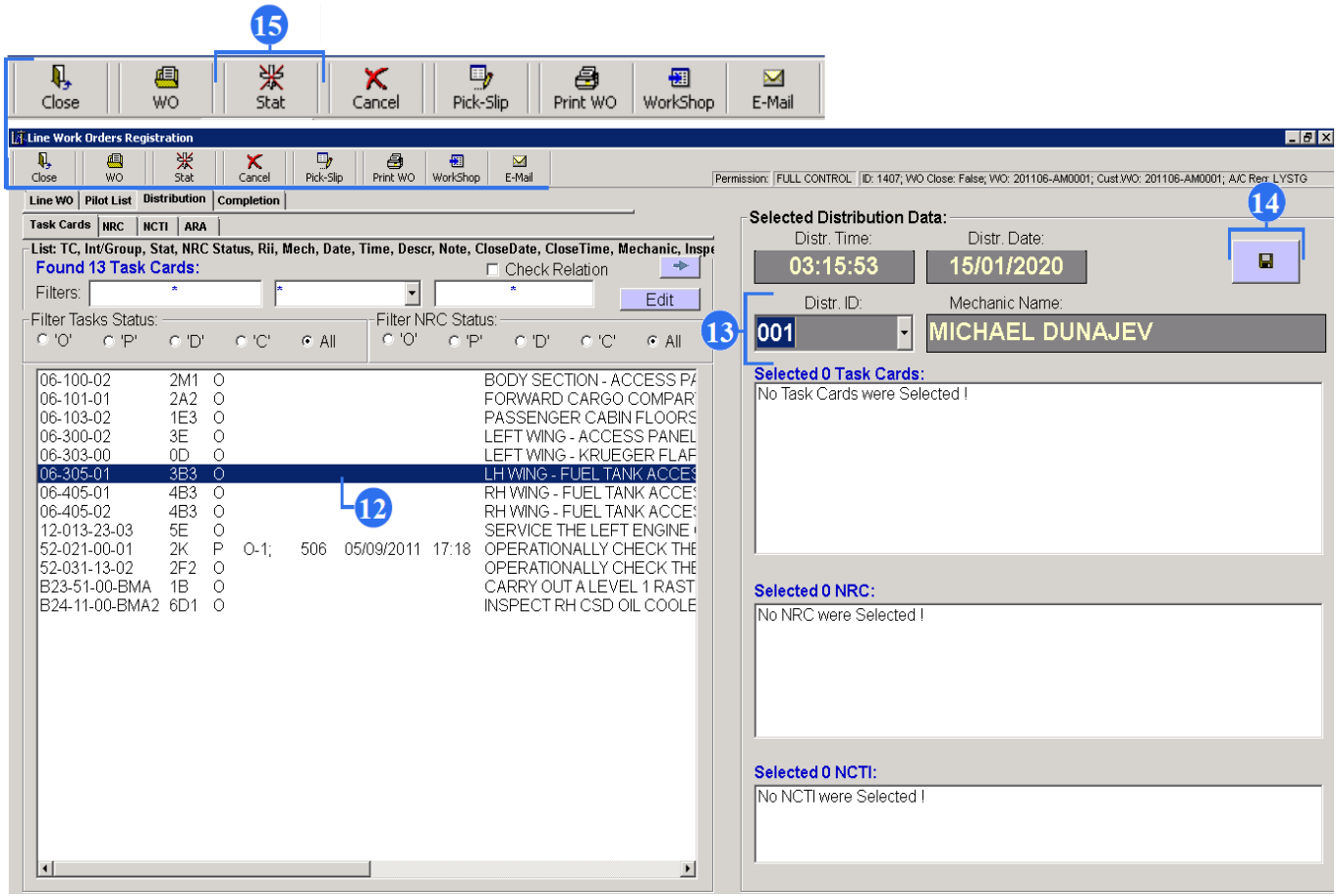


Toolbar:

1. Close (the screen)
2. WO (Work Order selection)
3. Status change (open/close/ in process)
4. Task cancelation
5. Pick-slip (print out tasks)
6. Print WO
7. WorkShop
8. E-Mail

9. Task Cards/Non-Routine Cards/ Non-Completed Tasks Items/ARA tab. Use this tab to choose a necessary item.
10. Filter:
    - Id number filter
    - Tasks Status Filter:
        - ✓ O (open)
        - ✓ P (in process)
        - ✓ D (deferred)
        - ✓ C (canceled)
        - ✓ All

11. To extend a Task Cards/Non-Routine Cards/ Non-Completed Tasks Items/ARA window, click on the button with right arrow.



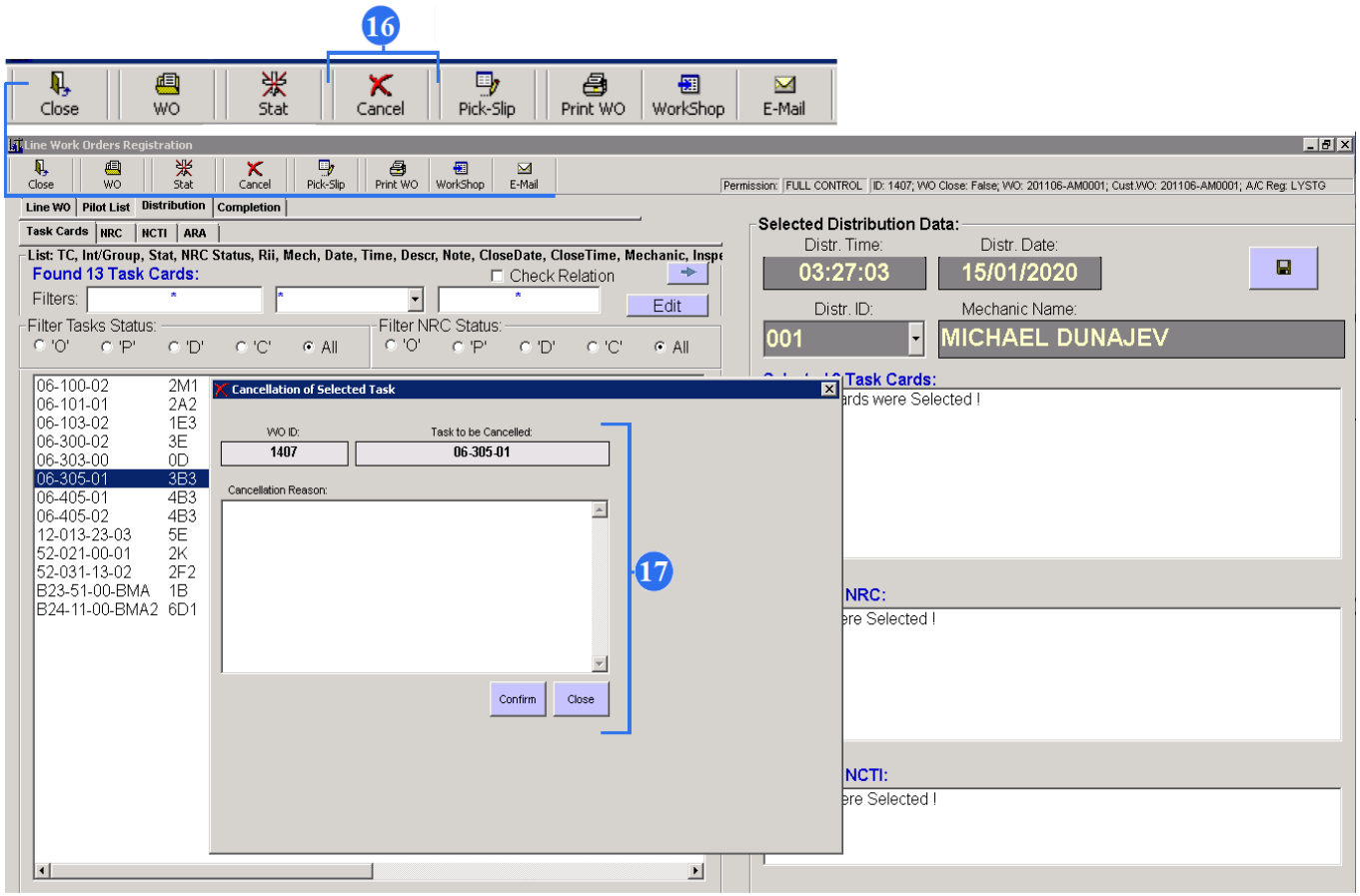
12. To distribute TC/ NRC/NCTI to a mechanic, double click a task, and then this task will be displayed on Selected Distribution Data screen.

13. To appoint a particular mechanic on this task, choose mechanic's id.

14. Save it by clicking button with discette. After the confirmation a task status will be changed from 'O' (open) to 'P' (in progress).

15. To open a task in progress, click on the STATUS button and confirm it.

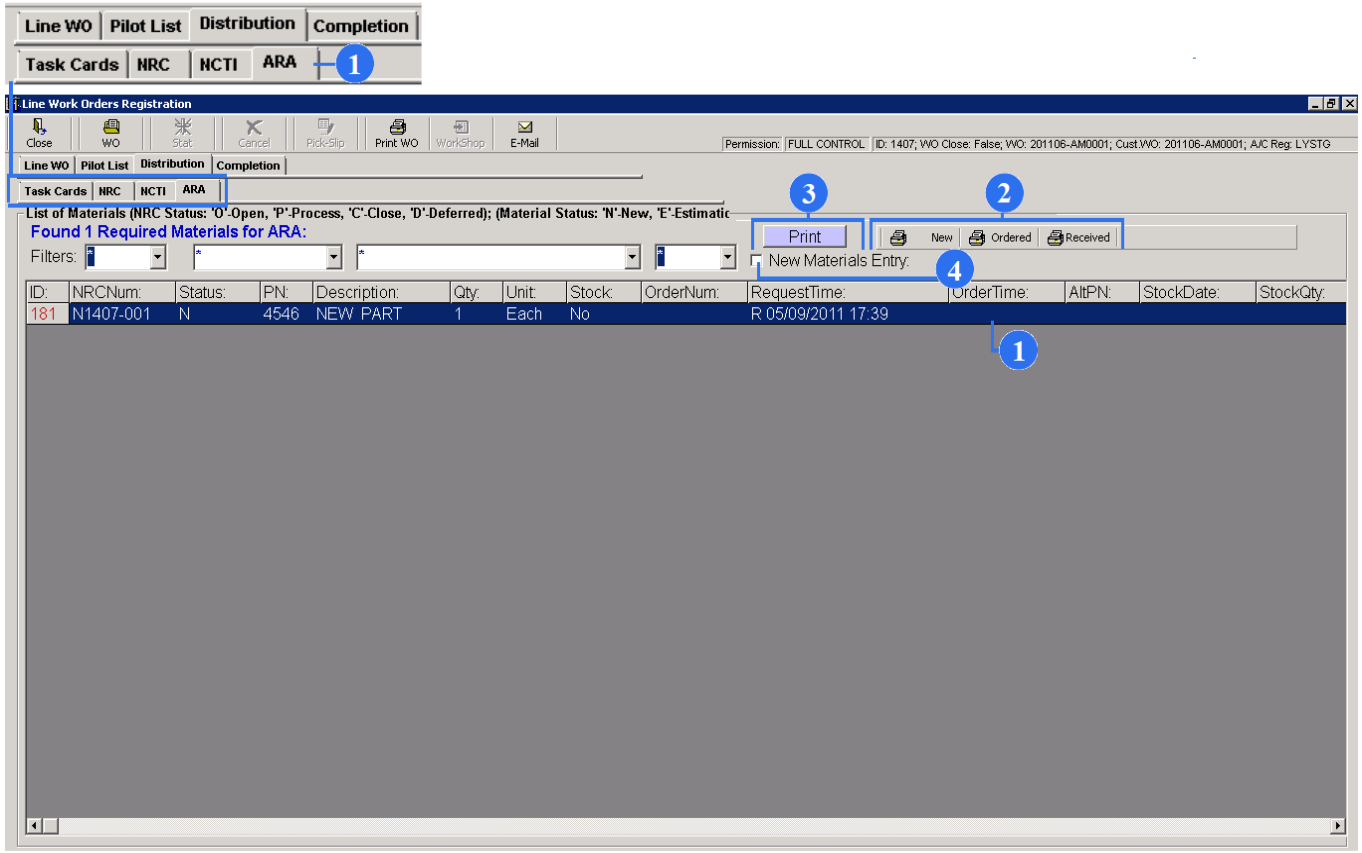
Or, if you wrongly closed a task, click on the STATUS button and the task will be in process.



16. You may cancel an opened task, if it is reasonably needed. For doing this, highlight an opened task, then click on the CANCEL button.

17. In the Cancelation Window enter a WO number and cancelation reasons. Click on “Confirm” to save it.

4.1. ARA (Additional Repair Agreement) Materials List



1. ARA (materials which are needed for NRC completion) will be displayed only in case when a non-routine card is registered, where a mechanic makes a materials request (for details, view the ‘NRC Registration’ part).

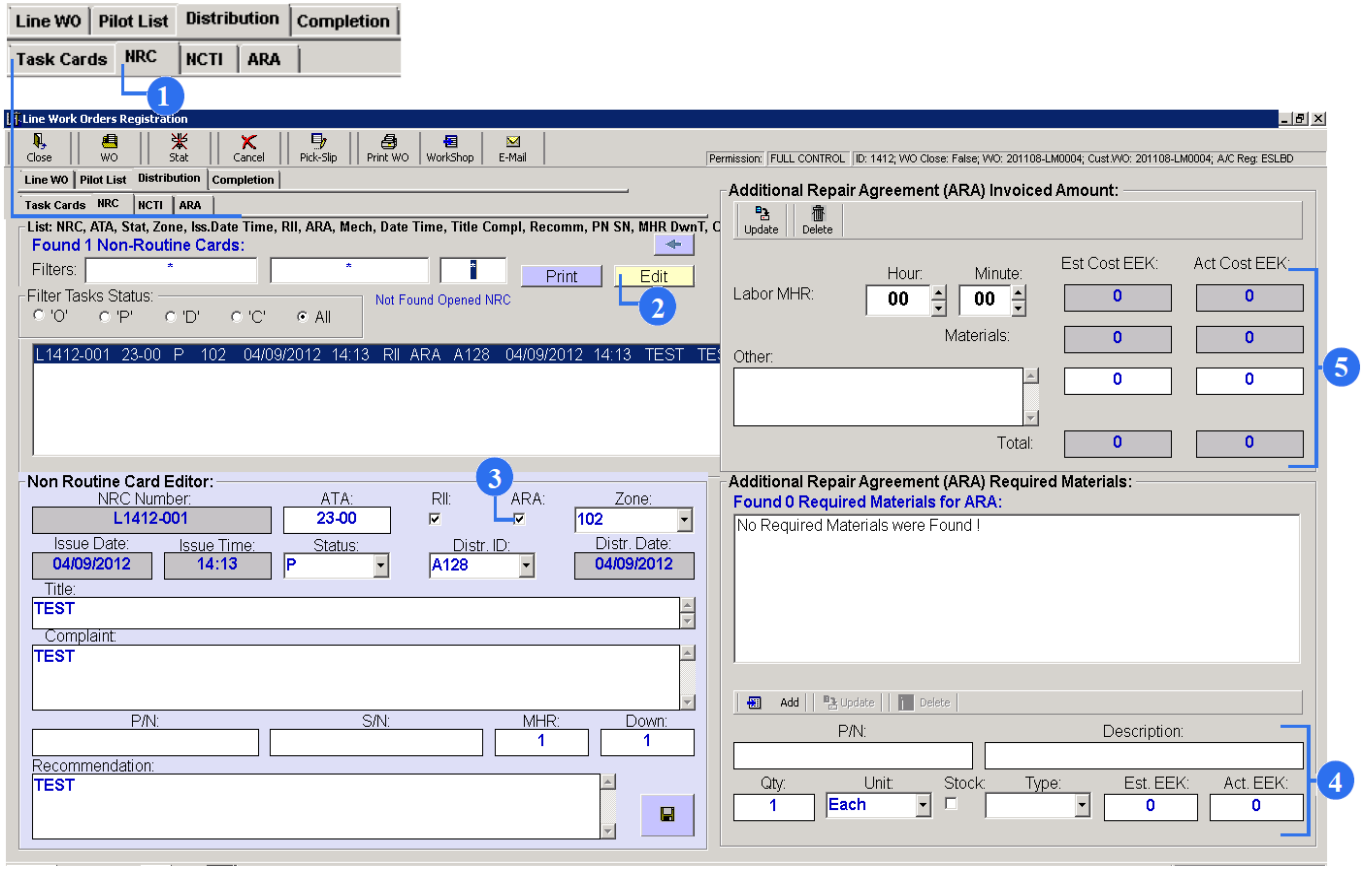
Materials are at stock are green; Materials are not at stock are red.

2. When you have a complete materials list, you may print out new materials/ordered materials/reserved materials.

3. Click on the PRINT button to print out a logistic report.

4. To display newly required materials, tick the New Materials Entry field.

4.2 Non – Routine Card (NRC) Update and ARA Registration.



1. Here, in the Distribution tab, all NRC, registered in the Completion tab, are displayed.

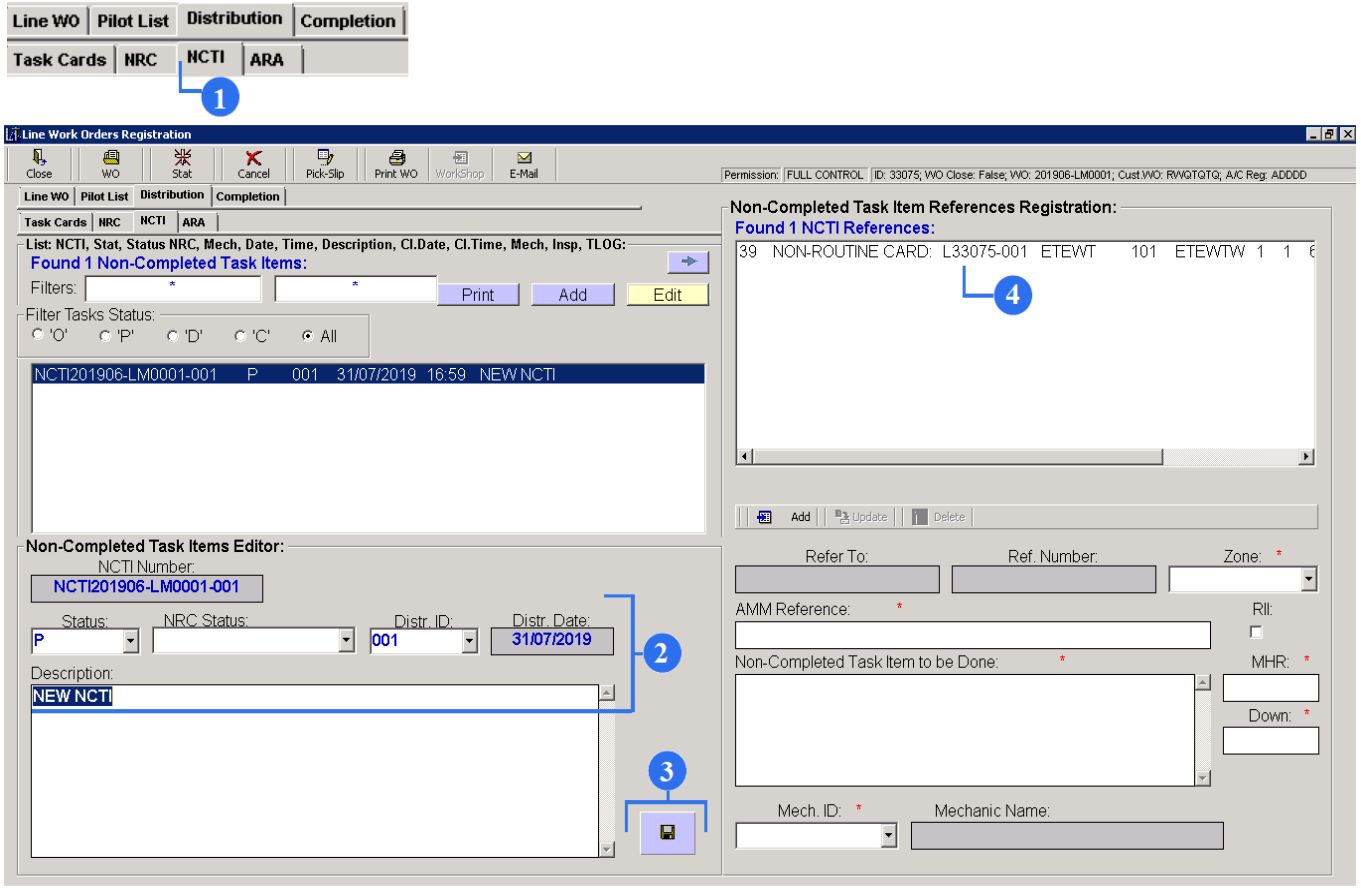
2. To update the NRC, click on the Edit button. Make changes and click on the button with discette to save it.

3. If for materials order, an ARA is needed, select the ‘ARA’; check box.

4. Write down the material PN, QTY, Type, etc. If the materials are at stick, select the ‘Stock’; check box. Click on the ADD button to save. Then, materials will be displayed in the ARA tab.

5. Set up the Labor Man-Hours cost in the ARA Invoiced Amount, if needed. Click on the Update button to save.

4.3 Non – Completed Task Items (NCTI) Registration.



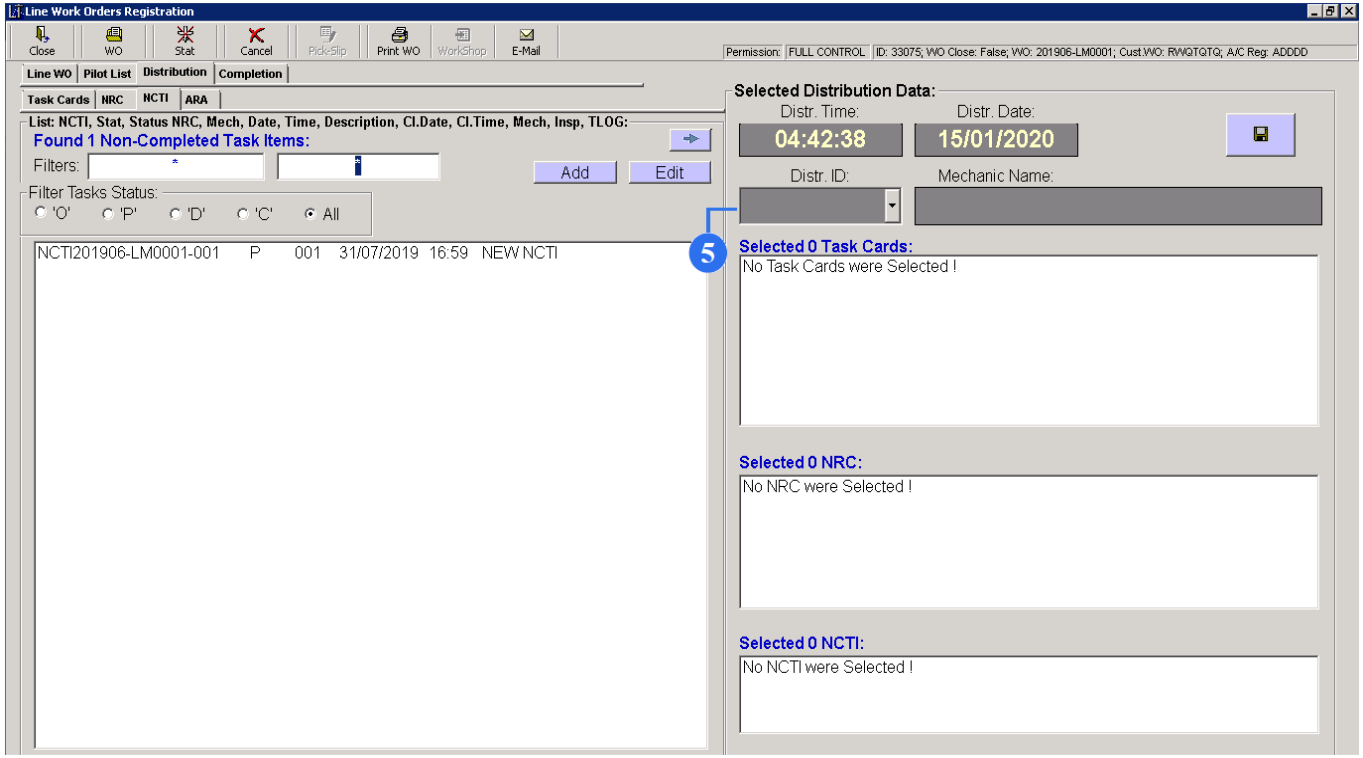
The Task Card can be closed only when all tasks, which constitute it, are completed; and all post-repair checks (for example, run engine test, leakage test) are carried out.

These checks must be registered into the system in the 'NCTI' tab (Non-Completed Task Item). When NCTI is registered, task card can be closed.

After the registration, a NCTI should be distributed for its further completion.

1. Here you can create a NCTI, which will be filled with checks/ tests of task cards (in other words, you should make references to task cards).

2. Click on the ADD button and type a description of a NCTI.

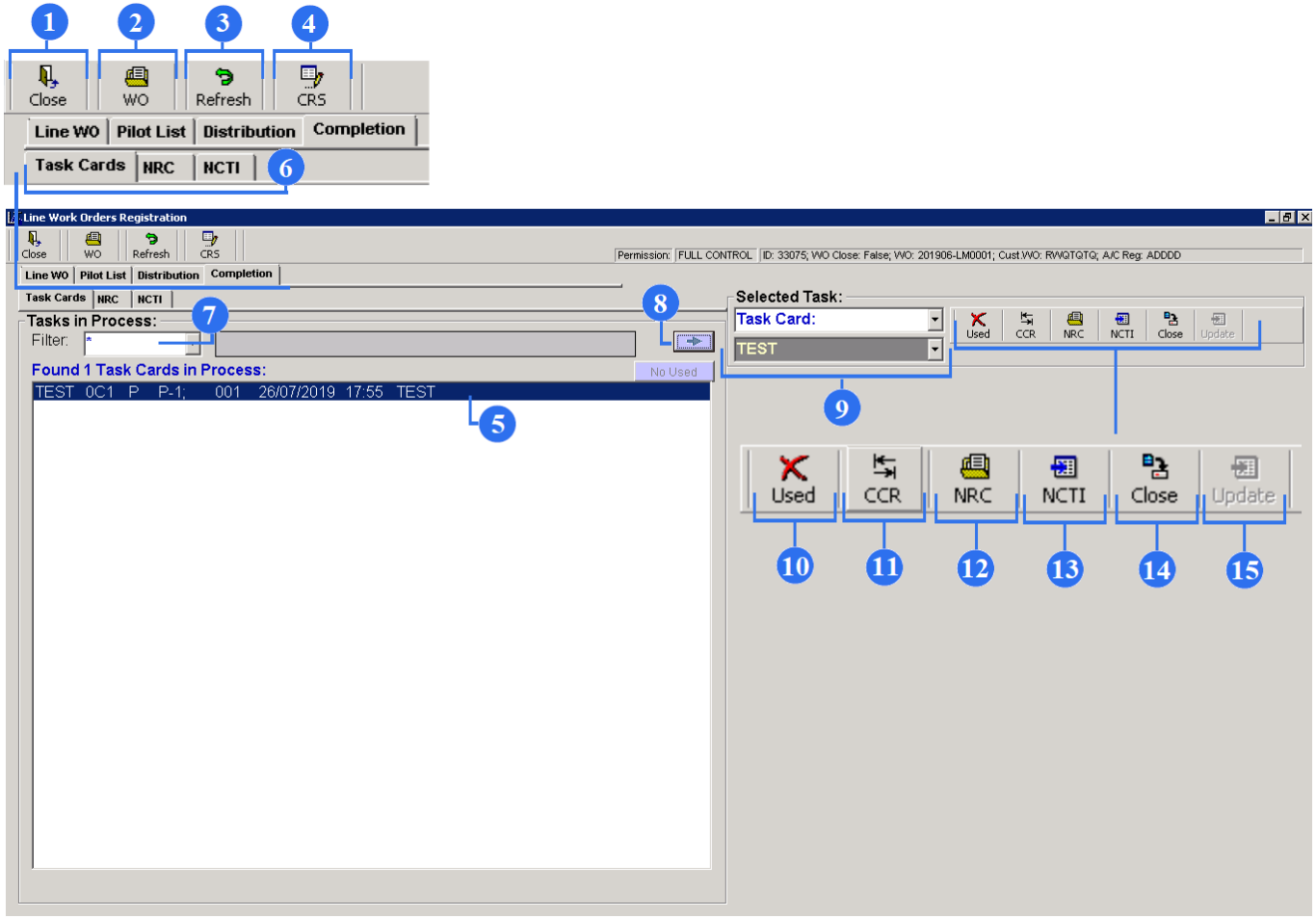


3. Click on this button to save.

4. Here you can only update references to task card, created in the ‘Completion’ tab.

5. To distribute a NCTI, choose a mechanic’s id and click on the button with discette. This NCTI will be in progress and displayed in the ‘Completion-NCTI’ tab.

5. Completion Overview



Toolbar:

1. Close (the screen)

2. WO (to select a work order from a list of work orders)

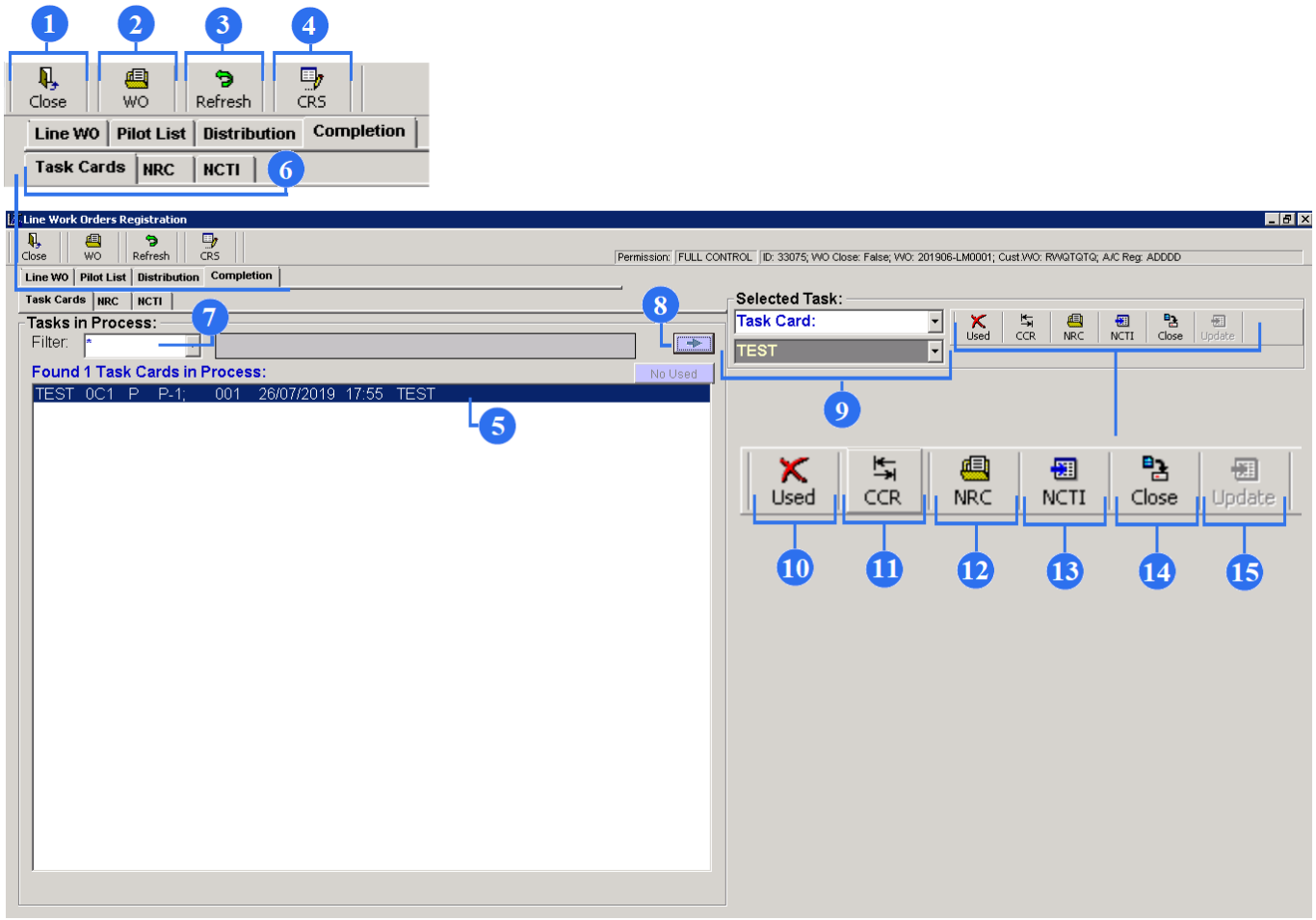
3. Refresh (to reset an opened editor or step back)

4. CRS (Certificate of release to Service; fill in required text boxes and print the certificate out).

5. To select a task card from a work order, double click a work order, and then highlight a task.

6. To switch on a particular tasks list, use the tab.

7. To find a task, which a certain mechanic completes, use the ID filter. In the id field



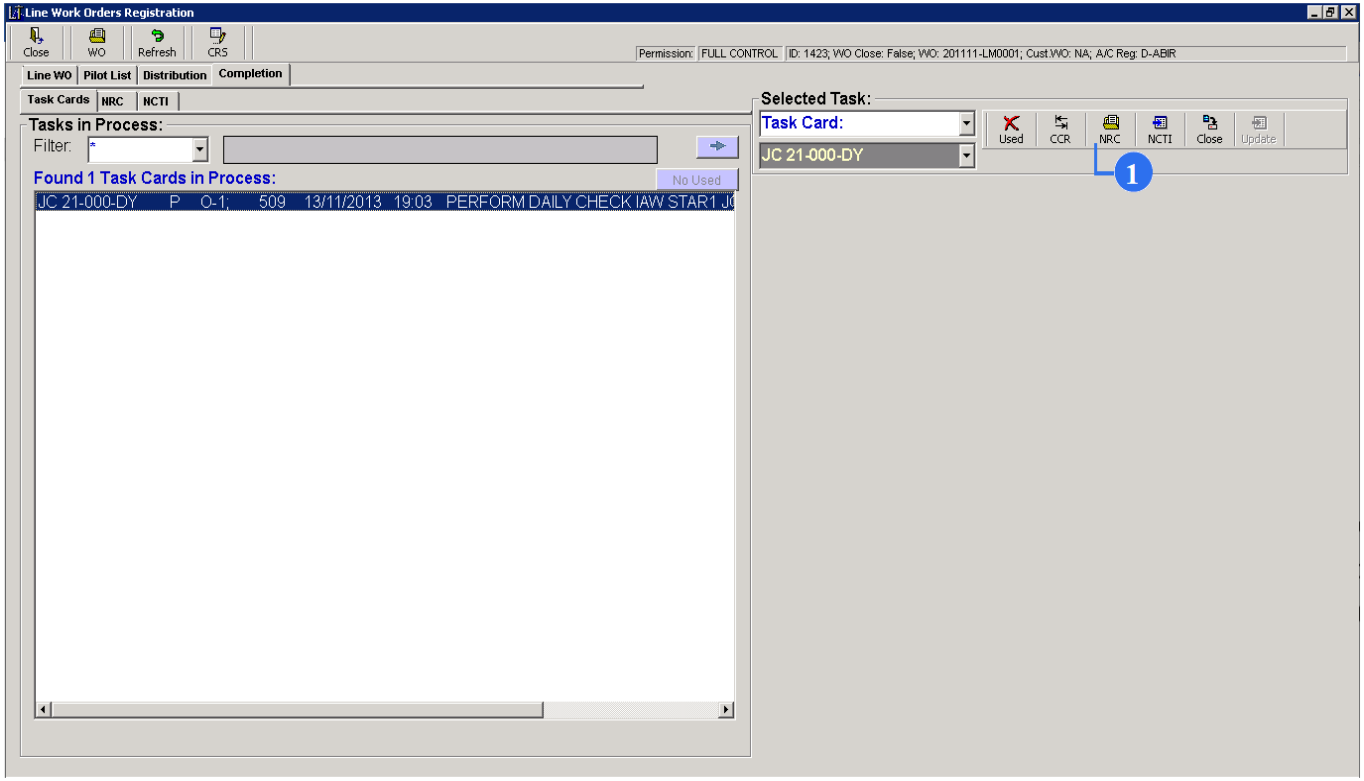
select a mechanic's id and his name will be also displayed in the gray field.

8. To extend the Tasks in Process Screen, click on this button.

9. You may also select a task, choosing it in the Selected Task field. But if you highlight a task from the right side of the Completion screen (in the Tasks in Process screen), this task will be automatically displayed in the Selected Task field.

10. To register used materials for the task completion.
11. To register component change
12. To register a NRC (a non-routine card).
13. To register a non-completed task item.
14. To close a completed task card.
15. To update a non-routine card. This option is available only for non-routine cards (select a NRC tab). To remember all steps a mechanic completes, make an 'Action Note' in the editor.

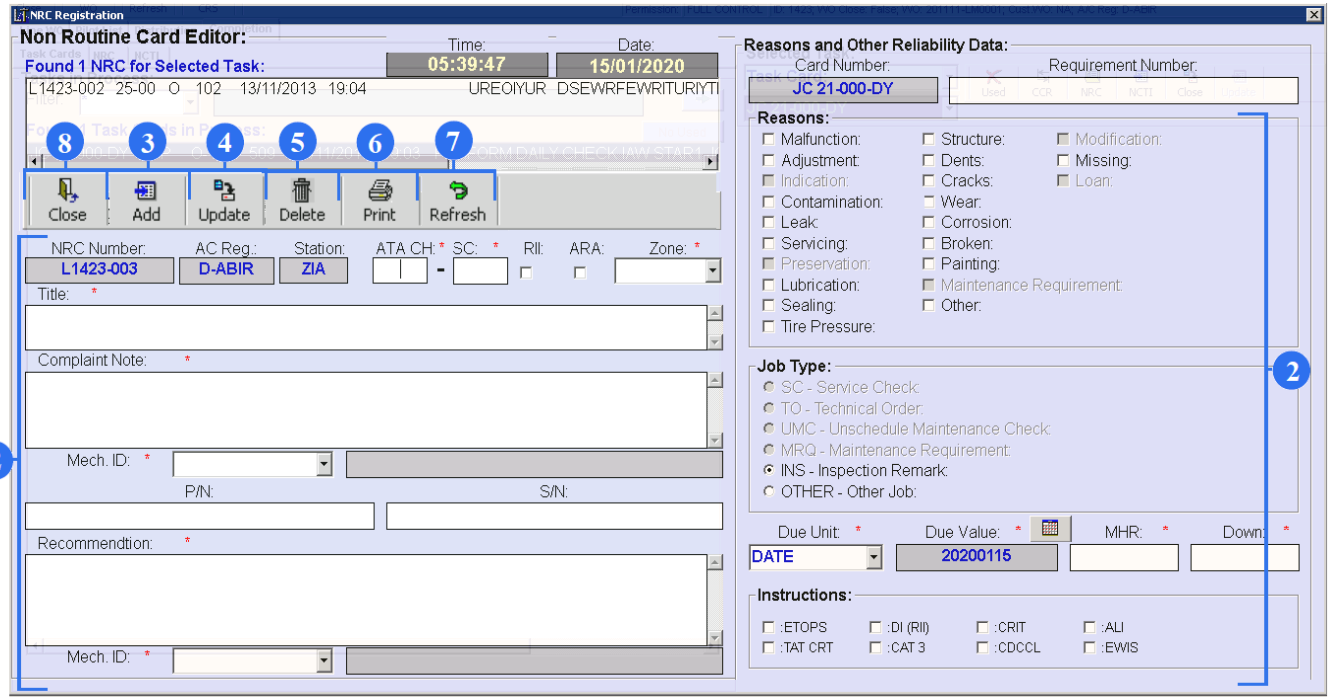
5.1 Non-Routine Card (NRC) Registration



1. A Non-Routine Card for a selected task is registered only when some new defects emerge during the task completion.

All newly registered non-routine cards will be transferred with opened status to the DISTRUBION tab.

To open the editor, highlight the task and click on the button.



2. Fill out the required text boxes (a title, a compliant note, recommendations, mechanic's id, due unit, due value, estimated man hours-MHR, estimated down time, choose reasons and a job type). All fields with an *asterisk* (*) are *obligatory.*

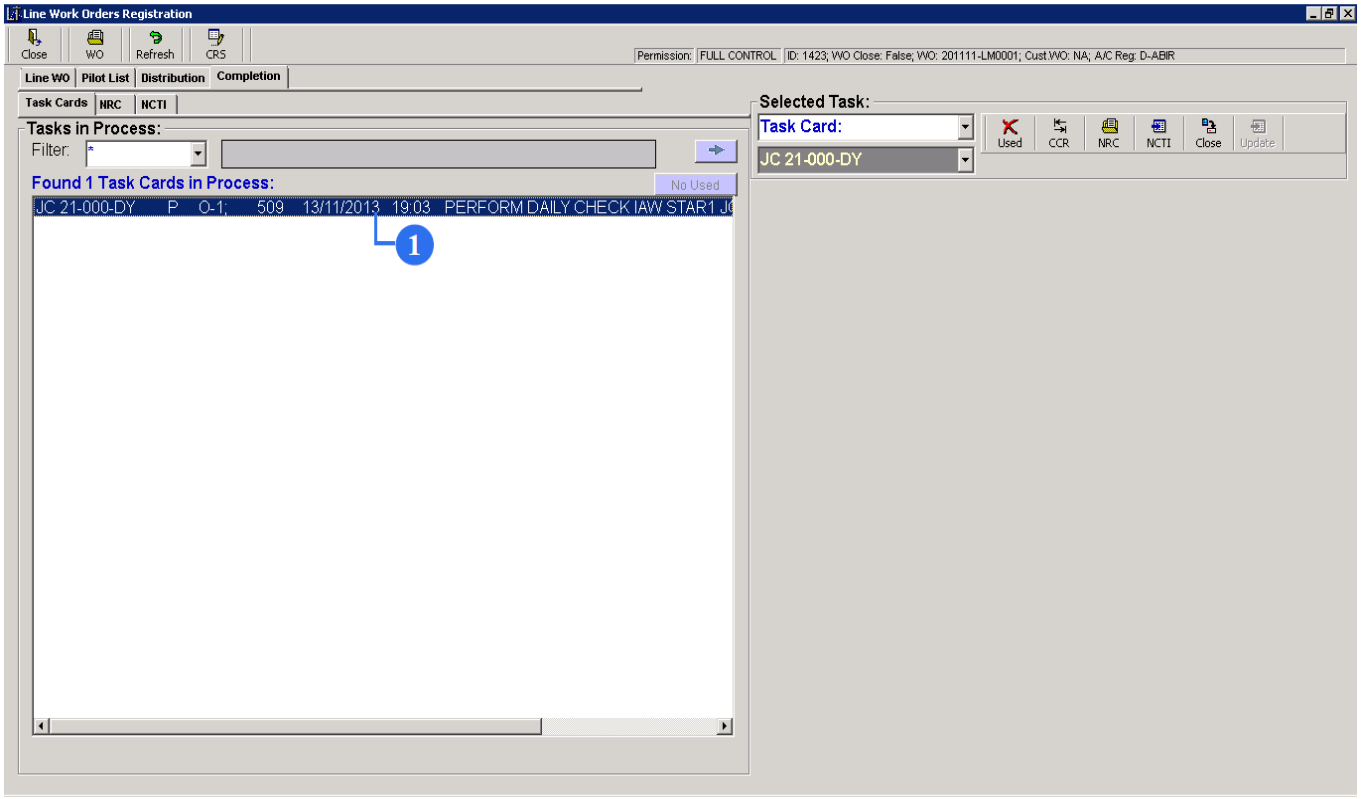
3. Click on the Add toll button to save and add a NRC.

4. To make changes in a registered NRC, highlight it in the 'Found NRC' window, change and then click on the Update tool button.

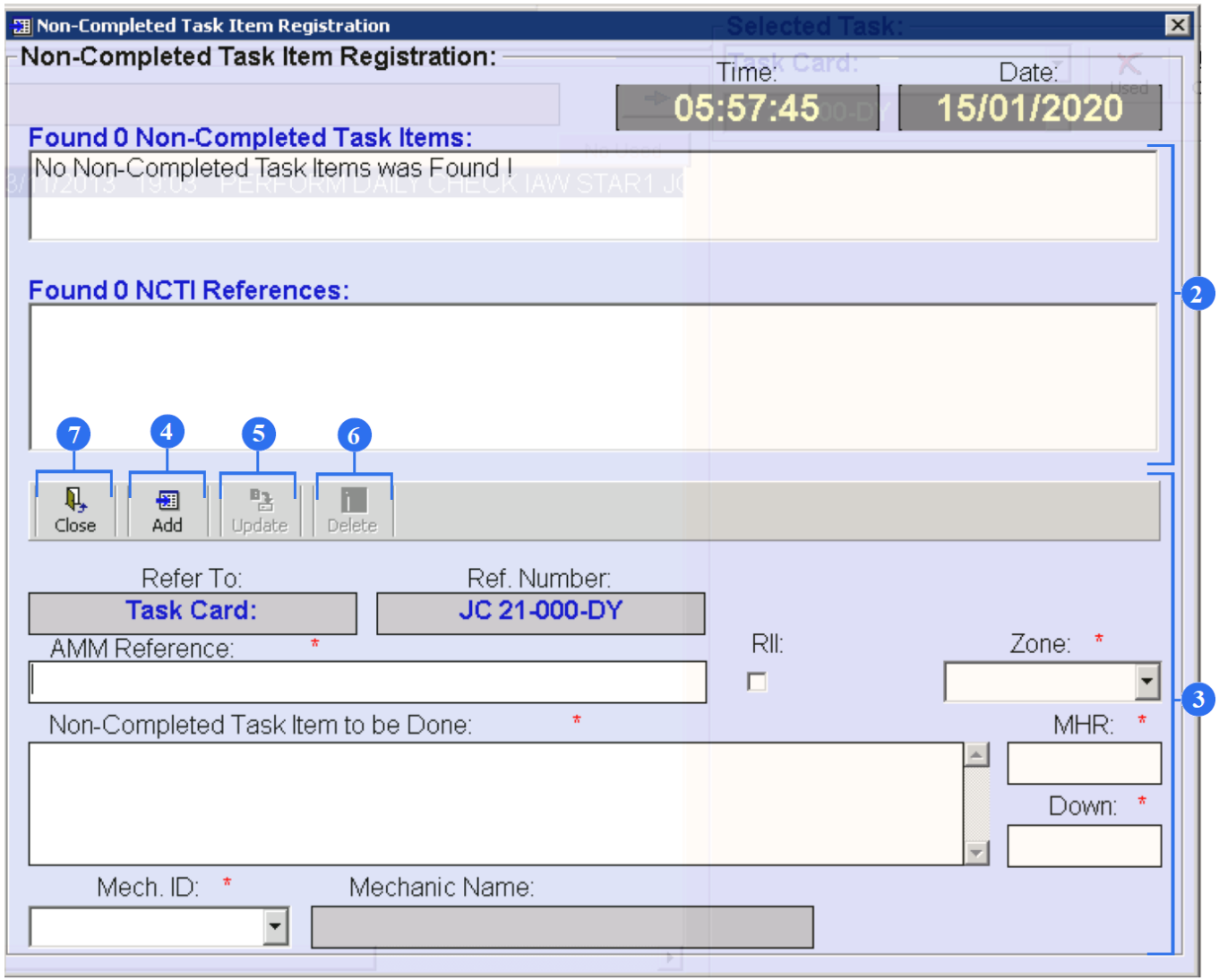
5. To delete a NRC, click on the Delete tool button.

6. To reset text boxes, click on the Refresh tool button.
7. To print out a NRC, click on the Print tool button.
8. To close the Non-Routine Card Editor, click on the Close tool button.

5.2 Non-Completed Task Items (NCTI) References



1.To register a NCTI reference for a selected task, click on the NCTI button.



2. Using the NCTI Registration editor, you may register references to other task cards in one NCTI. But this NCTI must be already registered in the DISTRUBITION tab.

3. To add a new reference, fill the text boxes. All fields with an *asterisk* (*) are required *obligatory.*

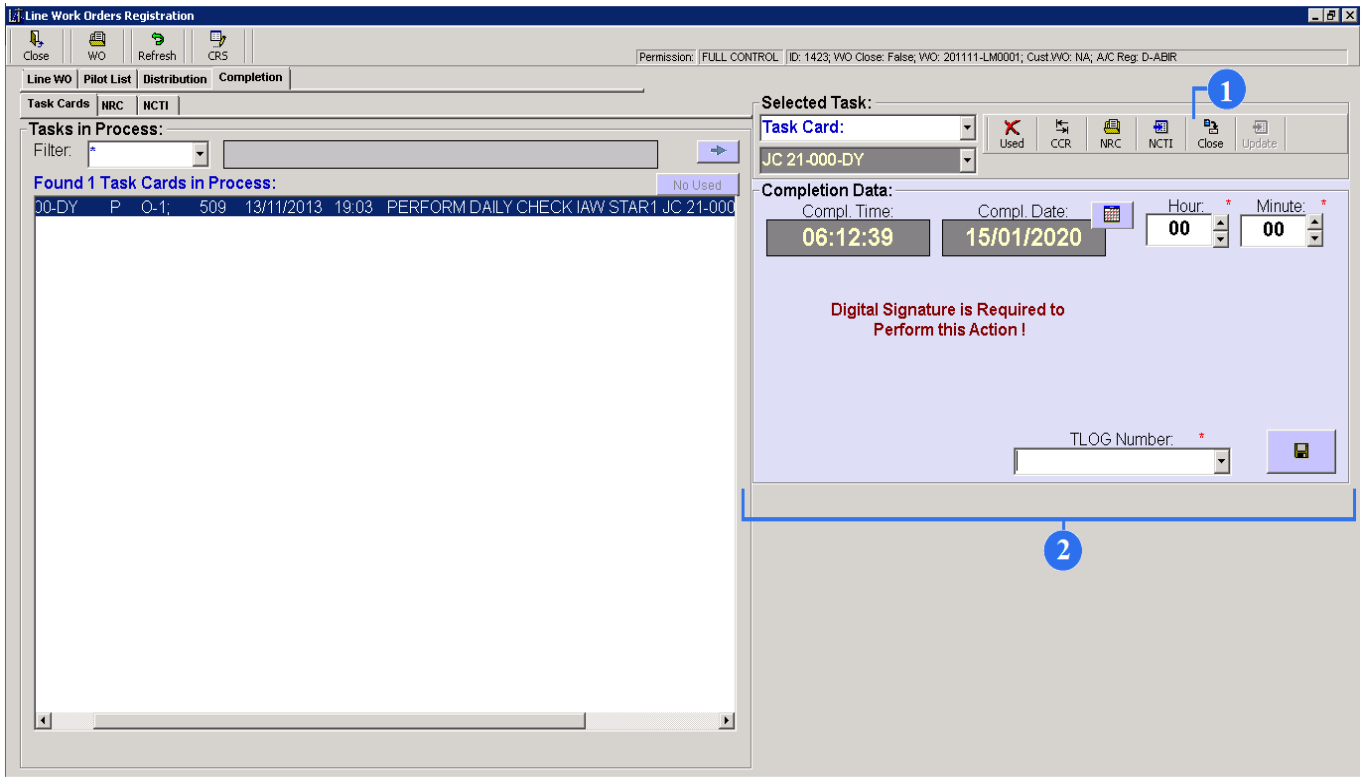
4. Click on the Add toll button and the reference will be automatically transferred to the NCRI References Window.

5. To make changes in an existing reference, highlight it and click on the Update tool button.

6. To Delete a NCTI reference, click on the Delete button.

7. To exit the Non-Completed Task Item Registration screen, click on the Close tool button.

5.3 Task Close



1. To close a completed task card, click on the Close button.

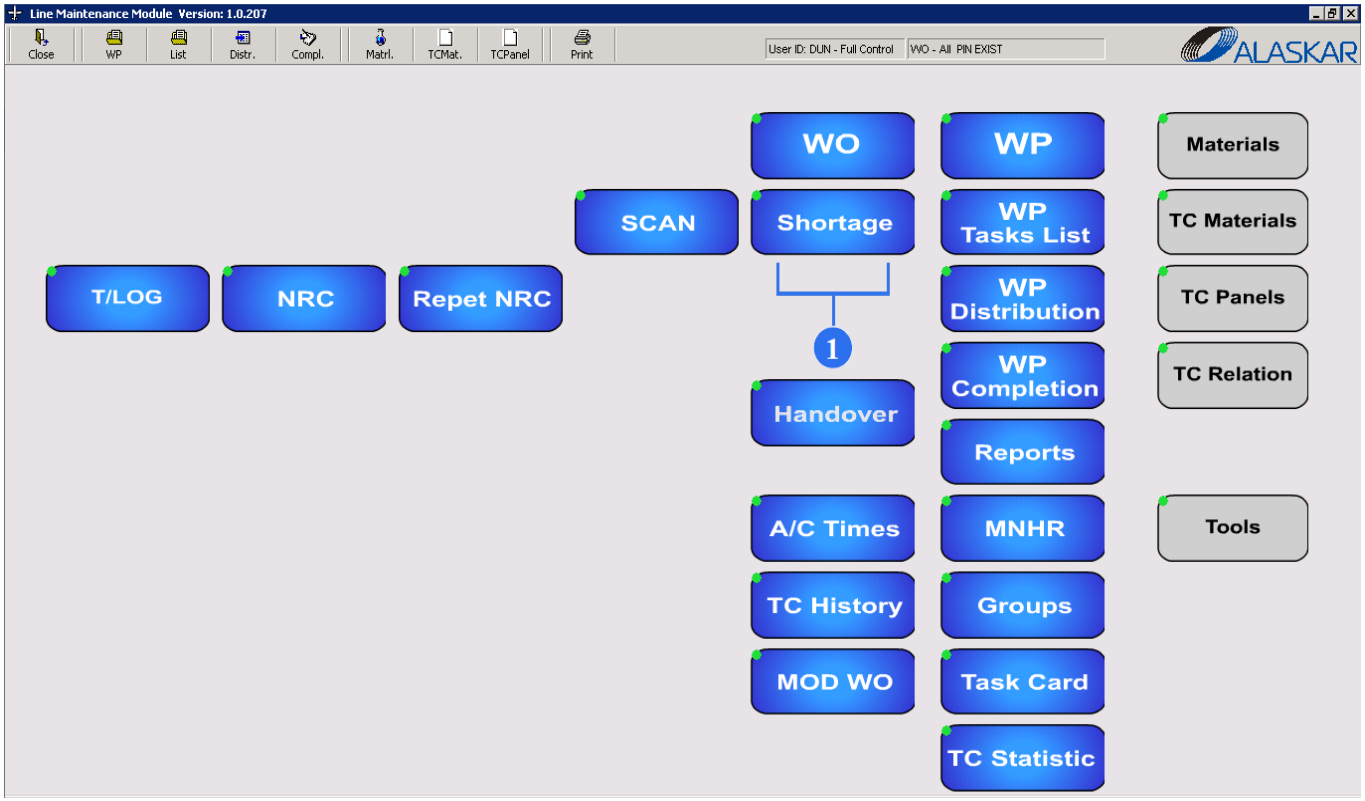
2. Enter required information and click on the button with duscette. The task will be closed.

III. SHORTAGE

User Guidance

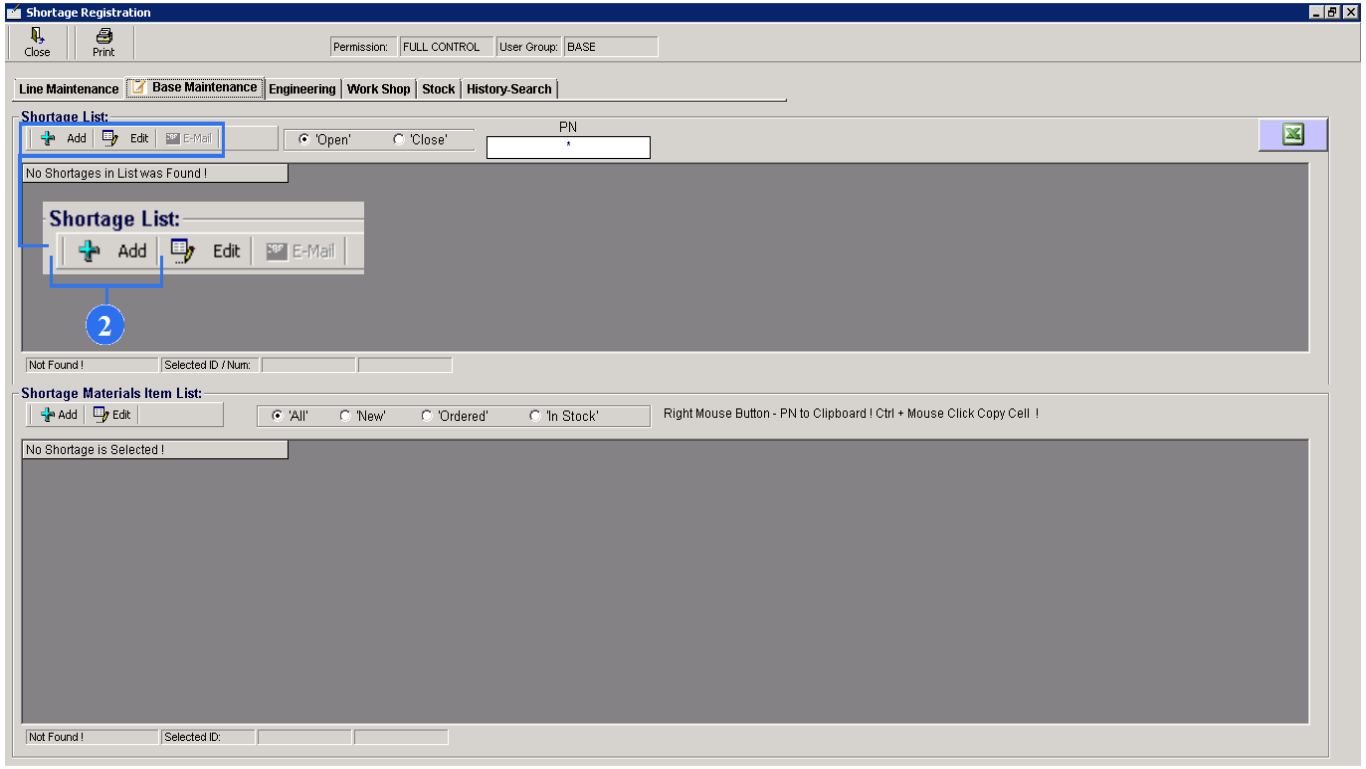
Contents

1. Shortage Registration.

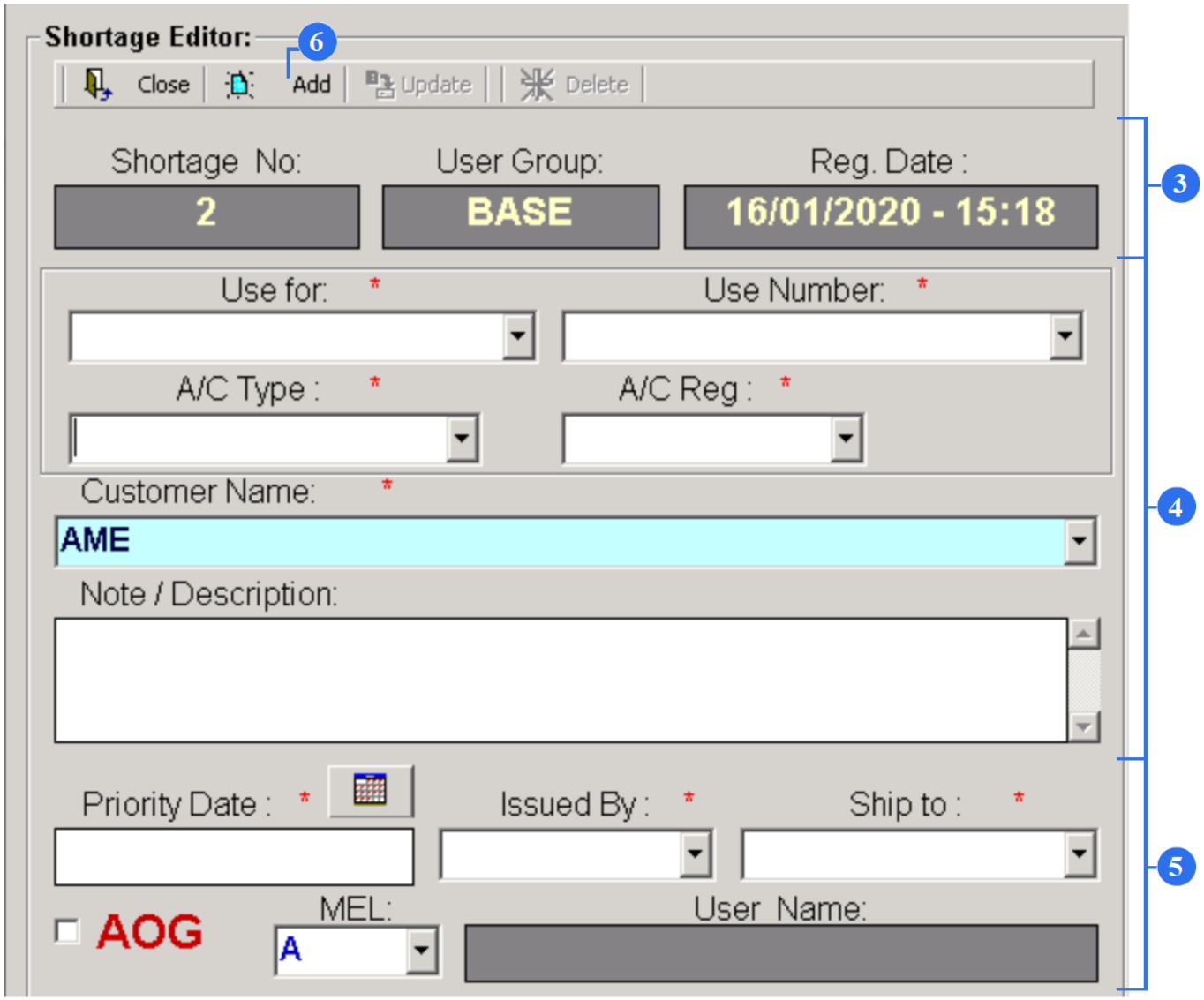


If there are no required materials for the task completion, a shortage must be registered. After the registration, this shortage will be displayed in the Stock Module (Shortage sub-module).

1. Click on the SHORTAGE button to enter the screen.



2. Click on the ADD button and a Shortage Editor will be opened.

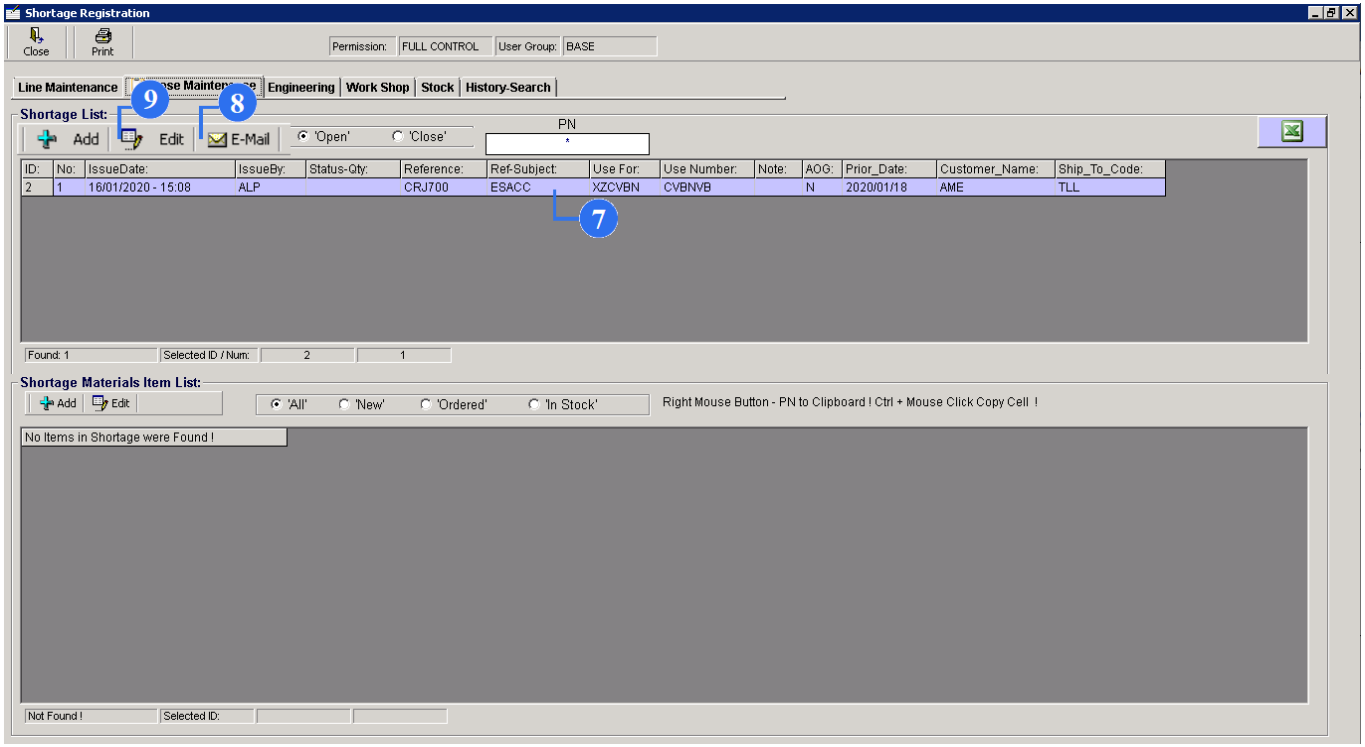


3. A Shortage number, a user group and a registration date will be generated automatically.

4. Enter an aircraft type, registration and why a shortage is registered (Use For, Use Number), write a description and select Customer Name.

5. Select a priority date (when a particular component should be delivered). Select “Issued By” and “Ship to”. Tick the AOG field (Aircraft On the Ground), if urgent materials are required. All shortages, marked with AOG, are in red colour in a Shortage List.

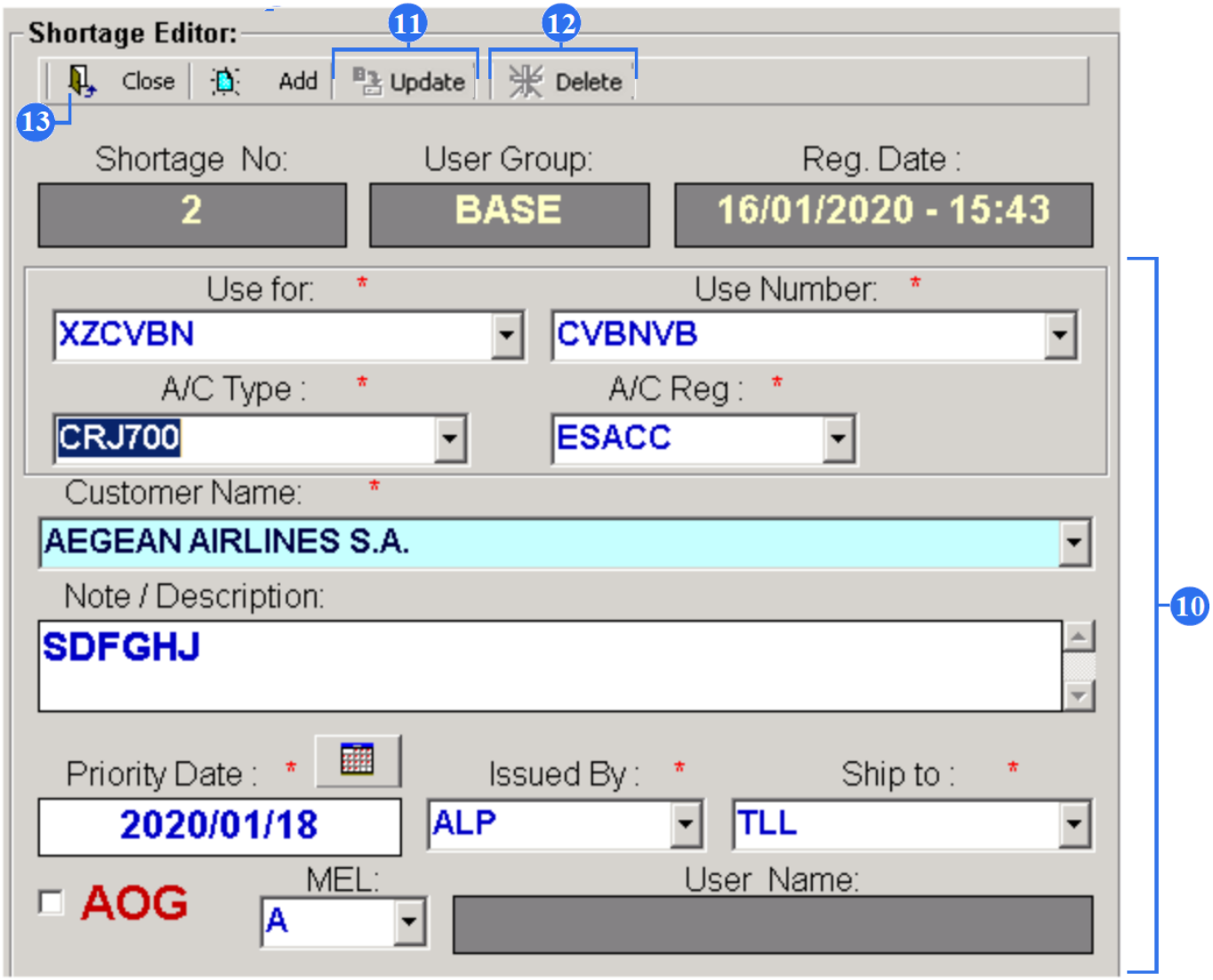
6. To add a new shortage, click on the Add button.



7. You can see the save data in the Shortage List. Highlight the line.

8. To supply the data to e-mail, click on the “E-Mail”.

9. To update an existing shortage click on the “Edit” button.



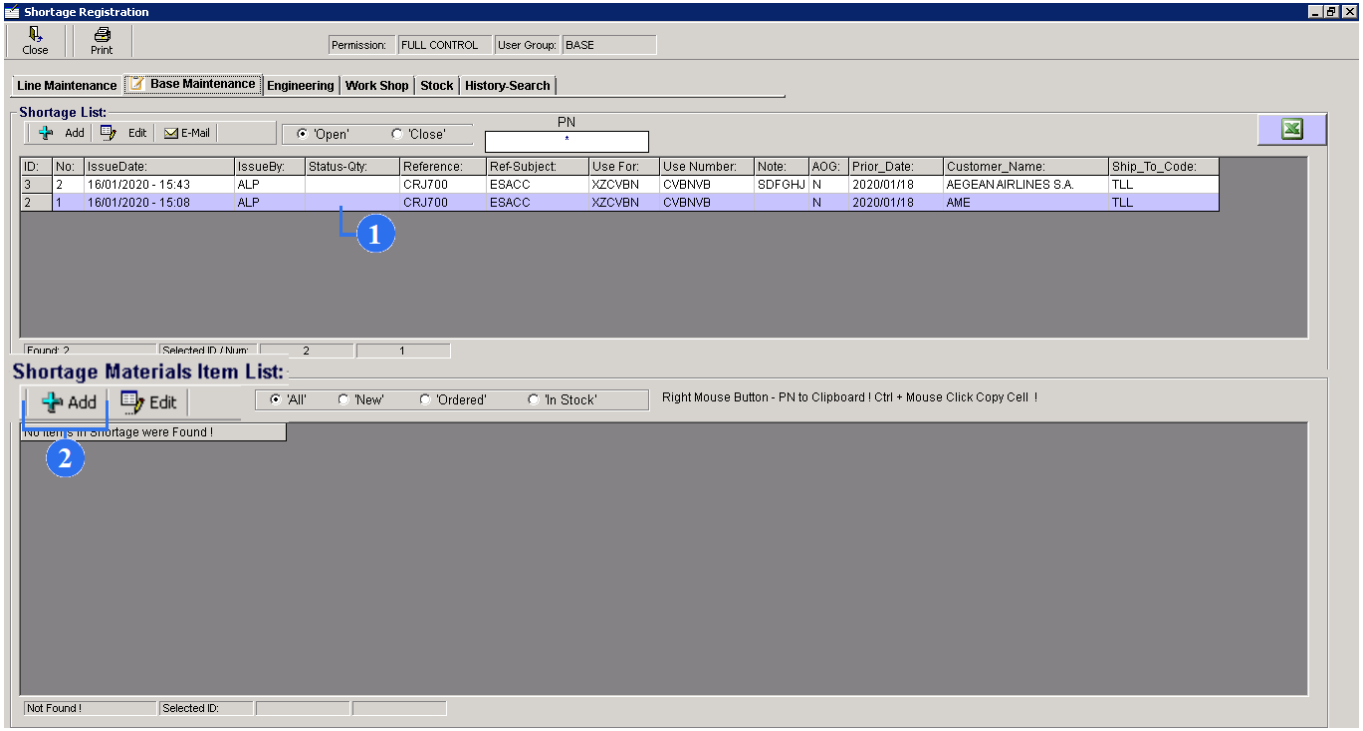
10. In the Shortage Editor make changes.

11. Click on the update button.

12. To delete an existing shortage, highlight it in a shortage list and click on the EDIT button. In the Shortage Editor click on the DELETE button.

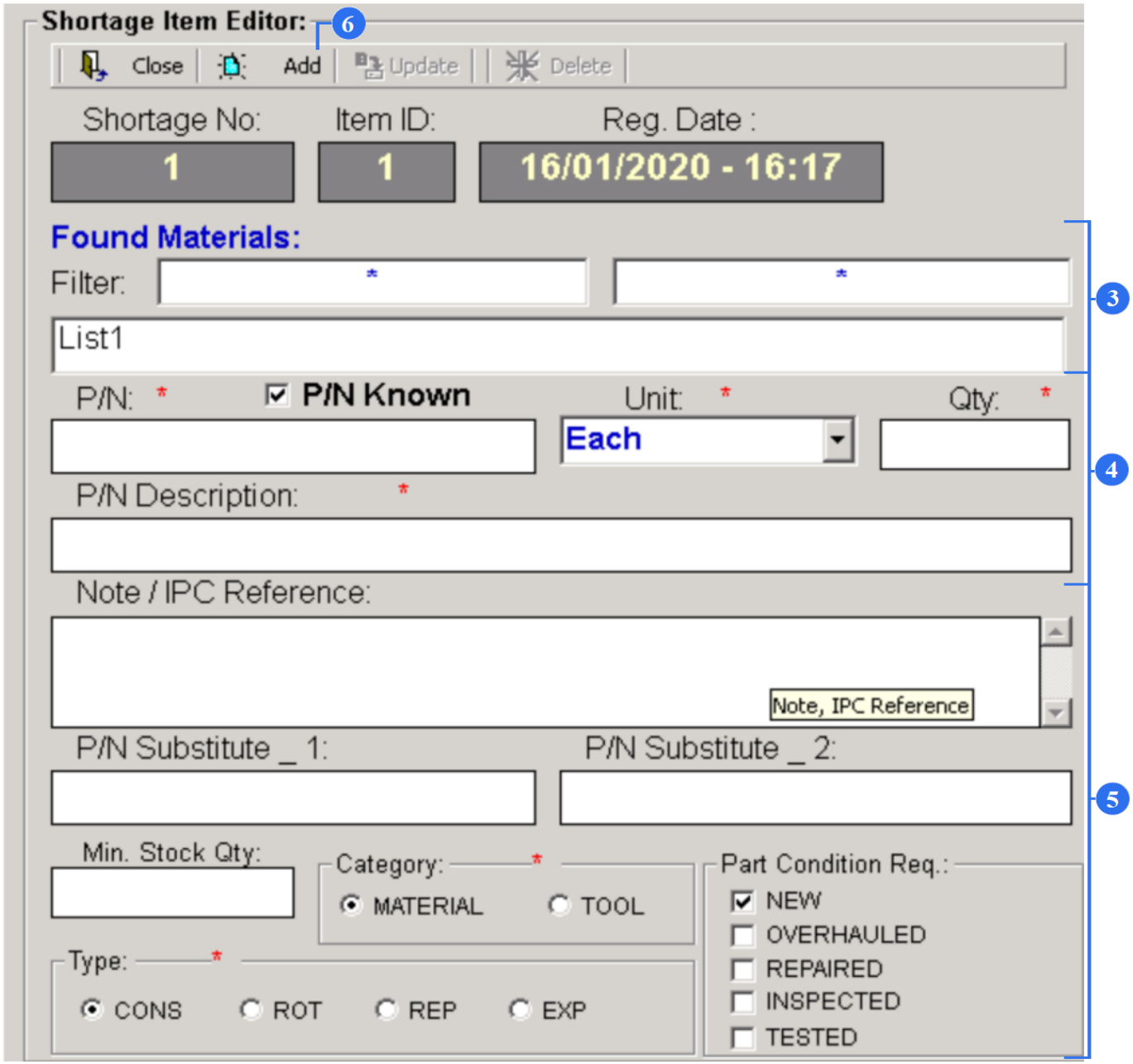
13. To reset the editor, click on the CLOSE button.

2. Shortage Items Addition.



1. In the Shortage List highlight necessary line.

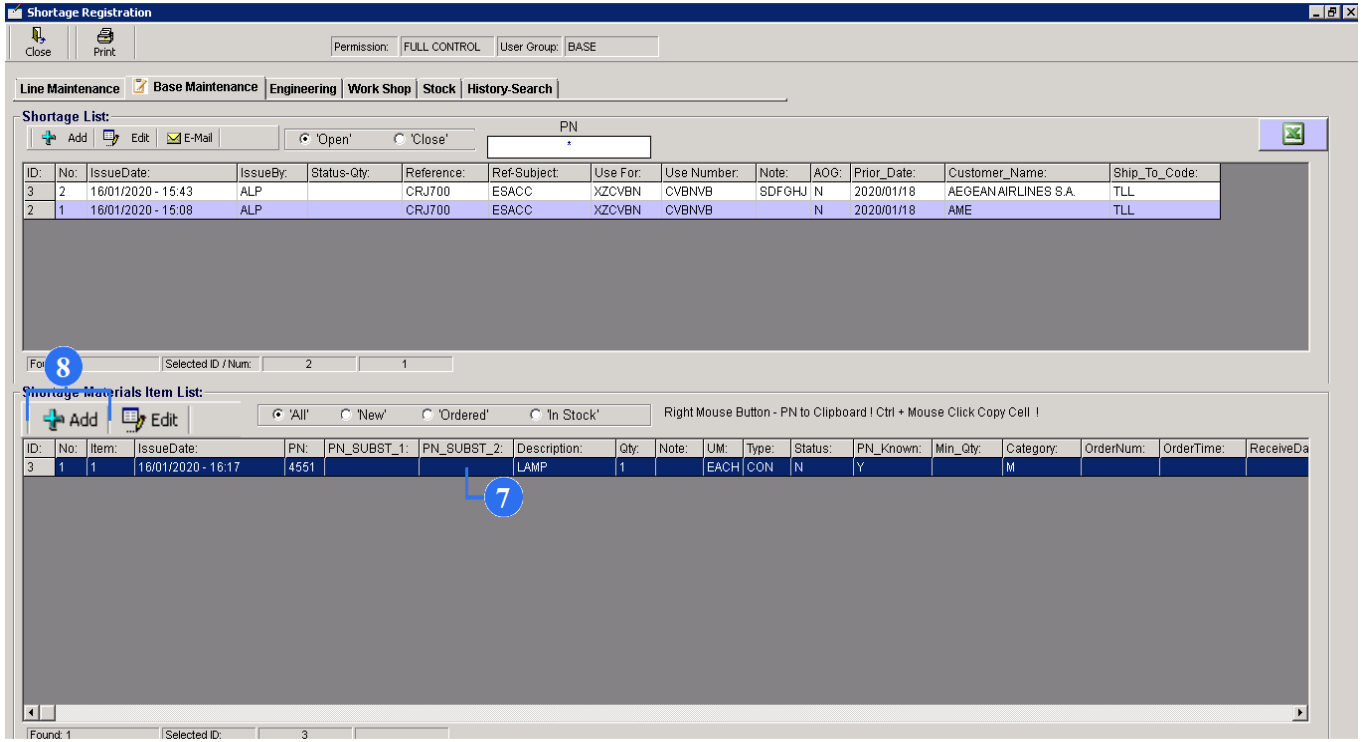
2. In the Shortage Materials Item List click on the “Add” button.



3. After the selection, a part number and a description will be denigrated automatically.
4.Choose a unit and quantity.

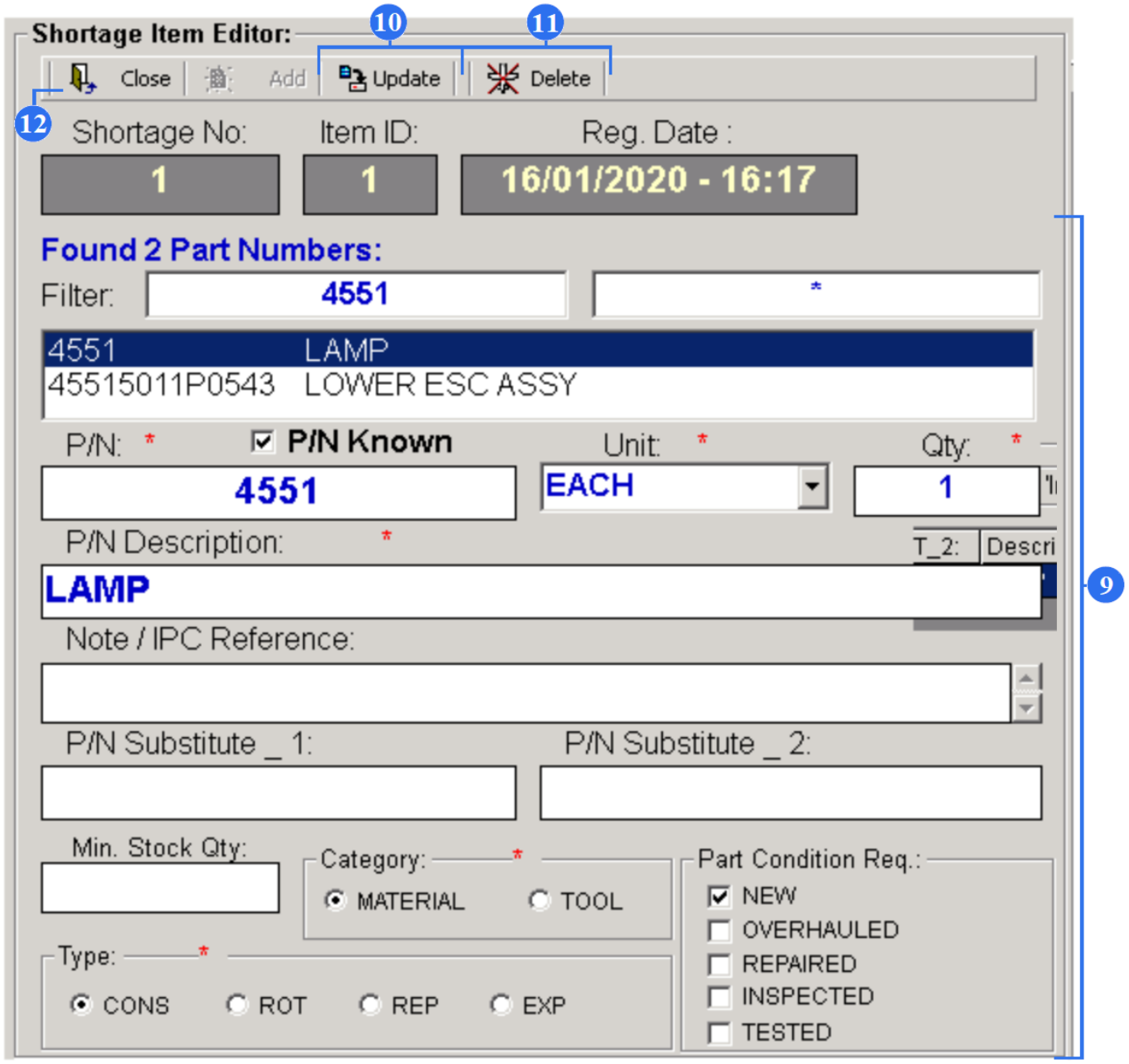
5. Make references if needed. Enter Substitutes, if any. Check the box of the Category and Type.

6. To add a new item, click on the ADD button.



7. You can see the save data in the Shortage Materials Item List. Highlight the line.

8. To update an existing shortage click on the “Edit” button.



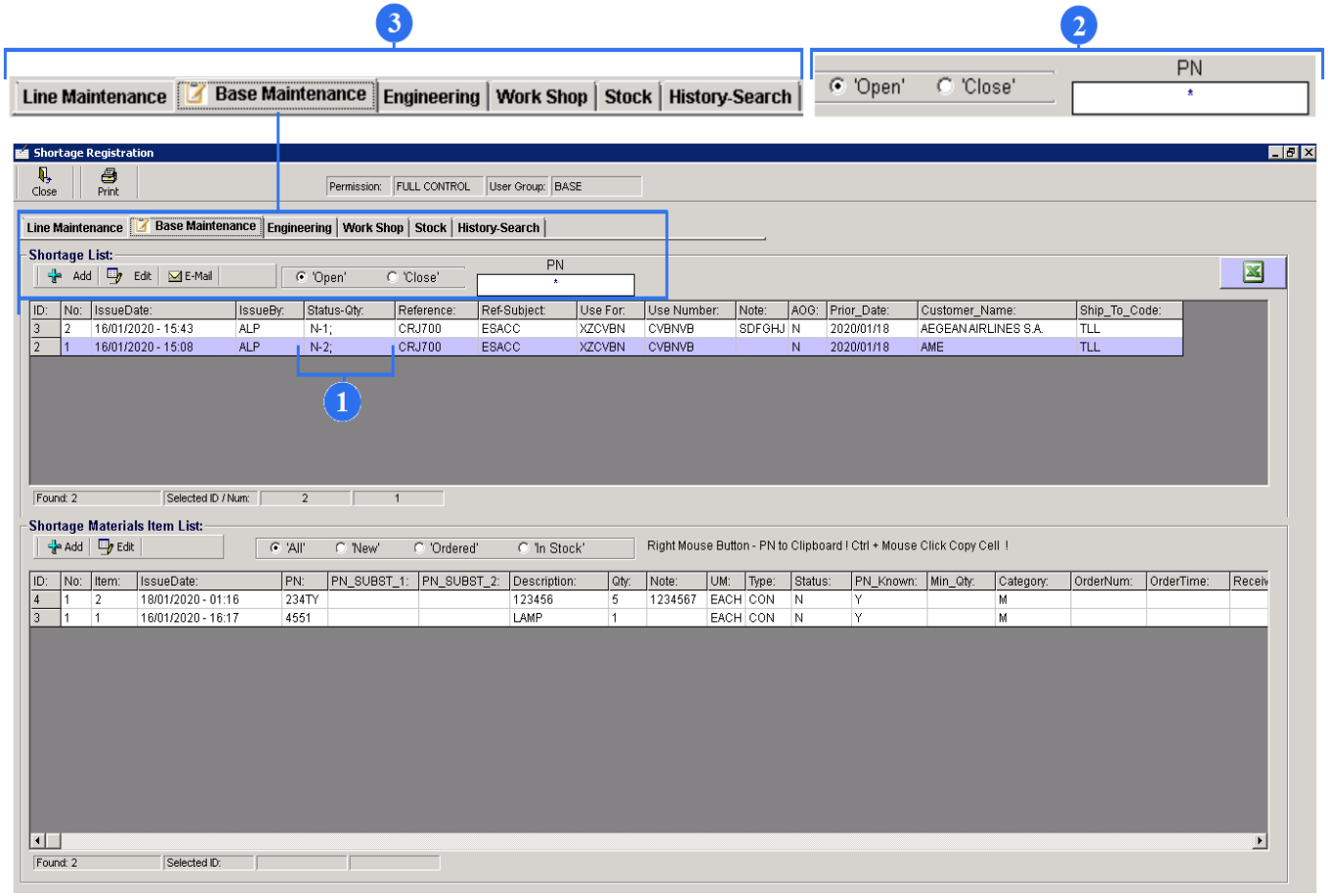
9. In the Shortage Editor make changes.

10.Click on the update button.

11. To delete an existing item, highlight it in a shortage material item list and click on the EDIT button. In the Shortage Item Editor click on the DELETE button.

12. To reset the editor, click on the CLOSE button.

3. Shortage Status.



1. To view the items status of a particular shortage, view a Status-Quantity column:

- ‘N’ means a new item, just registered (in white color in the shortage materials item list);

- ‘O’ means an ordered item, but it’s not in stock yet (in yellow color in the shortage materials item list);

- ‘S’ means an item in stock (in green color in the shortage materials item list).

2. You may also view a history of closed shortages by using a filter.

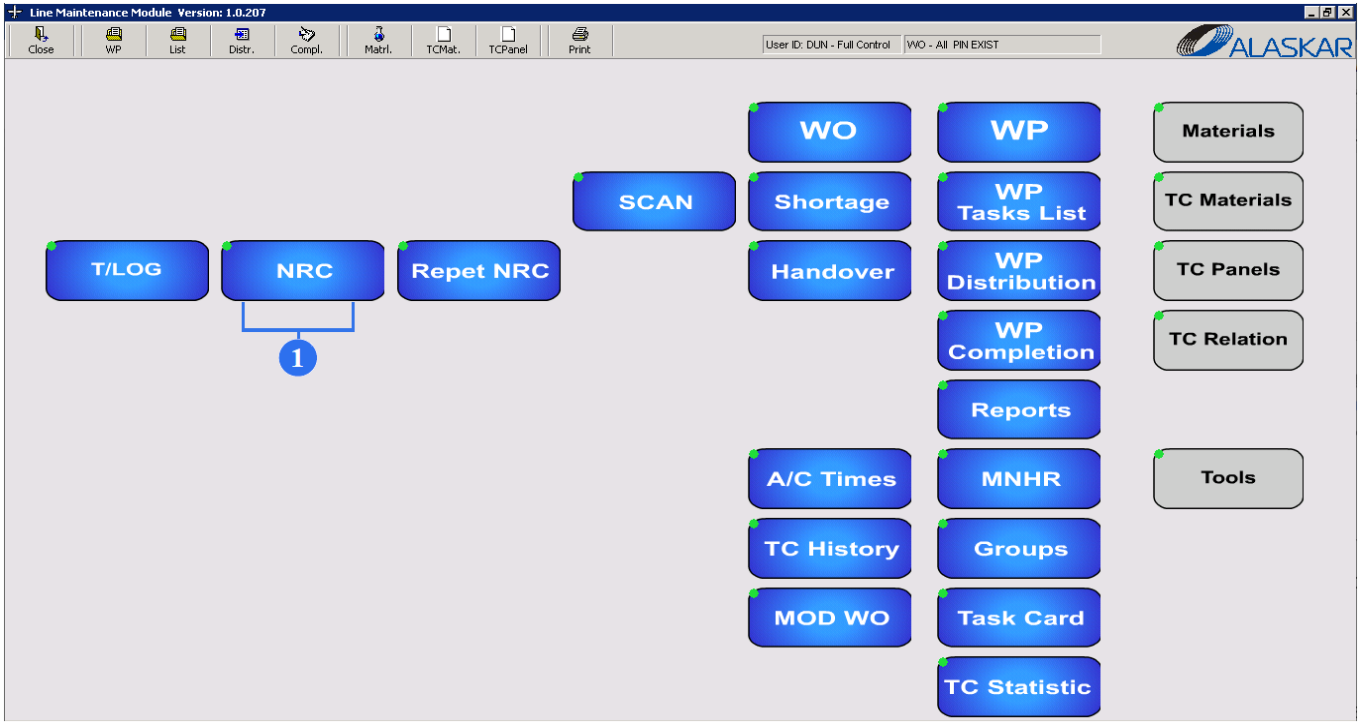
3. To view what shortages different department ordered, use a line maintenance/base maintenance/engineering/ work shop/stock/history-search tab.

IV. NRC – NON – ROUTINE CARD

User Guidance

Contents

1. General.



A non – routine card is registrated in case of new detected defects and problems, when there is no opportunity to solve technical problem right now. To begin to work with this submodule, you need click “NRC” button (1) on the right side of Line Maintenance Module list.

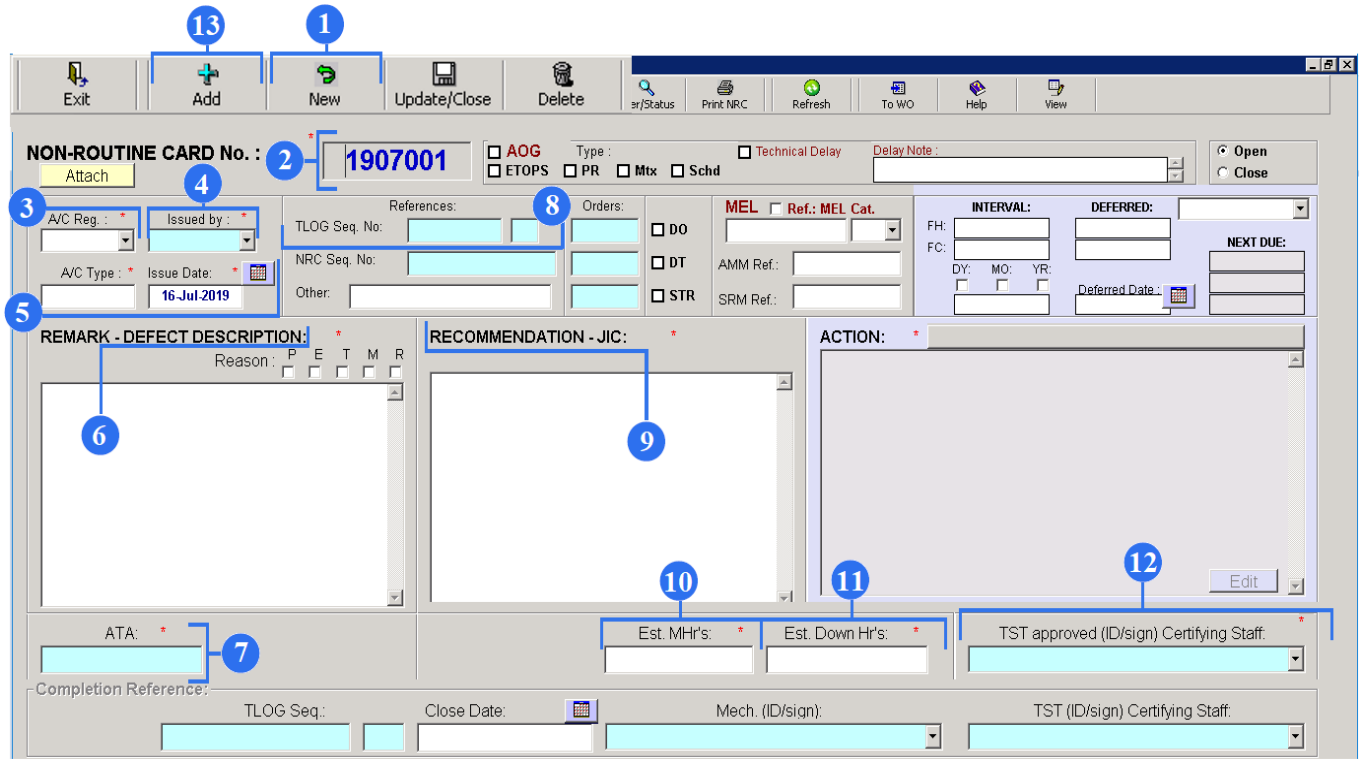
The user’s manual consists of two sections: NRC creation and NRC toolbar overview.

Non – routine card creation provides step by step overview of the new NRC creation with defect rectification, of the NRC creation using MEL/CDL and of the NRC creation with closing deferred defect.

NRC toolbar overview section gives you information how to create new NRC with other A/C registration number without exit from NRC submodule and re-enter. Also, this section allows to find any necessary information by using history filters and to find NRC maintenance history for any period.

2. Non – Routine Card (NRC) creation.

2.1. NRC creation with defect rectification.



1. To create a new NRC, push “NEW” button on the upper toolbar of the NON – ROUTINE CARD screen.

2. The NRC number will appear automatically. It is unique number which is created by NRC sub - module. It gets rid of duplicate number.

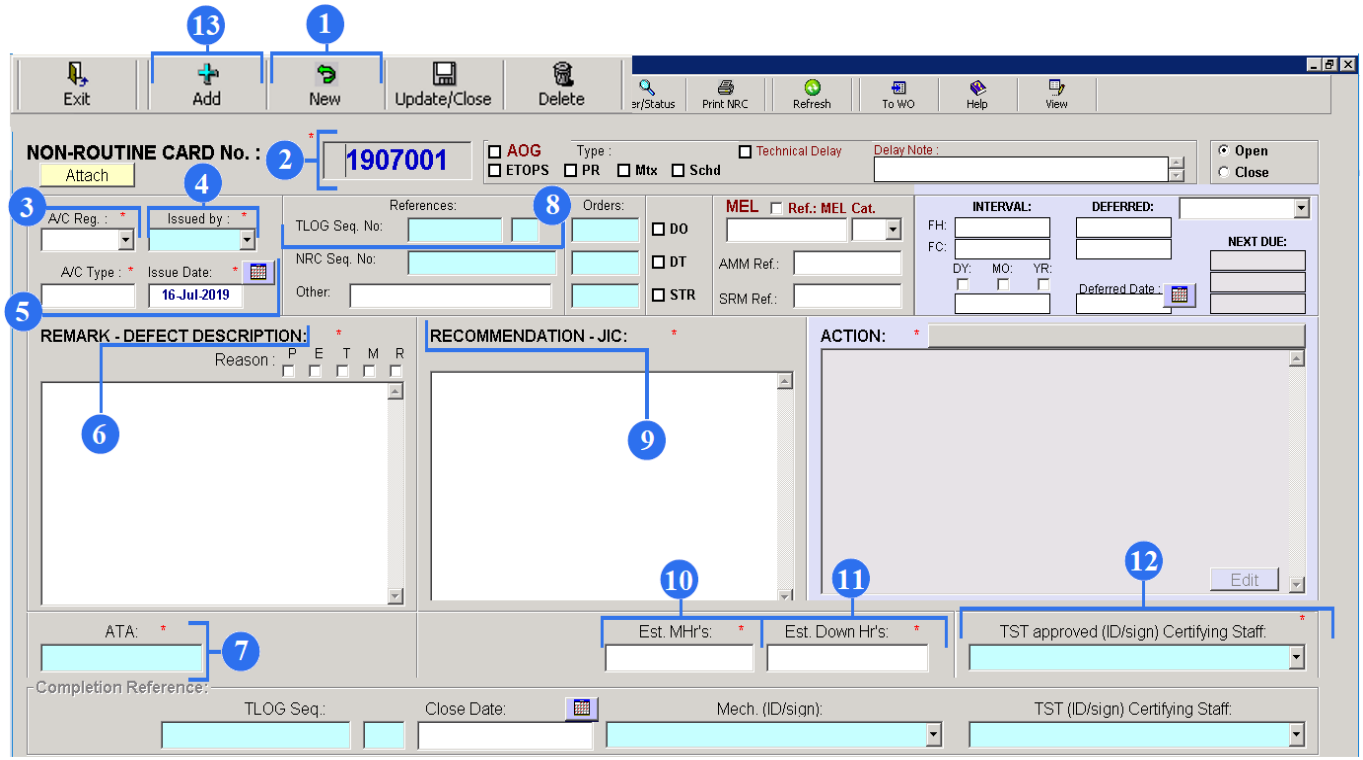
3. Select aircraft registration and aircraft type will automatically appear.

4. Select a mechanical ID number. Click F1 button on your computer keyboard to see more information about mechanical.

5. NRC Editor will automatically generate a today’s date. If the edit date is not today, use the calendar to select the correct flight date of proper aircraft.

6. REMARK field is needed to record all pilot remarks or remarks, that was found during maintenance.

NOTE: Fields with a reference marks *(*)* are mandatory to fill.



7. Select from ATA catalog correct system chapter number of related remark.

8.Enter a T/L number and its sequences (there are Technical Log Books where the whole page has number, but each reference has item number (sequence), and there are Technical Log Books where the page has refences with own numbers, then Seq field is not required).

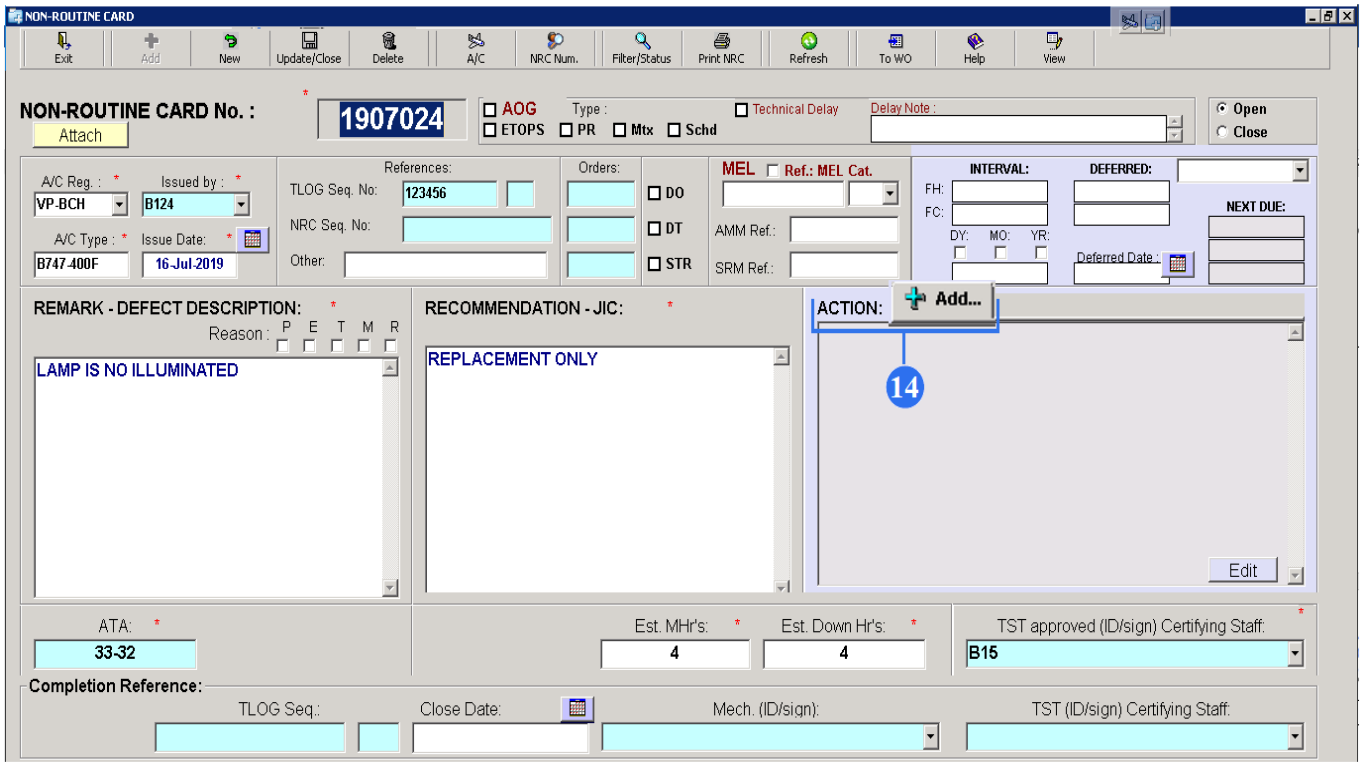
9. RECOMENDATION field is needed to record all recommendation for maintenance such as documentation references, or maintenance limitation. JIC – Job Instruction Card.

10. Enter estimated man hours (Est. MHr's).

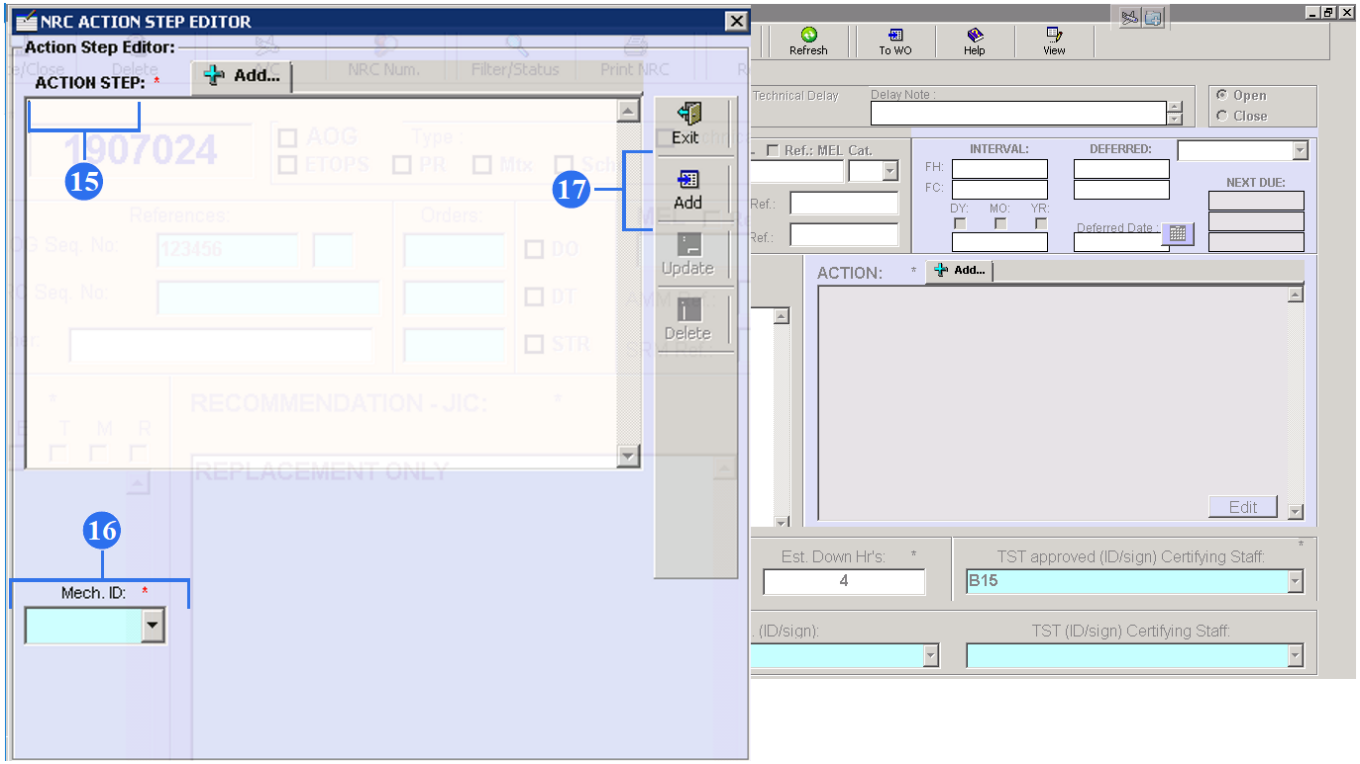
11.Enter estimated down hours (Est. Down Hr's)

12. Enter mechanical ID number to "TST approved (ID/sign) Certifying Staff" field.

13. Push "Add" button to confirm transfer current NRC to PART – M Planning Module as a new task for completion.



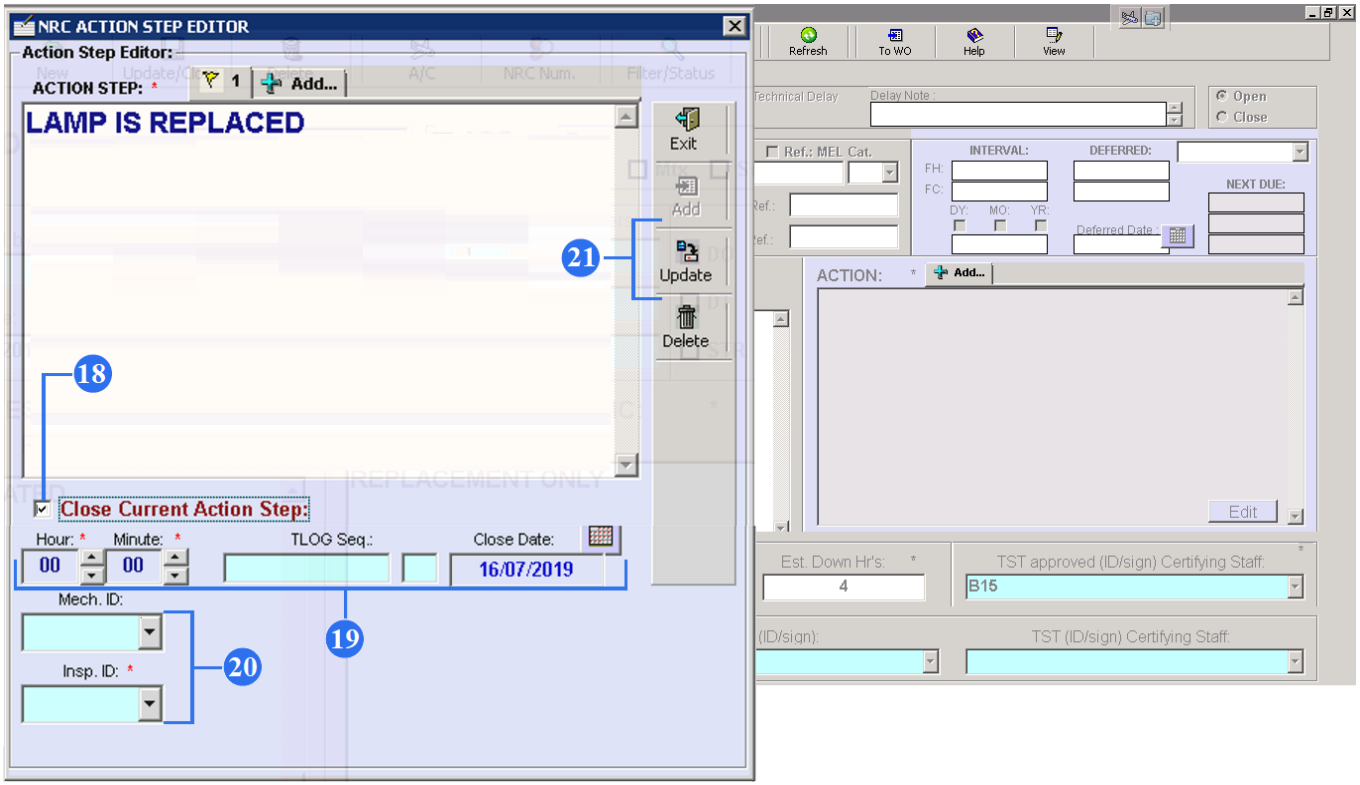
14. To record all actions taken by maintenance staff push ADD button, and NRC Action Step Editor will open.



15. Enter all actions taken by maintenance staff.

16. Enter mechanical ID number to “MECH ID” field.

17. Push “Add” button to confirm new add action.

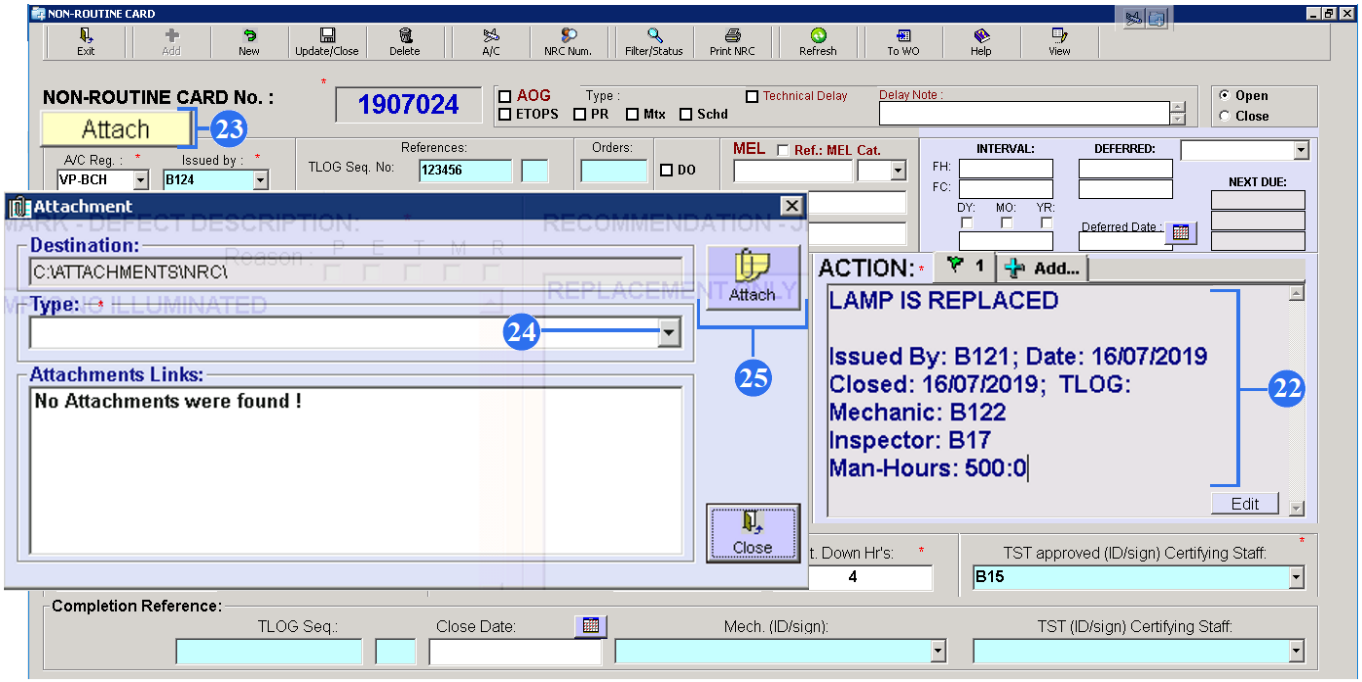


18. Tick the “Close Current Action Step” field.

19. Enter hours and minutes to display the total work time of the maintenance staff. Type the TLOG number and select the related date.

20. Enter mechanical ID number and Inspector ID number.

21. Push the “Update” button to confirm close action step.

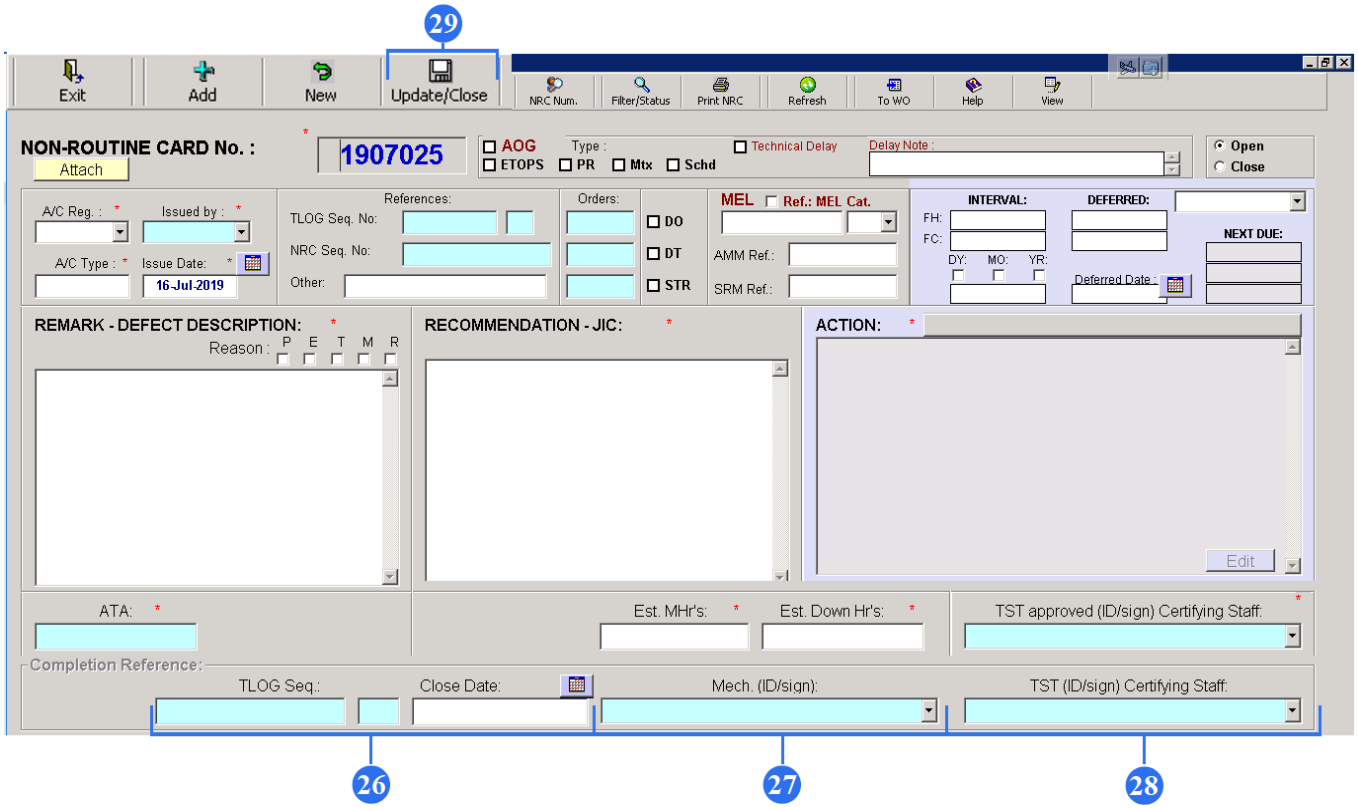


22. You can see the records in the “Action” field.

23. If you want to attach the defect by add information such as picture, W.O. or AMM illustration, push yellow “Attach” button.

24. Select a type of the information.

25. Push the “Attach” button and find this file in your computer memory.



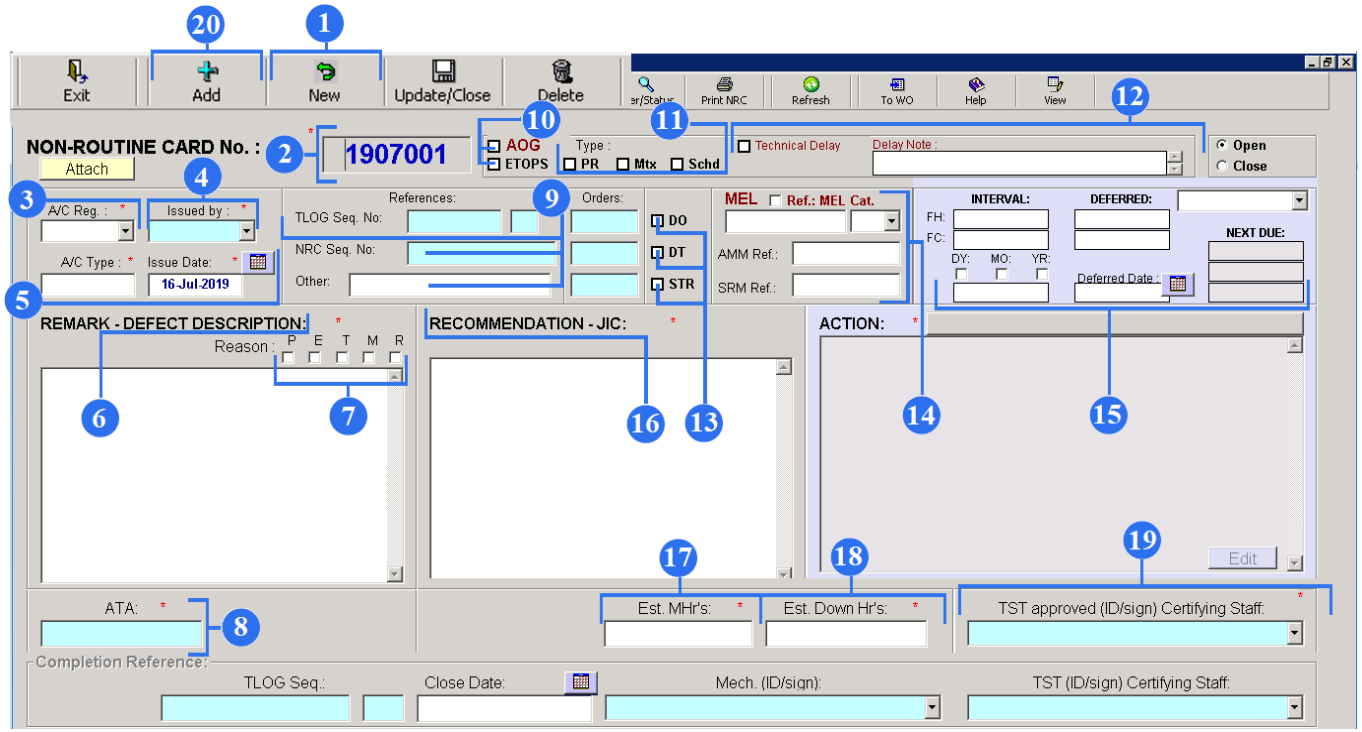
26. Enter a T/L number and its sequences. Use the calendar to select the correct flight date of proper aircraft.

27. Enter mechanical ID number to “Mech.(ID/sign)” field.

28. Enter mechanical ID number to “TST approved (ID/sign) Certifying Staff” field.

29. Push “Update/Close” button on the upper toolbar to confirm update current NRC.

2.2. NRC creation with opening defect using MEL/CDL or other technical documentation.



1. To create a new NRC, push “NEW” button on the upper toolbar of the NON – ROUTINE CARD screen.

2. The NRC number will appear automatically. It is unique number which is created by NRC sub - module. It gets rid of duplicate number.

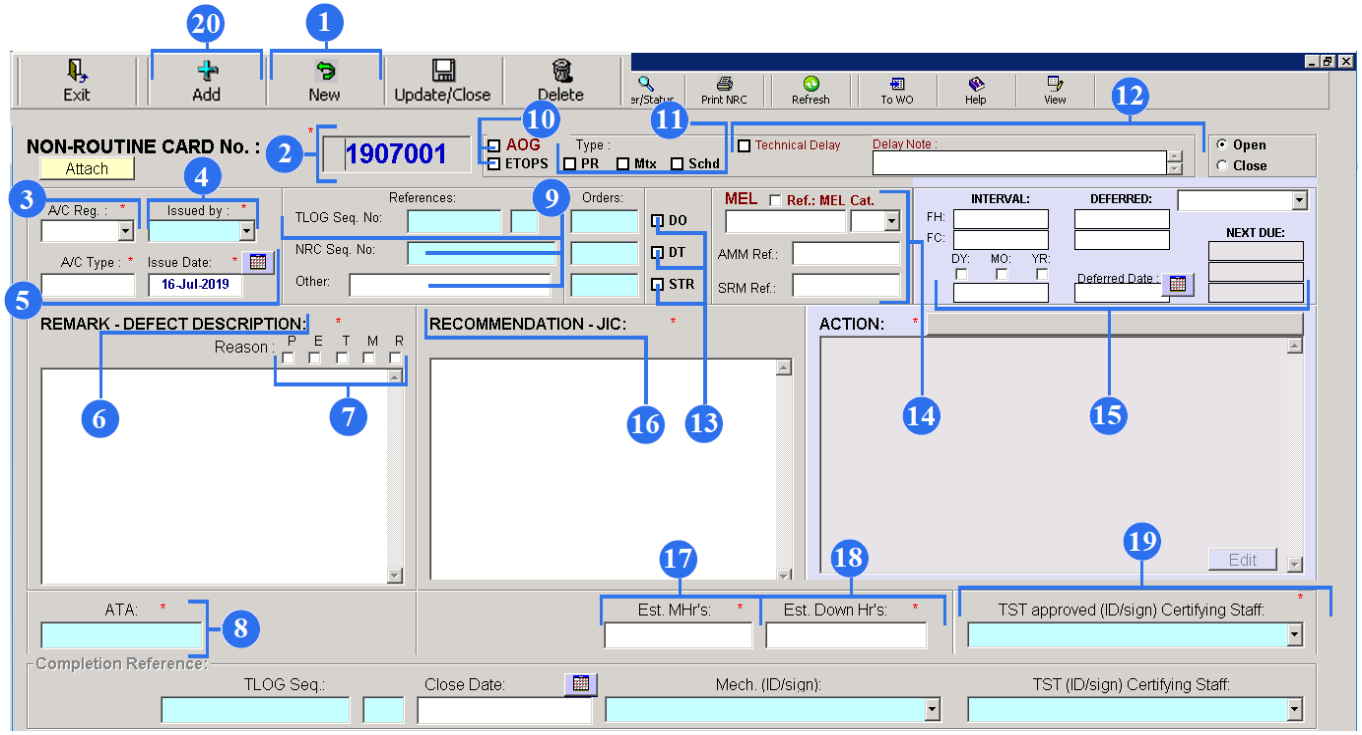
3. Select aircraft registration and aircraft type will automatically appear.

4. Select a mechanical ID number. Click F1 button on your computer keyboard to see more information about mechanical.

5. NRC Editor will automatically generate a today’s date. If the edit date is not today, use the calendar to select the correct flight date of proper aircraft.

6. REMARK field is needed to record all pilot remarks or remarks, that was found during maintenance.

NOTE: Fields with a reference marks *(*)* are mandatory to fill.



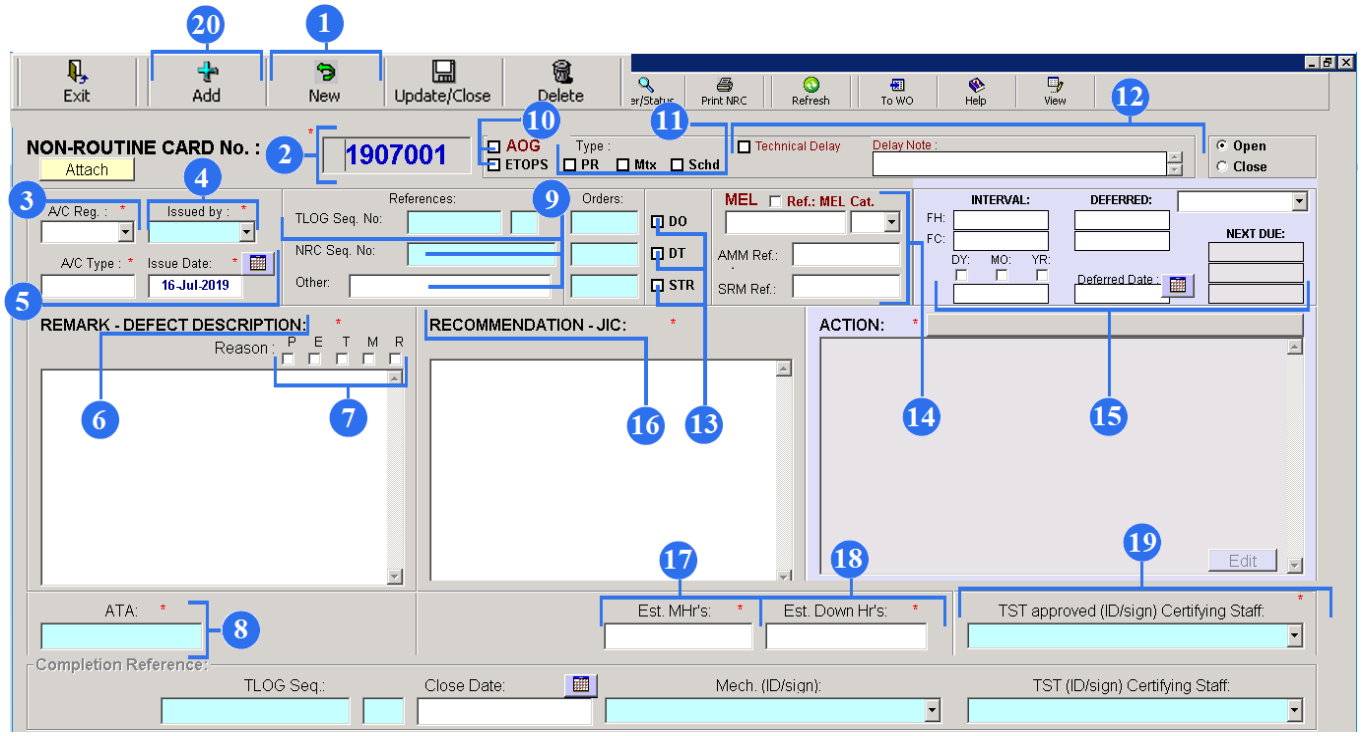
7. Select the reason of the deferred reference creation, where:

- P – pilot remark;
- E – lack of equipment;
- T – lack of time;
- M – lack of material;
- R – lack of resources.

8. Select from ATA catalog correct system chapter number of related remark.

9.Enter a T/L number and its sequences (there are Technical Log Books where the whole page has number, but each reference has item number (sequence), and there are Technical Log Books where the page has refences with own numbers, then Seq field is not required).

If you want to tie defect in the actual NRC with defect of the old existing NRC, select in “NRC Seq No” field from the whole list corresponding NRC number. It helps to monitor repeating defect.



“Other” field is necessary to enter document according to which the action was performed. (for example: work order, work package, operator letter)

10. If it is ETOPS flight, tick the ETOPS field. If there is non-flight defect, tick the AOG field.

11. Tick PR or Mtx or Schd field, where

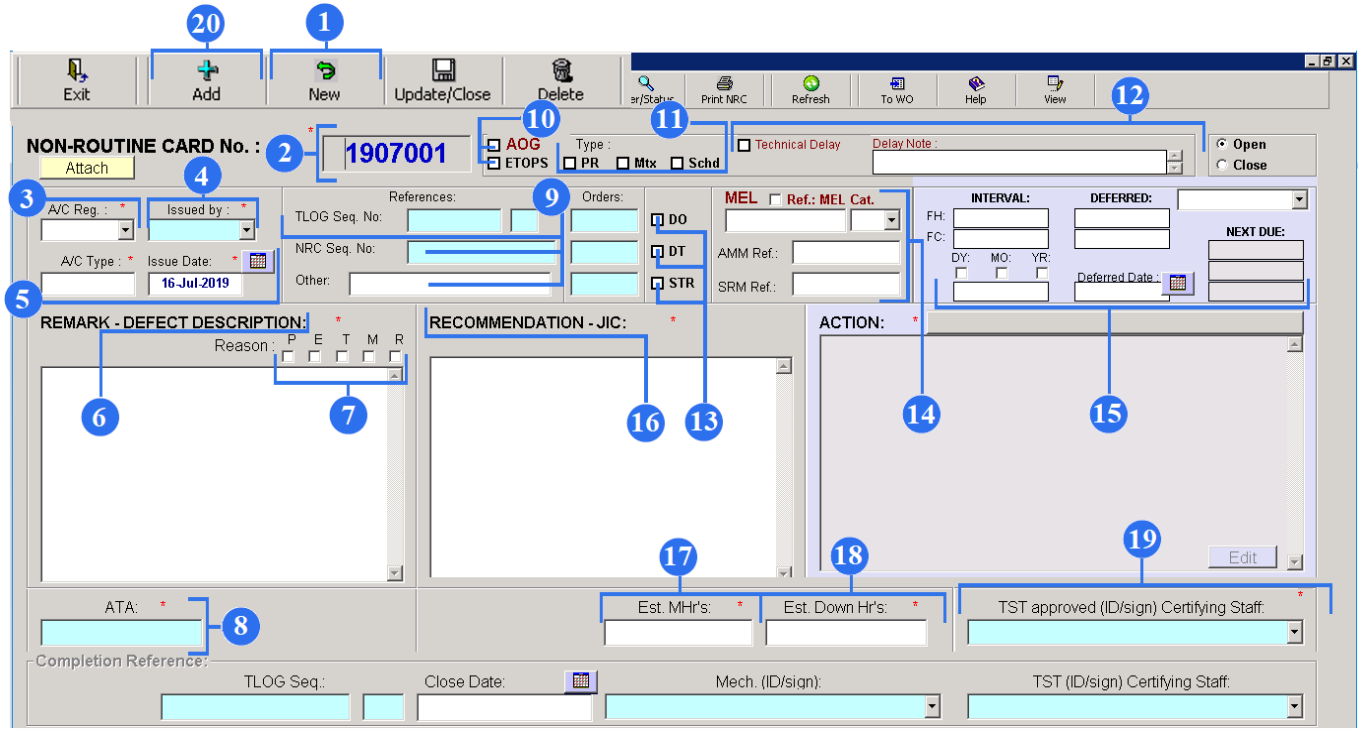
- PR – Pilot Remarks. Pilot makes report about fault in TLB before departure or after arrival.
- Mtx–Maintenance Remarks.

Fault report is made in TLB by maintenance staff.

- Schd–Schedule Remarks.

It means defect rectification, or troubleshooting procedure during ground time.

12. If a complaint is serious and an aircraft needs to be delayed due to some technical reasons, tick the ‘Technical Delay’ and make a Delay Note.

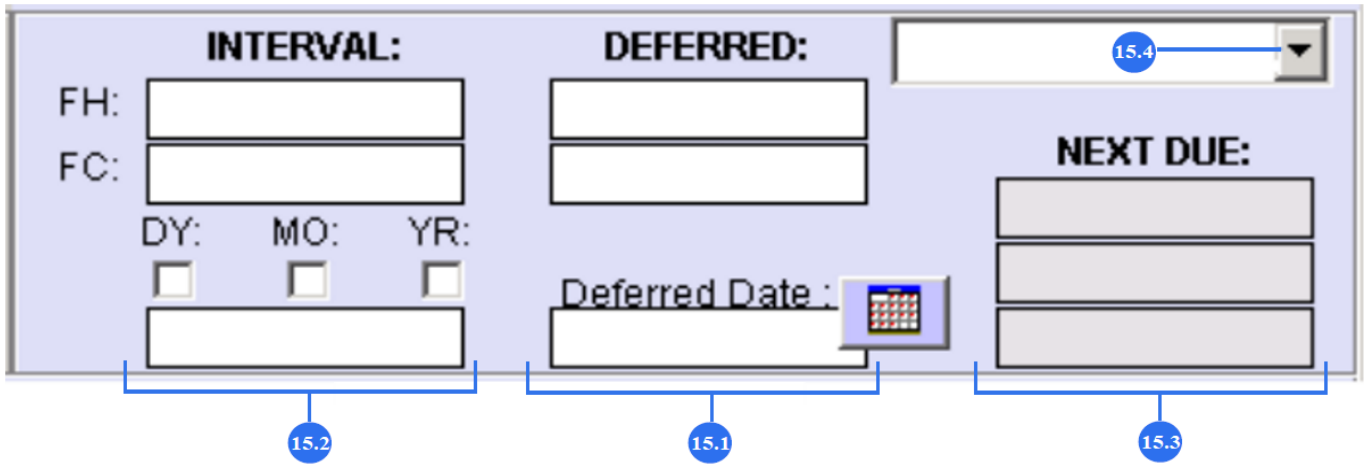


13. Select status of defect, where:

- DO– deferred operation;
- DT – deferred technical
- STR – structural.

14. Tick the MEL field, write in MEL item and select MEL category (from A to D). If the defect is opened in accordance with other technical documentation such as AMM, SRM, FIM, TSM or operator letter, select N/A category. Further type the technical documentation reference.

15. This section is required to set deadlines of defects. Also, it permits to enter interval of inspection and it allows to defer the defect until the next heavy maintenance.



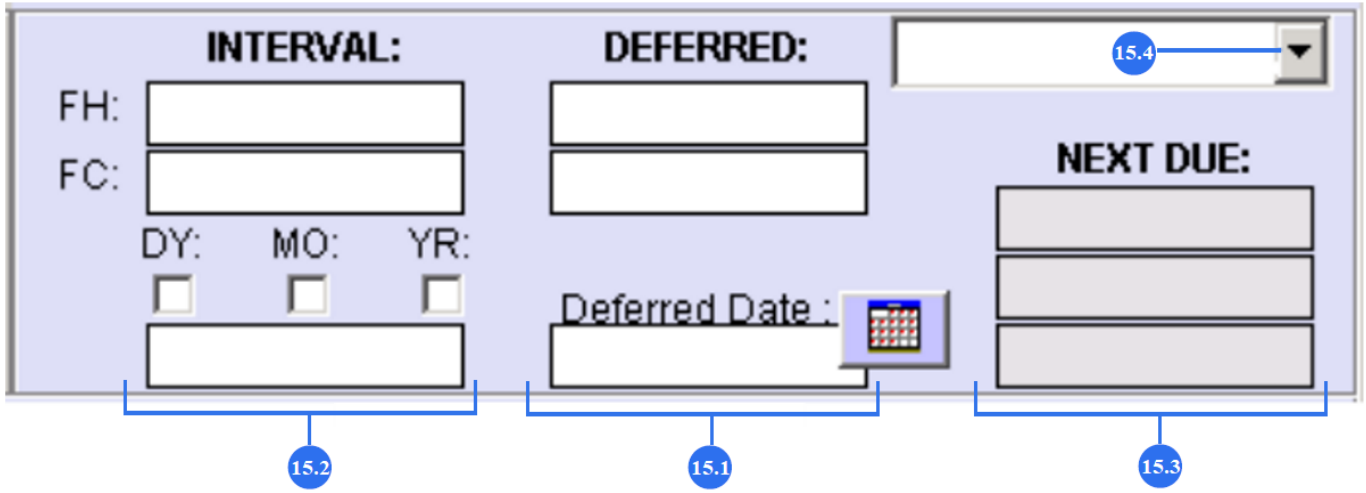
15.1. If you open a defect accordance to MEL or CDL, set a dead line using Calendar button (deferred date field).

If the dead line does not depend on MEL category, but it depends on amount of the flight hours or flight cycles detected in other technical documentation (for example AMM, FIM, SRM) use “DEFERRED” column to set corresponding dead line. Give an example.

SRM offers to defer the dent repair for 1500 FH. You must add 1500 FH to total flight hours, and enter this result in the first line of the “DEFERRED” column. It is the same with flight cycles.

Give the second example.

You open the defect accordance to operator letter for 5 days. Use calendar button (Deferred Date field) to set dead line.

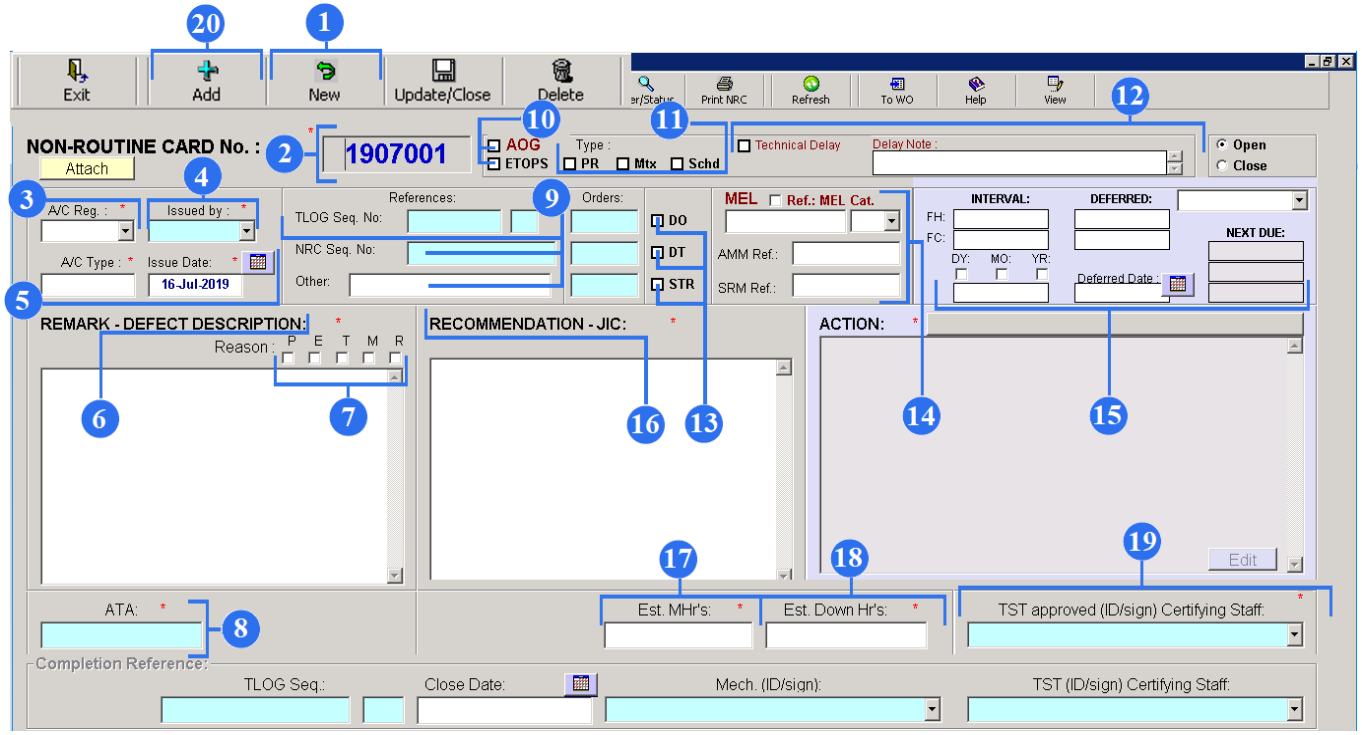


15.2. “INTERVAL” column is used only to set interval inspection of damage within corresponding dead line.

Give an example.

SRM suggests to defer the cargo floor puncture for 1500 FH and to install high speed tape. But within 1500 FH it is necessary to check high speed tape condition every 100 FH. In this case you must add 1500 FH to total flight hours, and enter this result in the first line of the “DEFERRED” column. And you must enter 100 FH in the first line of the INTERVEL column. After it you can see data of the next due. (see figure 15.3)

15.4. If you open a defect until the next heavy maintenance push on the button with triangle and select corresponding maintenance.



16. RECOMENDATION field is needed to record all recommendation for maintenance such as documentation references, or maintenance limitation.

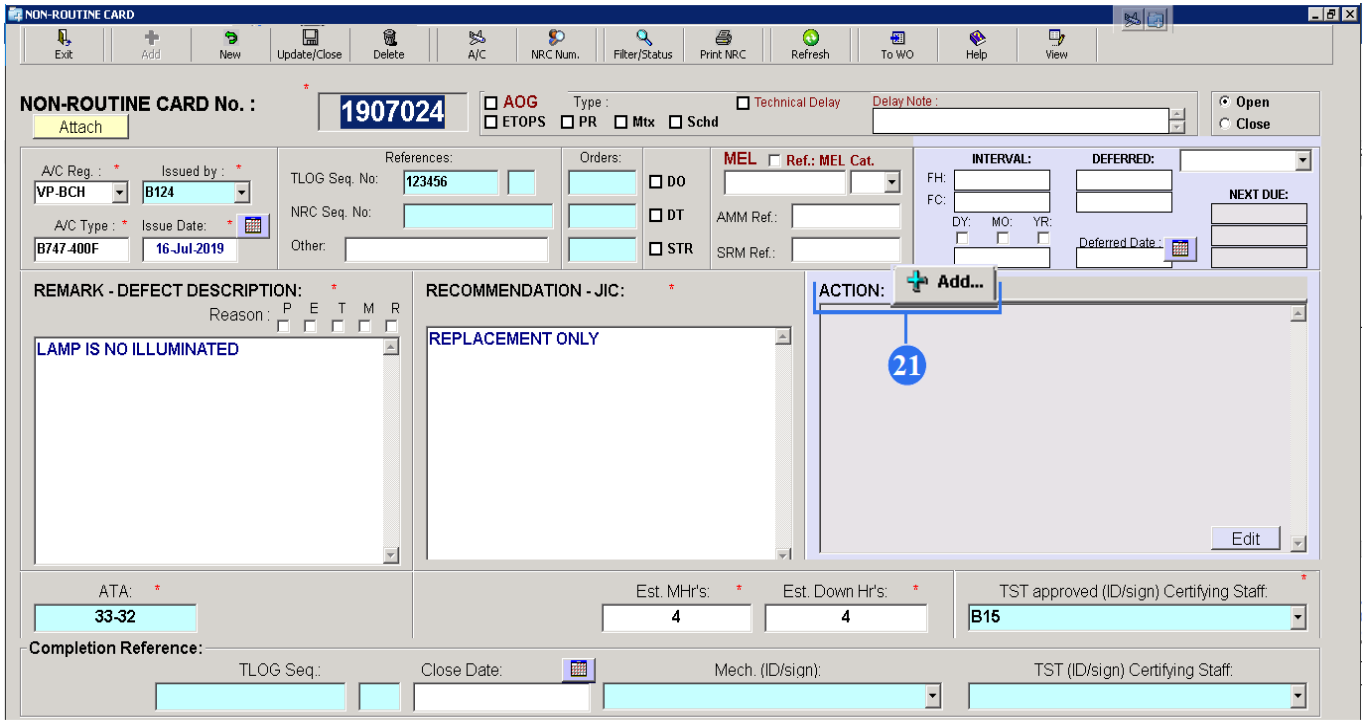
JIC – Job Instruction Card.

17. Enter estimated man hours (Est. MHr's).

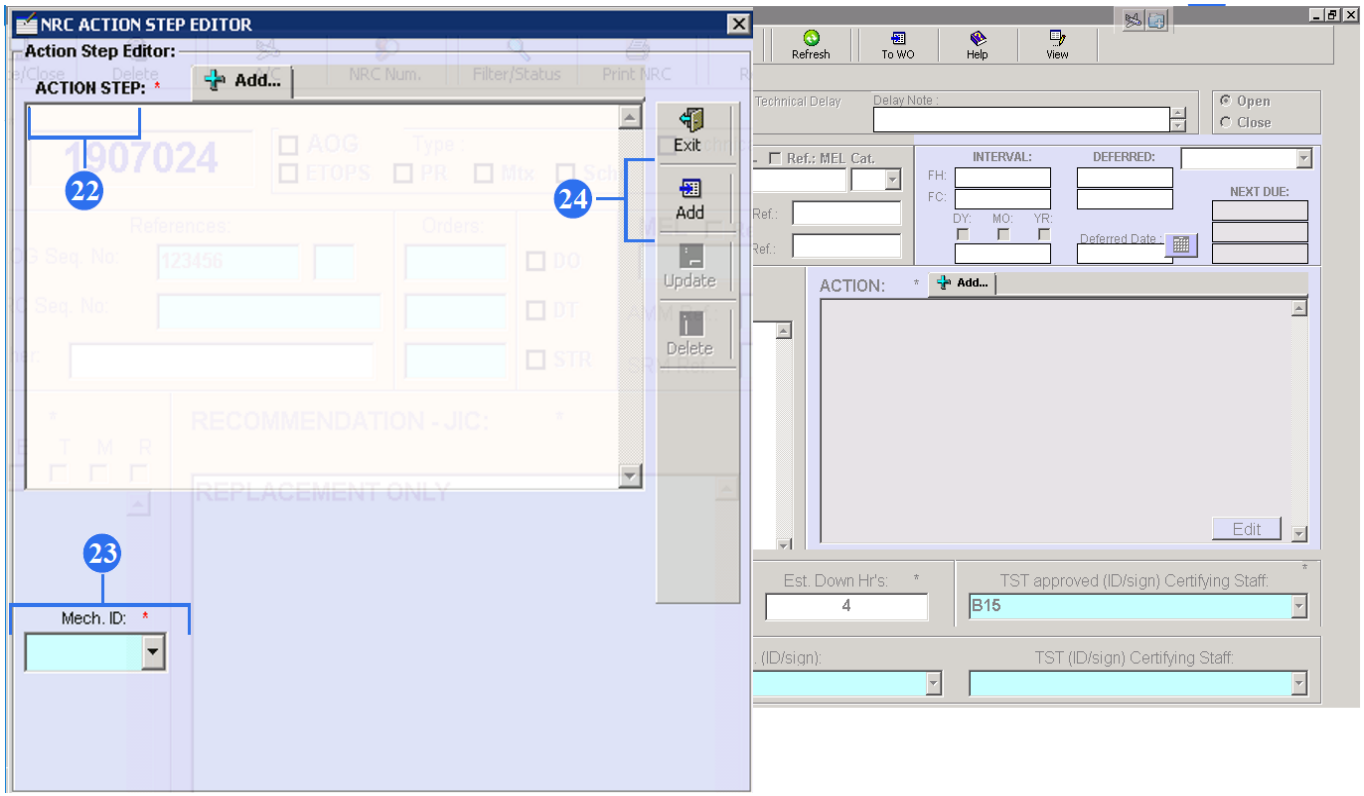
18. Enter estimated down hours (Est. Down Hr's)

19. Enter mechanical ID number to "TST approved (ID/sign) Certifying Staff" field.

20. Push "Add" button to confirm transfer current NRC to PART – M Planning Module as a new task for completion.



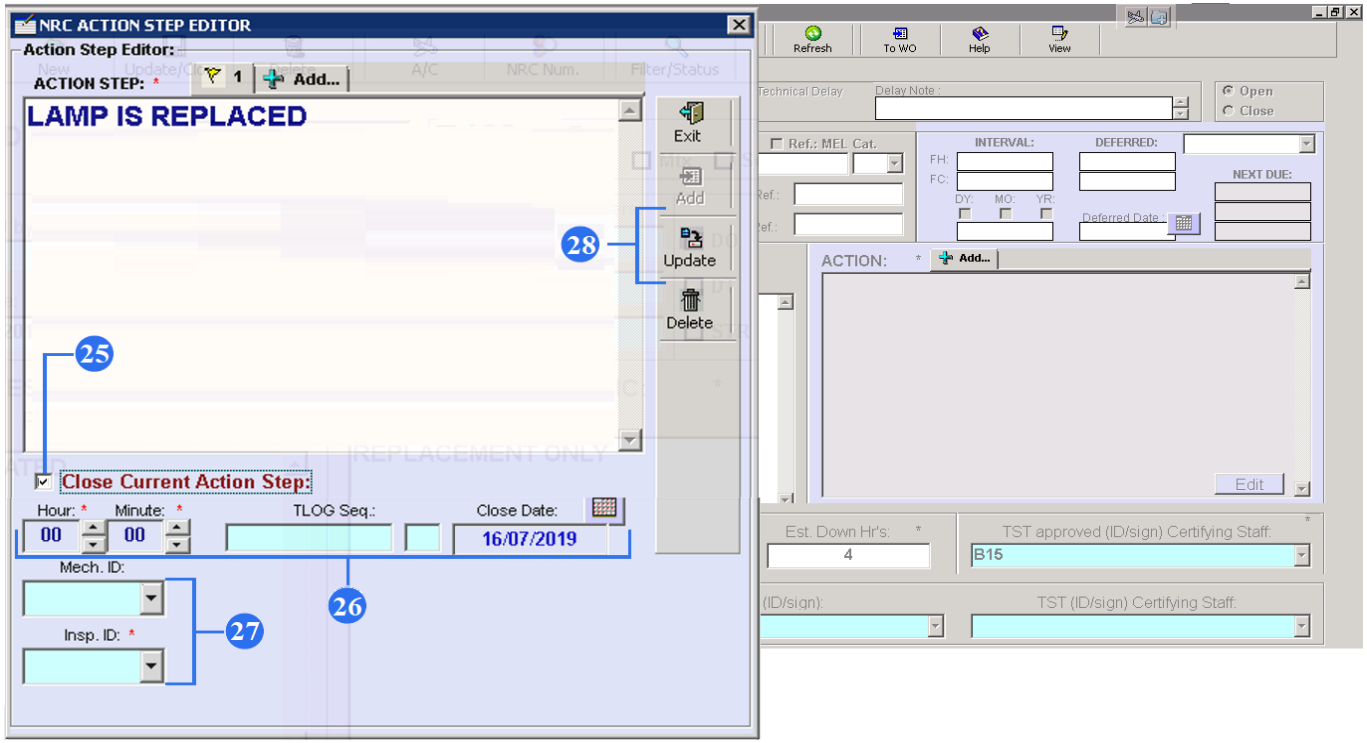
21. To record all actions taken by maintenance staff push ADD button, and NRC Action Step Editor will open.



22. Enter all actions taken by maintenance staff.

23. Enter mechanical ID number to “MECH ID” field.

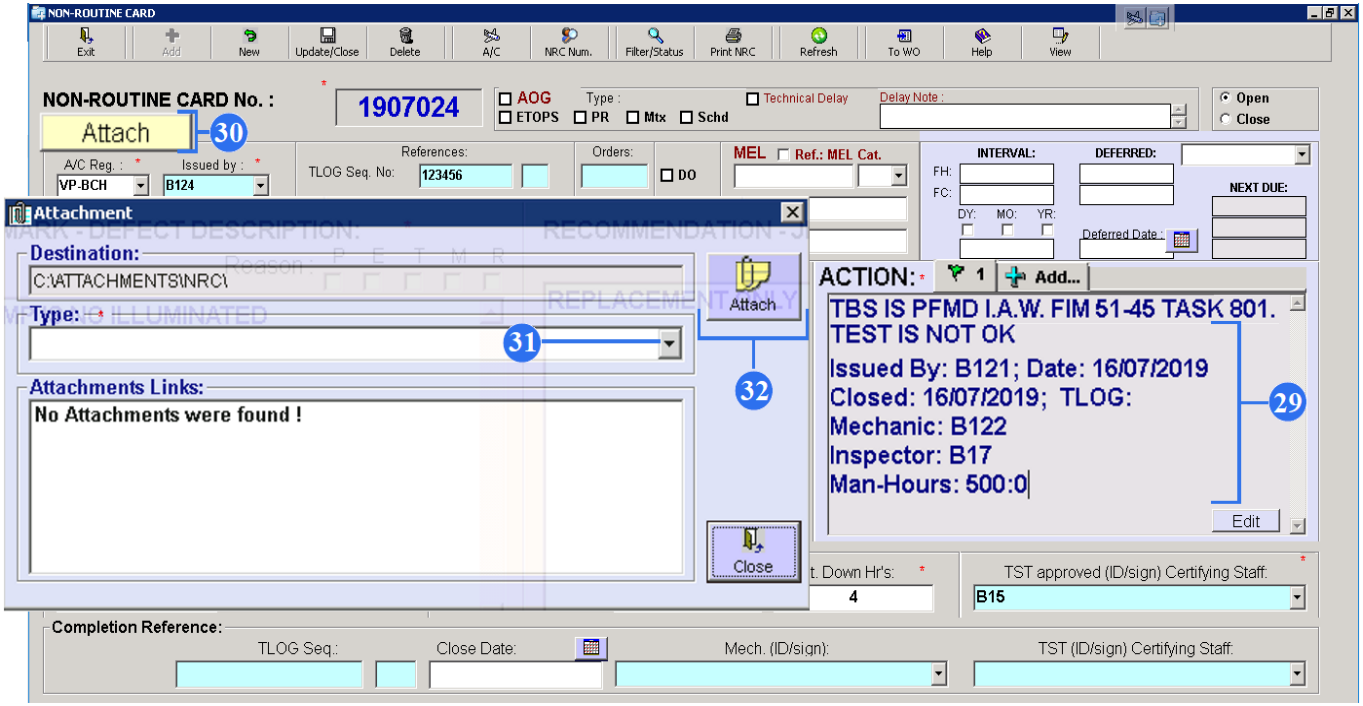
24. Push “Add” button to confirm new add action.



25. Tick the “Close Current Action Step” field.
26. Enter hours and minutes to display the total work time of the maintenance staff. Type the TLOG number and select the related date.

27. Enter mechanical ID number and Inspector ID number.

28. Push the “Update” button to confirm close action step.



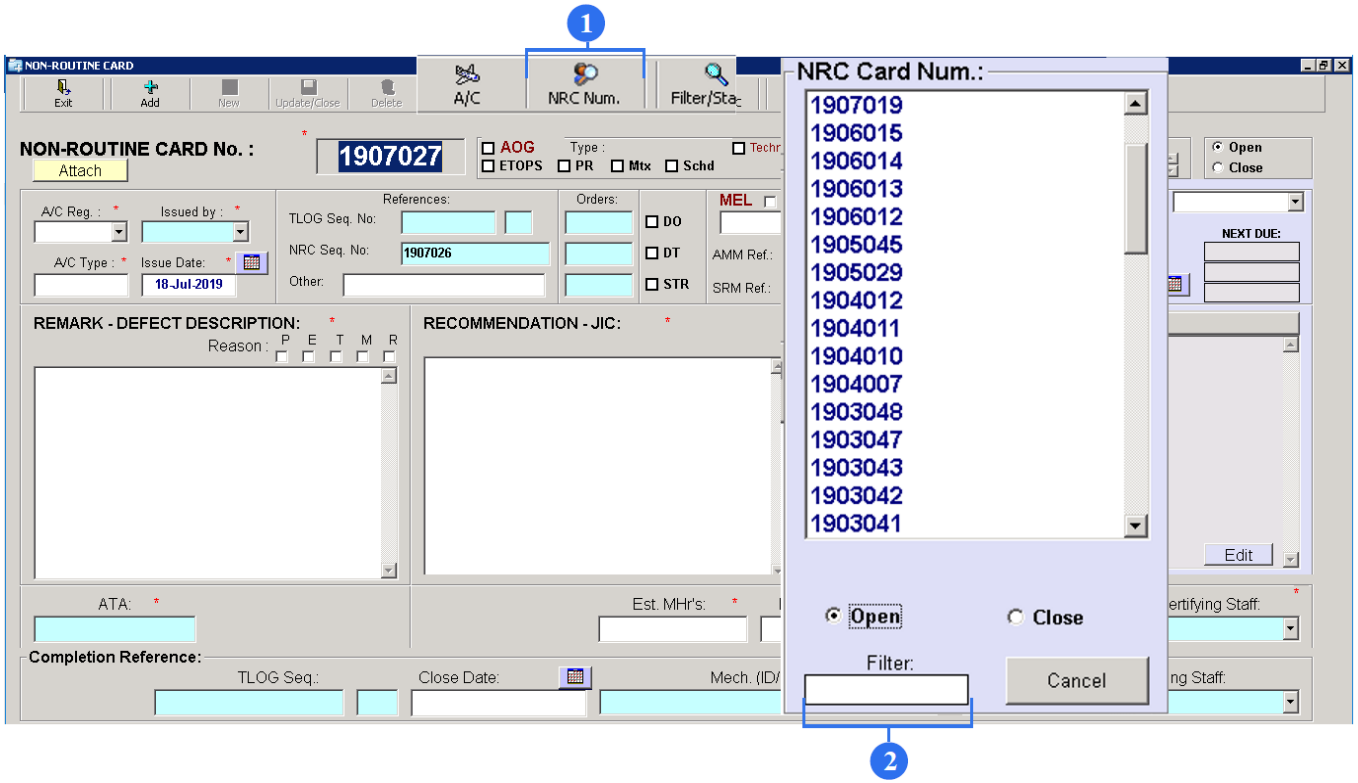
29. You can see the records in the “Action” field.

30. If you want to attach the defect by add information such as picture, W.O. or AMM illustration, push yellow “Attach” button.

31. Select a type of the information.

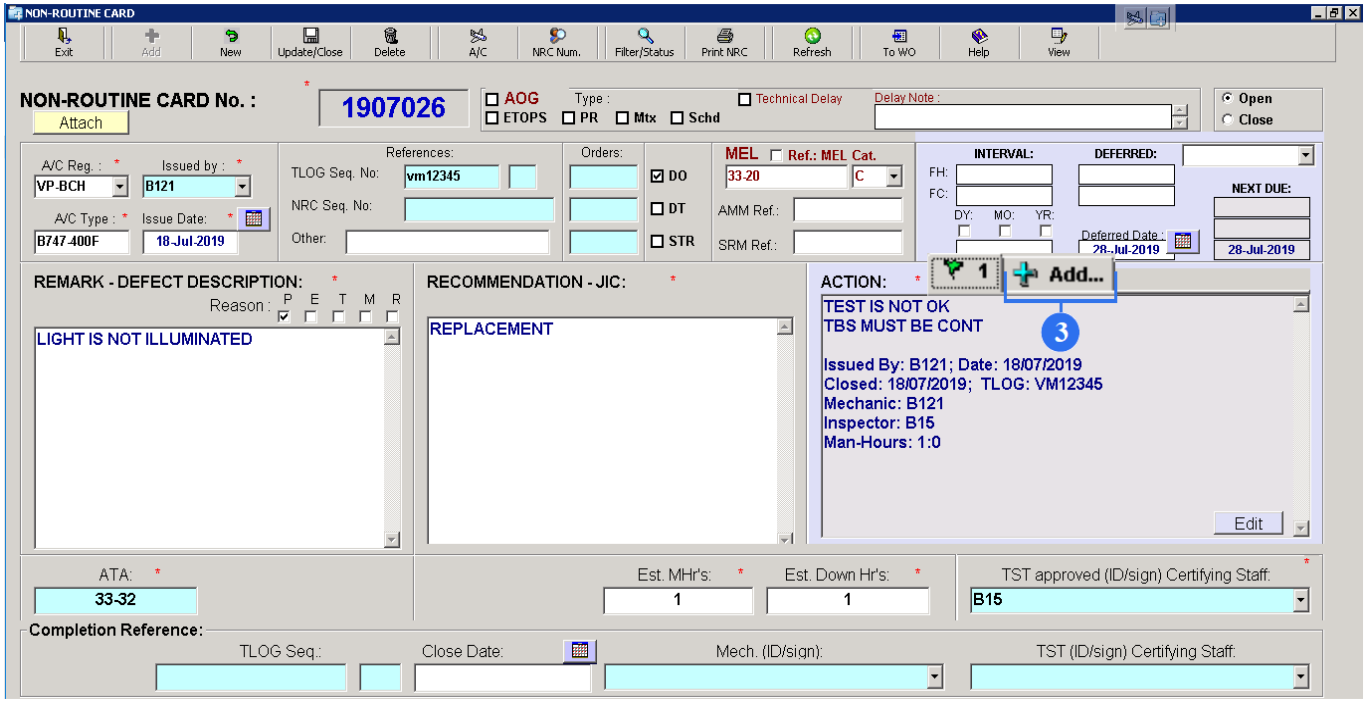
32. Push the “Attach” button and find this file in your computer memory.

2.3. NRC creation with closing deferred defect.

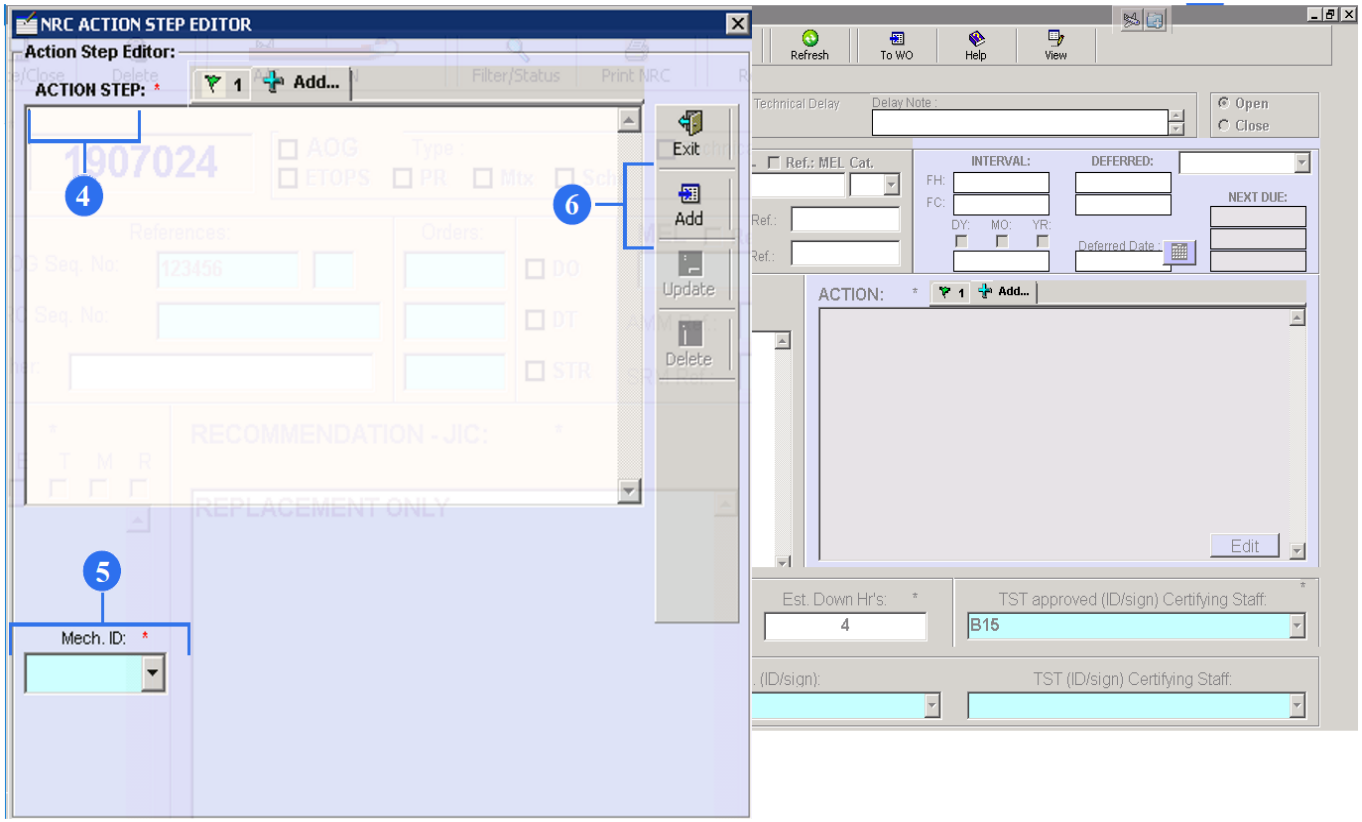


1. Push “NRC Num.” button on the upper toolbar, NRC Card Num will open.

2. Enter the NRC number according to which the defect was opened. Click two times on the NRC number.



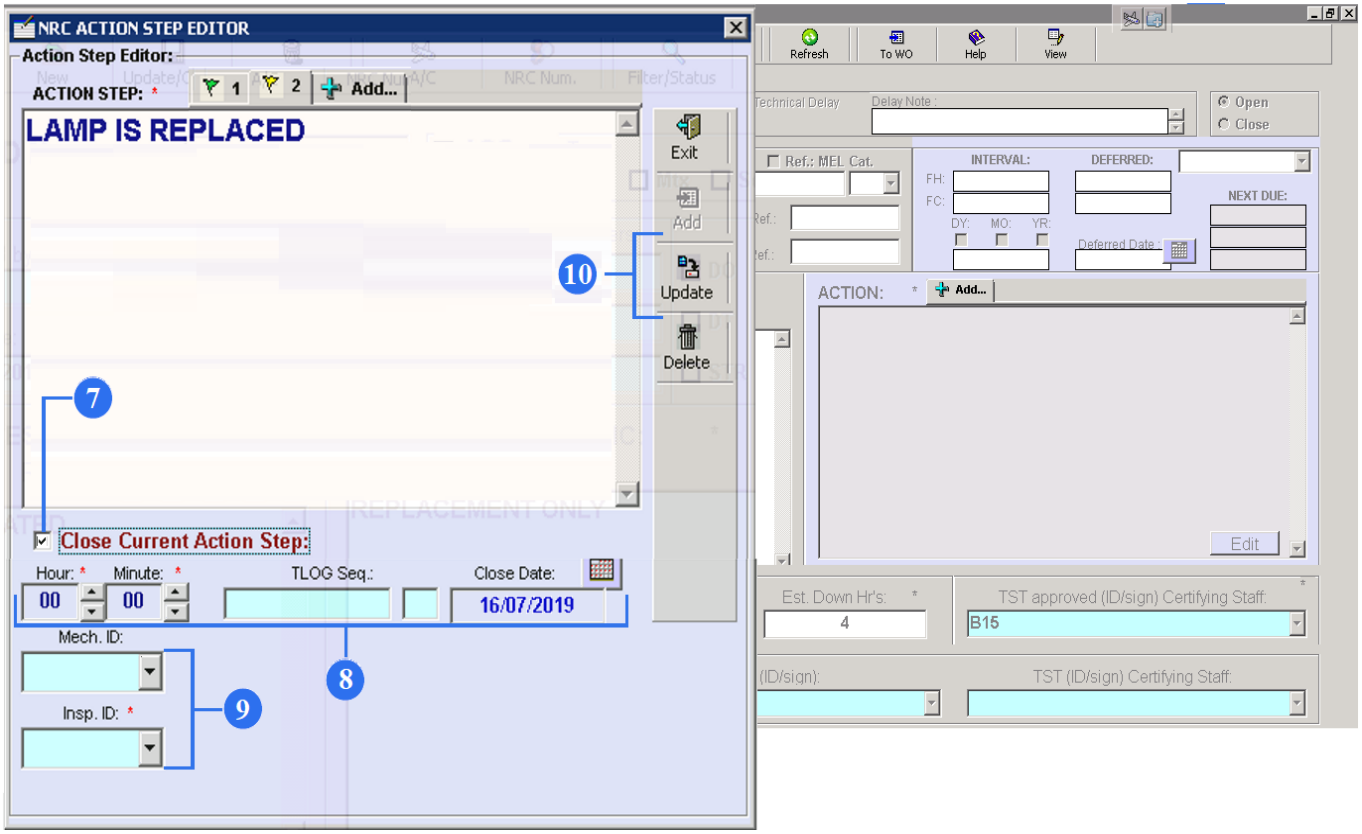
3. On the “Action” field push “Add” button to make record of maintenance action.



4. Enter all actions taken by maintenance staff.

5. Enter mechanical ID number to “MECH ID” field.

6. Push “Add” button to confirm new add action.

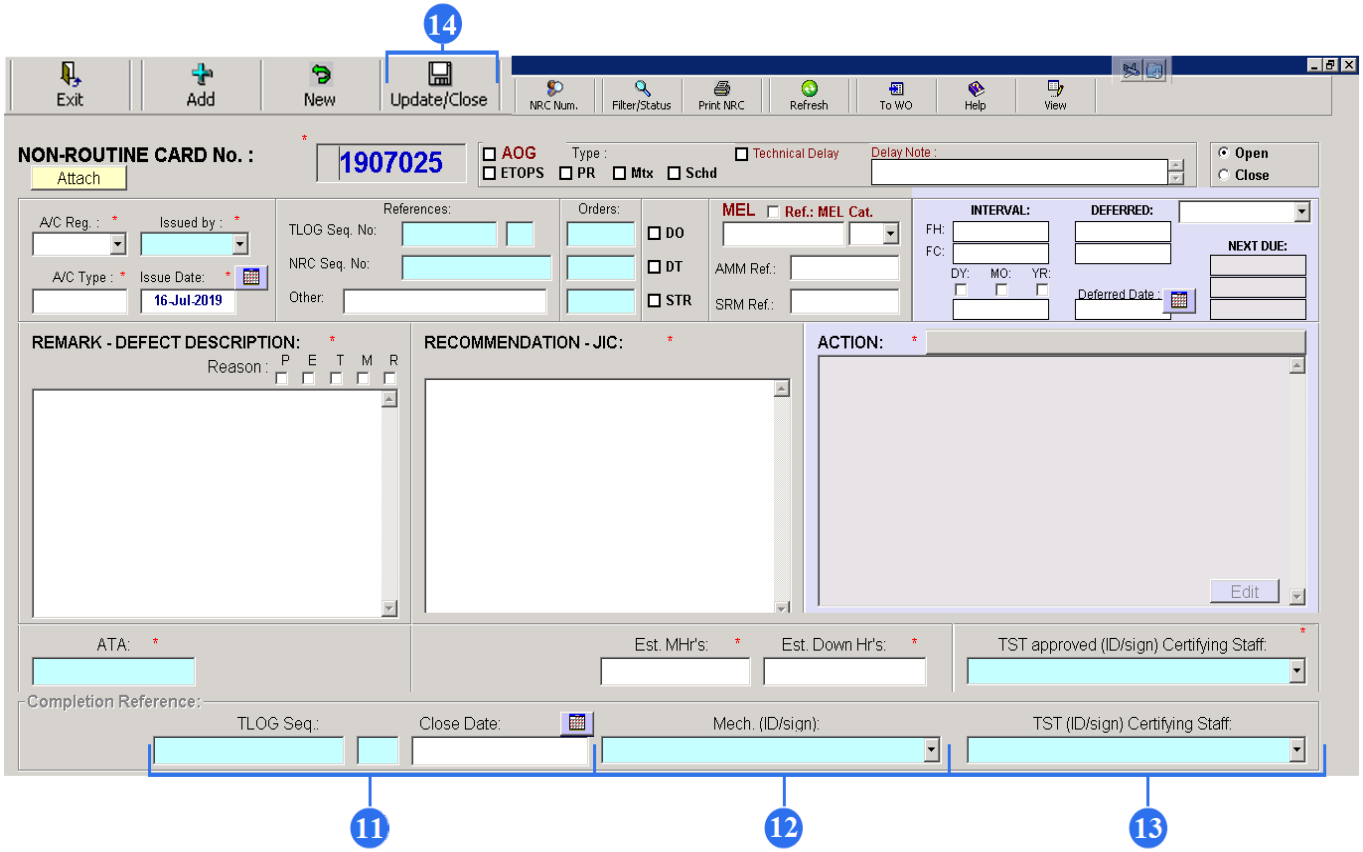


7. Tick the “Close Current Action Step” field.

8. Enter hours and minutes to display the total work time of the maintenance staff. Type the TLOG number and select the related date.

9. Enter mechanical ID number and Inspector ID number.

10. Push the “Update” button to confirm close action step.



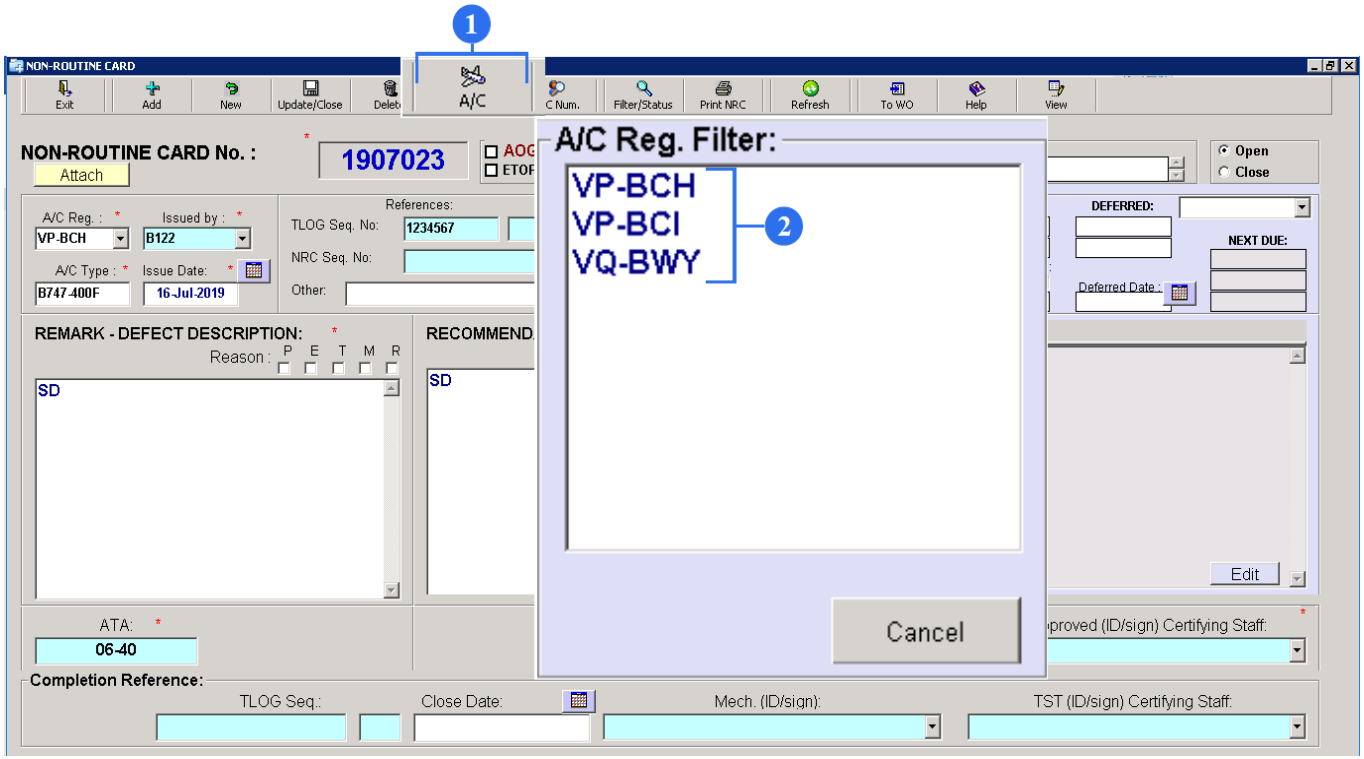
11. Enter a T/L number and its sequences. Use the calendar to select the correct flight date of proper aircraft.

12. Enter mechanical ID number to “Mech.(ID/sign)” field.

13. Enter mechanical ID number to “TST approved (ID/sign) Certifying Staff” field.

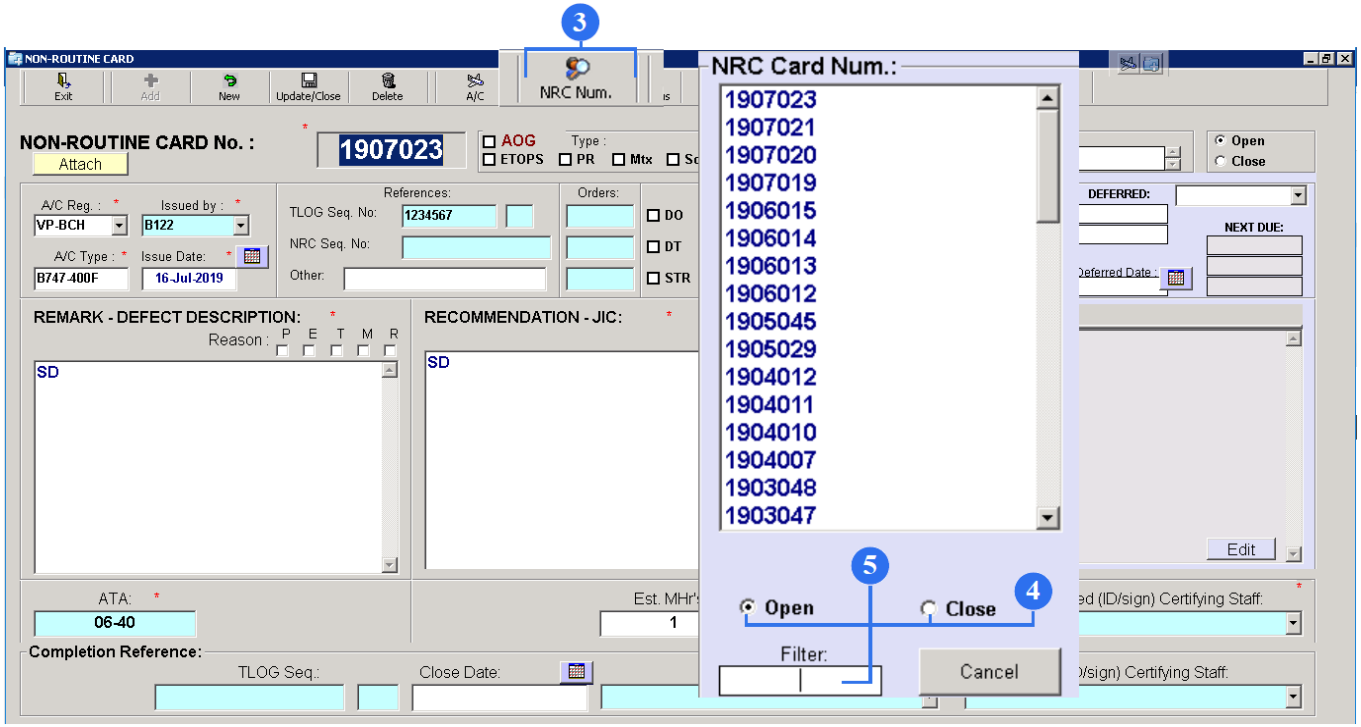
14.Push “Update/Close” button on the upper toolbar to confirm update current NRC. Current NRC will be terminated in PART -M Planning Module

3. NRC toolbar overview.



1. If you want to create new NRC with other A/C registration number, no need to exit from NRC submodule and re-enter. Push “AC Select” button.

2. From the whole list highlight other A/C registration and click two times.

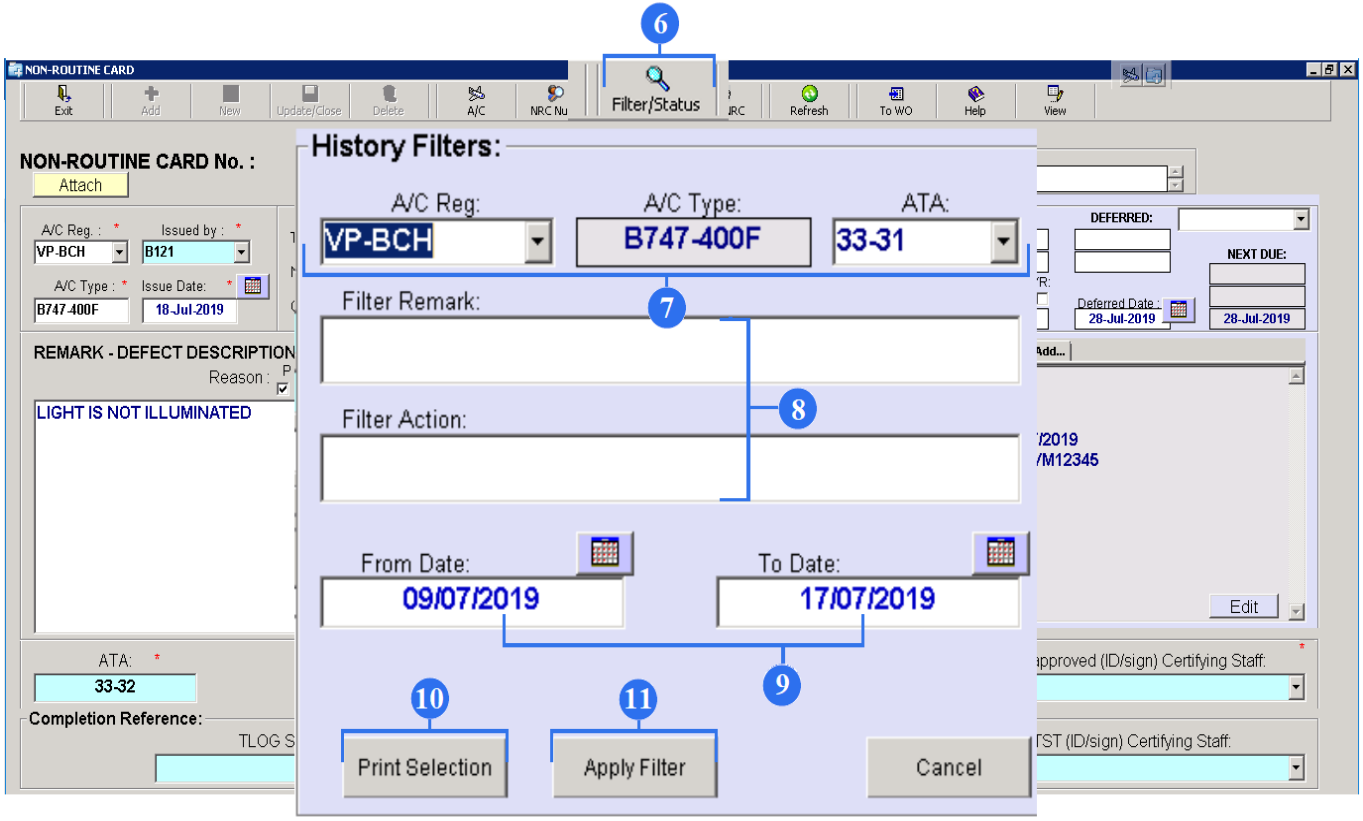


3. Push “NRC Num.” button on the upper toolbar, NRC Card Num will open.

4. Use filters to select open or close NRC.

5. Enter the NRC number according to which the defect was opened or was closed. Click two times on the NRC number.

NRC screen with related number will open.



6. If you want to find any necessary information by using history filters click on the “Filter/Status” button.

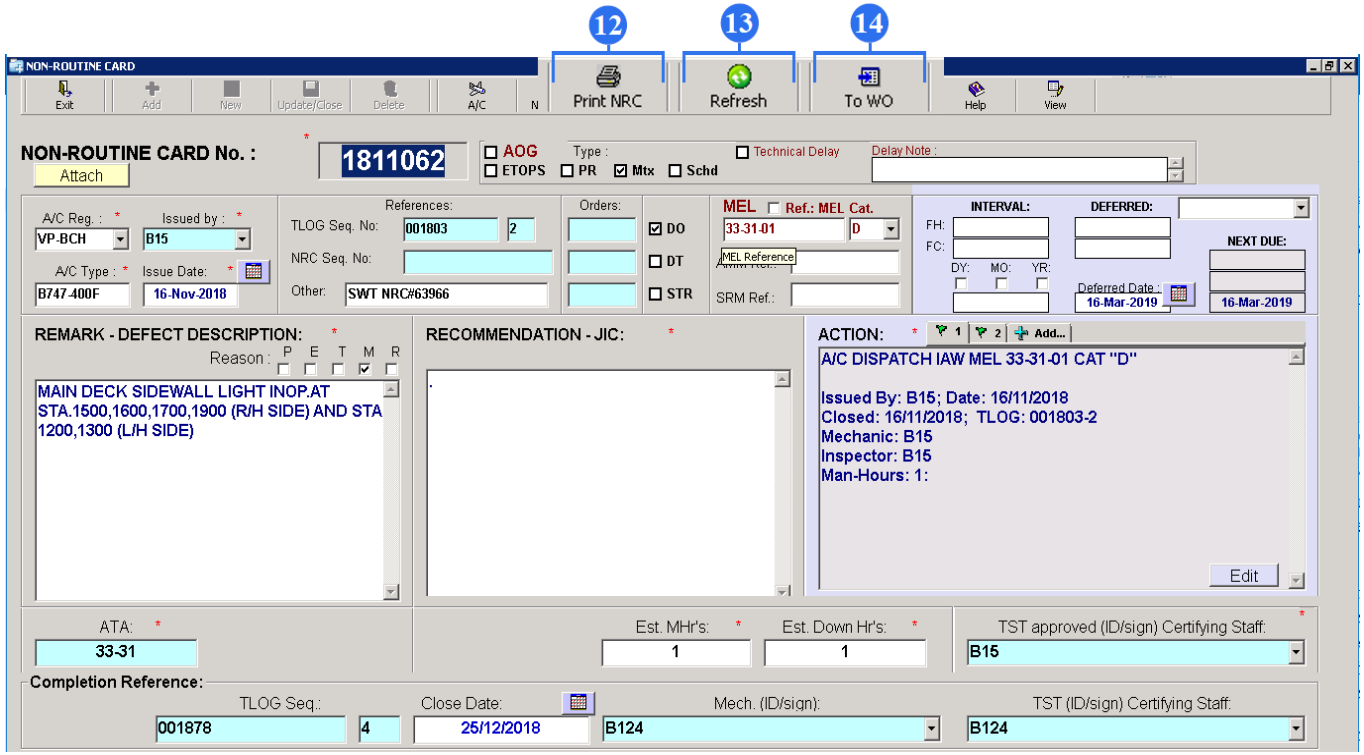
7. Select A/C registration and ATA number.

8. Use Remark and Action filters to find NRC to find by words.

9. Select time interval.

10 Push “Print Selection” button if you want to print data.

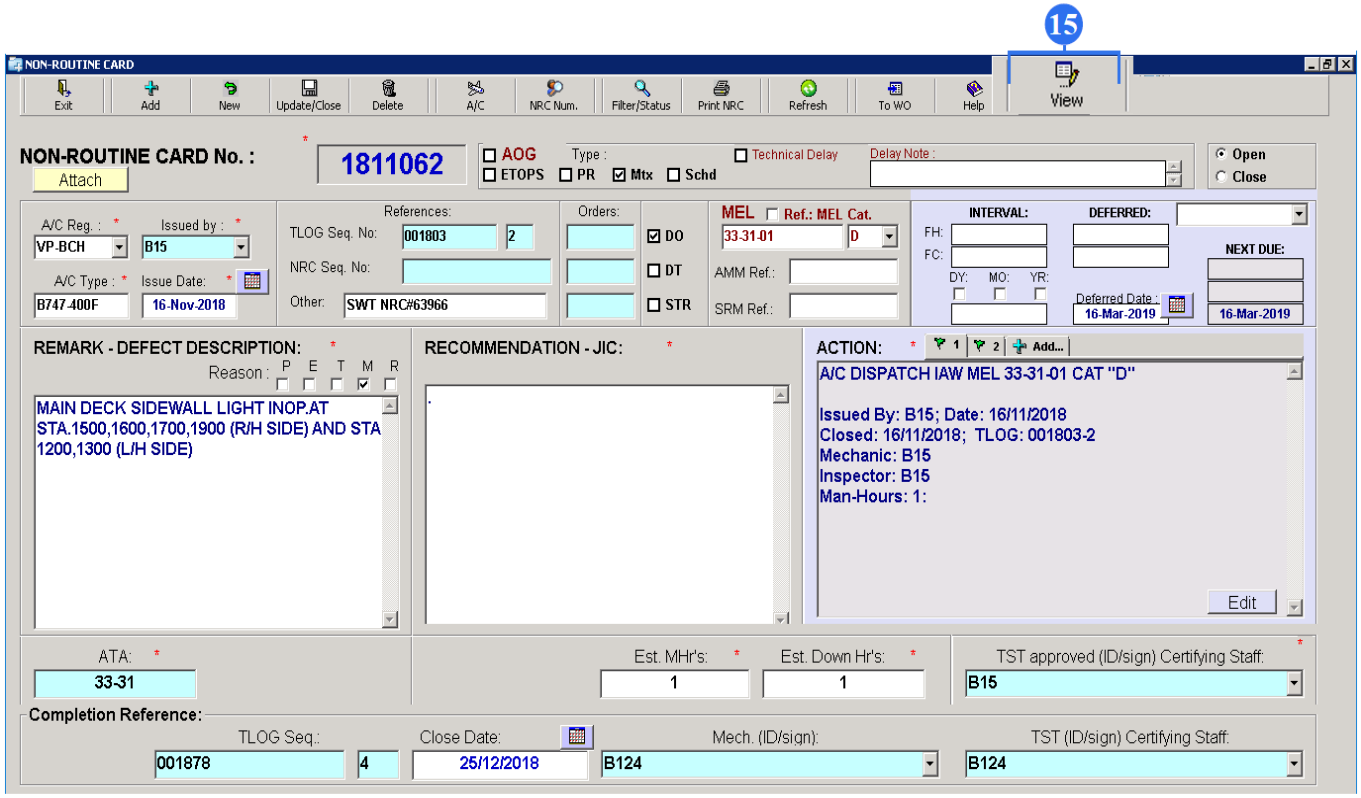
11. Push “Apply Filter” button to open NRC data.



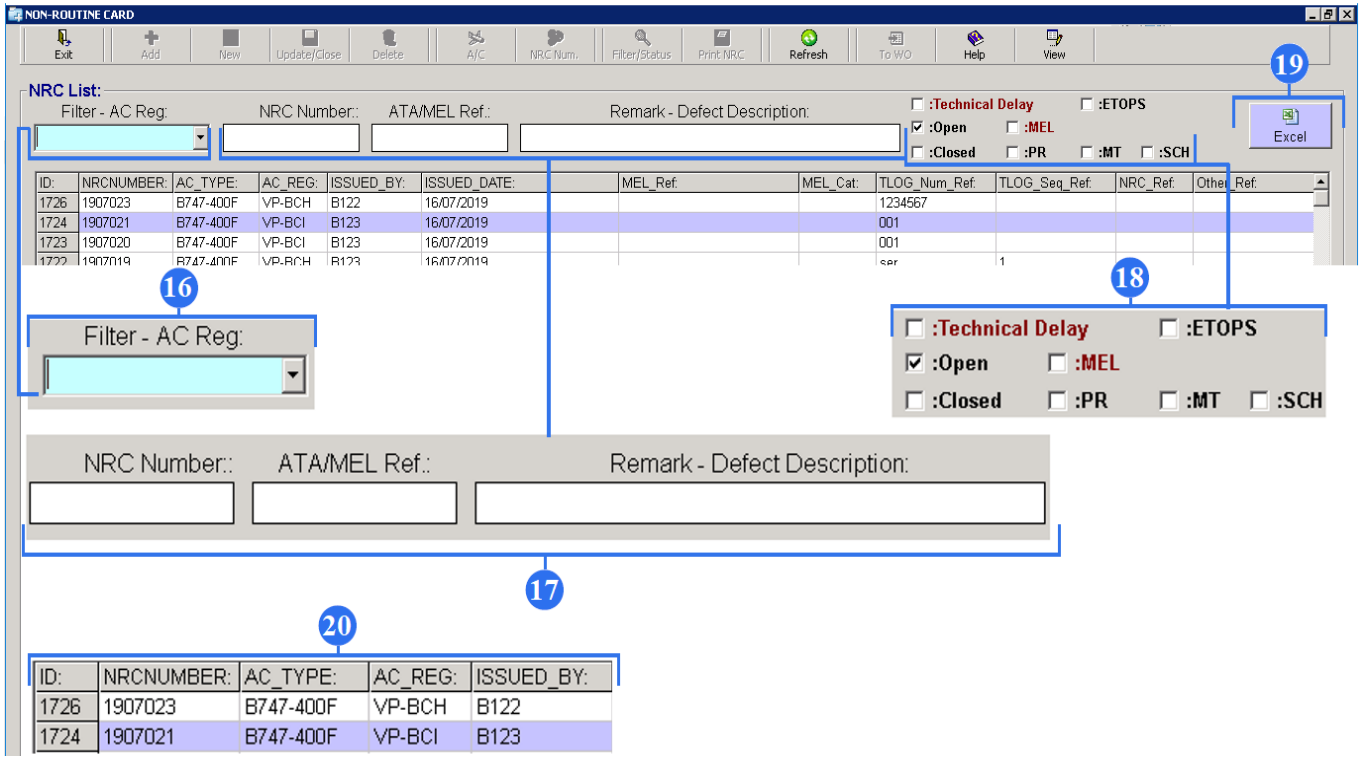
12. If you want to print current push “Print NRC” button.

13. If you want to refresh NRC screen during NRC creating push “Refresh” button.

14. After completion of the NRC creation with MEL you can push “WO” on the toolbar to make work order for defect rectification. It is comfortable if you use LSM (Line Station Maintenance) module. After click of “WO” button work order will display in the LSM module where you can print it and issue to work.



15. To monitor absolutely all creating NRC you can click on the “View” on the upper toolbar and NRC list will open.



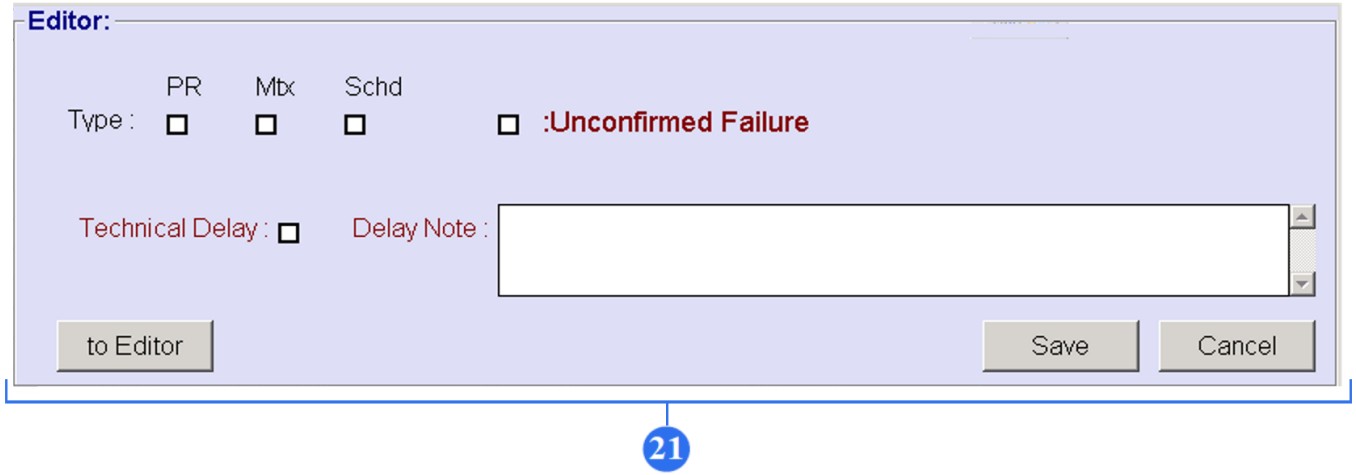
16. Select aircraft registration.

17. You can find the definite NRC using NRC number or ATA/MEL number, also you can use the text from the REMARK field.

18. Use these filters to accurate find NRC.

19. To transfer save NRC to excel, push “Excel” button.

20. To make changes to any saved NRC, move the cursor over the selected line and click on two times. Editor window will appear.



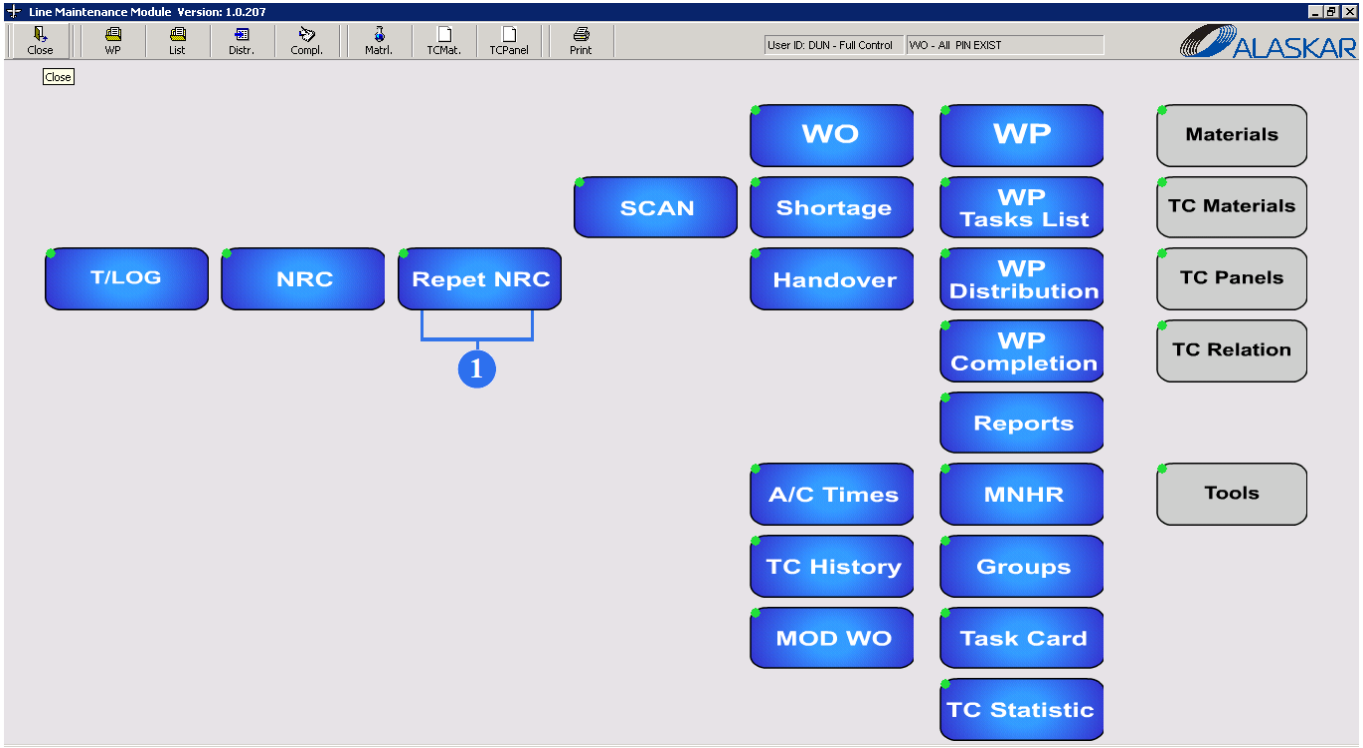
21. You can use different ticks or “Delay Note” field to make a change and push “Save” button, but to change other NRC fields click on the “to Editor” to transfer to NRC screen. Make a change and push the “Update” button on the upper screen to save changes.

“Cancel” button is needed to close Editor window.

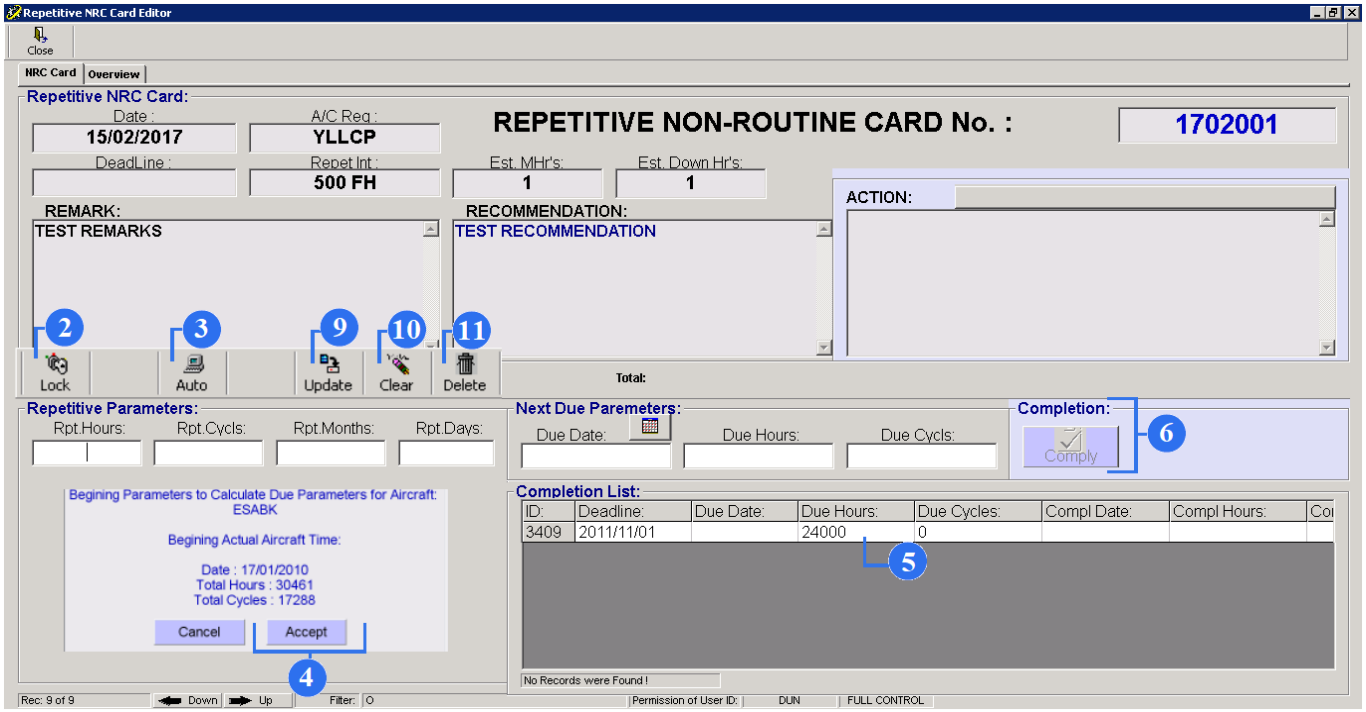
V. REPETITIVE NRC

User guidance

1. Repetitive NRC.



1. Click on “Repet NRC” button to open a Repetitive NRC Card Editor.



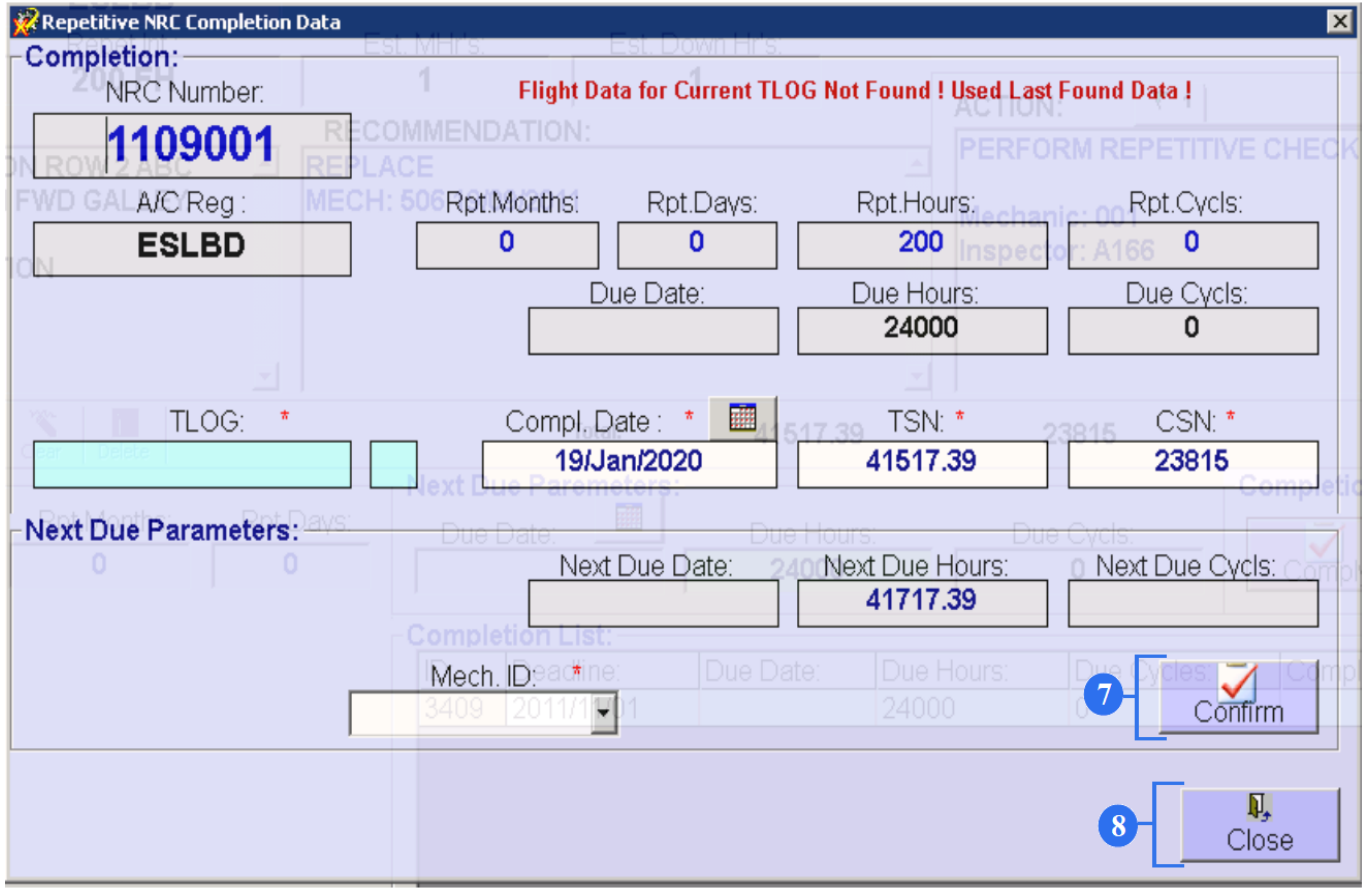
2. To calculate when an action will repeat, click on “Lock”. to unfreeze the system.

3. Click on the “Auto” button.

4. Click on the “Accept” button and a system will generate the next due parameter (a due date, due hours, due cycles).

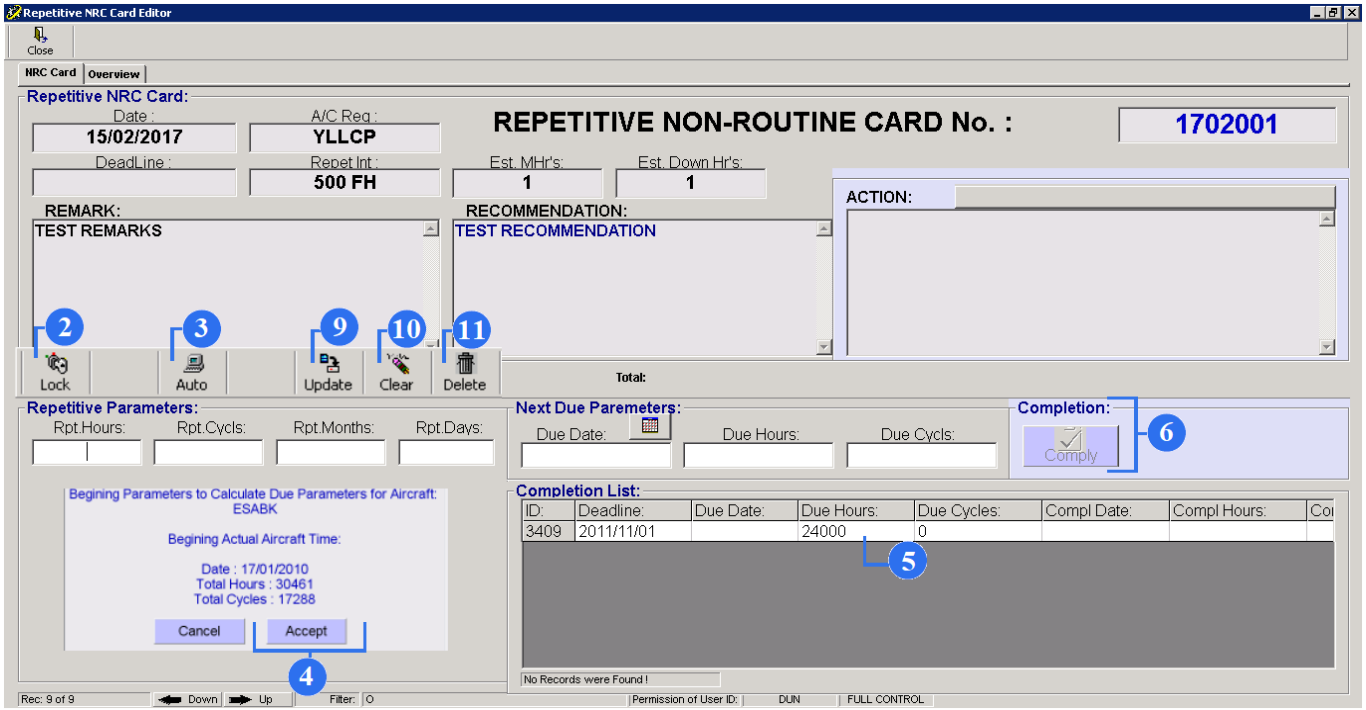
5. This item will be displayed in a Completion List.

6. To register completion, highlight an item and click on “Comply” button.



7. In a Completion Editor type Tlog (if no, enter 'NA', then press the Enter Button), a completion date, TSN, CSN. Sign it in the Mechanic's id field and click on .

8. Click on the CLOSE button to exit.



9. To update, click on the UPDATE button.

10. To reset calculations, click on the CLEAR button.

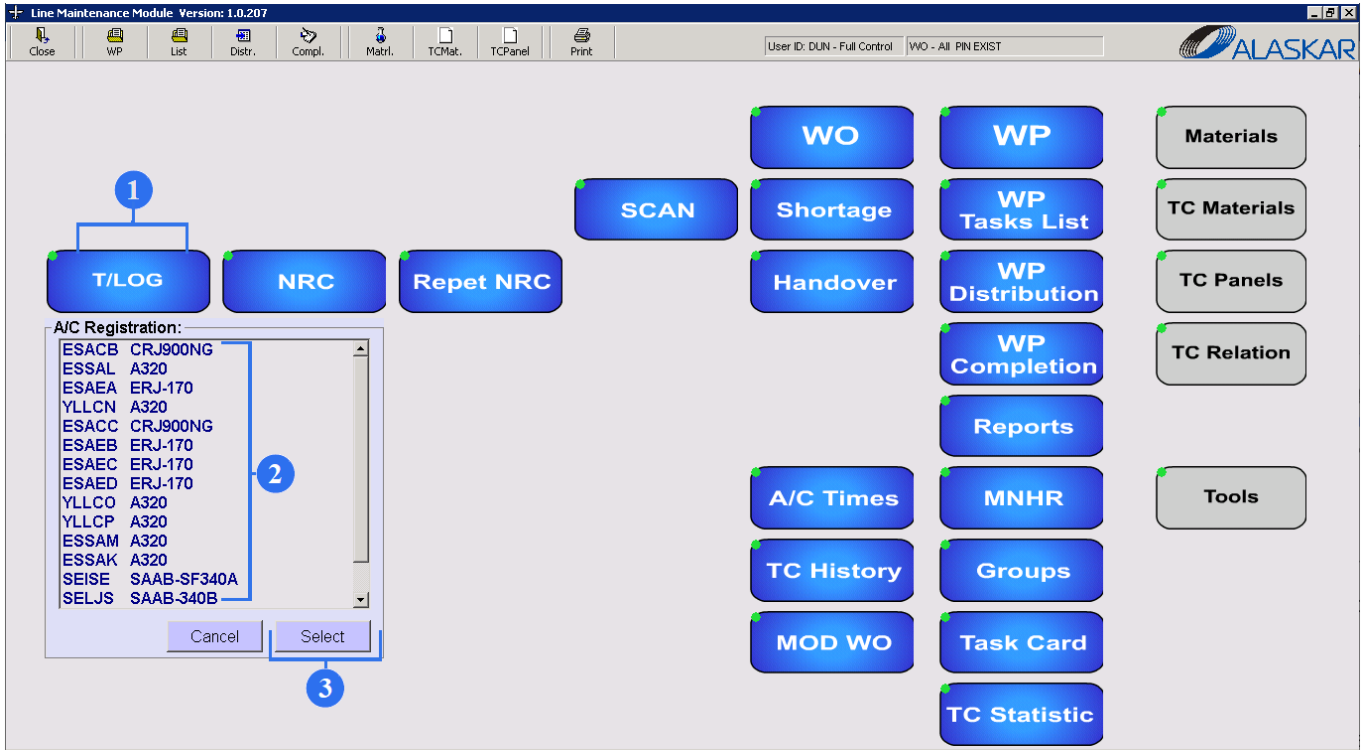
11. To delete repetitive actions, click on the DELETE button.

VI. T/LOG – Technical Log

User guidance

Contents

1. General Information



A Technical Log sub-module registers all primary information, obtained from a pilot, result of maintenance performance and further troubleshooting actions, taken by a mechanic.

To begin to work with this submodule, you need click “T/LOG” button (1). A small window will appear. It contains aircraft registration list (2). Highlight the related aircraft and click on the “Select” button below (3).

The user’s manual consists of six sections: Technical Log Creation, Component Replacement (LRU), Technical Log Line Check, Transfer to NRC and transfer to WO, Reports and View.

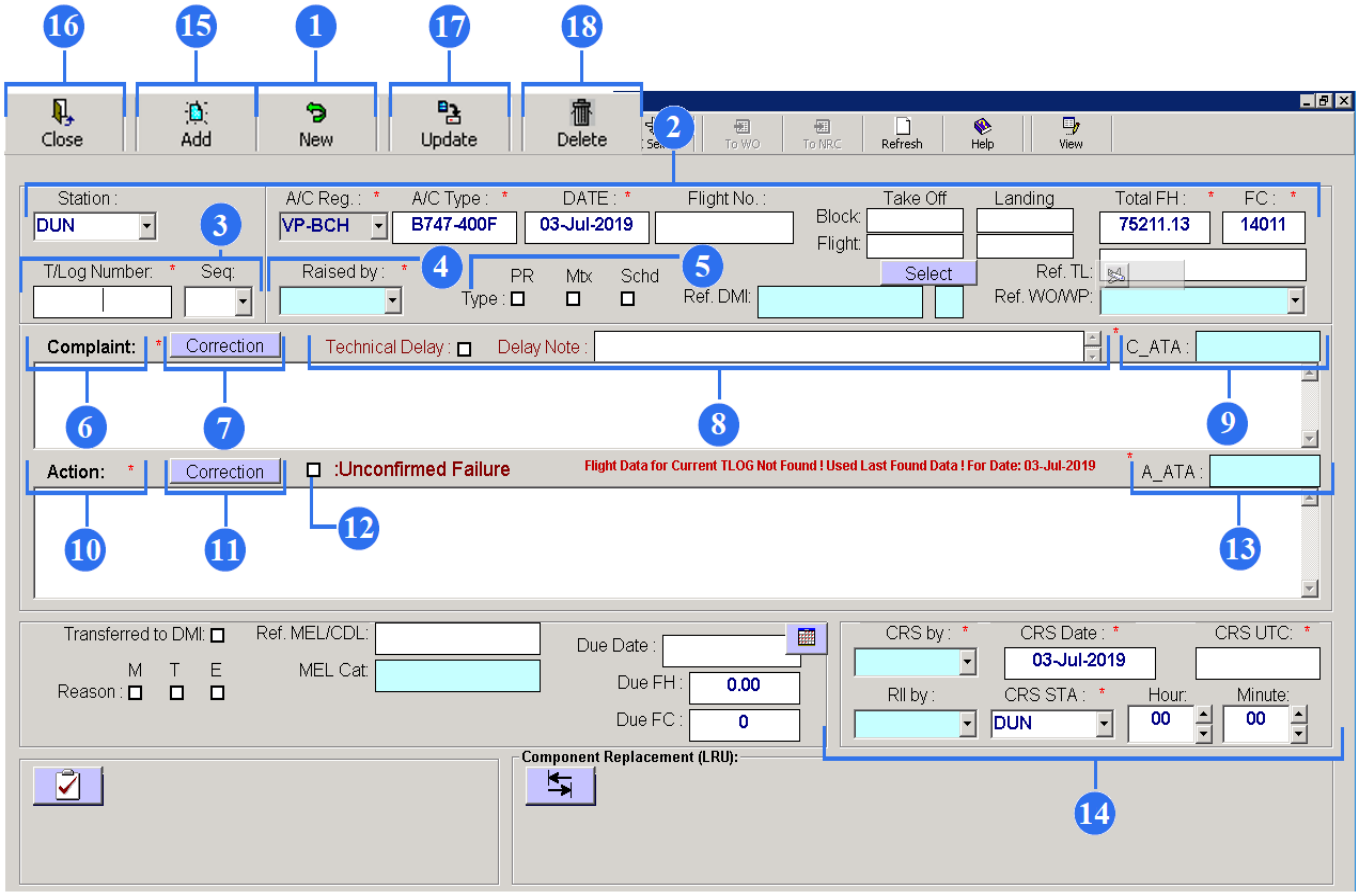
Technical Log Creation provides step by step overview of the new T/Log creation with defect rectification, of the T/Log creation with MEL/CDL and of the T/Log creation with closing reference DMI number.

Component Replacement (LRU) section explains how to register replace of the component. Technical Log Line Check section give you information about results of service procedure. Also, while T/Log creating with MEL/CDL you can use transfer to NRC function or transfer to WO function. Thanks to these features, it is possible to monitor opened defect.

Reports section explains how to see all the DMI (HIL) closed and opened reports. Also, you can find aircraft maintenance history for any period. View section shows all the creating T/Logs.

1. Technical Log Creation

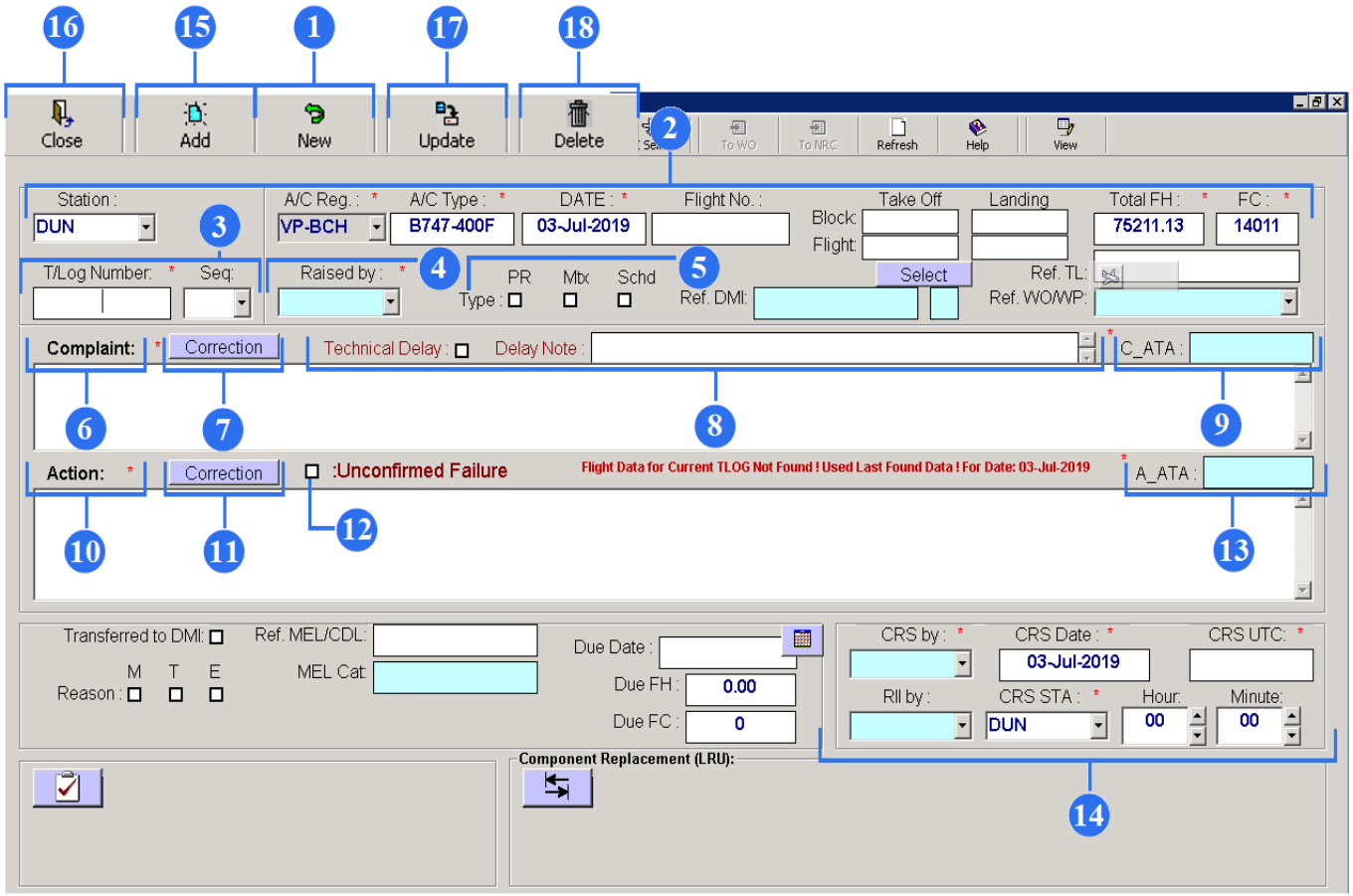
2.1 T/Log creation with a defect rectification



1. To create a new T/L, push NEW button on the upper toolbar of the Technical LOG screen.

2. Select airport station. A/C REG; A/C Type; Flight No fields are automatically displayed. Write in Take Off column and Landing column. The Block line means take off time and landing time, but The Flight line means aircraft motion time from gate to gate. Total FH and FC fields are filled automatically and show aircraft utilization values.

3. Enter a T/L number and its sequences (there are Technical Log Books where the whole page has number, but each reference has item number (sequence), and there are Technical Log Books where the page has refences with own numbers, then Seq field is not required).

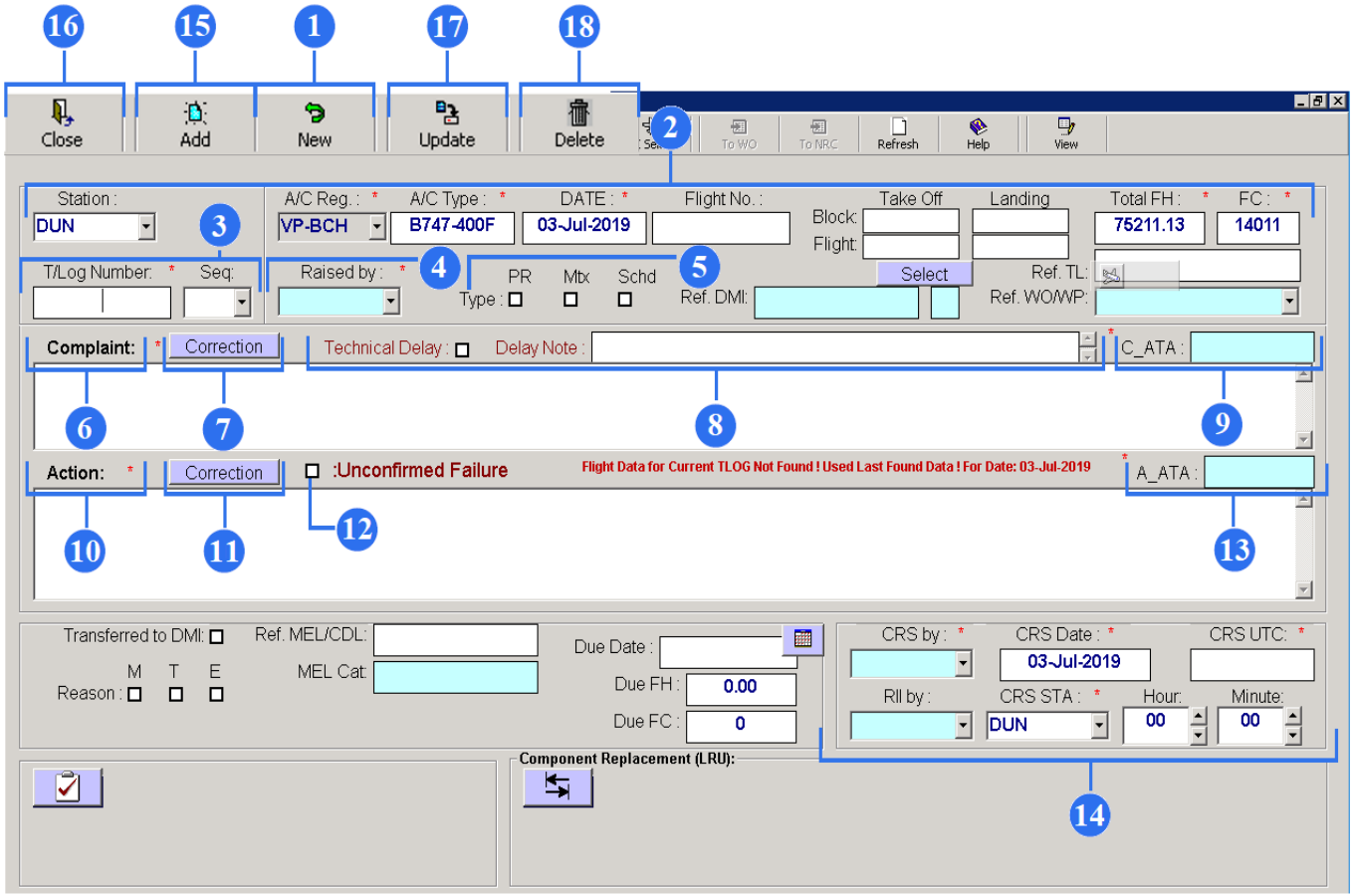


4. Select a mechanical ID number. Click F1 button on your computer keyboard to see more information about mechanical.

5. Tick PR or Mtx or Schd field, where
-PR – Pilot Remarks. Pilot makes report about fault in TLB before departure or after arrival.
-Mtx–Maintenance Remarks. Fault report is made in TLB by maintenance staff.
-Schd–Schedule Remarks. It means defect rectification, or troubleshooting procedure during ground time.

6. Complaint field is needed to record all pilot remarks or remarks, that was found during maintenance.
7. After TLOG registration completion it will not be possible to remove the text from Complaint field or Action field. Use the Correction button to correct the text.

8. If a complaint is serious and an aircraft needs to be delayed due to some technical reasons, tick the ‘Technical Delay’ and make a Delay Note.



9. Select from ATA catalog correct system chapter number of related remark.

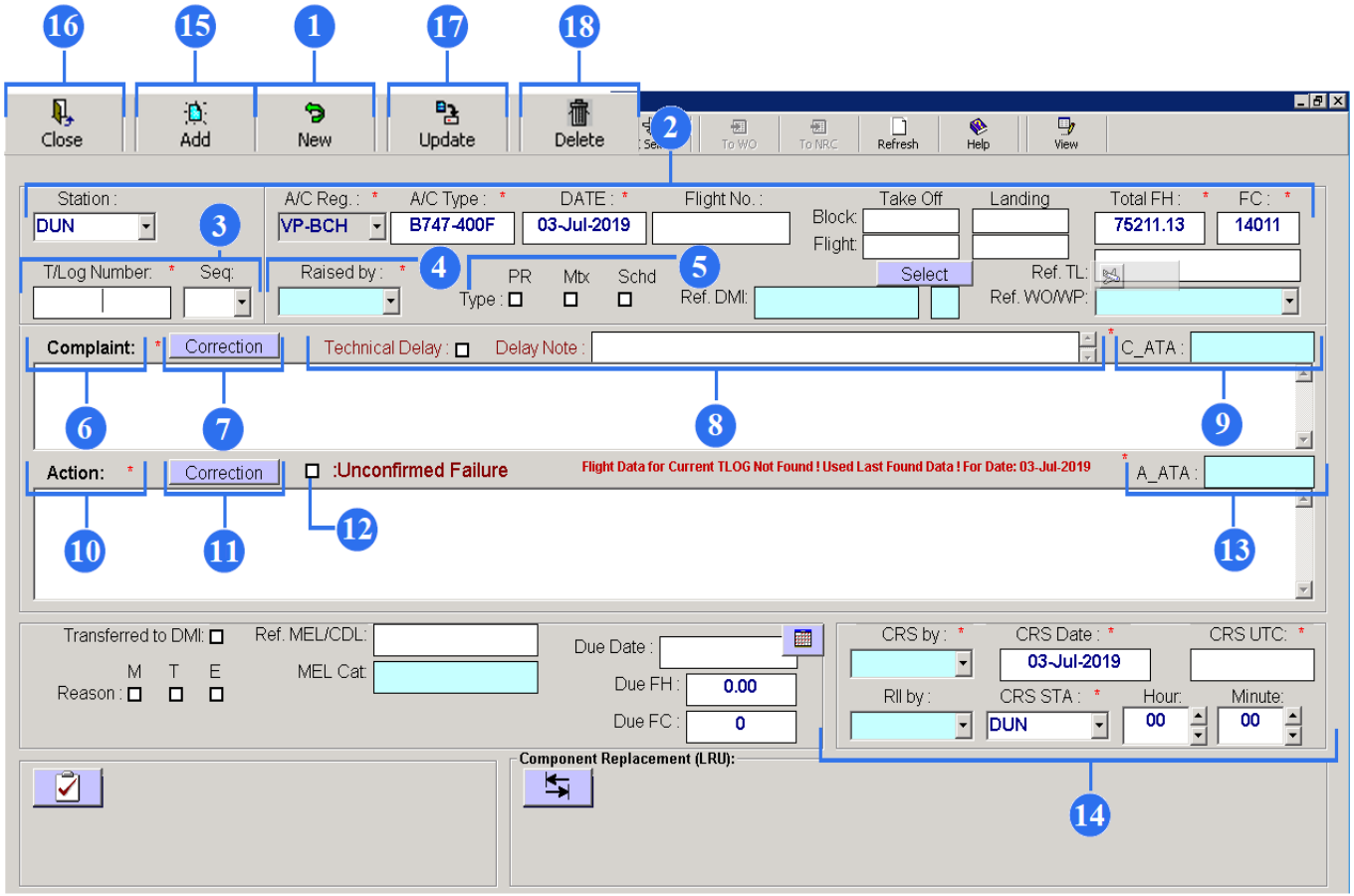
10. Action field is needed to record all actions taken by maintenance staff.

11. After TLOG registration completion it will not be possible to remove the text from Complaint field or Action field. Use the Correction button to correct the text.

12. You can put the tick Unconfirmed Failure field, if the pilot remarks are not confirmed during troubleshooting, for example it was intermittent fault.

13. Select from ATA catalog correct system chapter number of related remark.

14. Enter mechanical ID number to “CRS by” field, type CRS date and CRS time (in UTC). If another person was involved in the work, you can note additional signature in the “RII by field”. Type the airport station, where CRS was issued. Also, you can enter hours and minutes to display the total work time of the maintenance staff.

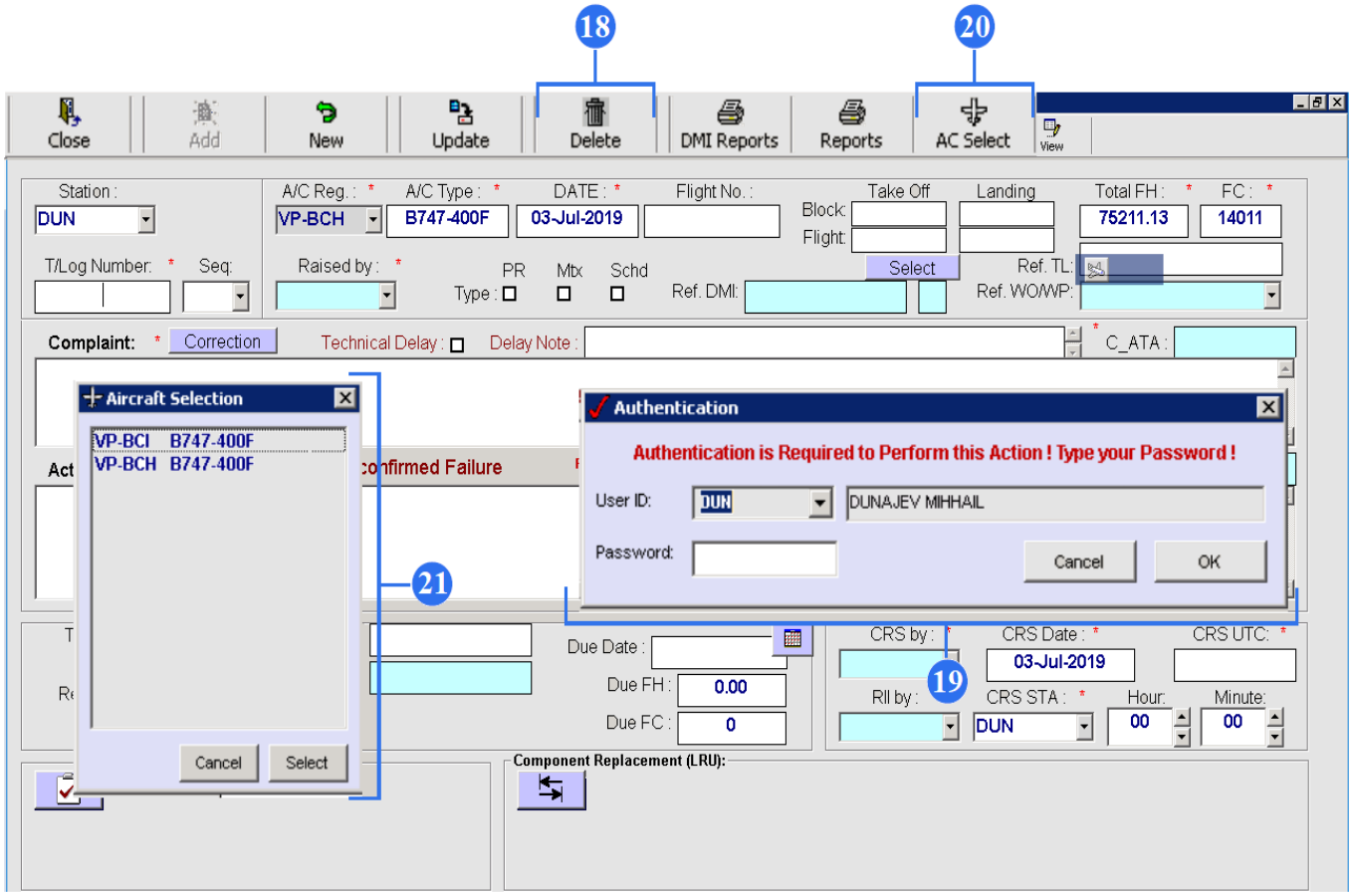


15. On the upper toolbar push the Add button to save a new created Tech Log.

16. To exit the T/Log screen, click the CLOSE toolbar button.

17. After TLOG registration completion you can still refill other fields except Complaint/Action field (Correction button performs this function). After new data enter click Update button on the upper toolbar.

18. To remove a T/Log click the Delete toolbar button.



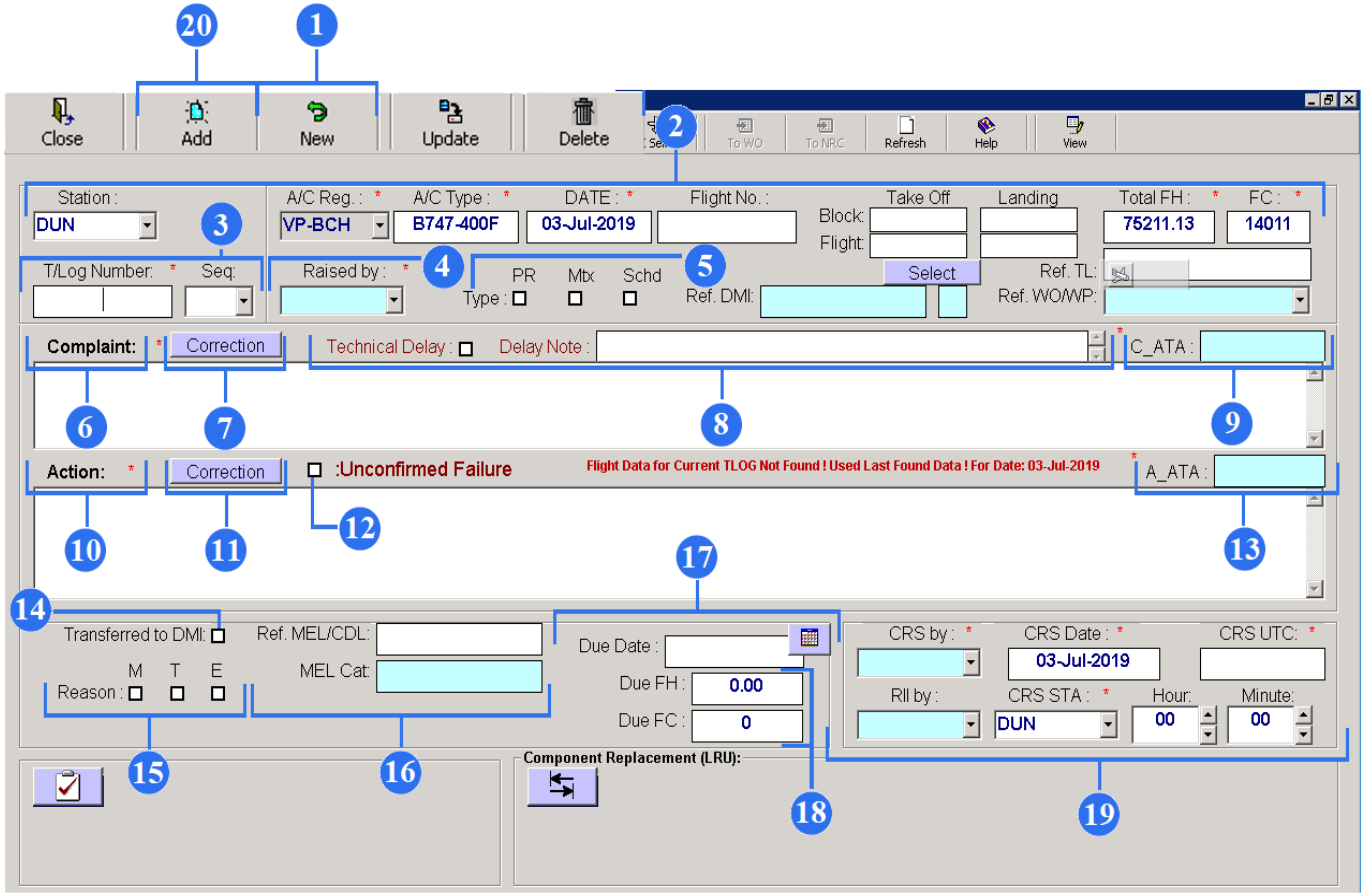
19. But you need an authentication for this action: enter your id and password in the authentication screen.

20. If you want to create new T/Log with other A/C registration number, no need to exit from T/Log submodule and re-enter. Push “AC Select” button.

21. From the whole list highlight other A/C registration and push “Select” button.

NOTE: Fields with a reference marks *(*)* are mandatory to fill.

2.2 T/Log creation using MEL/CDL.

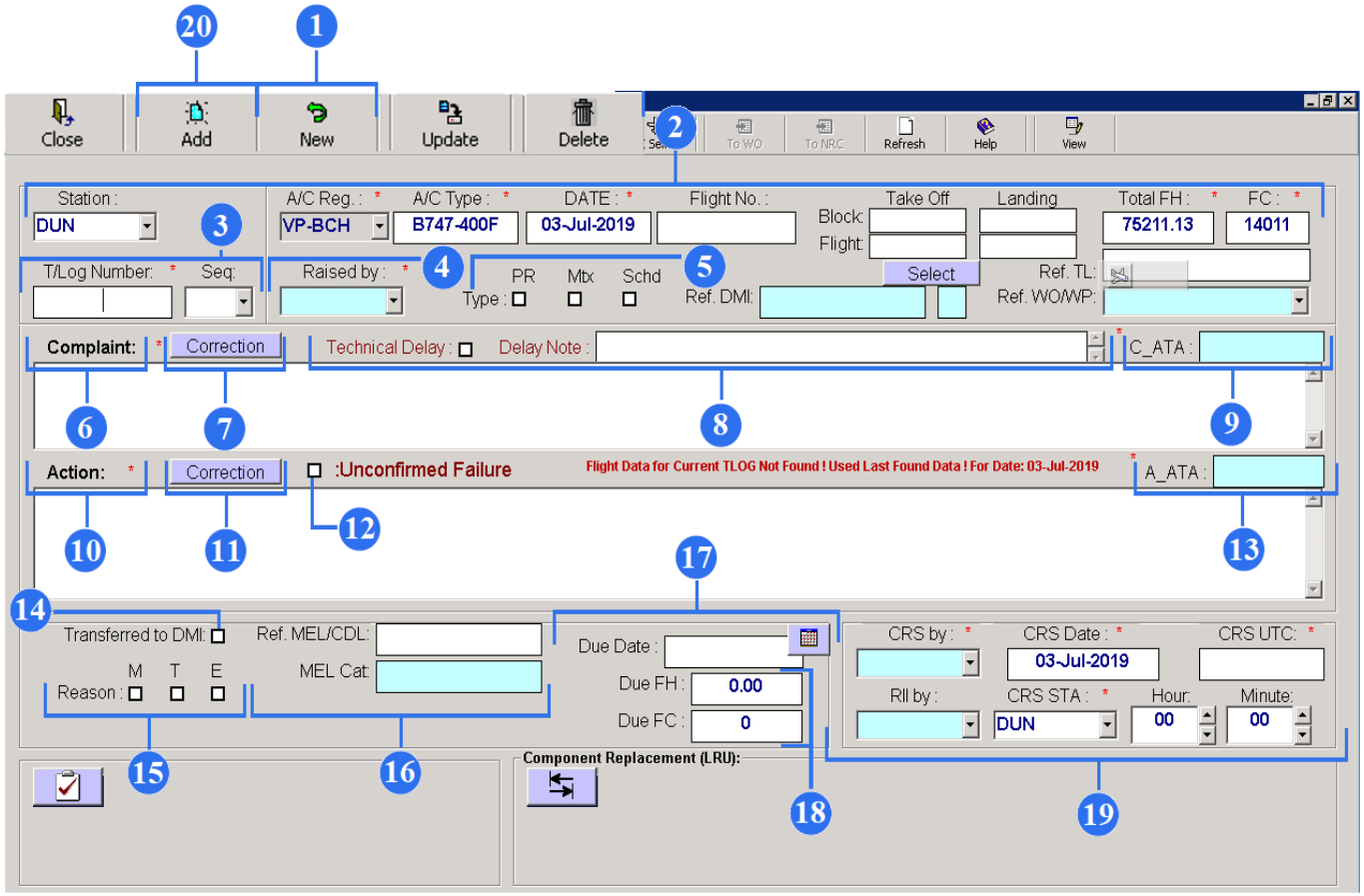


1. To create a new T/L, push NEW button on the upper toolbar of the Technical LOG screen.

2. Select airport station. A/C REG; A/C Type; Flight No fields are automatically displayed. Write in Take Off column and Landing column. The Block line means take off time and landing time, but The Flight line means aircraft motion time from gate to gate. Total FH and FC fields are filled automatically and show aircraft utilization values.

3. Enter a T/L number and its sequences (there are Technical Log Books where the whole page has number, but each reference has item number (sequence), and there are Technical Log Books where the page has refences with own numbers, then Seq field is not required).

4. Select a mechanical ID number. Click F1 button on your computer keyboard to see more information about mechanical.



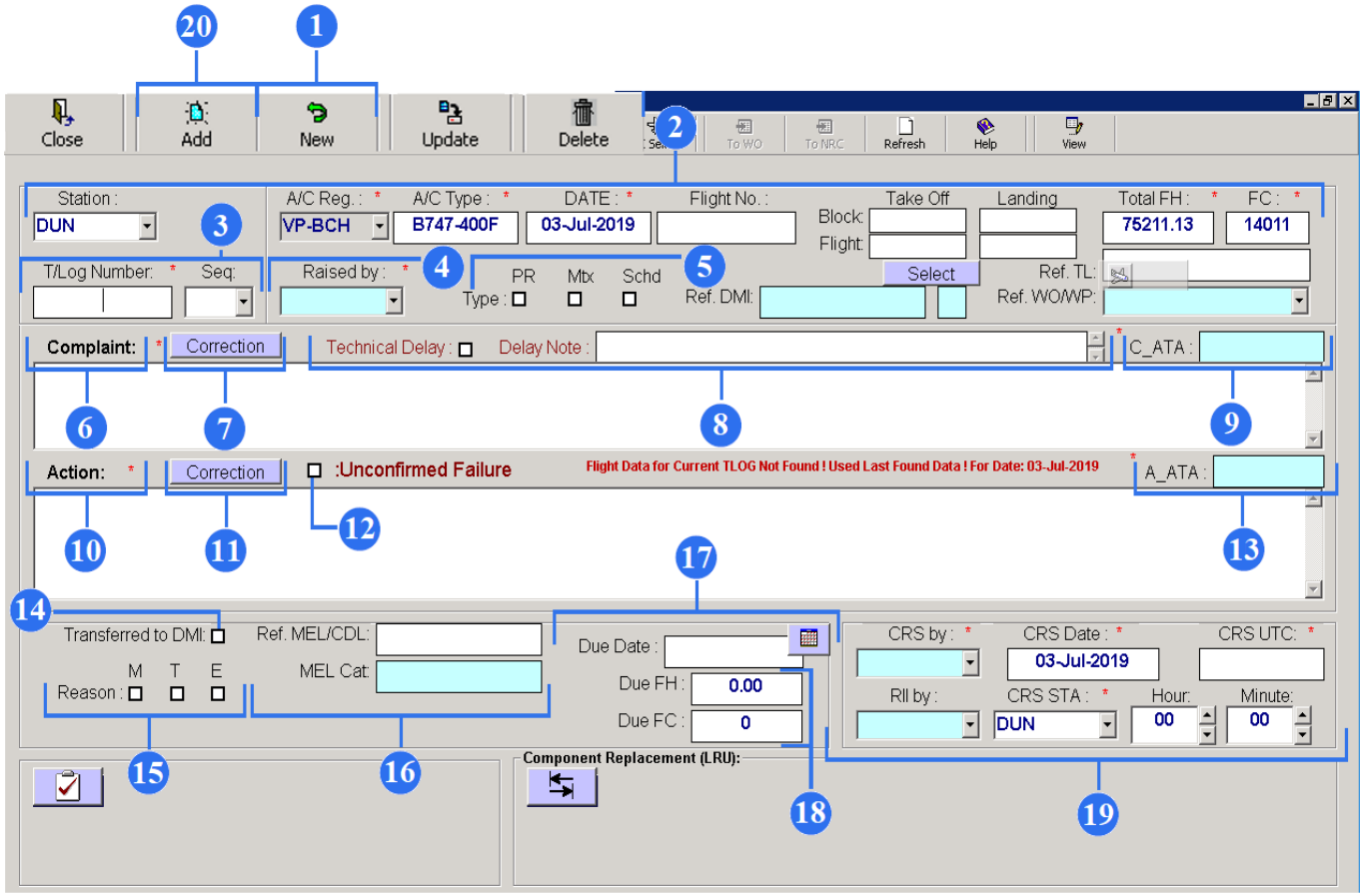
5. Tick PR or Mtx or Schd field, where
-PR – Pilot Remarks. Pilot makes report about fault in TLB before departure or after arrival.
-Mtx–Maintenance Remarks. Fault report is made in TLB by maintenance staff.
-Schd–Schedule Remarks. It means defect rectification, or troubleshooting procedure during ground time.

6. Complaint field is needed to record all pilot remarks or remarks, that was found during maintenance.
7. After TLOG registration completion it will not be possible to remove the text from Complaint field or Action field. Use the Correction button to correct the text.

8. If a complaint is serious and an aircraft needs to be delayed due to some technical reasons, tick the ‘Technical Delay’ and make a Delay Note.

9. Select from ATA catalog correct system chapter number of related remark.

10. Action field is needed to record all actions taken by maintenance staff.



11. After TLOG registration completion it will not be possible to remove the text from Complaint field or Action field. Use the Correction button to correct the text.
12. You can put the tick Unconfirmed Failure field, if the pilot remarks are not confirmed during troubleshooting, for example it was intermittent fault.
13. Select from ATA catalog correct system chapter number of related remark.
14. Tick the “Transferred to DMI” to confirm deferred reference with dead line.

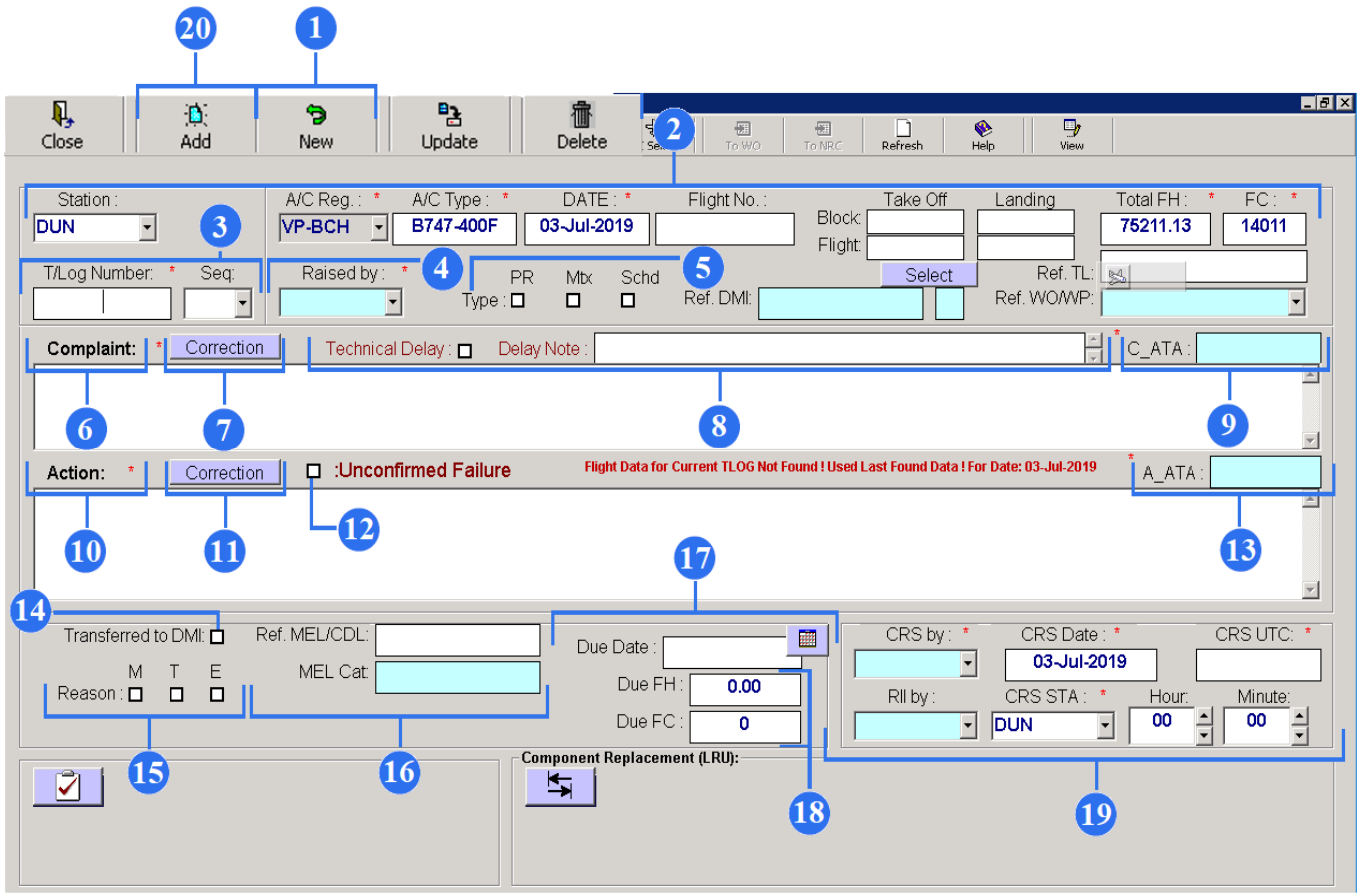
DMI – Deferred Maintenance Item.

15. Select the reason of the deferred reference creation, where:

M – Material. Components are not available in the store;

T – Time. No ground time for defect rectification;

E – Equipment. Special tools are not available in the kit.



16. Write in MEL/CDL item and select MEL category (from A to D). If the defect is opened in accordance with other technical documentation such as AMM, SRM, FIM, TSM or operator letter, select N/A category).

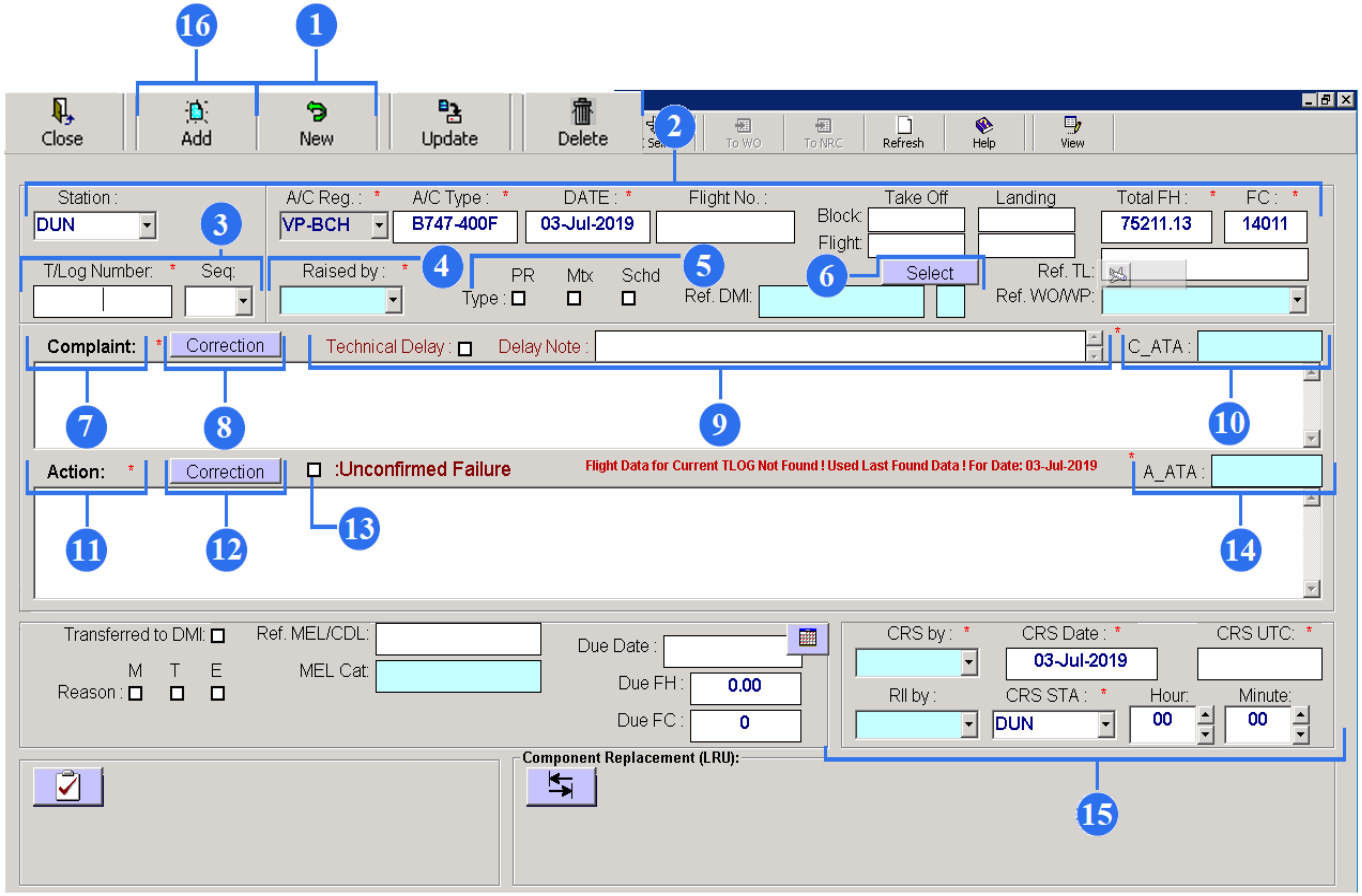
17. To set a dead line, click on Calendar button and a Date Calendar will open. Select a due date.

18. If the dead line does not depend on MEL category, but it depends on amount of the flight hours or cycles, write in due FH or due FC.

19. Enter mechanical ID number to “CRS by” field, type CRS date and CRS time (in UTC). If another person was involved in the work, you can note additional signature in the “RII by field”. Type the airport station, where CRS was issued. Also, you can enter hours and minutes to display the total work time of the maintenance staff.

20. On the upper toolbar push the Add button to save a new created Tech Log.

2.3 T/Log creation with closing reference DMI number.

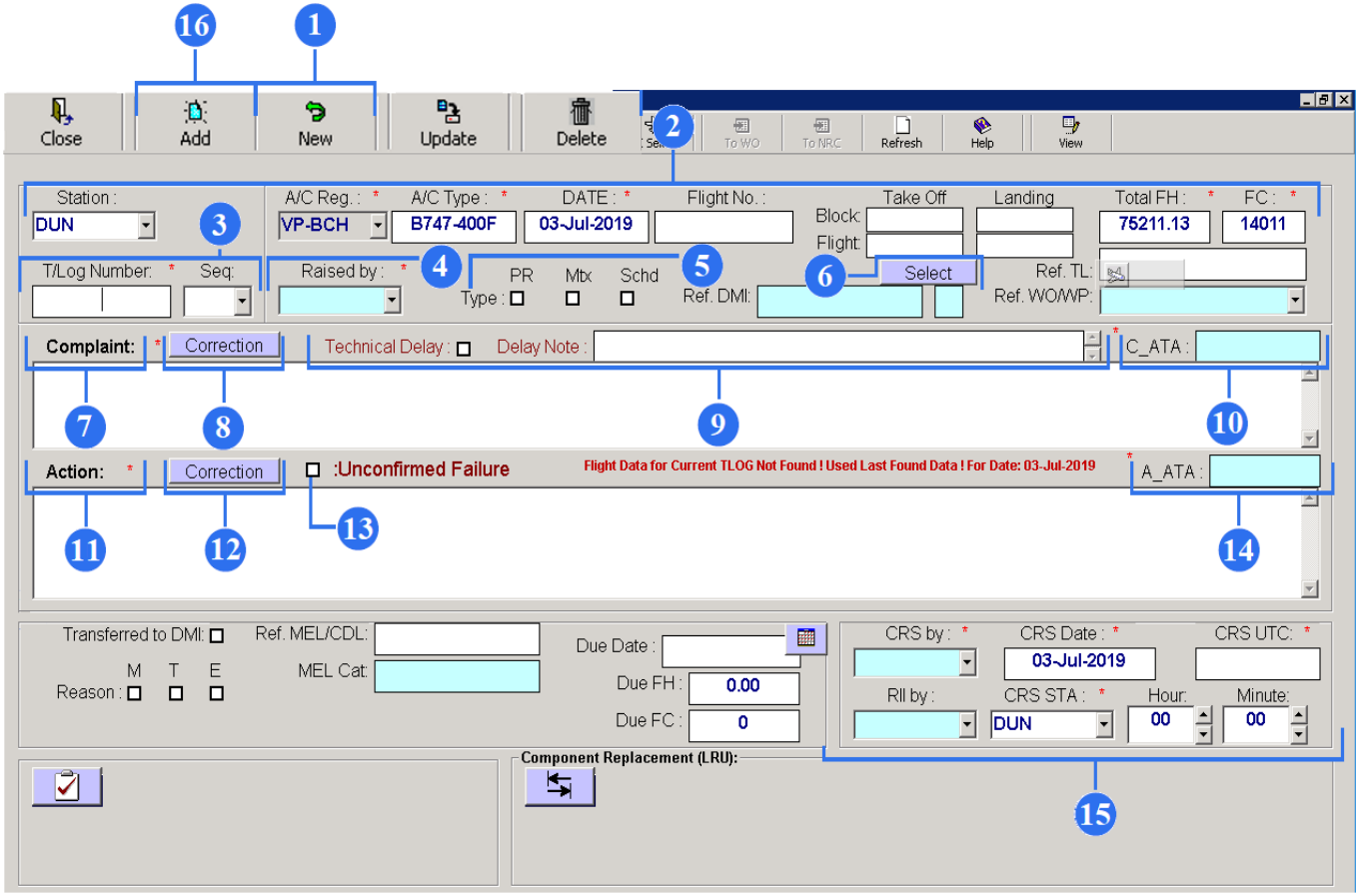


1. To create a new T/L, push NEW button on the upper toolbar of the Technical LOG screen.

2. Select airport station. A/C REG; A/C Type; Flight No fields are automatically displayed. Write in Take Off column and Landing column. The Block line means take off time and landing time, but The Flight line means aircraft motion time from gate to gate. Total FH and FC fields are filled automatically and show aircraft utilization values.

3. Enter a T/L number and its sequences (there are Technical Log Books where the whole page has number, but each reference has item number (sequence), and there are Technical Log Books where the page has refences with own numbers, then Seq field is not required).

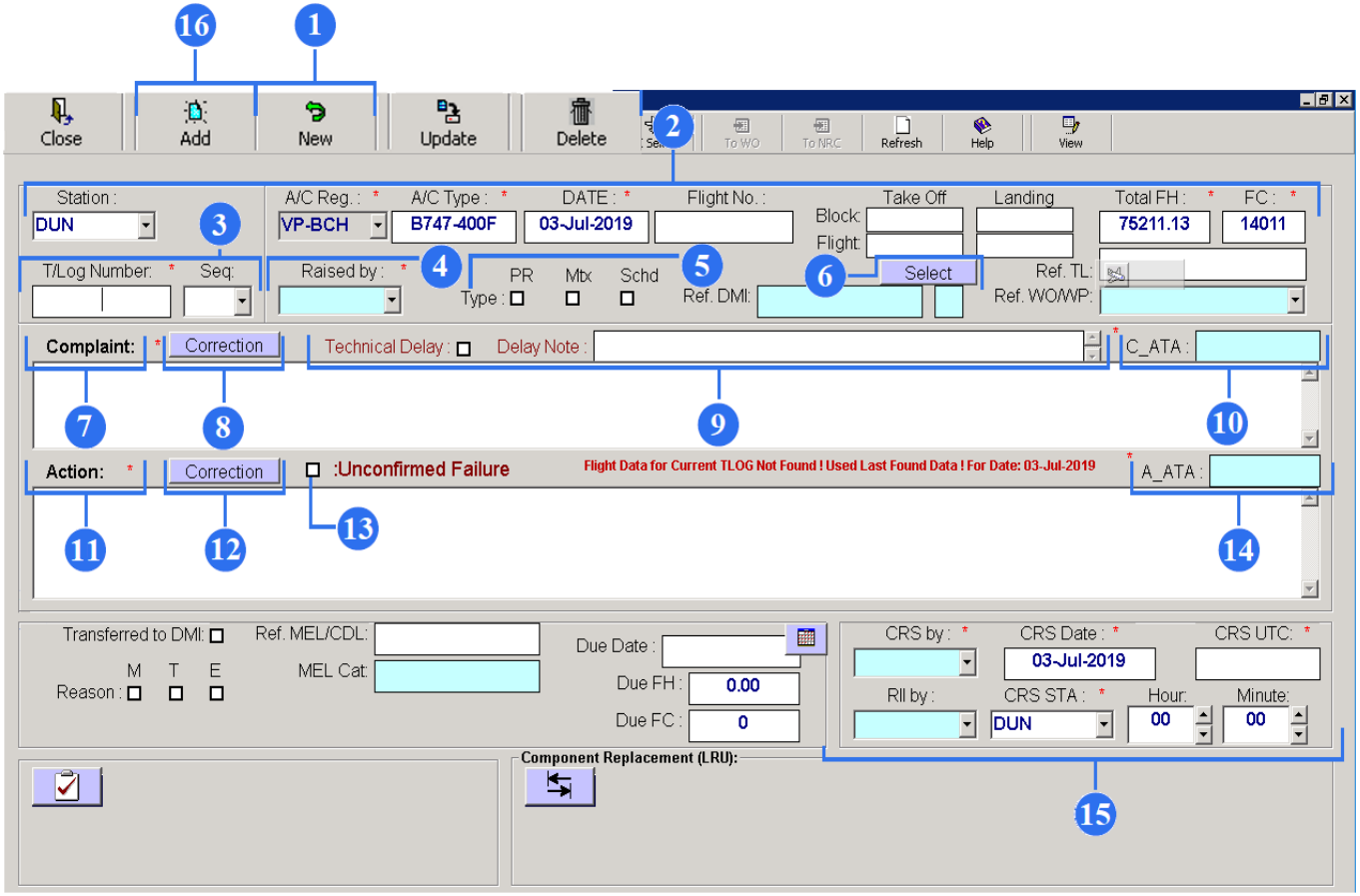
4. Select a mechanical ID number. Click F1 button on your computer keyboard to see more information about mechanical.



5. Tick PR or Mtx or Schd field, where
-PR – Pilot Remarks. Pilot makes report about fault in TLB before departure or after arrival.
-Mtx–Maintenance Remarks. Fault report is made in TLB by maintenance staff.
-Schd–Schedule Remarks. It means defect rectification, or troubleshooting procedure during ground time.

6. Push “Select” button of the DMI field to select deferred item, and click from the whole list deferred item that you want to close.

7. Complaint field is needed to record all pilot remarks or remarks, that was found during maintenance.
8. After TLOG registration completion it will not be possible to remove the text from Complaint field or Action field. Use the Correction button to correct the text.
9. If a complaint is serious and an aircraft needs to be delayed due to some technical reasons, tick the ‘Technical Delay’ and make a Delay Note.
10. Select from ATA catalog correct system chapter number of related remark.
11. Action field is needed to record all actions taken by maintenance staff.



12. After TLOG registration completion it will not be possible to remove the text from Complaint field or Action field. Use the Correction button to correct the text.
13. You can put the tick Unconfirmed Failure field, if the pilot remarks are not confirmed during troubleshooting, for example it was intermittent fault.
14. Select from ATA catalog correct system chapter number of related remark.

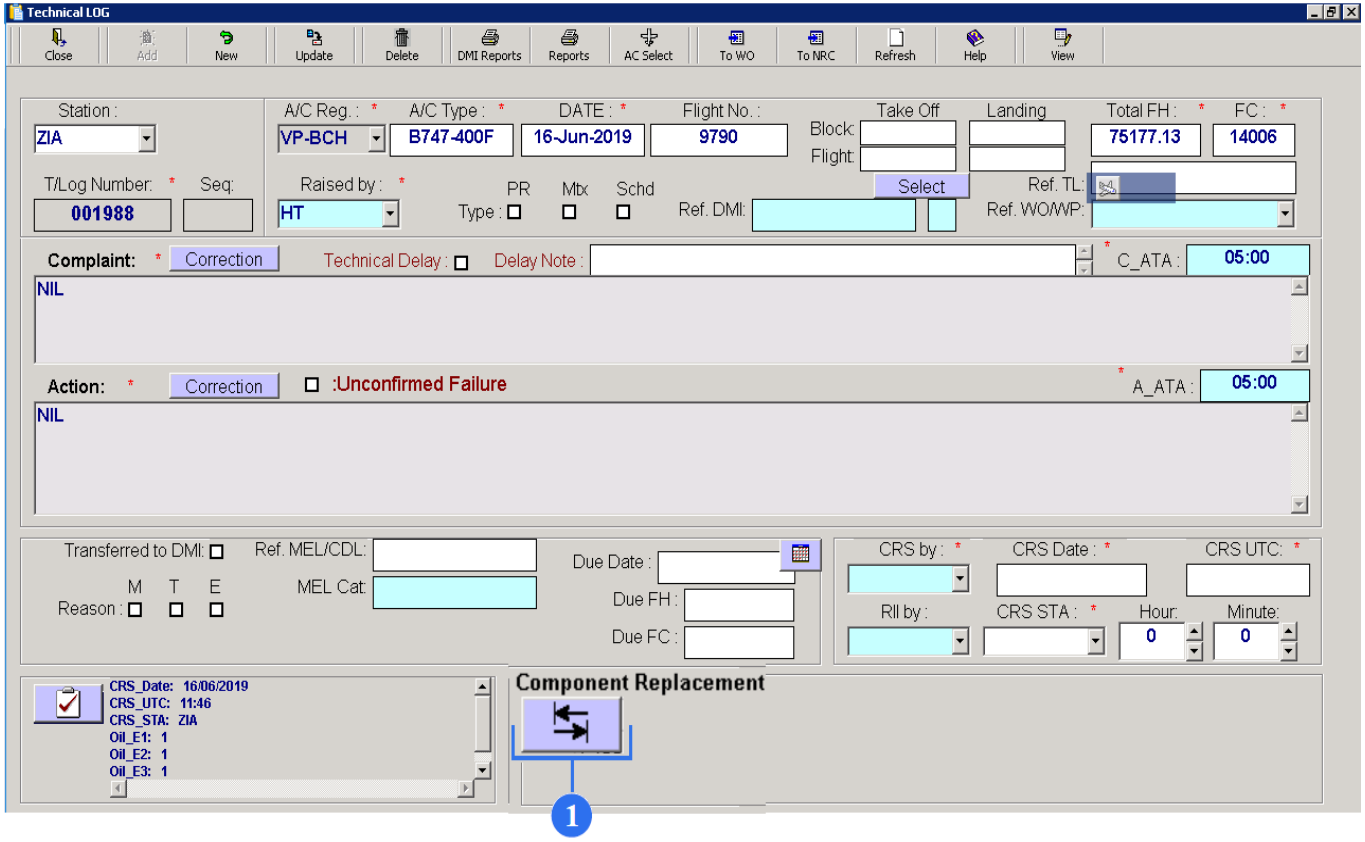
15. Enter mechanical ID number to “CRS by” field, type CRS date and CRS time (in UTC). If another person was involved in the work, you can note additional signature in the “RII by field”. Type the airport station, where CRS was issued. Also, you can enter hours and minutes to display the total work time of the maintenance staff.

16. On the upper toolbar push the Add button to save a new created Tech Log.

NOTE: Fields with a reference marks *(*)* are mandatory to fill.

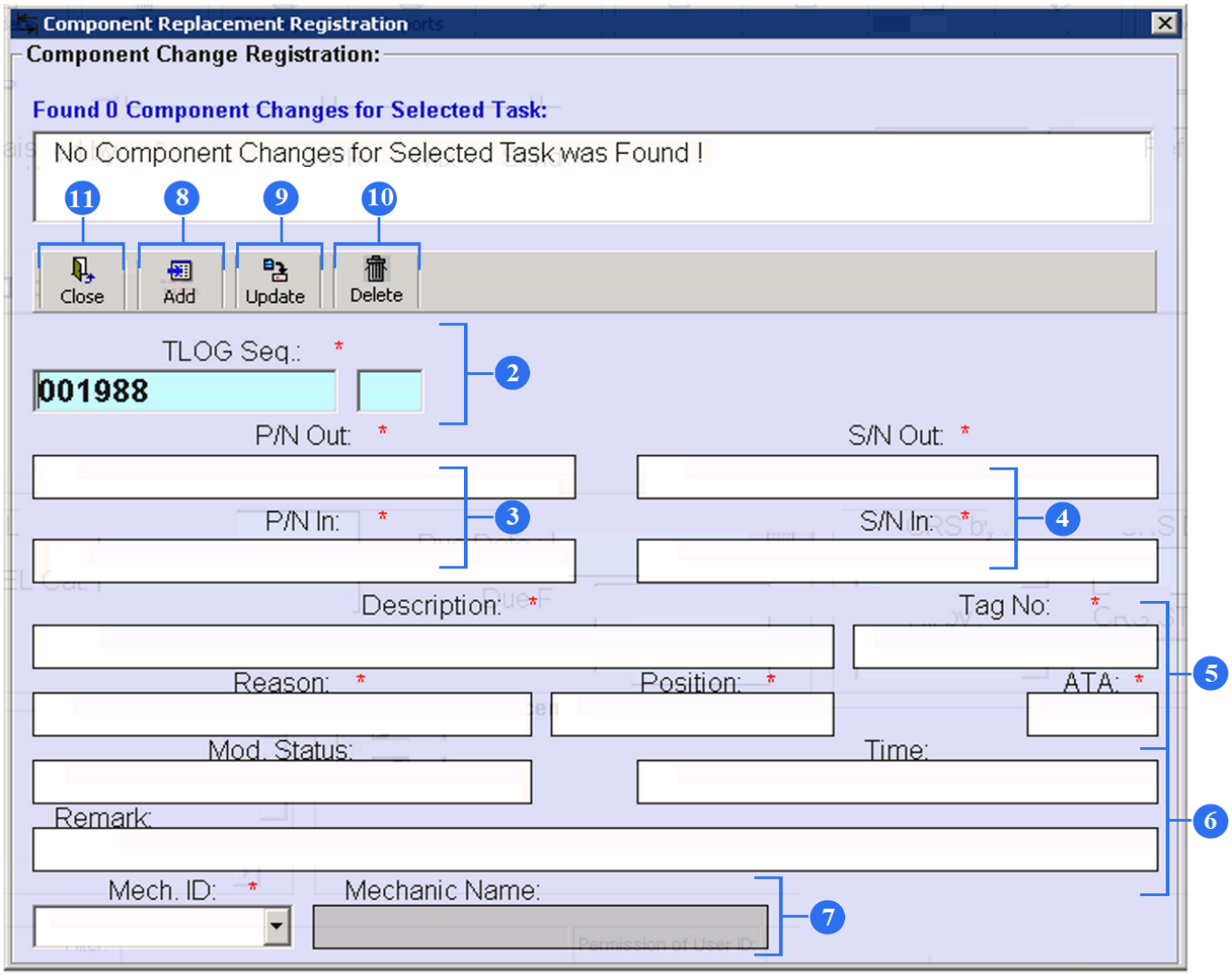
ATTENTION: It is comfortable to use NRC submodule if you have multistage troubleshooting within deadline of defect. You can tie references between each other. Use the T/Log for defect rectification at once, or to open defect while single step operation.

3. Component Replacement (LRU)



1. After new T/Log creation completion you can mark component replacement data. Click the button with two arrows to open Component Replacement Registration List. T/Log creation is completed when on the upper toolbar ADD button is pushed. It means that you have saved a new created Tech Log.

NOTE: Fields with a reference marks *(*)* are mandatory to fill.



2. T/Log number is automatically transferred from Technical LOG screen.

3. Write in “P/N Out” field part number of removed component. Write in “P/N In” field part number of installed component.

4. Write in “S/N Out” field serial number of removed component. Write in “S/N In” field serial number of installed component.

5. Fill in the fields such as Description/ Tag No/ Reason/Position/ATA.

6. You can fill in the Mod. Status/Time/Remark fields as supporting information.

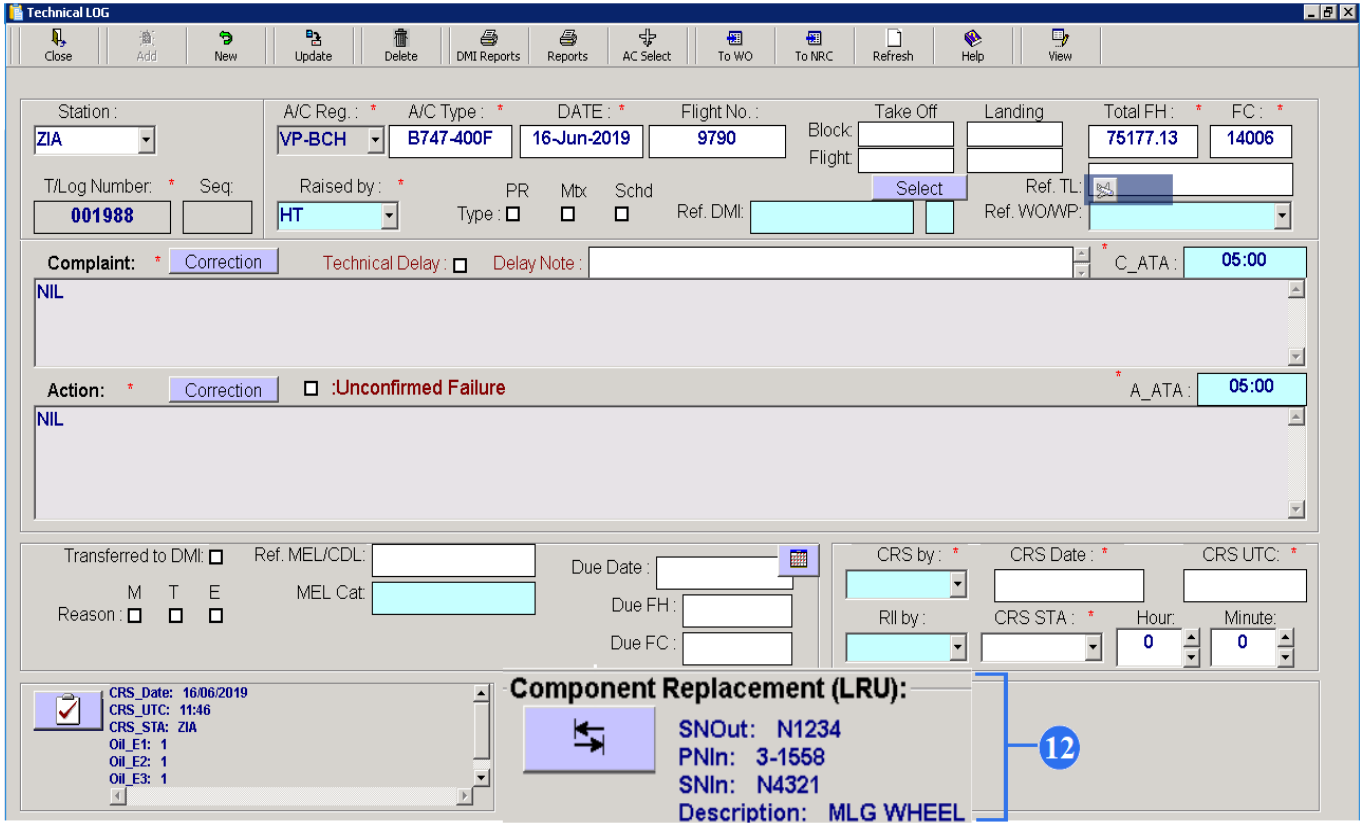
7. Select from the whole list the mechanical ID number. Name of mechanic will be appeared automatically.

8. To save entered data push “Add” on the upper toolbar. You can see save data on the white screen above toolbar.

9. After Component Change Registration completion you can still change other fields. After new data enter click Update button on the upper toolbar.

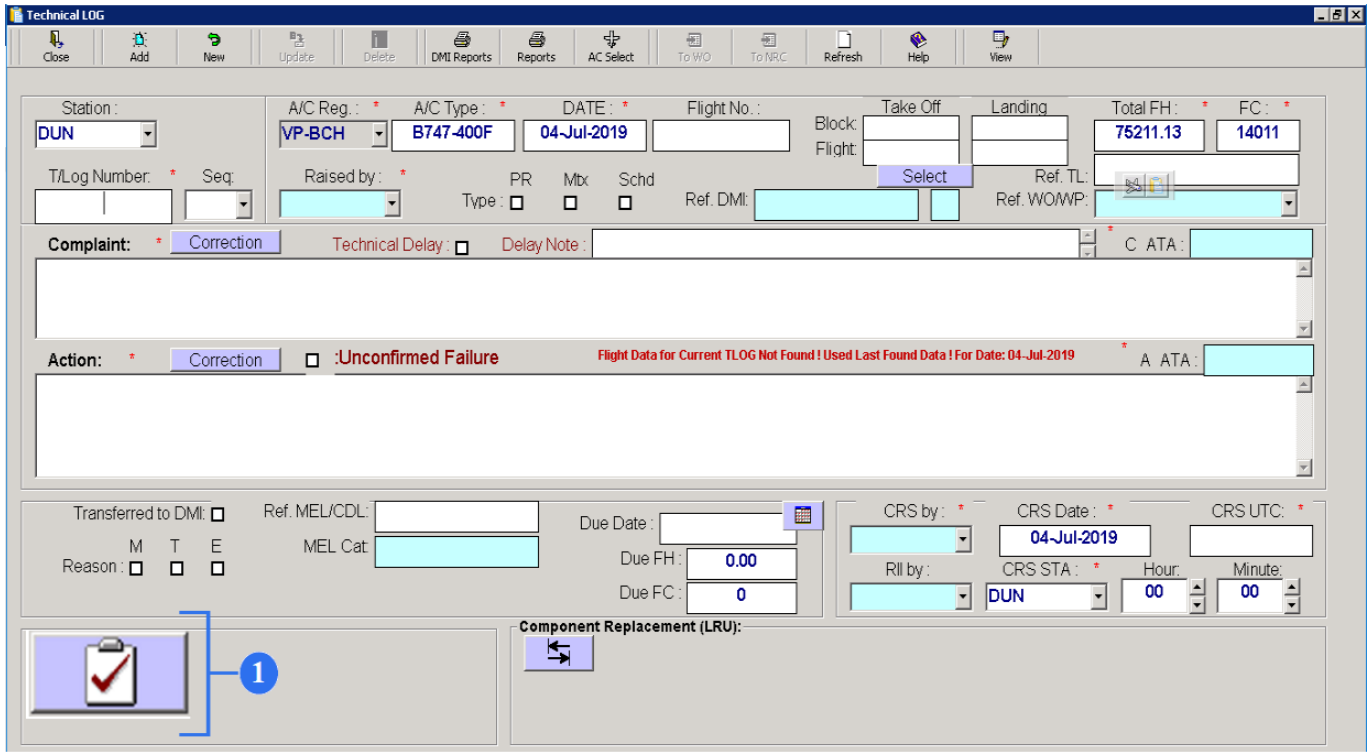
10. If you want to remove save data, highlight the line and click “Delete” button.

11. To close the Component Replacement Registration screen click the “Close” button.



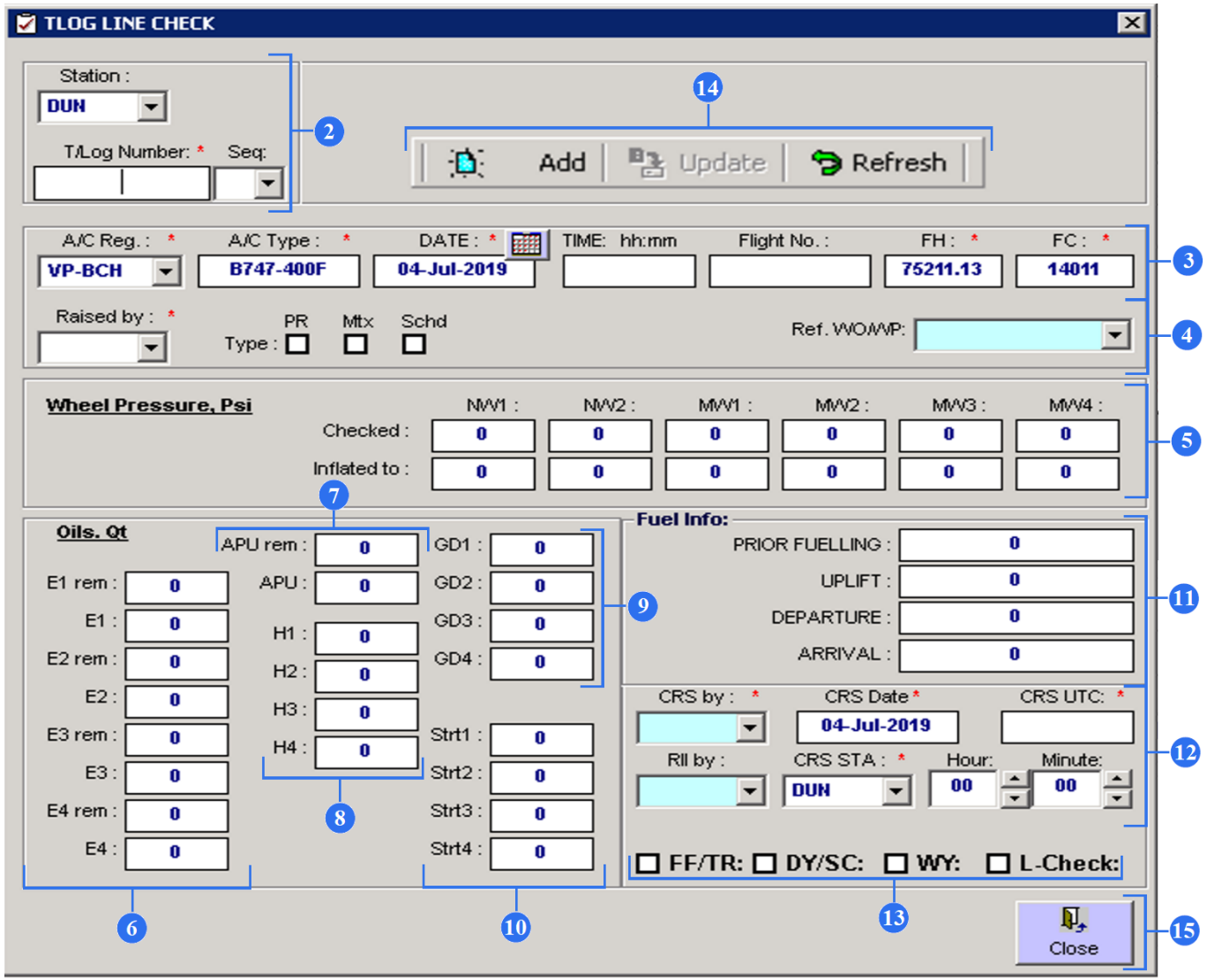
12. Also you can see component replacement data on the Technical LOG screen near Component replacement button.

4. Technical Log Line Check.



1. If Line Check was performed after arrival or before departure, you can registrate these data in the TLog submodule. Push button with the tick in the left bottom side of the screen to open TLOG LINE CHECK window.

NOTE: Fields with a reference marks *(*)* are mandatory to fill.



2. Station and T/Log Number will appear automatically.

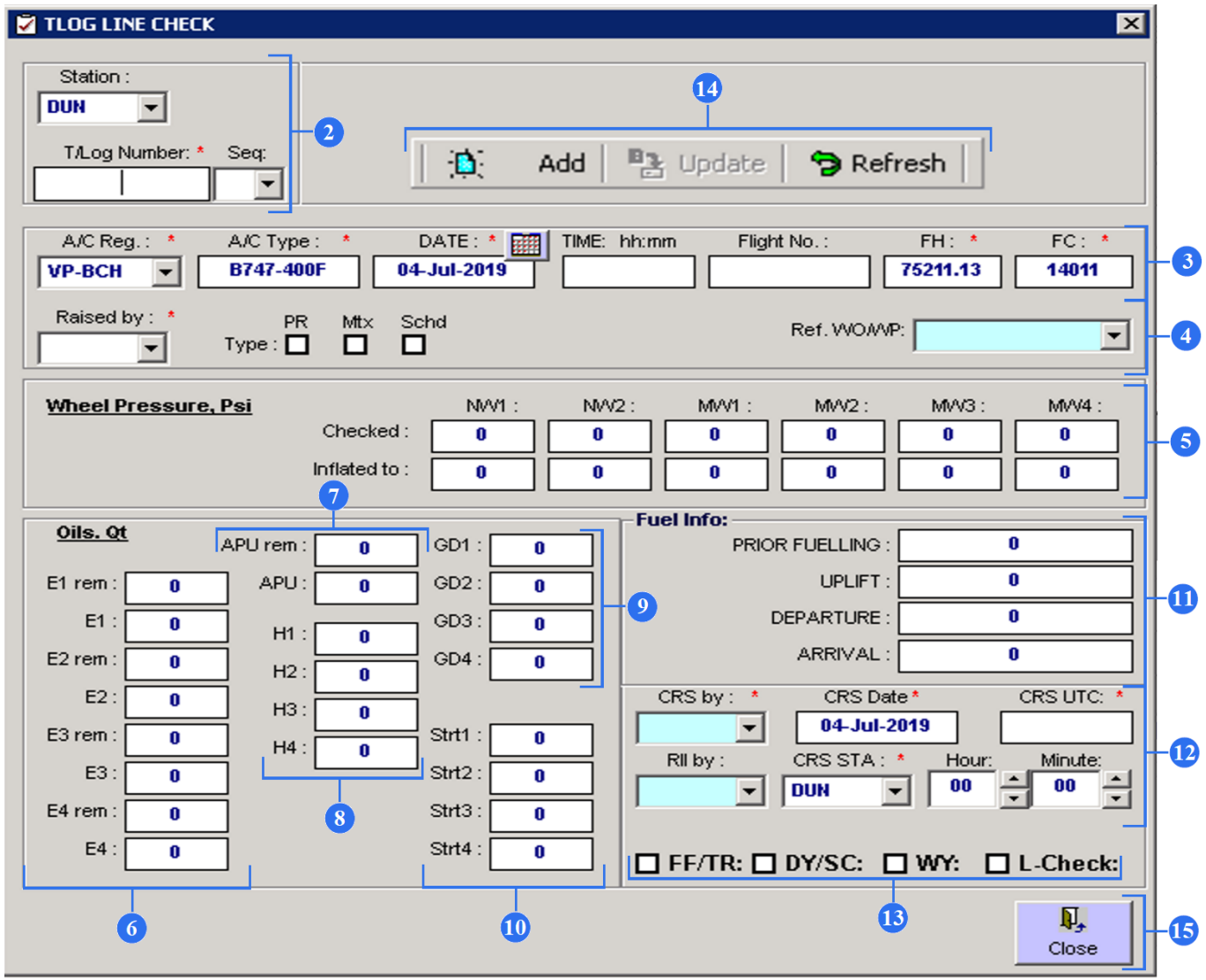
3. Data such as A/C Reg, A/C Type, Date, FH and FC will appear automatically. If the edit date is not today, use the calendar to select the correct flight date of proper aircraft. Fill the “TIME” and “Flight No” fields.

4. Select a mechanical ID number in “Raised by” field. If it is necessary, tick PR or Mtx or Schd field, where:

-PR – Pilot Remarks. Pilot makes report about fault in TLB before departure or after arrival.

-Mtx – Maintenance Remarks. Fault report is made in TLB by maintenance staff.

-Schd – Schedule Remarks. It means defect rectification, or troubleshooting procedure during ground time.



In the WO/WP field please select work order number or work package number related Line Check.

5. Enter NW (Nose Wheel) and MW (Main Wheel) pressure data when checking and after inflated.

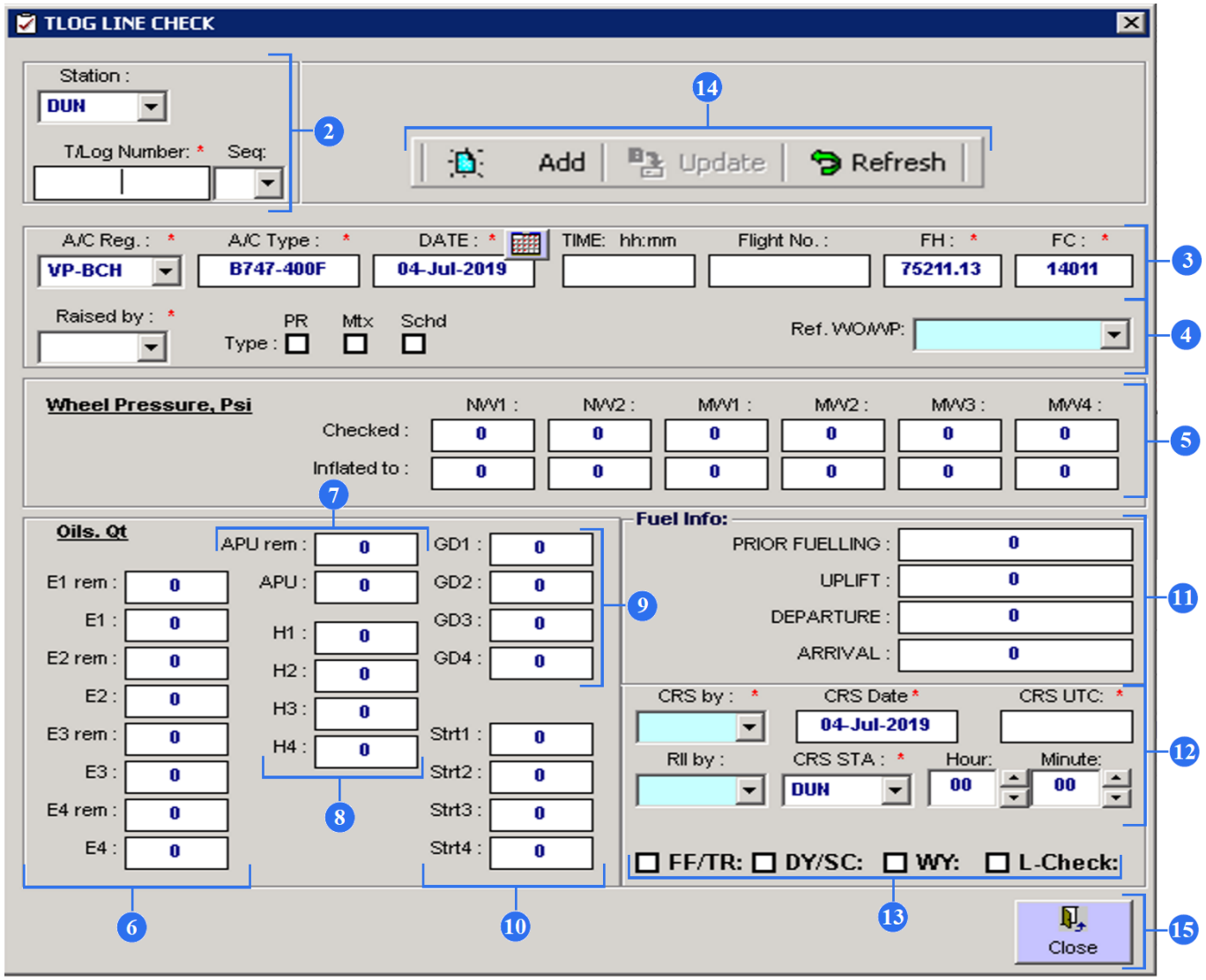
6. Enter result of engines oil servicing. For example, E1 rem means oil remain of the engine #1, but E1 means oil quantity after engine #1 after refill.

7. Enter result of APU oil servicing. APU rem means APU oil remain.

8. Enter result of hydraulic reservoir servicing. For example, H1 means hydraulic quantity of the first reservoir.

9. Enter result of drive generator oil servicing. For example, GD1 means generator drive of engine #1.

10. Enter result of starter oil servicing. For example, Strt1 means starter of engine #1.



11. Enter refuelling procedure data, where:

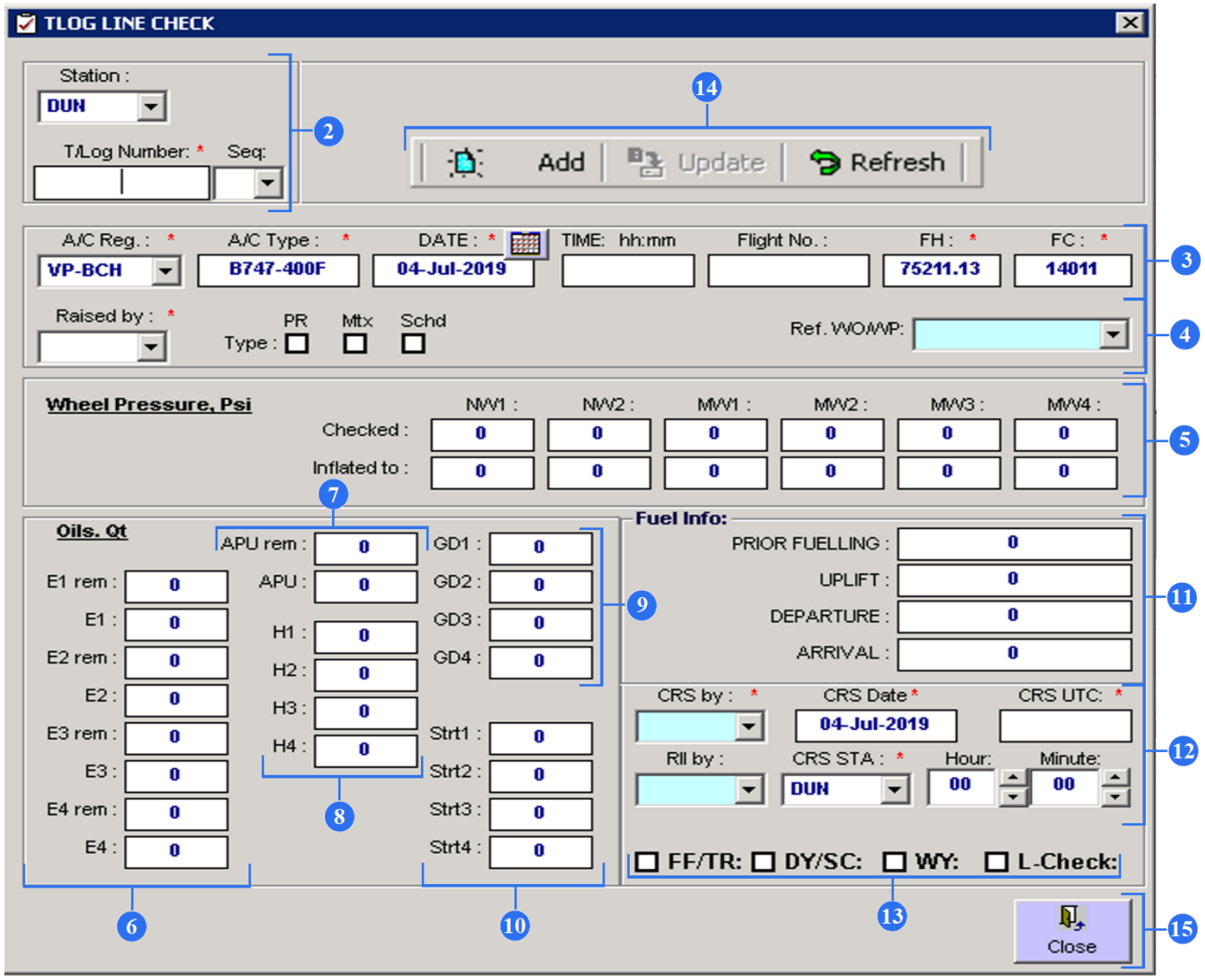
-PRIOR FUELLING –remain of fuel on the board.

-UPLIFT – refuelling quantity.

-DEPARTURE – total fuel quantity on the board before flight.

-ARRIVAL – remain of fuel on the board after arrival.

12. Enter mechanical ID number to “CRS by” field, type CRS date and CRS time (in UTC). If another person was involved in the work, you can note additional signature in the “RII by field”. Type the airport station, where CRS was issued. Also, you can enter hours and minutes to display the total work time of the maintenance staff.



13. Select by tick the type of line maintenance, where:

-FF/TR – transit check

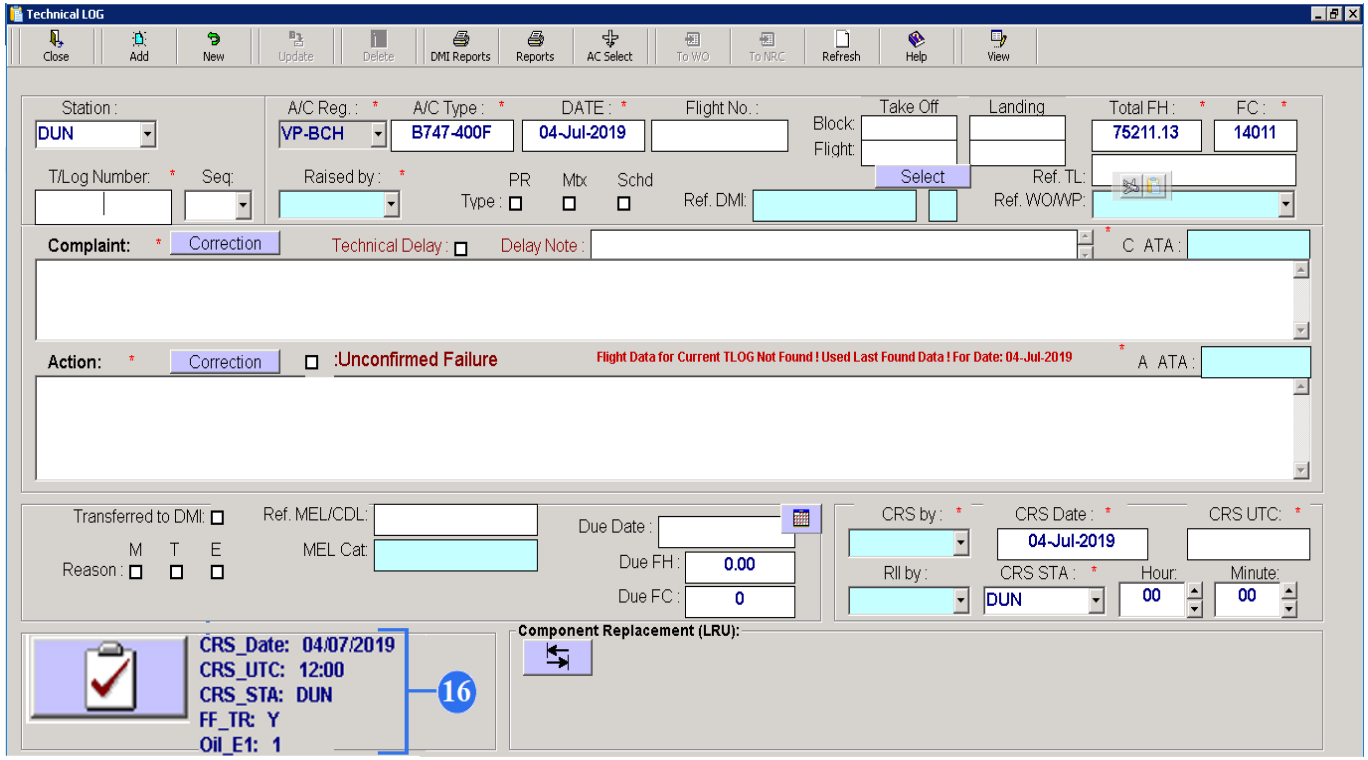
-DY/SC – daily check

-WY – weekly check

-L-check – line check

14. To save entered data push “Add” on the upper toolbar.
After TLOG LINE CHECK editing completion you can still change other fields. After new data enter click Update button on the upper toolbar.
To reset all data, click on the REFRESH button.

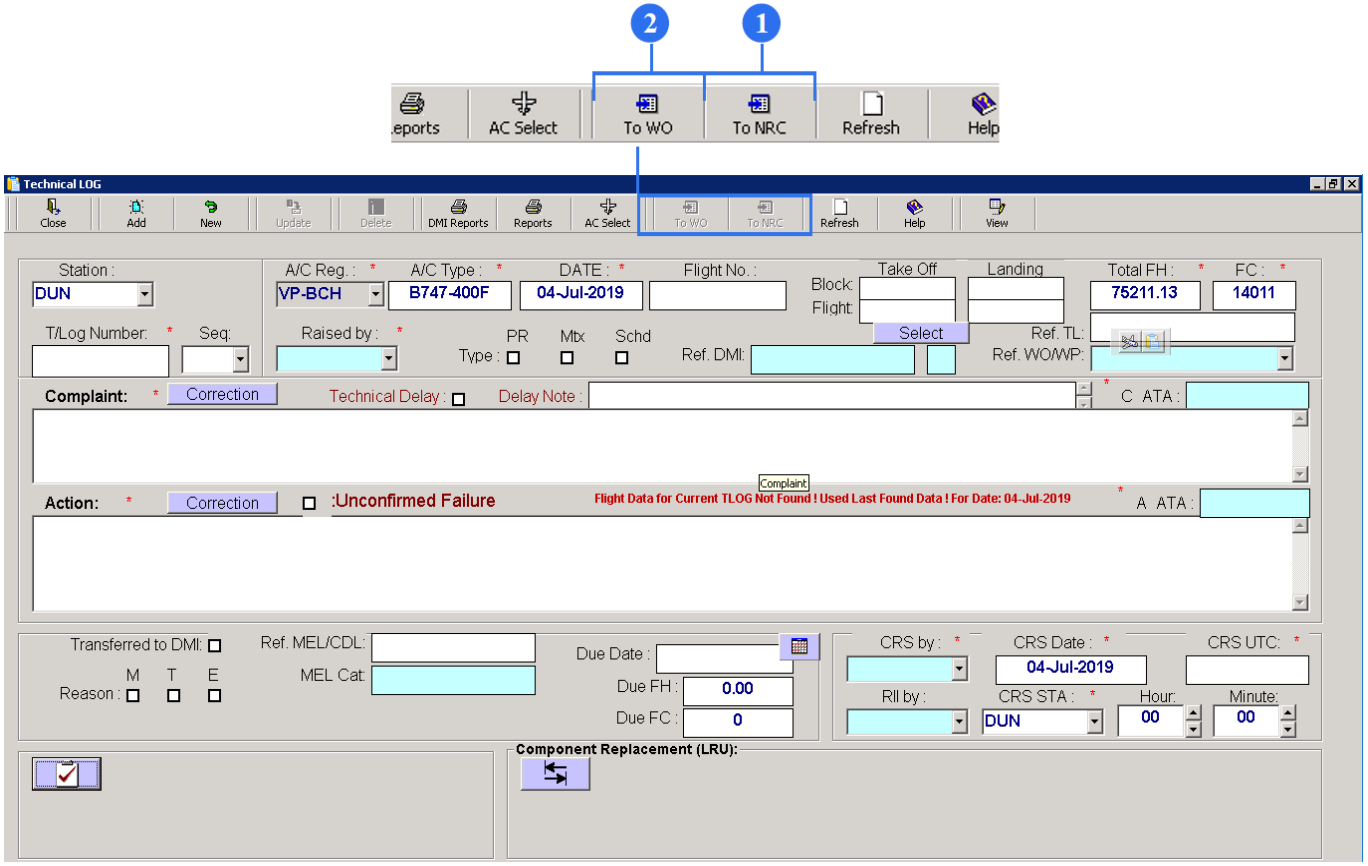
15. To close TLOG LINE CHECK window, push “CLOSE” button on the right bottom side of the window.



16. Also you can see Line check result data on the Technical LOG screen near button with the tick.

5. Transfer to NRC and transfer to WO.

While T/Log creating with MEL/CDL (see unit 1.2) you can use transfer to NRC function or transfer to WO function.

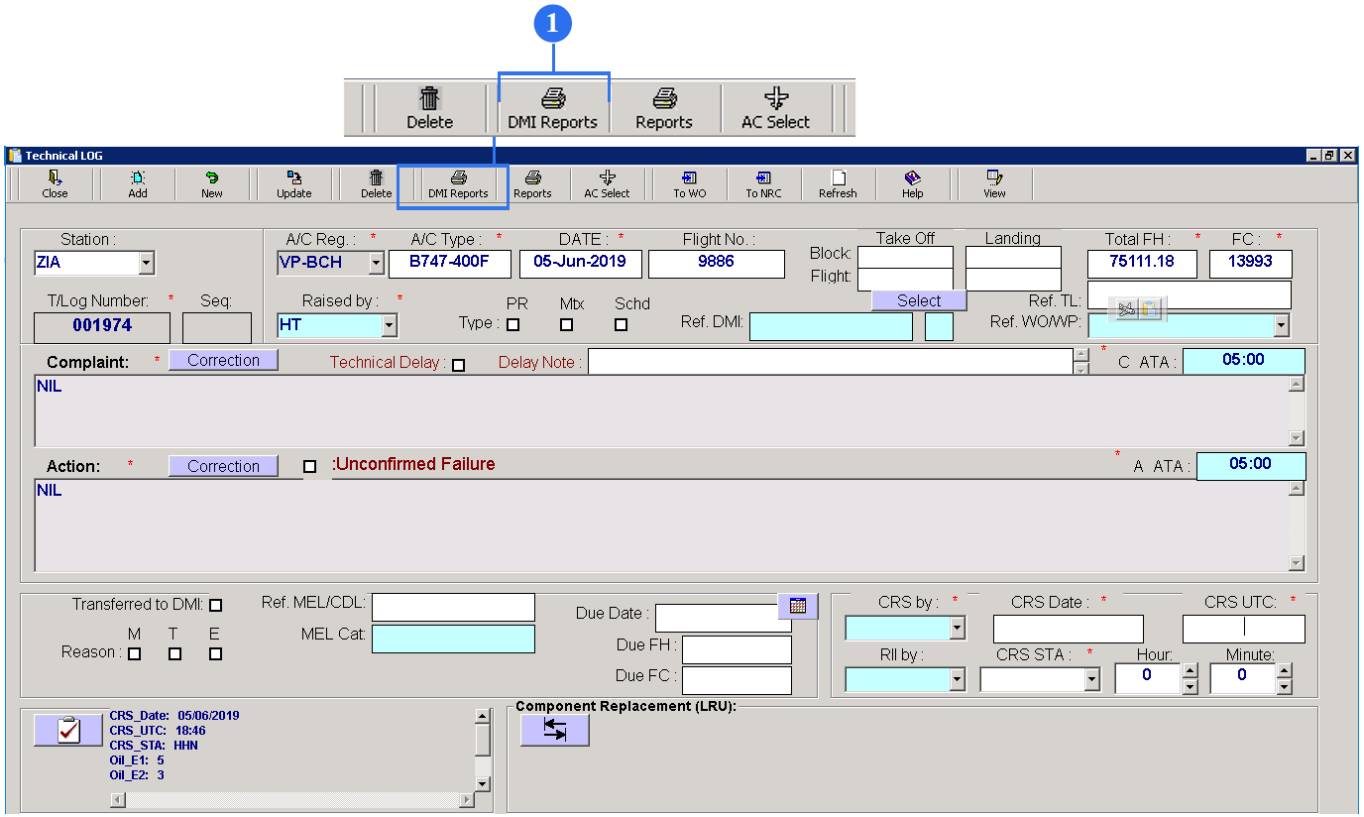


1. After completion of the T/LOG creation with MEL/CDL you can push “To NRC” on the toolbars to begin to work with NRC submodule. It is comfortable to plan defect rectification with multistage troubleshooting within deadline of defect. Also, after “To NRC” click NRC will be displayed in the “Planning” submodule.

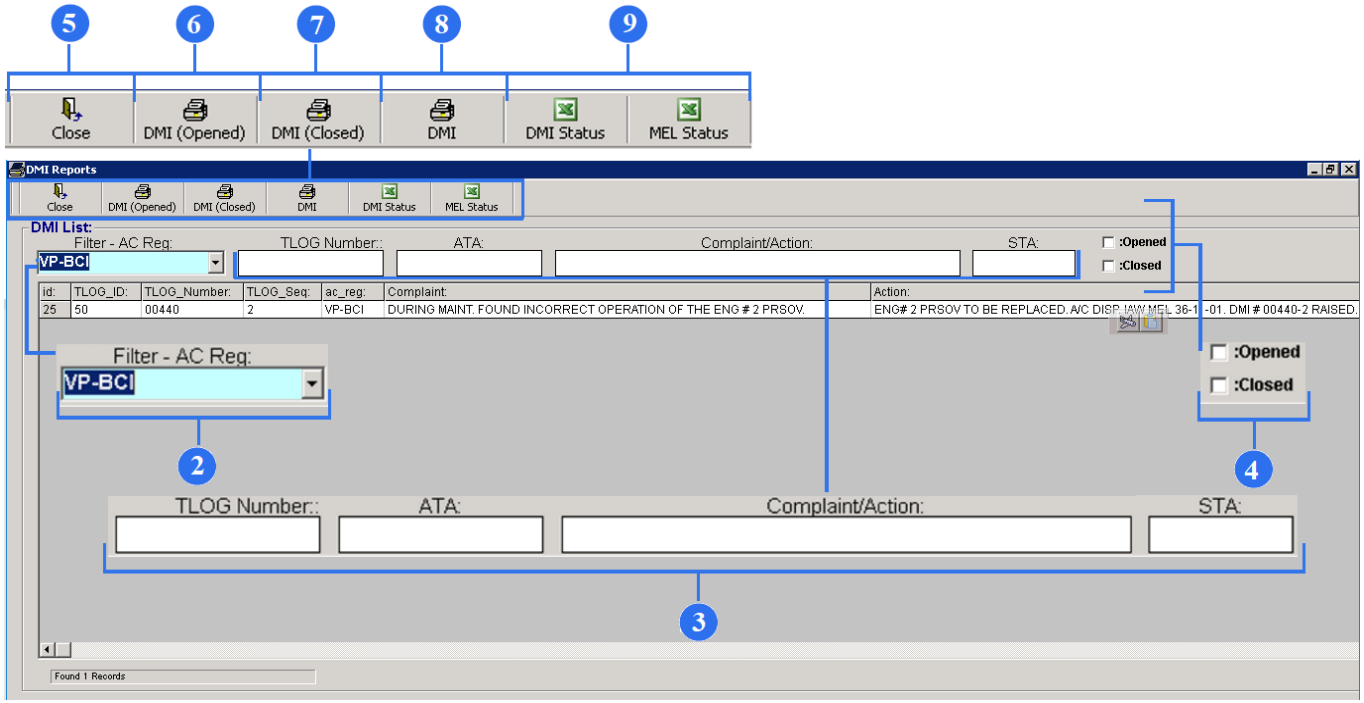
2. After completion of the T/LOG creation with MEL/CDL you can push “WO” on the toolbars to make work order for defect rectification. It is comfortable if you use LSM (Line Station Maintenance) module. After click of “WO” button work order will display in the LSM module where you can print it and issue to work.

6. Reports.

6.1. DMI REPORTS



1. Push “DMI Reports” button on the top toolbars and DMI list will be opened. DMI list presents the whole list of the all defects which are registrated in the T/LOG.



2. Select aircraft registration.

3 You can find the definite defect using technical log book number or ATA number, also you can use the text from the Complaint field and from the Action field and if you remember airport station name.

4. You can tick “Opened” or “Closed” field as filters.

5. To close DMI List push “Close” button on the upper toolbars.

6. If you want to print all opened defects, click the DMI (Opened) button.

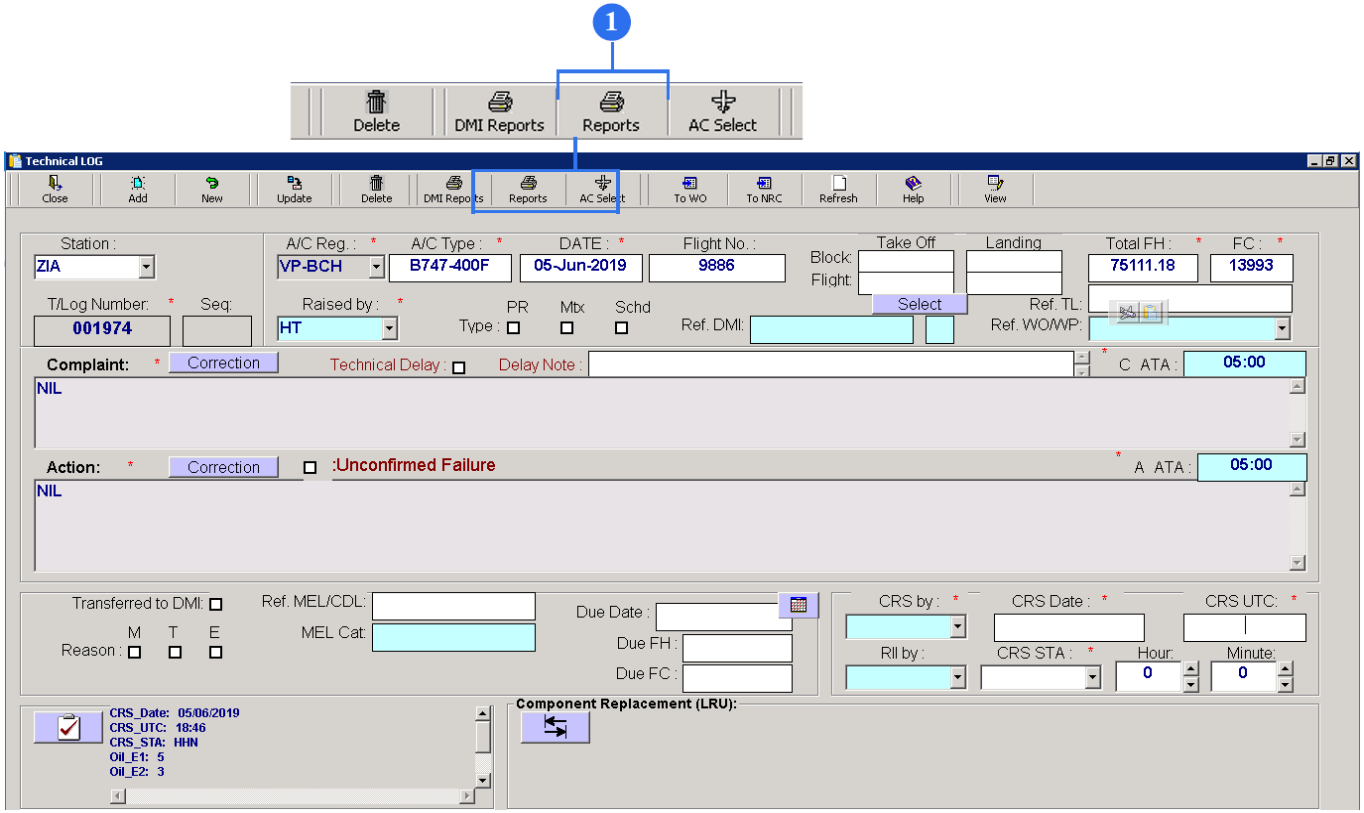
7. If you want to print all closed defects, click the DMI (Closed) button.

8. If you want to print definite defects, highlight the lines and push the “DMI” button

9. To transfer DMI data or MEL data to Excel use “DMI Status” and “MEL Status” buttons.

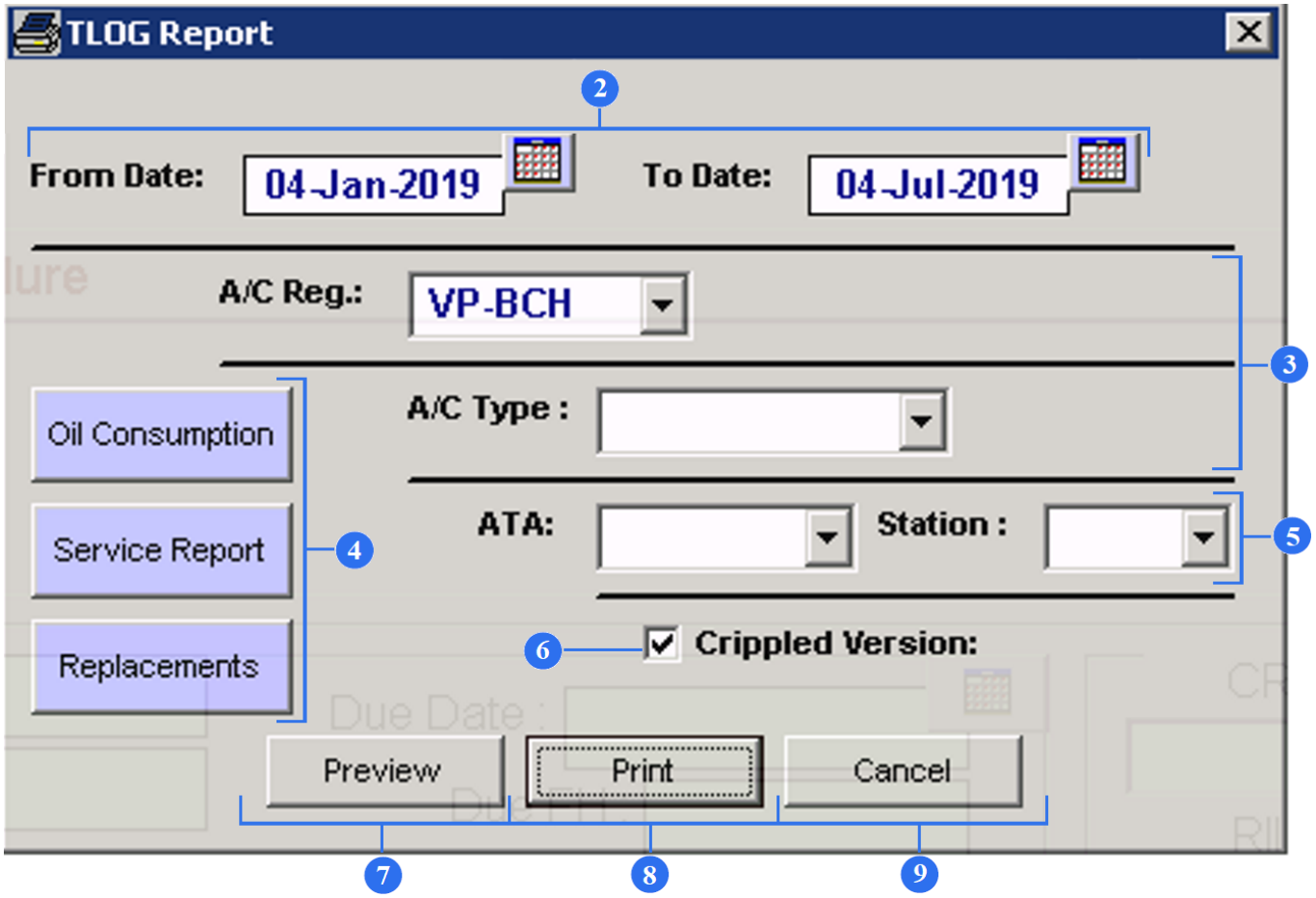
NOTE: From the whole of the defect list grey lines mean closed defects, and white lines are open defects.

6.2. TLOG reports



1. Push “Reports” button on the top toolbars and TLOG Report window will be opened.

T/Log Report allows to find aircraft maintenance history for any period.



2. Use calendar to choose a particular period.

3. Select aircraft registration.

4. Push “Oil Consumption” button to see oil consumption for particular period. Click on the “Service Report” button and you can monitor aircraft service history for particular period. “Replacements” button is needed to see replacement history.

5. If you want to see component replacement data for particular period, specify ATA number to select aircraft system and choose name of station where component was replaced.

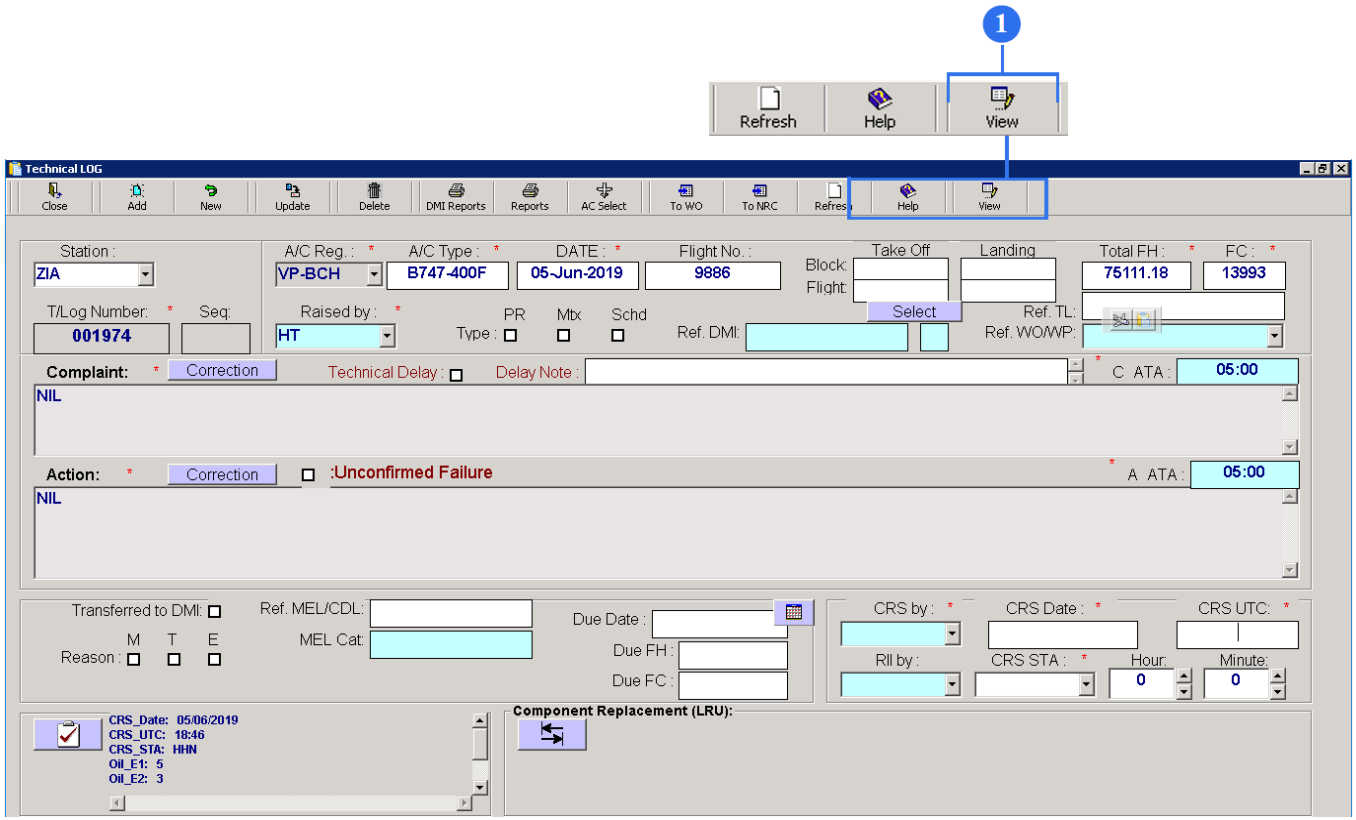
6. If you want to see shortened report tick the “Crippled Version”. To see the full report of the component replacement (with action text for example) remove the tick.

7. Click on the “Preview” button to see report.

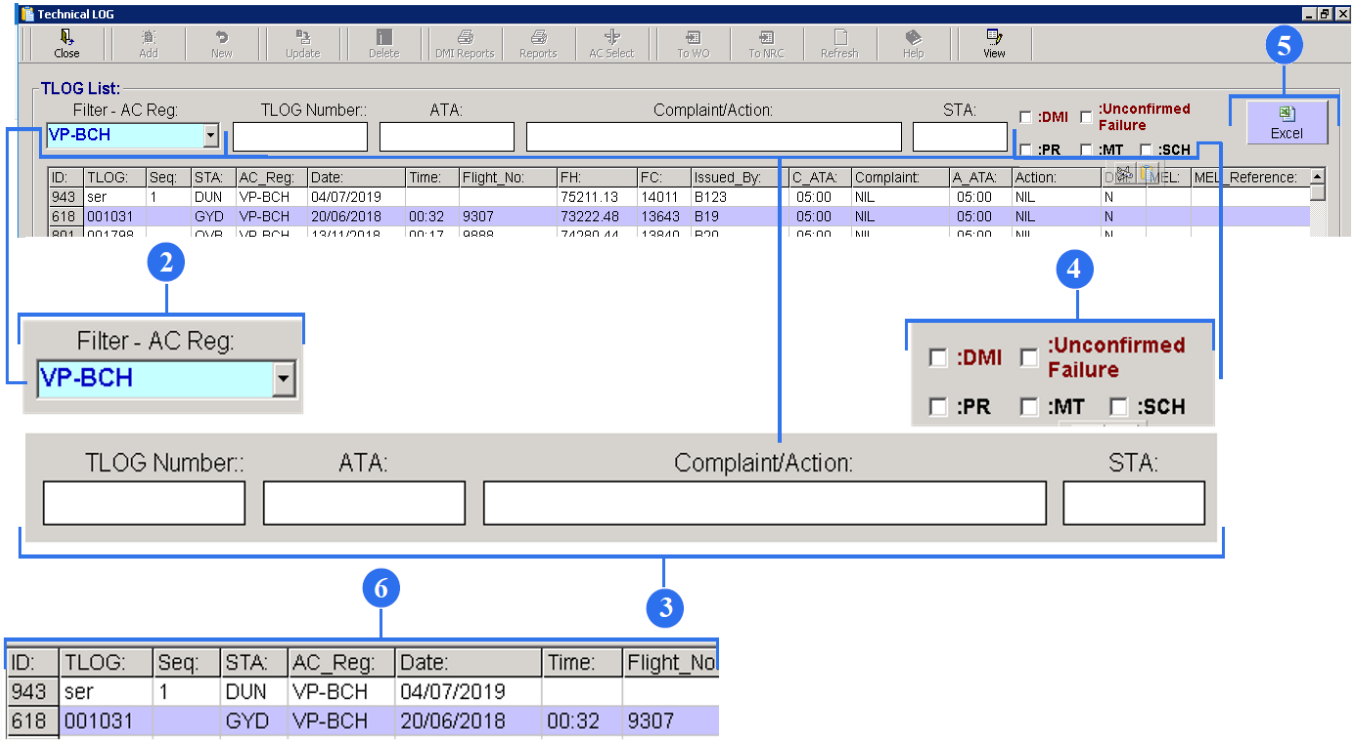
8. Push “Print” button to print file immediately.

9. Click on the “Cancel” to close the TLOG Report window.

6.3. View



1. To monitor absolutely all creating T/Logs you can click on the “View” on the upper toolbars and T/Log list will open.



ID:	TLOG:	Seq:	STA:	AC_Reg:	Date:	Time:	Flight_No
943	ser	1	DUN	VP-BCH	04/07/2019		
618	001031		GYD	VP-BCH	20/06/2018	00:32	9307

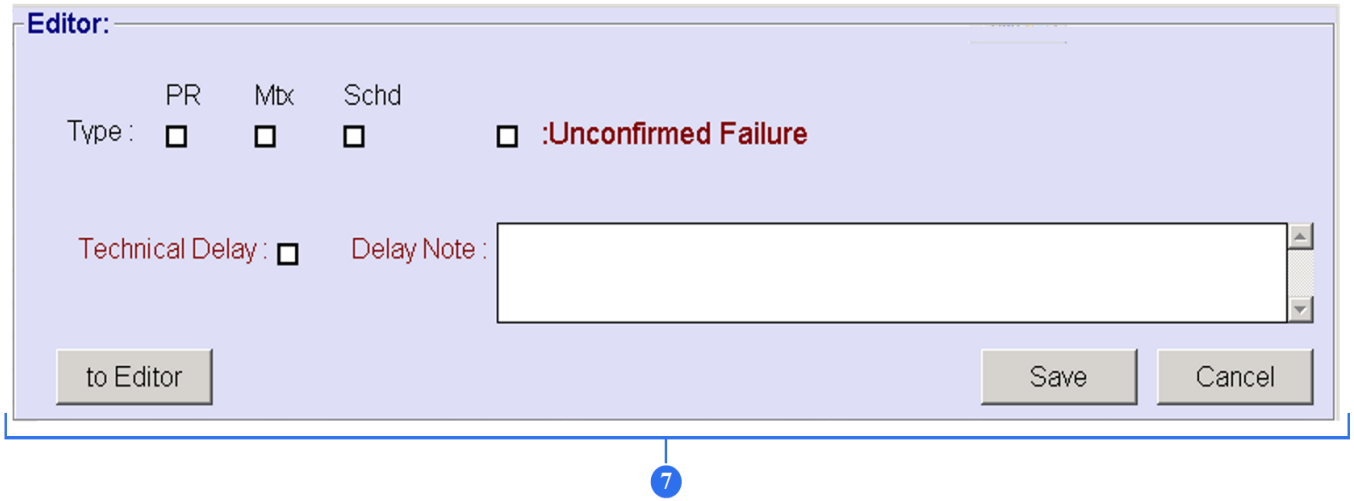
2. Select aircraft registration.

3 You can find the definite T/Log using technical log book number or ATA number, also you can use the text from the Complaint field and from the Action field and if you remember airport station name.

4. You can tick “DMI”, “Unconfirmed Failure”, “PR”, “MT”, “SCH” fields as filters.

5. To transfer save T/Logs to excel, push “Excel” button.

6. To make changes to any saved T/Log, move the cursor over the selected line and click on two times. Editor window will appear.



7. You can use different ticks or “Delay Note” field to make a change and push “Save” button, but to change other T/Log fields click on the “to Editor” to transfer to Technical LOG screen. Make a change and push the “Update” button on the upper screen to save changes.

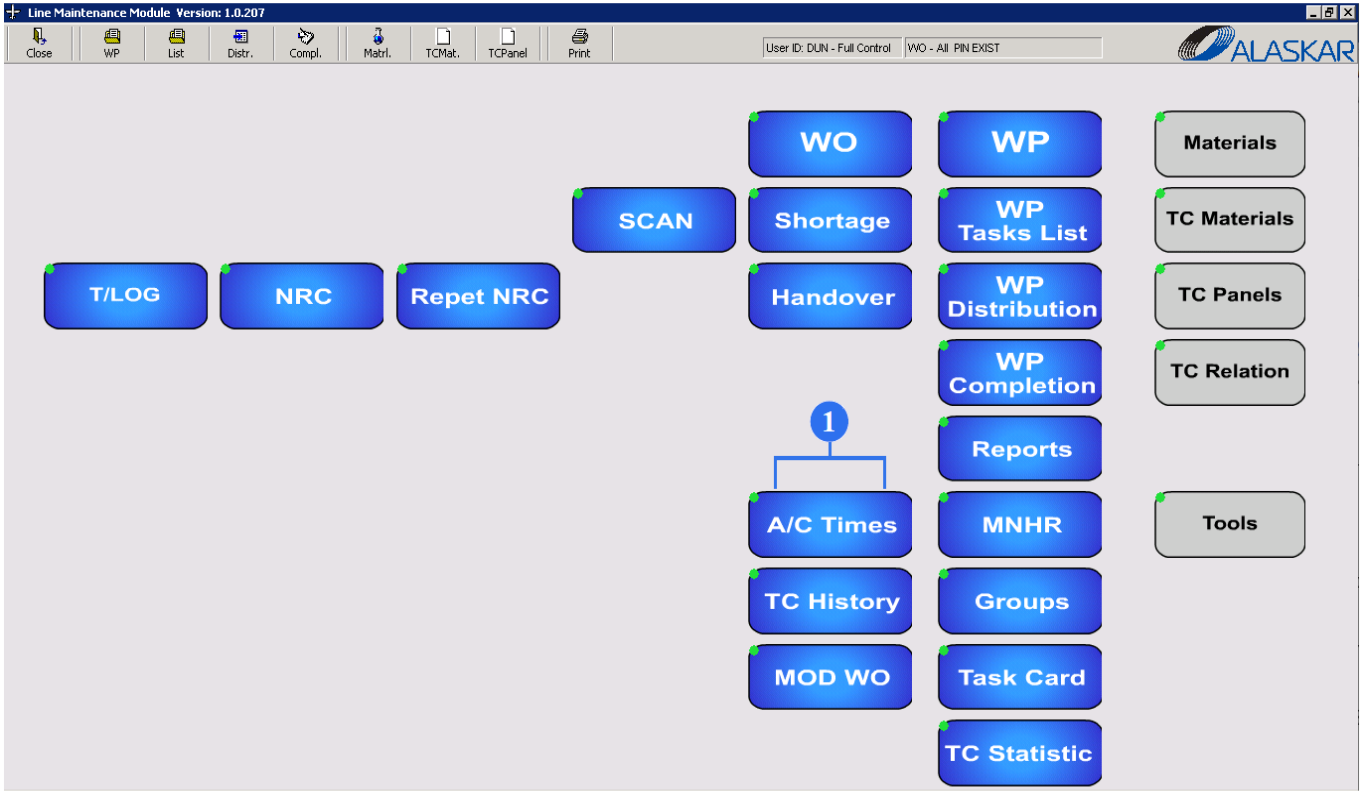
“Cancel” button is needed to close Editor window.

VII. A/C TIMES – AIRCRAFTS TIMES

User Guidance

Contents

1. General Information



The A/C TIMES application allows users to register aircraft and APU utilization: total and the last flight cycles and hours. To begin to work with this submodule, you need click “A/C Times” button (1). Here you can see the whole list of aircraft data. On the right side of window there is Editor page for A/C utilization, APU utilization and ETOPS data.

The user’s manual consists of seven sections: General Information, Aircraft Utilization, APU Utilization, Penalty Registration, Flight data filters and printout, Correction and APU Check.

Aircraft Utilization section provides step by step overview of the total hours and cycles calculation. Also, it is offered ETOPS flight registration if it is necessary. If you performed maintenance procedure before flight, you can type all data of maintenance result in the special window.

APU Utilization section explains how to register total APU hours and total APU cycles. Also, this section allows to print APU temperature.

Penalty Registration section is necessary to register penalties that will be displayed in case of helicopter utilization registration or in case of any types of aircraft if there is special flight operation condition that affects the component resource.

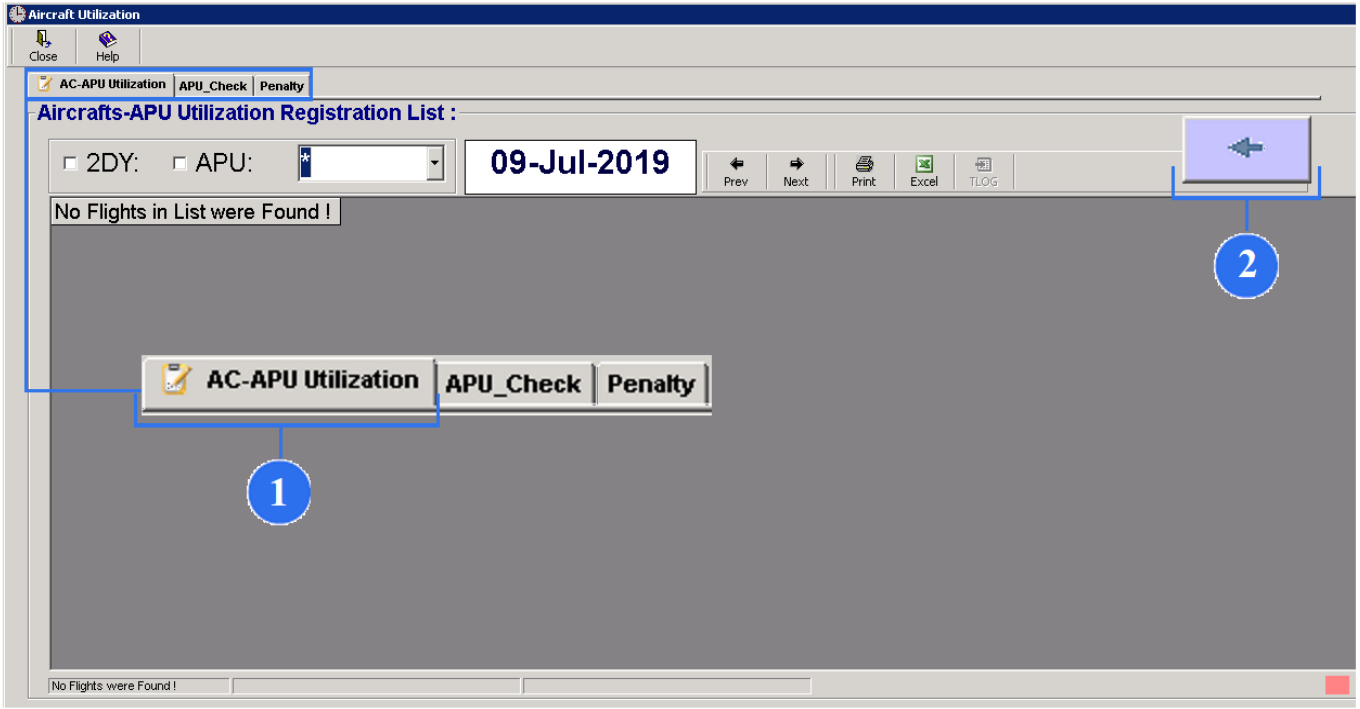
Flight Data Filters and Printout section gives you information about Date/A/C registration/APU utilization filters for quick searching of data. Also, you can know, how to transfer this data to Excel.

In case of incorrectly entered value or missing records you need correct AC Utilization value. Correction section provides recalculation of Total AC Utilization values from selected record to last record in sequence.

APU CHECK section allows to register APU start procedure in flight.

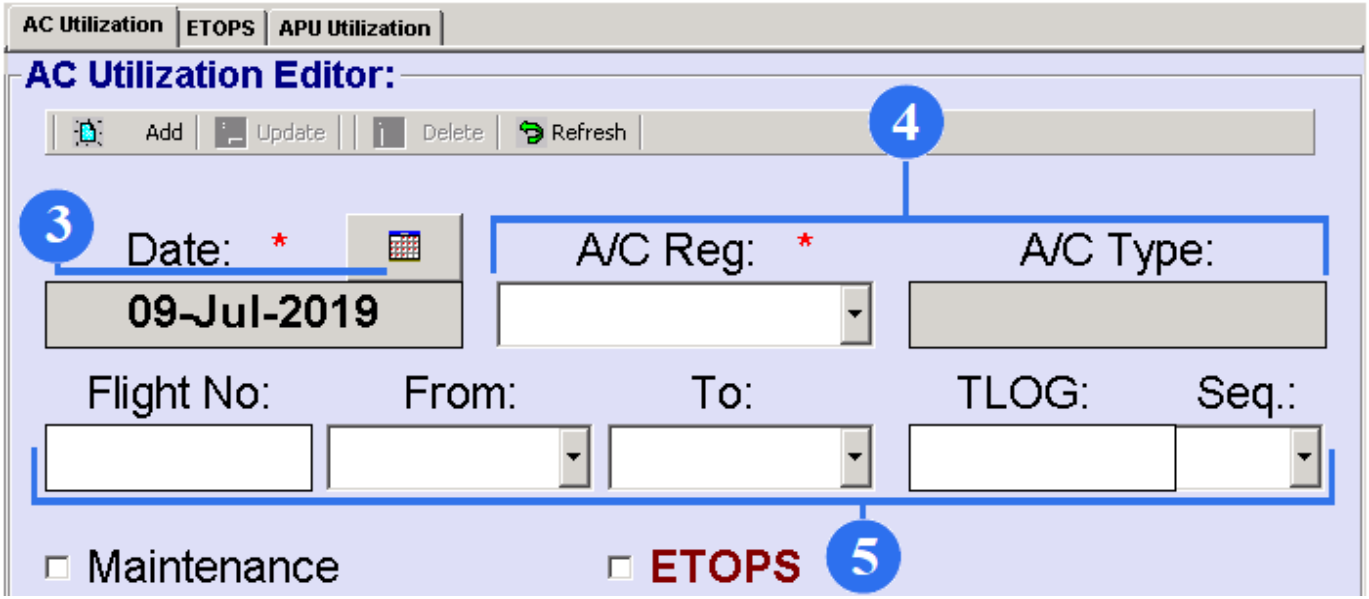
2. Aircraft Utilization

Aircraft Utilization section provides step by step overview of the total hours and cycles calculation. Also, it is offered ETOPS flight registration if it is necessary. If you performed maintenance procedure before flight, you can type all data of maintenance result in the special window.



1.To open an Aircrafts-APU Utilization Registration List, click on the AC-APU Utilization button.

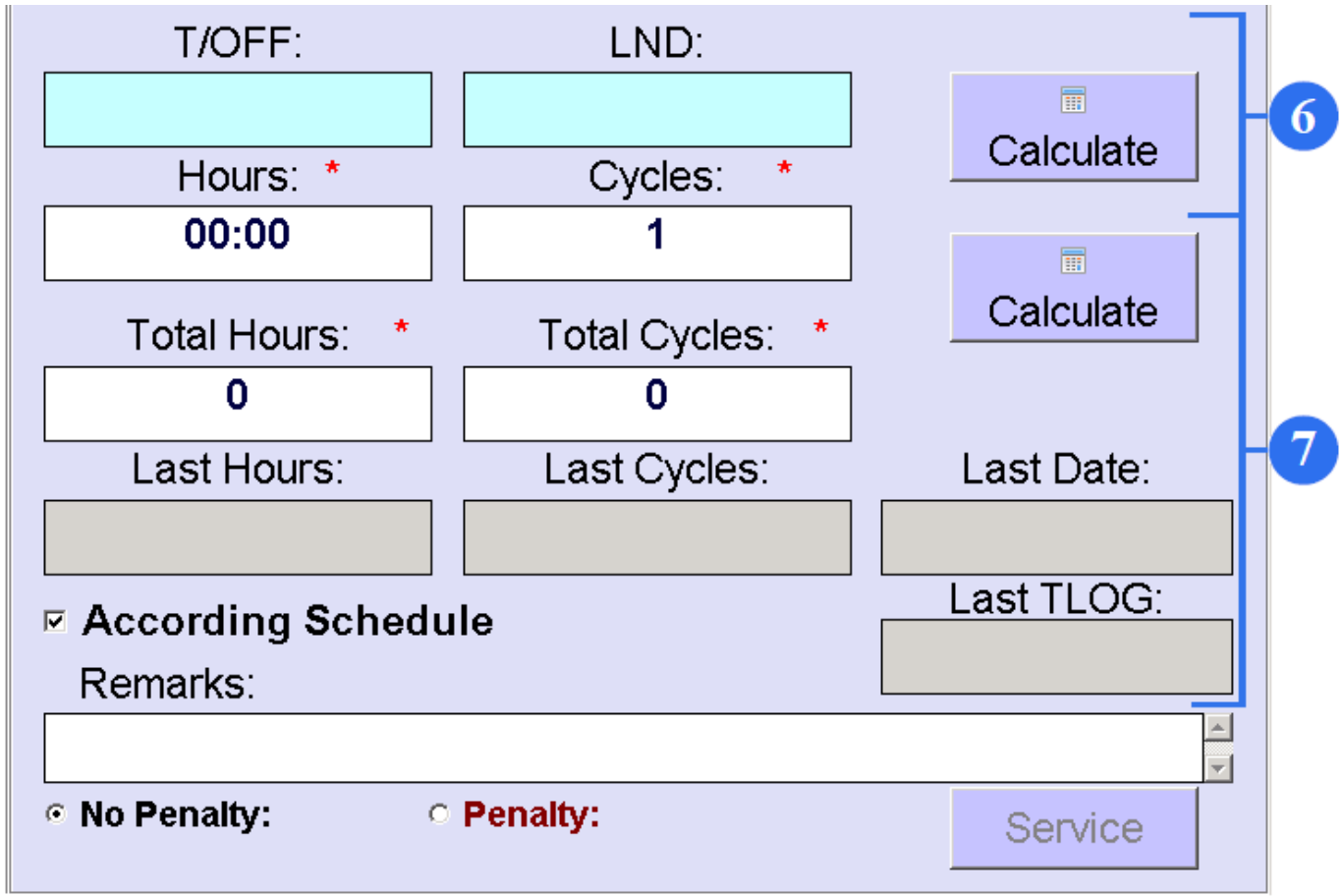
2. To open the AC Utilization Editor, click on the arrow button.



3. An Aircraft Editor will automatically generate a today's date. If the edit date is not today, use the calendar to select the correct flight date of proper aircraft.

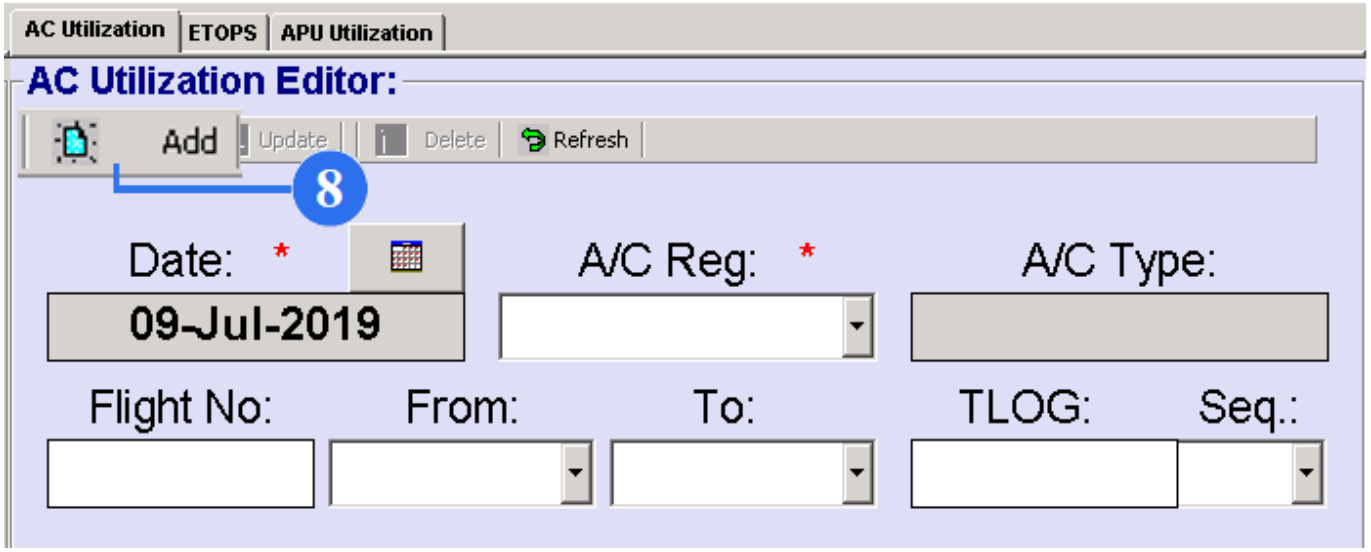
4. Select aircraft registration. Aircraft type will appear automatically.

5. Write in Flight No/From/To fields



6. Type the takeoff time and landing time (UTC), then click on the Calculate button, and the system will calculate flight hours. Also, you can manual fill Hours field without calculation.

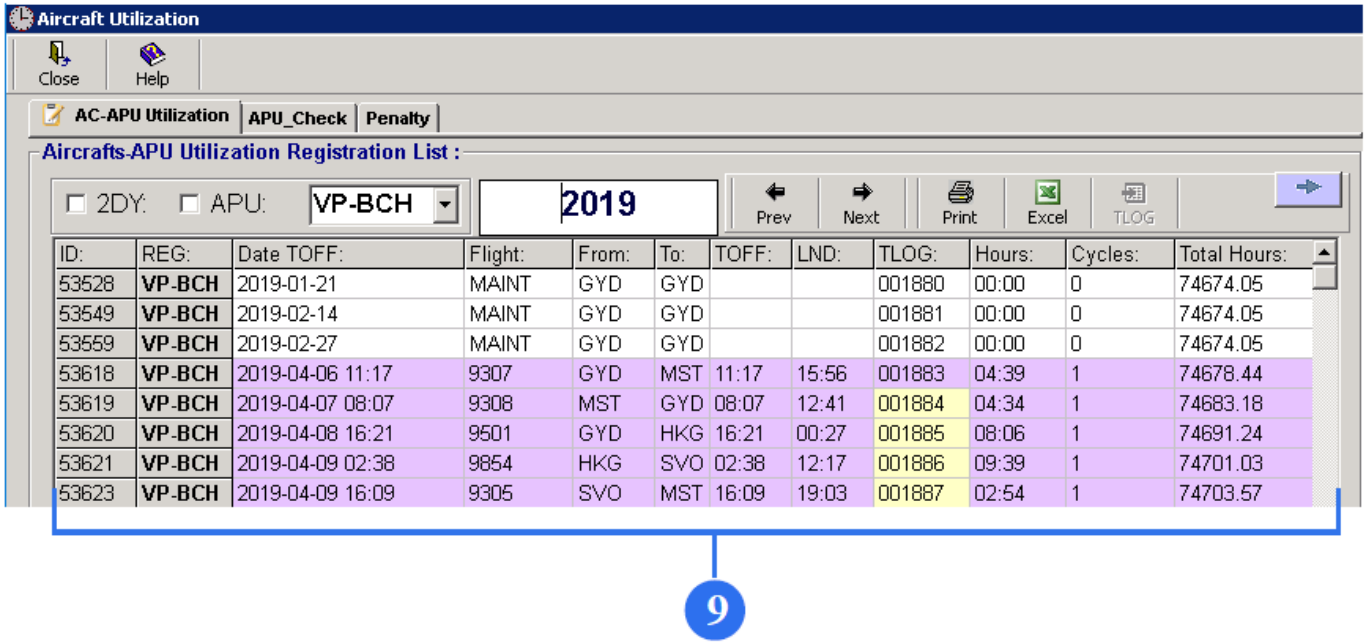
7. To calculate total hours and total cycles, click on the Calculate button. Last Hours and Last Cycles fields are refilled by the system automatically. The Last Date information and Last TLOG data are also provided



8. Click on the ADD button (at the top of the editor) to save data.

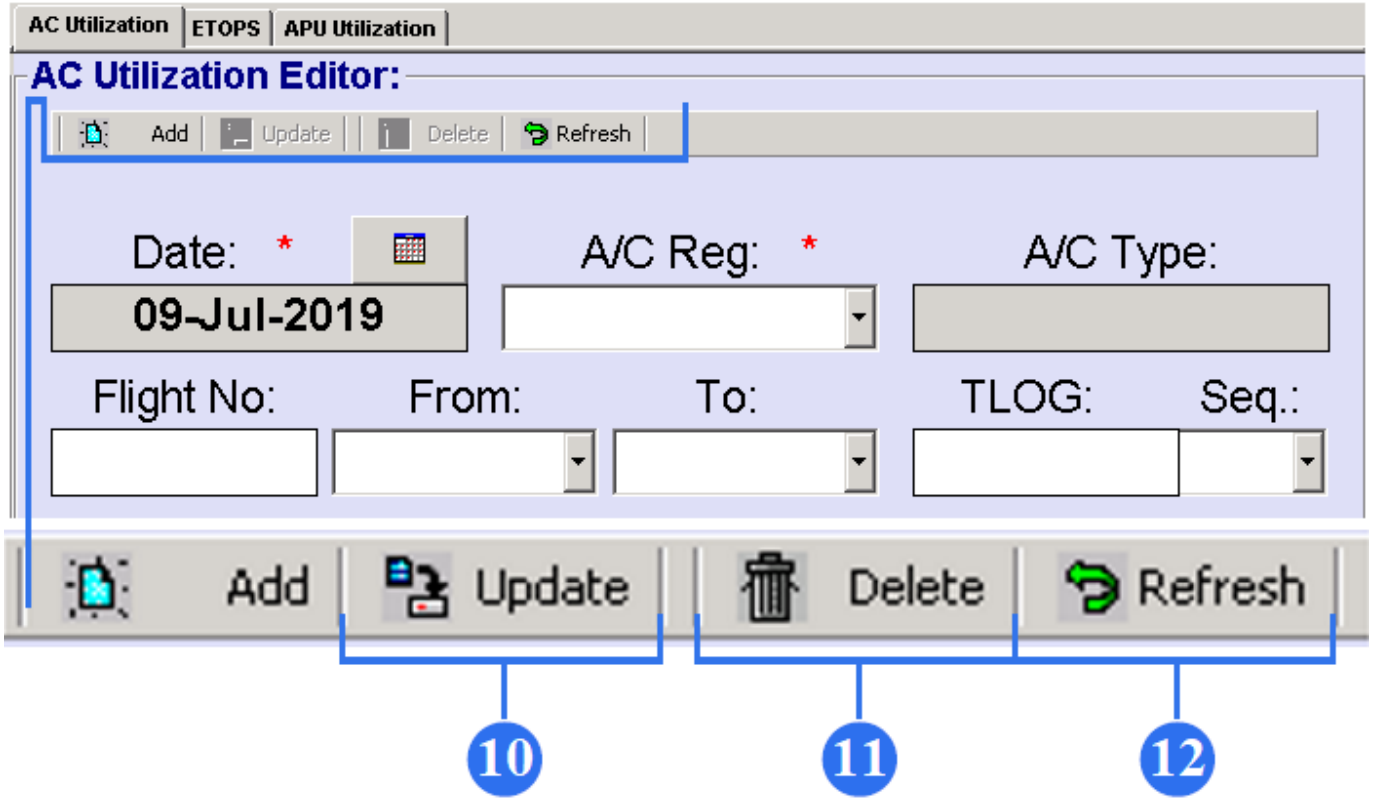
NOTE: Fields with a reference marks *(*)* are mandatory to fill. 'TLog' field can be also filled as 'N/A'.

NOTE: In case of incorrectly entered value or missing records "Correction" button is used to recalculation new total hours value. More information you can see in the Correction chapter on the page 19.



ID:	REG:	Date TOFF:	Flight:	From:	To:	TOFF:	LND:	TLOG:	Hours:	Cycles:	Total Hours:
53528	VP-BCH	2019-01-21	MAINT	GYD	GYD			001880	00:00	0	74674.05
53549	VP-BCH	2019-02-14	MAINT	GYD	GYD			001881	00:00	0	74674.05
53559	VP-BCH	2019-02-27	MAINT	GYD	GYD			001882	00:00	0	74674.05
53618	VP-BCH	2019-04-06 11:17	9307	GYD	MST	11:17	15:56	001883	04:39	1	74678.44
53619	VP-BCH	2019-04-07 08:07	9308	MST	GYD	08:07	12:41	001884	04:34	1	74683.18
53620	VP-BCH	2019-04-08 16:21	9501	GYD	HKG	16:21	00:27	001885	08:06	1	74691.24
53621	VP-BCH	2019-04-09 02:38	9854	HKG	SVO	02:38	12:17	001886	09:39	1	74701.03
53623	VP-BCH	2019-04-09 16:09	9305	SVO	MST	16:09	19:03	001887	02:54	1	74703.57

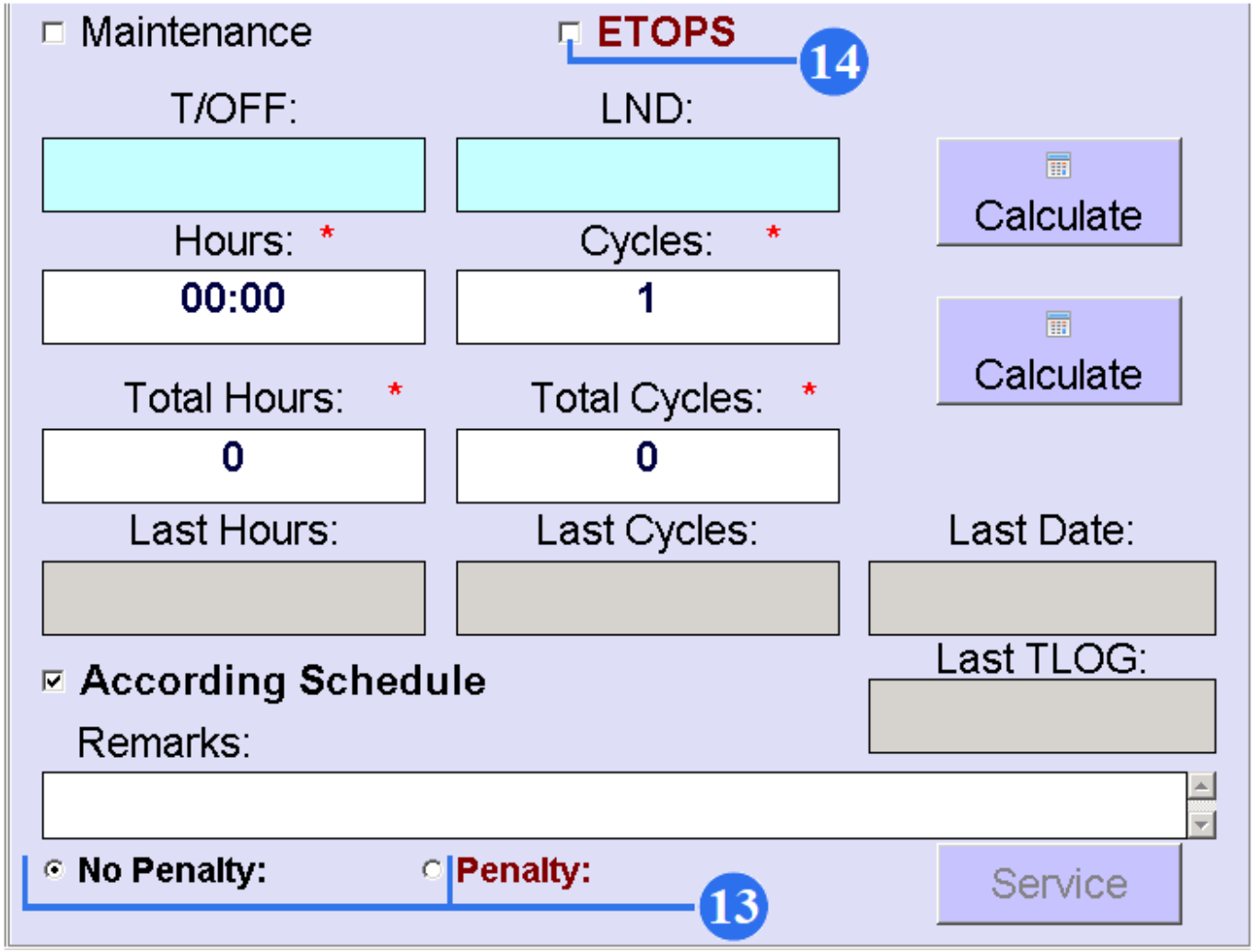
9. You can see saved aircraft utilization data on the Aircrafts-APU Utilization Registration List.



10. You can update the new data. Highlight the line (view 9) and click on the UPDATE button.

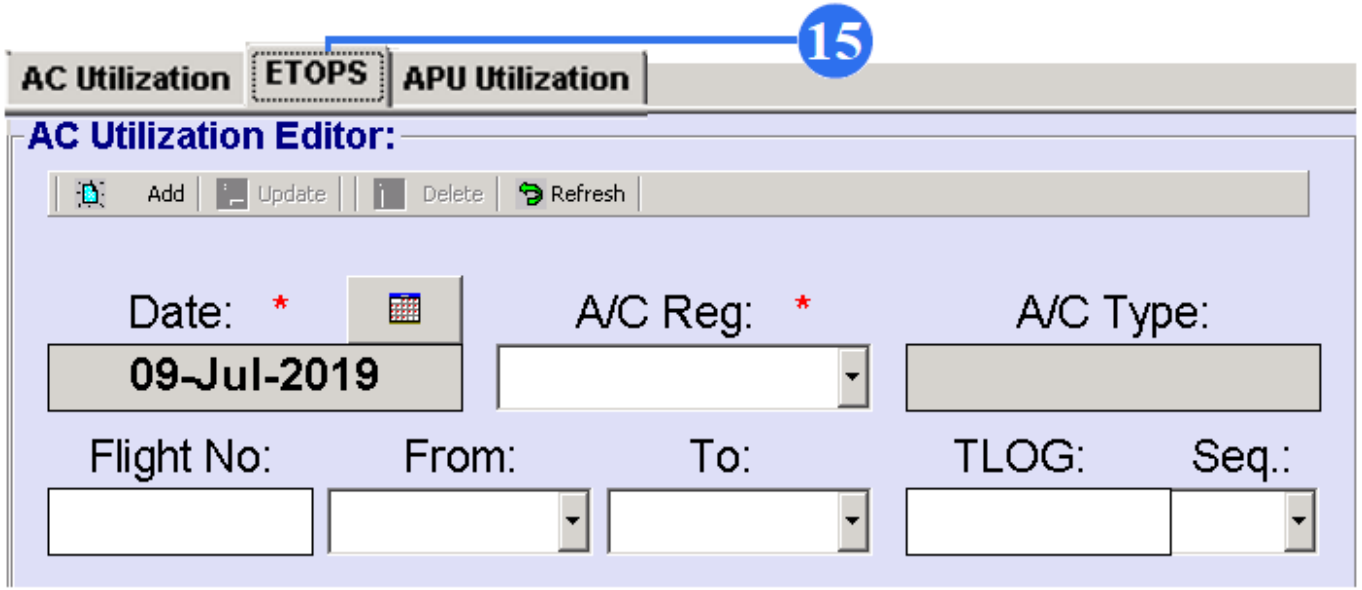
11. To remove flight data of the corresponding aircraft, highlight the line (view 9) and click on the DELETE button.

12. To reset all data, click on the REFRESH button.

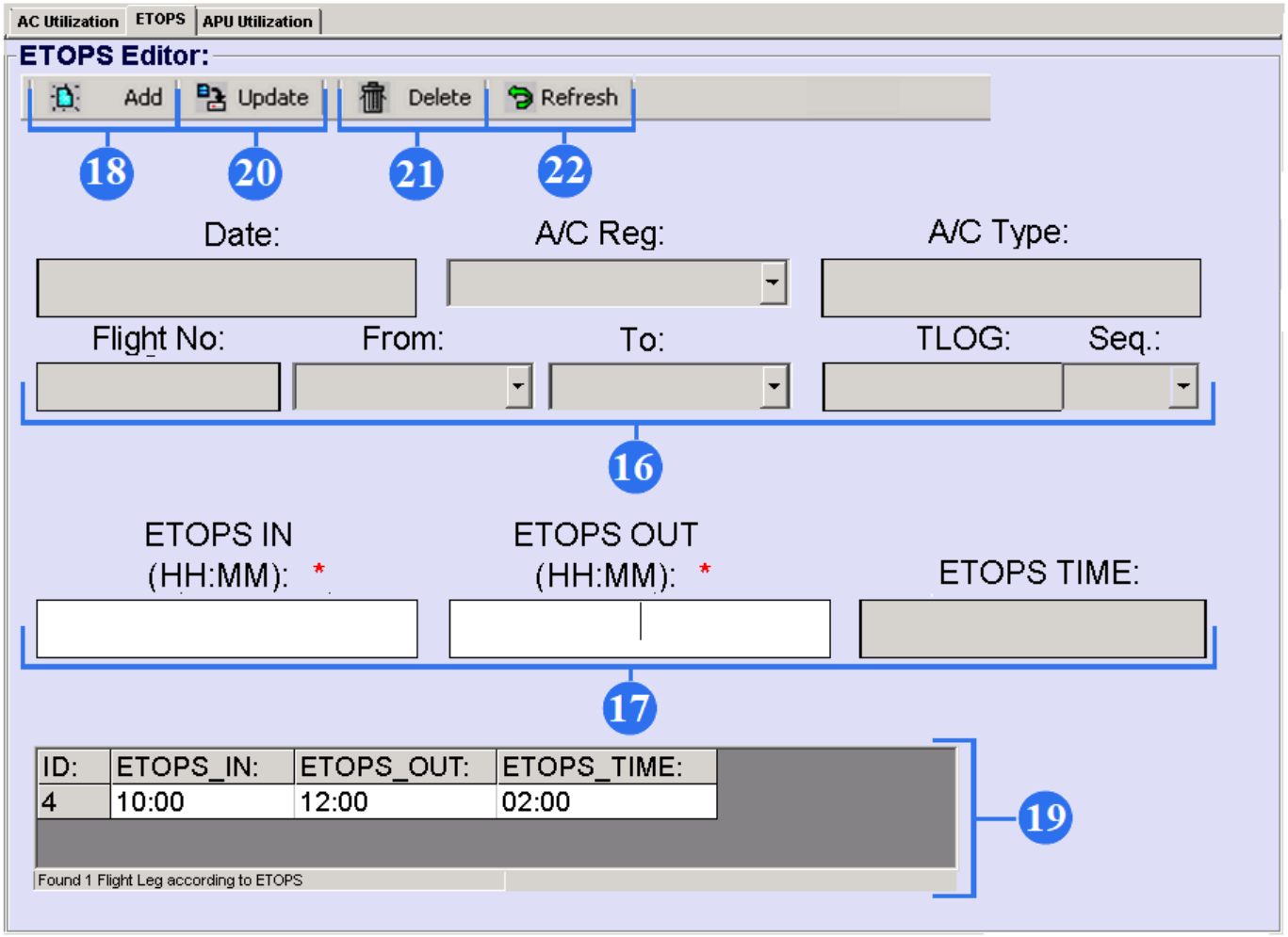


13. Registering Airplane Utilization, tick the No Penalty field. It is necessary for any types of aircraft if there is special flight operation condition that affects the component resource. More information you can see in the “Penalty registration” chapter on the page 15.

14. If it is ETOPS flight, tick the ETOPS field.



15. To open ETOPS Editor, click ETOPS button on the top of the Editor list.



16. Data such as Date, A/C Reg, A/C Type, Flight No, From, To and TLOG will appear automatically.

17. Type the ETOPS IN time and ETOPS OUT time. The system automatically calculates ETOPS time difference.

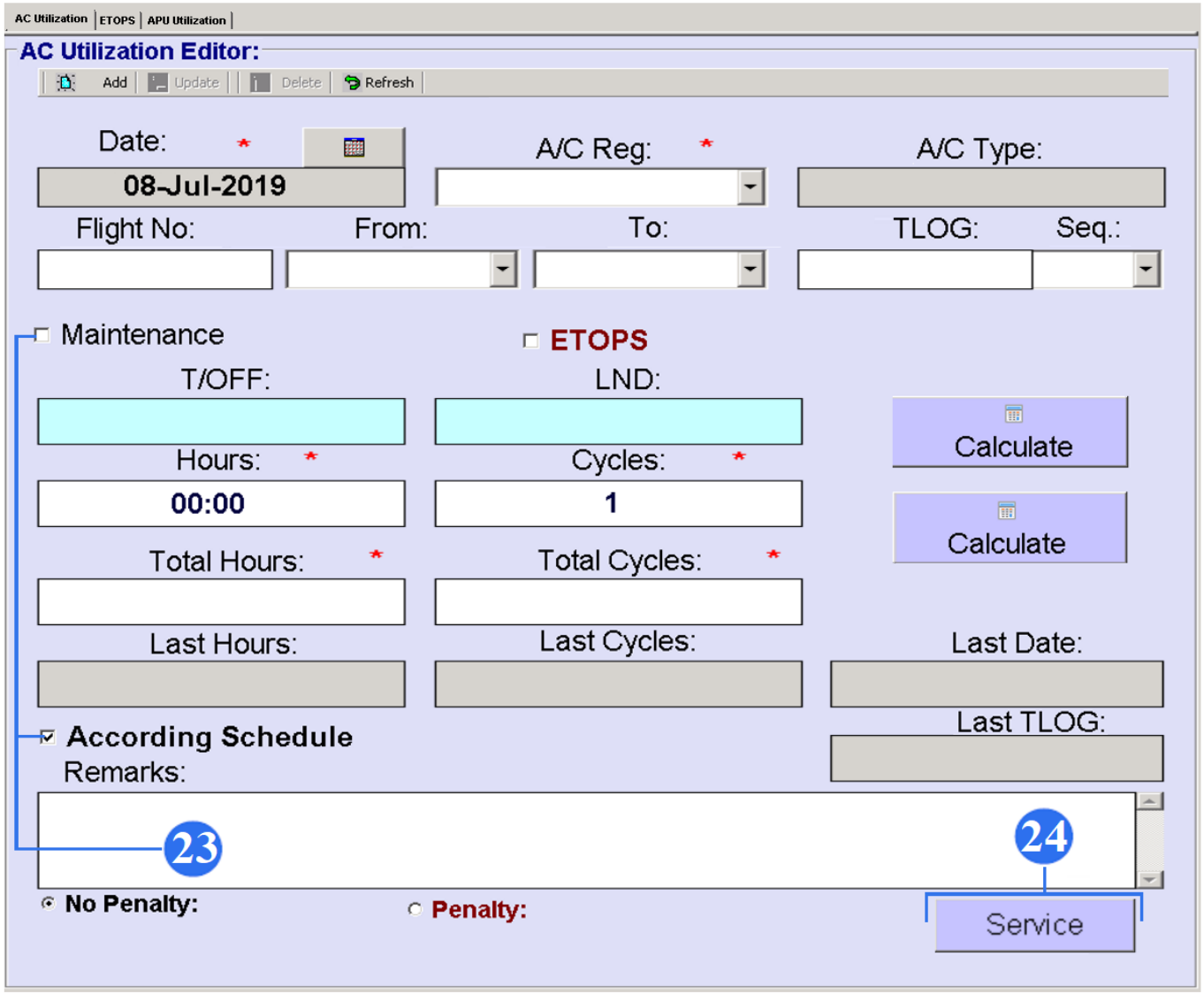
18. Click on the ADD button (at the top of the editor) to save data.

19. You can see saved ETOPS data on the ETOPS Editor List below.

20. You can update the new ETOPS data. Highlight the line (view 19) and click on the UPDATE button.

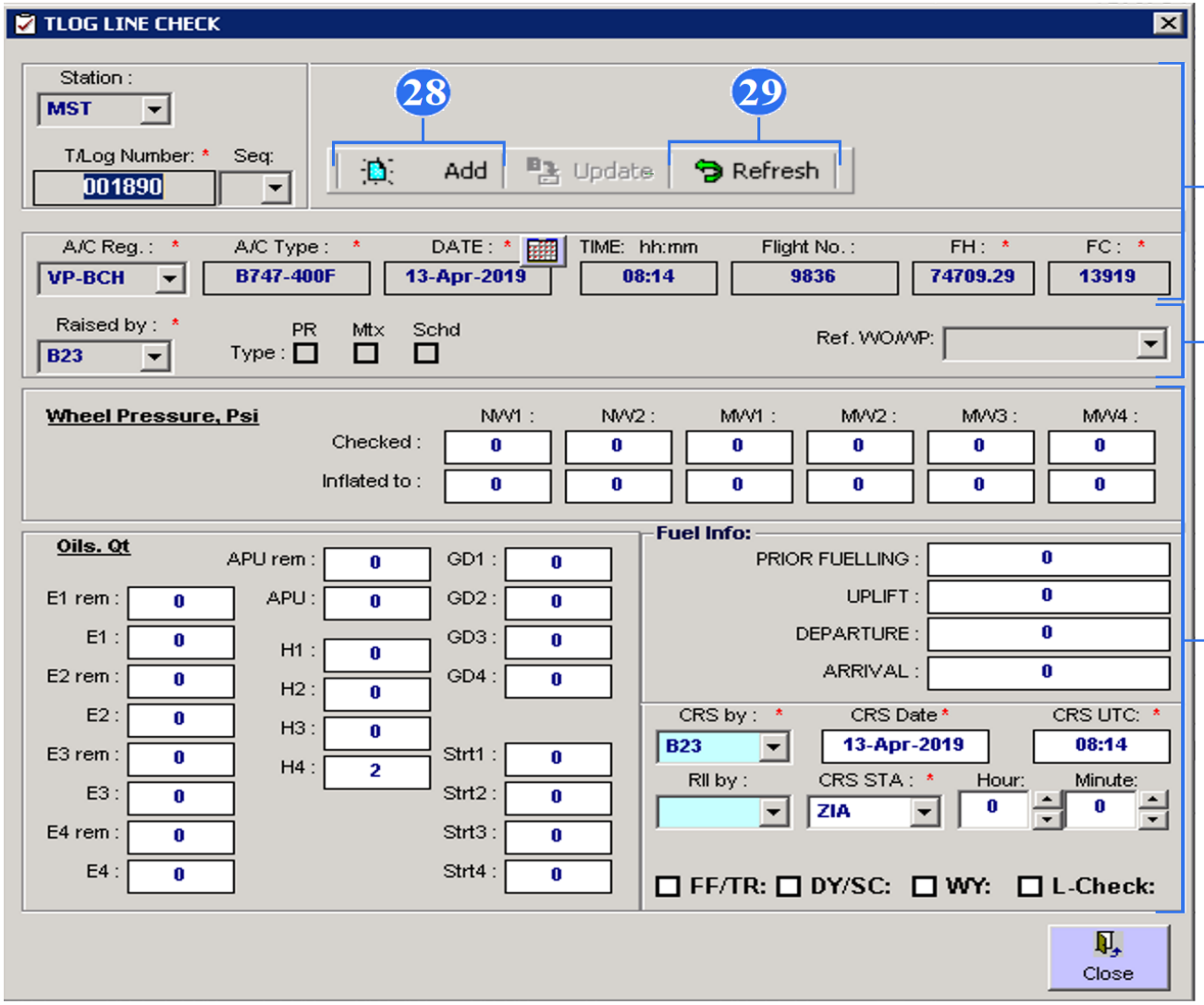
21. To remove ETOPS data, highlight the line (view 19) and click on the DELETE button.

22. To reset all ETOPS data, click on the REFRESH button.



23. You can tick Maintenance field and According Schedule field as supporting information.

24. Click on the Service button if you performed maintenance procedure (oil servicing, refuel operation, tire pressure check, work orders). You will see TLOG LINE CHECK window.



25. Data such as Station, TLOG Number, A/C Reg, A/C Type, Date, TIME hh:mm, Flight No, FH and FC will appear automatically.

26. Select the authorization number (“Raised by” field), click type of maintenance and print work order or work package number.

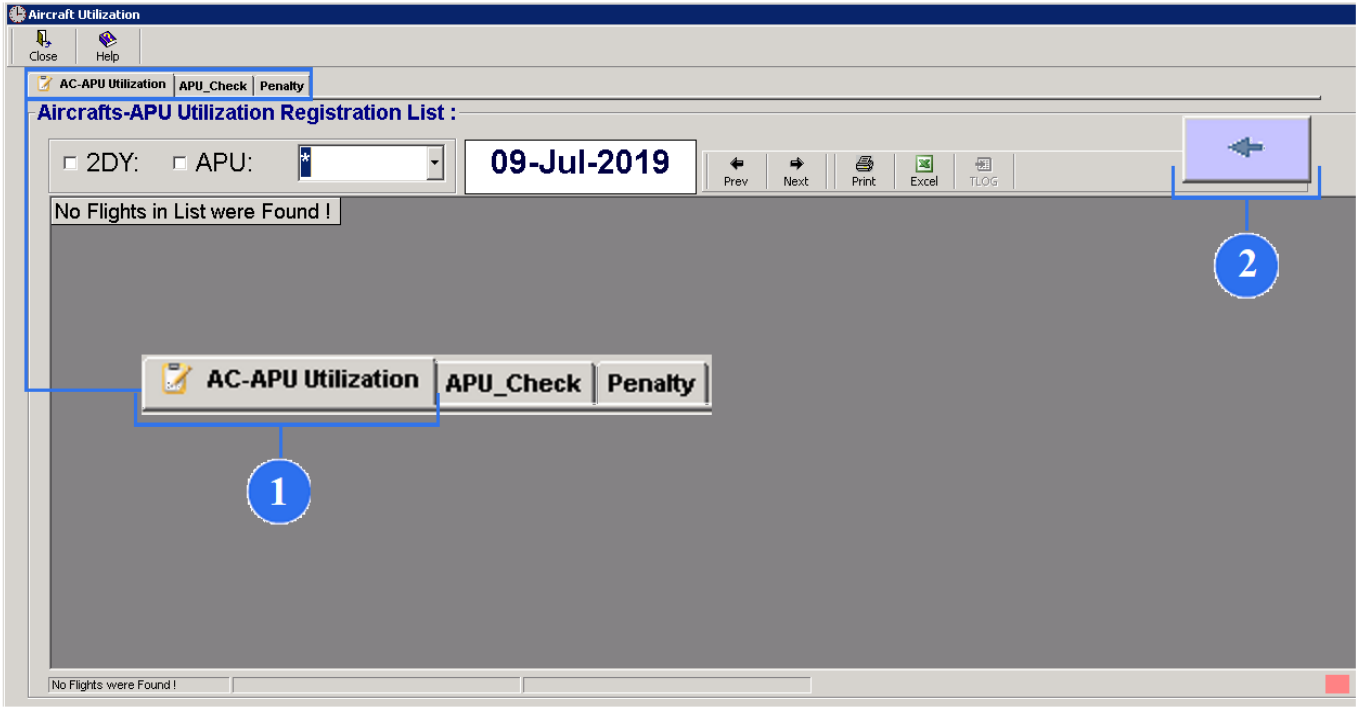
27. Type all data of maintenance result.

28. Click on the ADD button to save data.

29. To reset all maintenance data, click on the REFRESH button.

3. APU Utilization

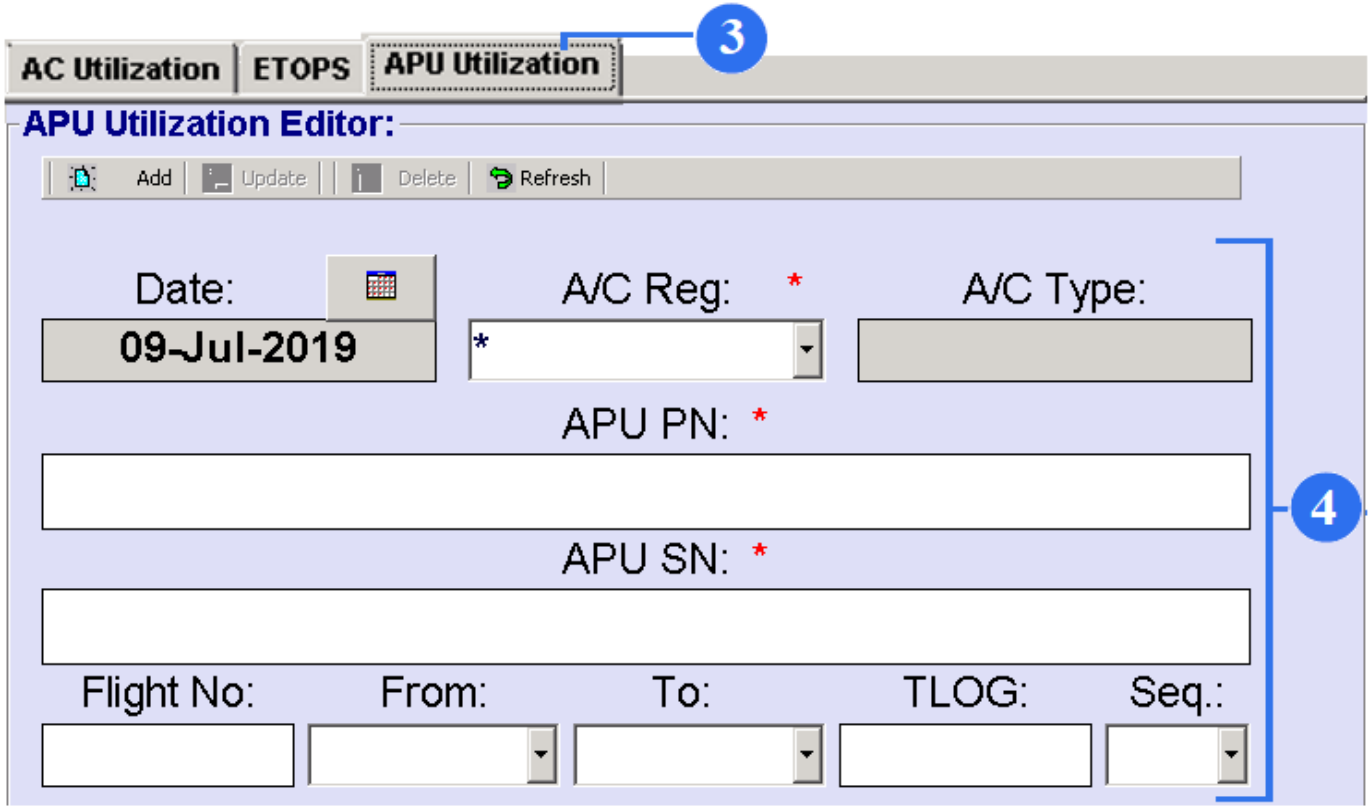
APU Utilization section explains how to register total APU hours and total APU cycles. Also, this section allows to print APU temperature.



1. To open an Aircrafts-APU Utilization Registration List, click on the AC-APU Utilization button.

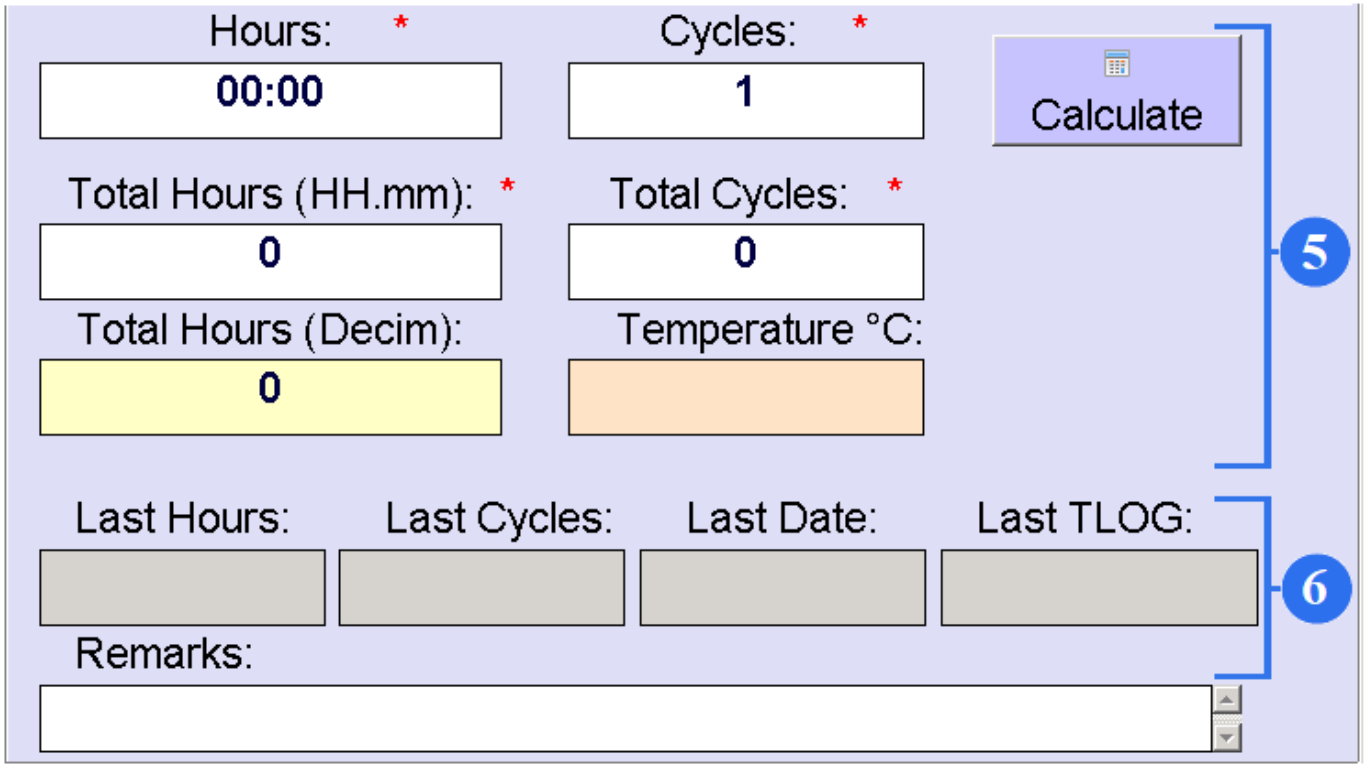
2. To open the APU Utilization Editor, click on the arrow button.

NOTE: Fields with a reference marks *(*)* are mandatory to fill. 'TLog' field can be also filled as 'N/A'.



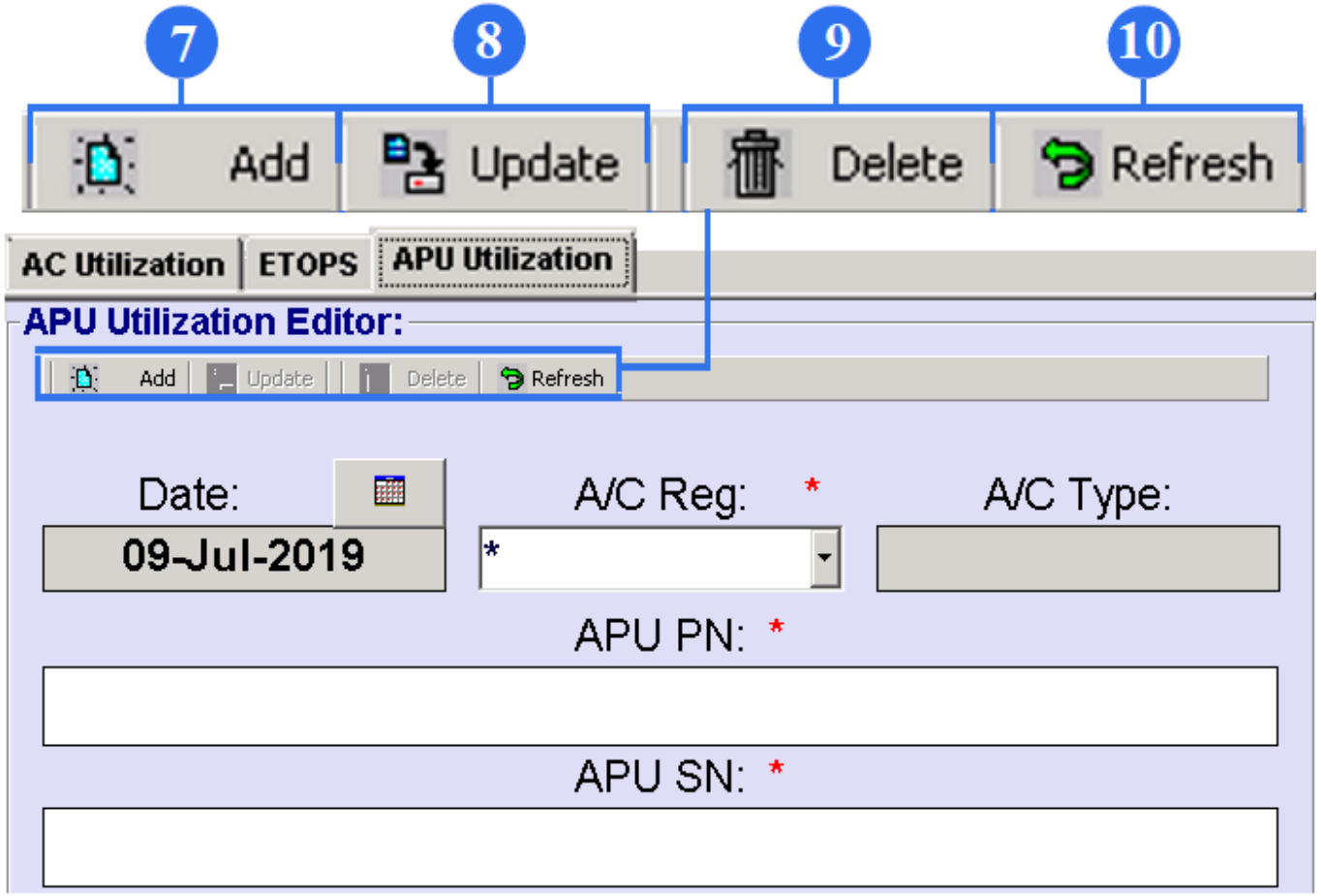
3. Select APU Utilization tab at the top of the editor.

4. An APU Editor will automatically generate a today's date. If the edit date is not today, use the calendar to select the correct flight date of proper aircraft. Select aircraft registration. Aircraft type will appear automatically. Write in Flight No/From/To and TLOG fields.



5. Type hours and cycles. To calculate total hours and cycles click on the Calculate button. Total Hours (HH.mm) field lets you to read APU total hours in decimal value. Also, you can type temperature data.

6. The Last Hours, Last Cycles, Last Date and Last TLOG are also provided.

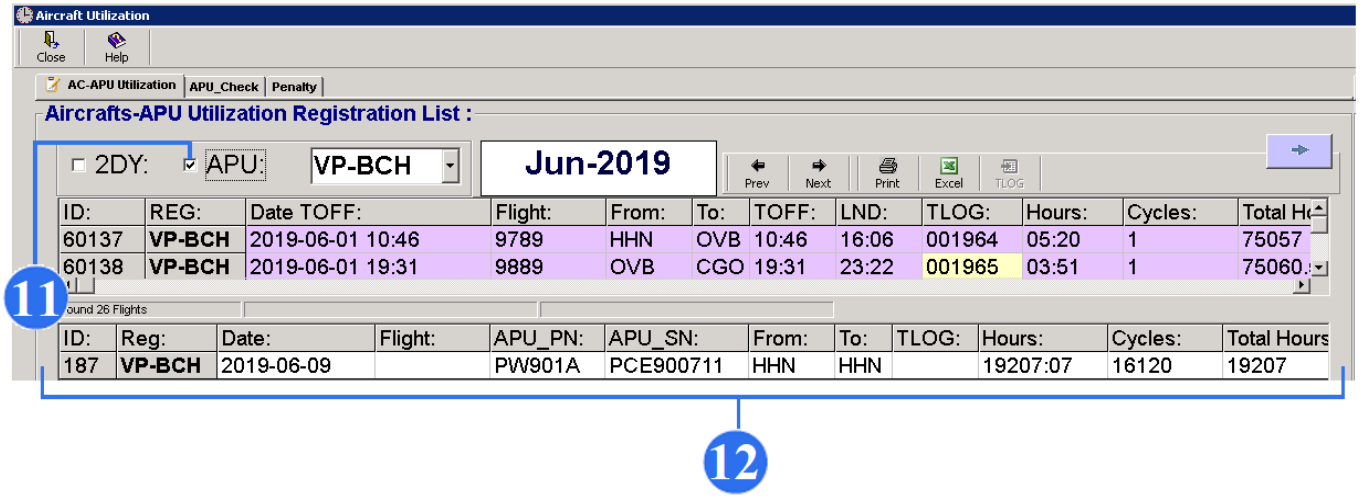


7. Click on the ADD button to save data.

8. You can update the new APU data. Highlight the line (view 12) and click on the UPDATE button.

9. To remove APU data, highlight the line (view 12) and click on the DELETE button.

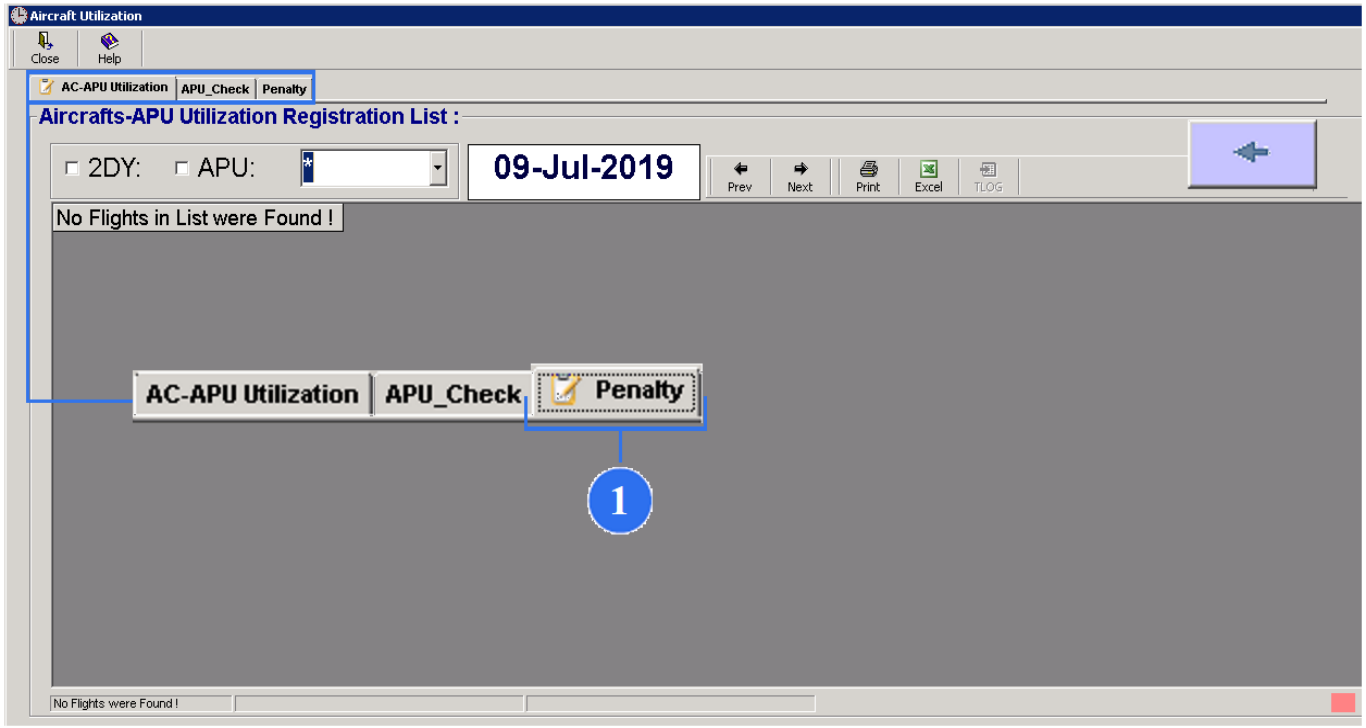
10. To reset all APU data, click on the REFRESH button.



11. To see save APU data, it is necessary to tick APU field on the Aircrafts-APU Utilization Registration List.
12. You will see two fields: upper field is Aircraft utilization data and down field is APU utilization data.

1. Penalty Registration.

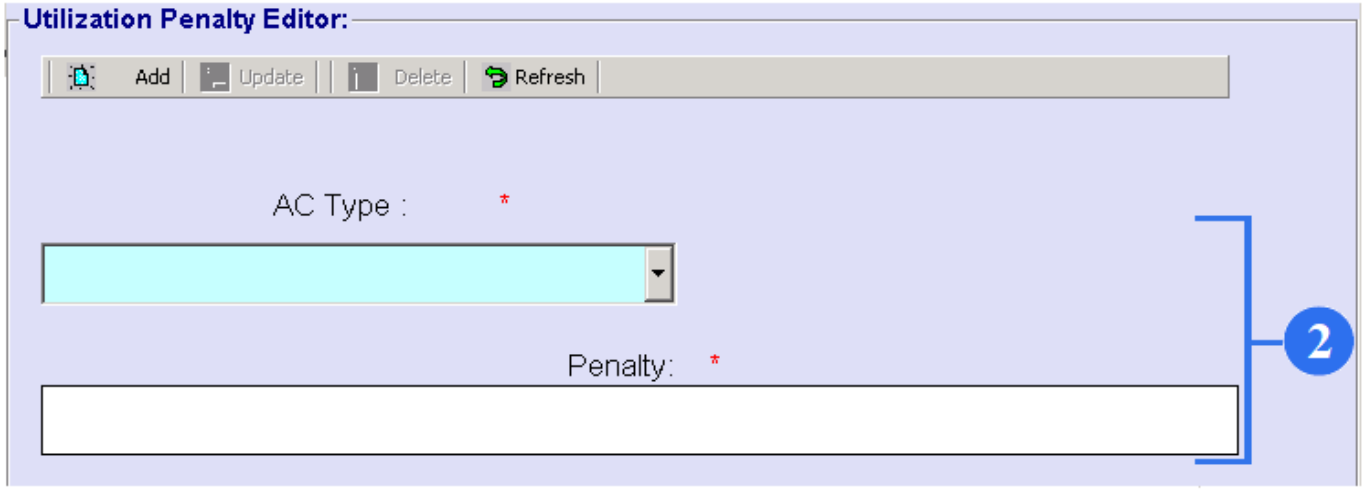
Penalty Registration section is necessary to register penalties that will be displayed in case of helicopter utilization registration or in case of any types of aircraft if there is special flight operation condition that affects the component resource.



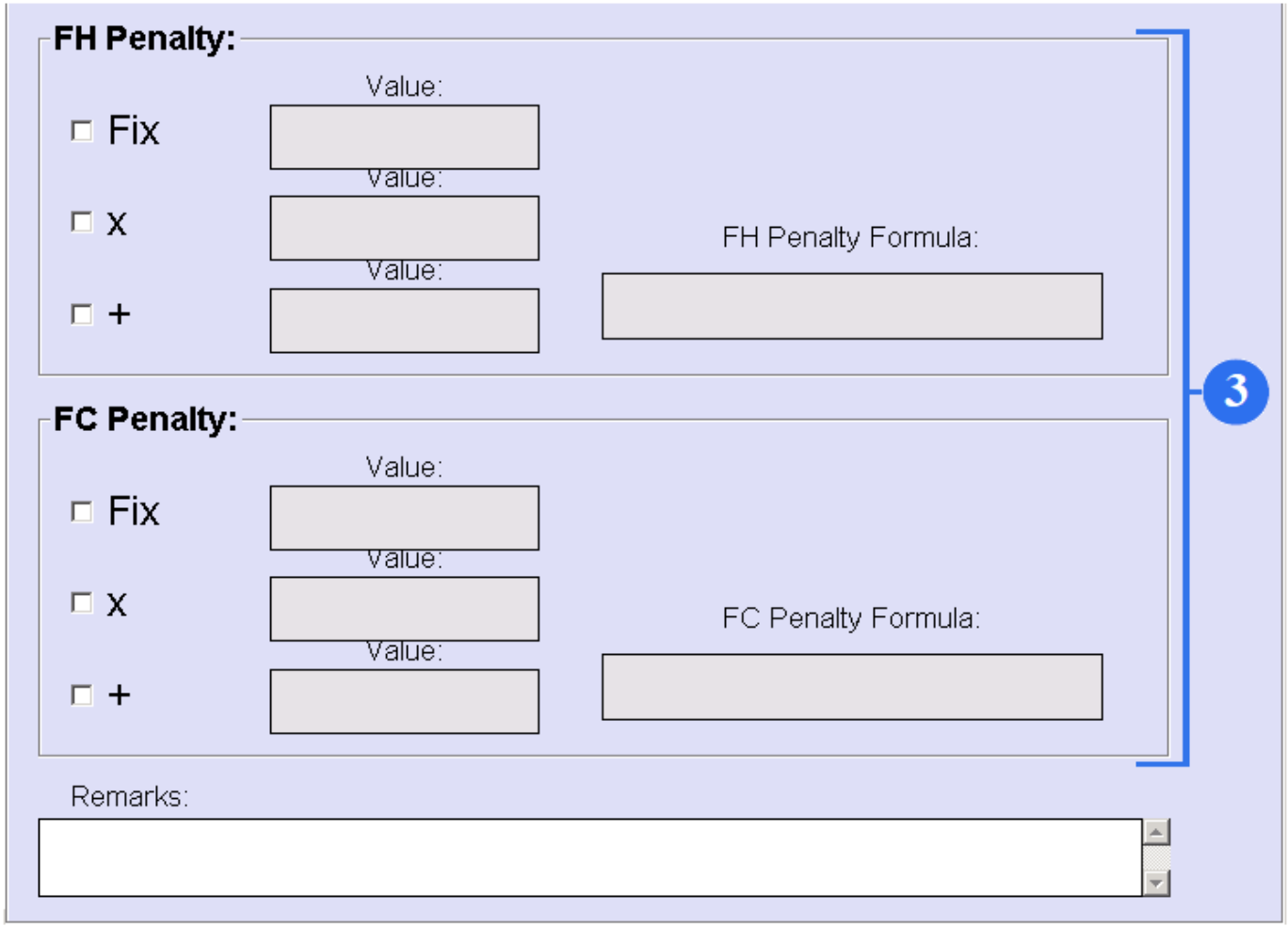
1. Click on the Penalty button to open Utilization Penalty List.

NOTE: Do not forget click Penalty field on the AC UTILIZATION EDITOR page.

NOTE: Fields with a reference marks *(*)* are mandatory to fill.

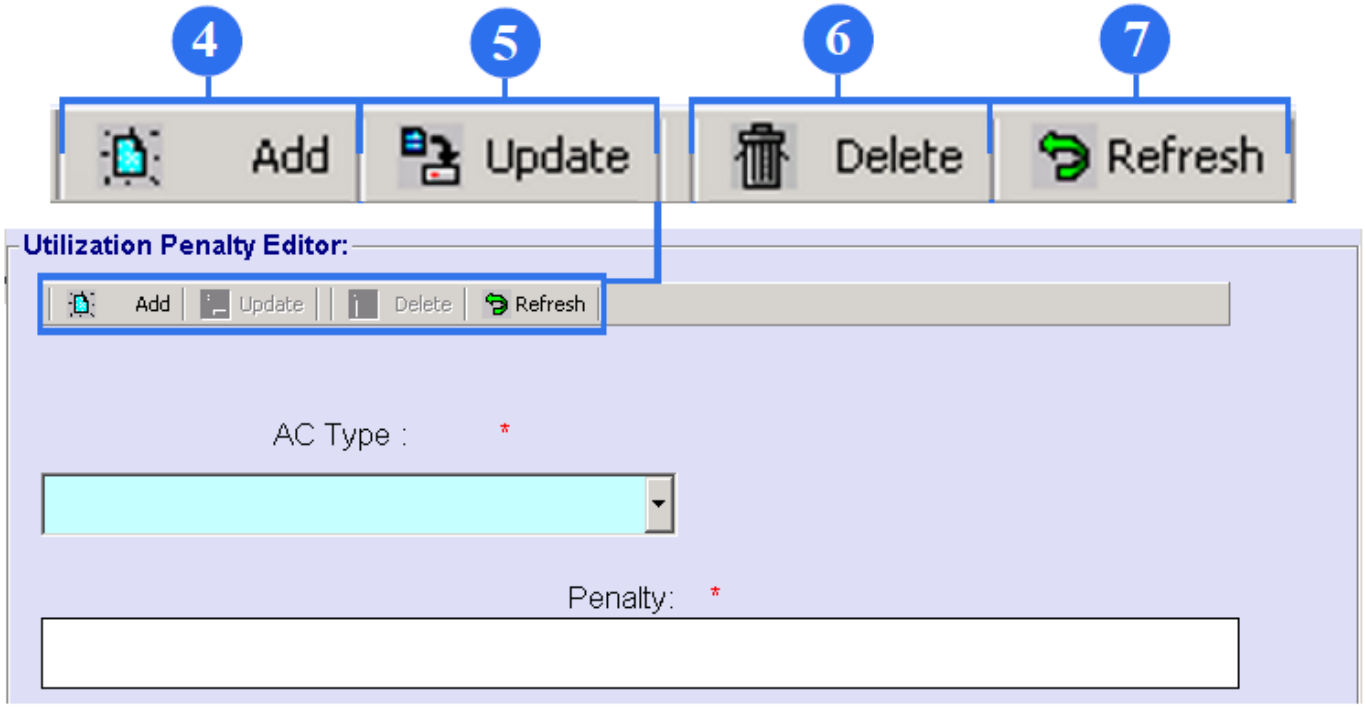


2. Select aircraft type and fill Penalty field by flight condition (for example- 27 nots wind).



3. All Penalties (Flight Hours/Cycles) can be:
   - Fixed – “Fix”
   - Multiplied – “X”
   - Added – “+”

Type the value for penalty.



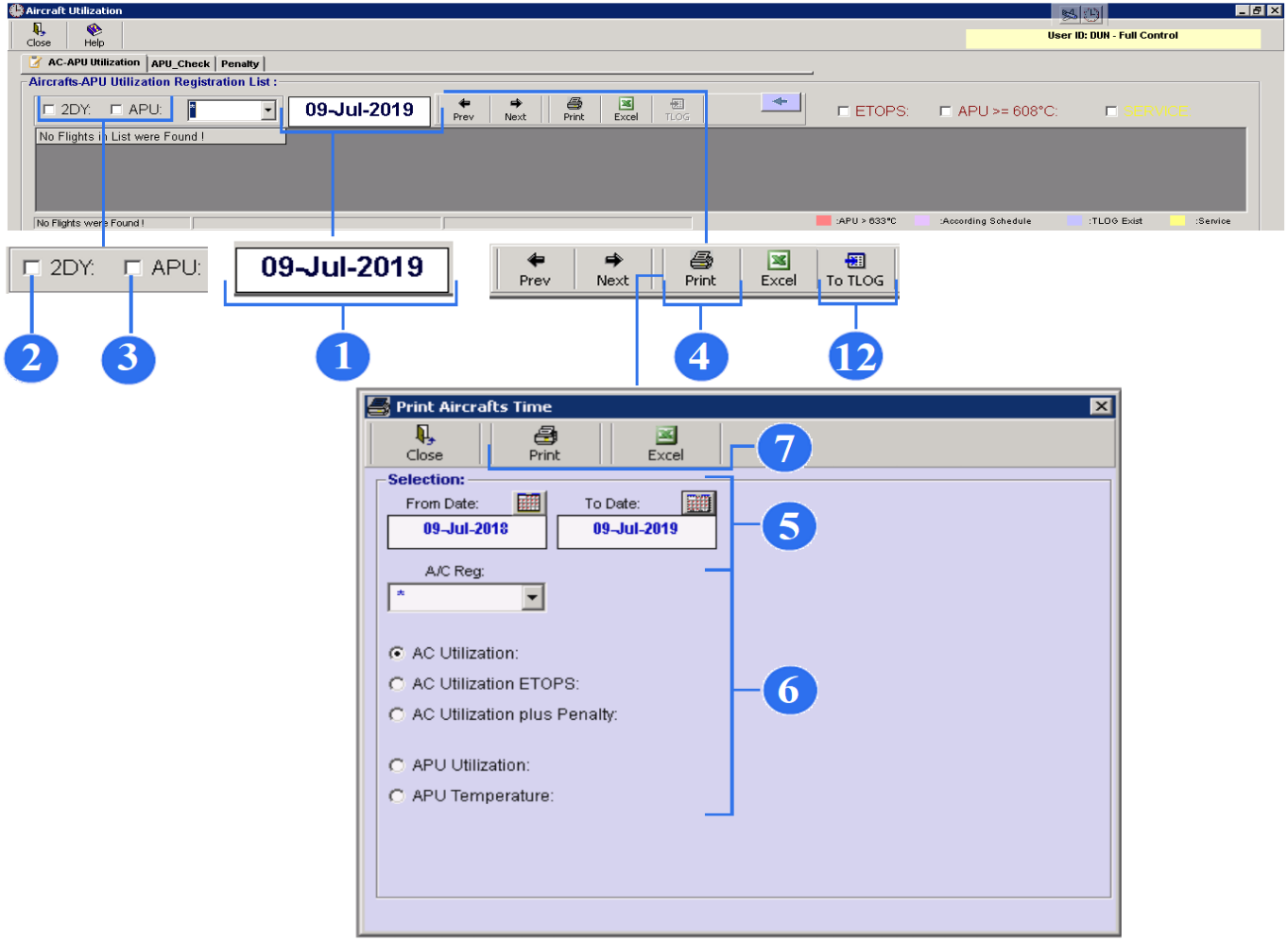
4. Click on the ADD button to save.

5. You can update a penalty. Highlight it from the list of penalties, make changes and click on the update.

6. You can delete a penalty. Highlight it and click on the DELETE button.

7. To reset all data, click on the REFRESH button.

2. Flight Data Filters and Printout.



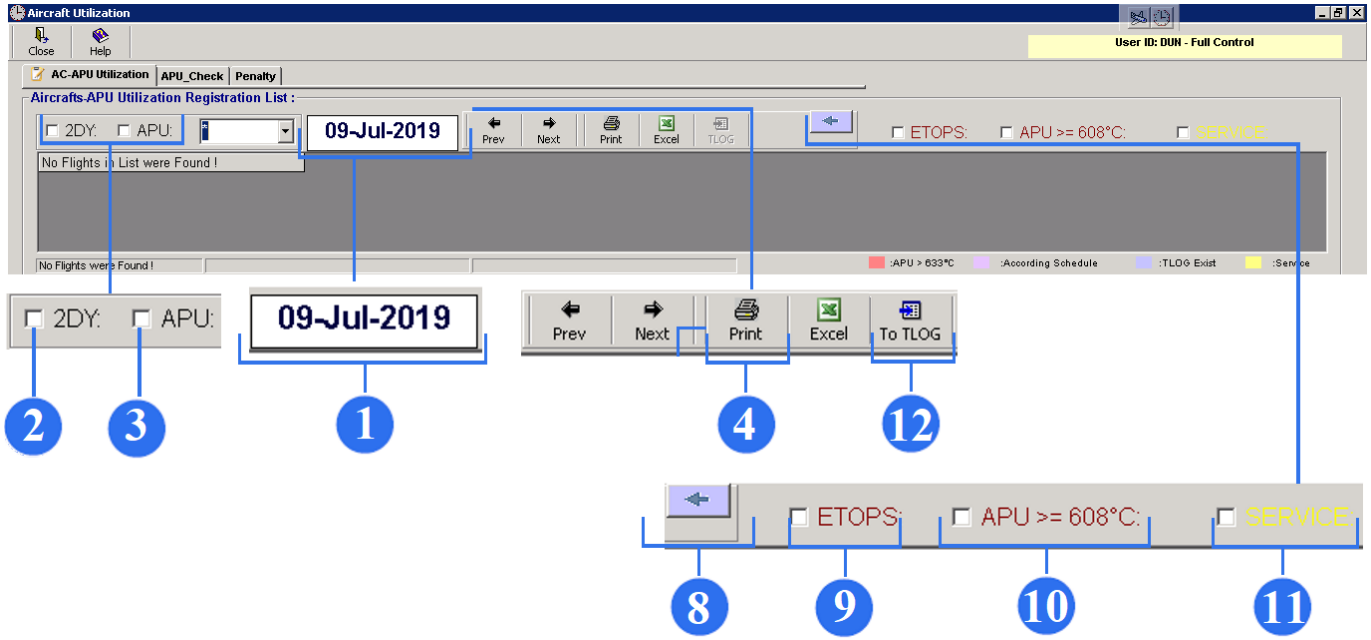
1. You can view flights of a selected aircraft at a particular date. For this action enter a necessary date in the date field.
2. If you need to view flights of the day before a particular date, tick the “2DY” field.
3. To view registered APU, tick the “APU” field.
4. You can print out flight data within a particular period of time. Click on the PRINT button.
5. Select from date and to date.
6. Select an aircraft and type of AC or APU data.
7. Click on the PRINT button. To view and print aircrafts time in the Excel format, click on Excel button.

8. Push needle button and Editor page will disappear.

9. Tick the ETOPS field to select from the whole list of the aircraft utilization only lines with ETOPS status.

10. Tick the APU>=608^{0}C field to select from the whole list of the aircraft utilization only lines with APU editor data, where temperature is more than 608^{0}C.

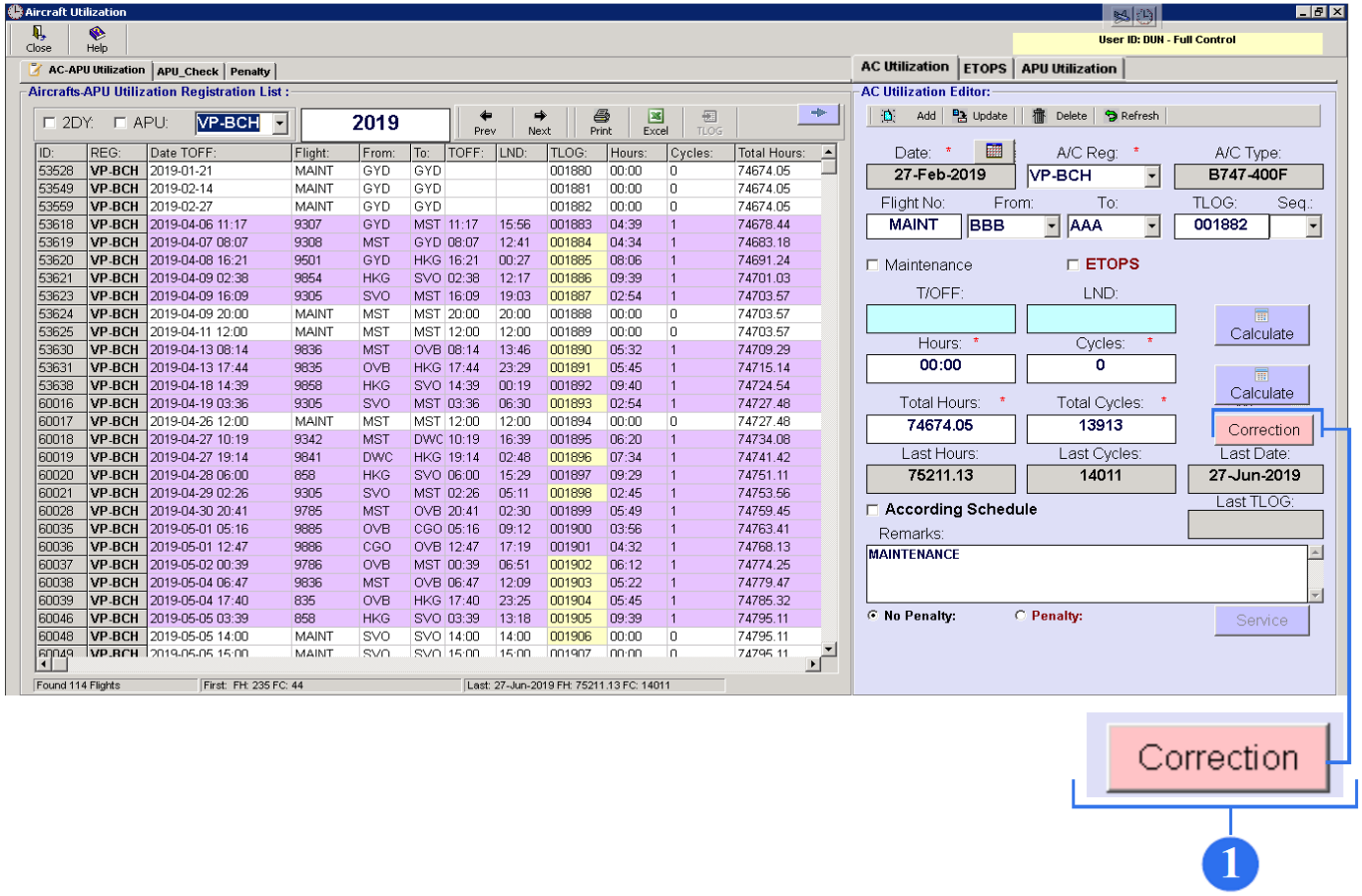
11. Tick the SERVICE field to select from the whole list of the aircraft utilization only lines, where there are service during pre-flight check.



12. If there was maintenance during pre-flight check for example after arrival report about system failure, push “To TLOG” button to write in your action. TLOG submodule filling rule you can see in TLOG user guidance. (PART M module → select TLOG submodule → select HELP insert).

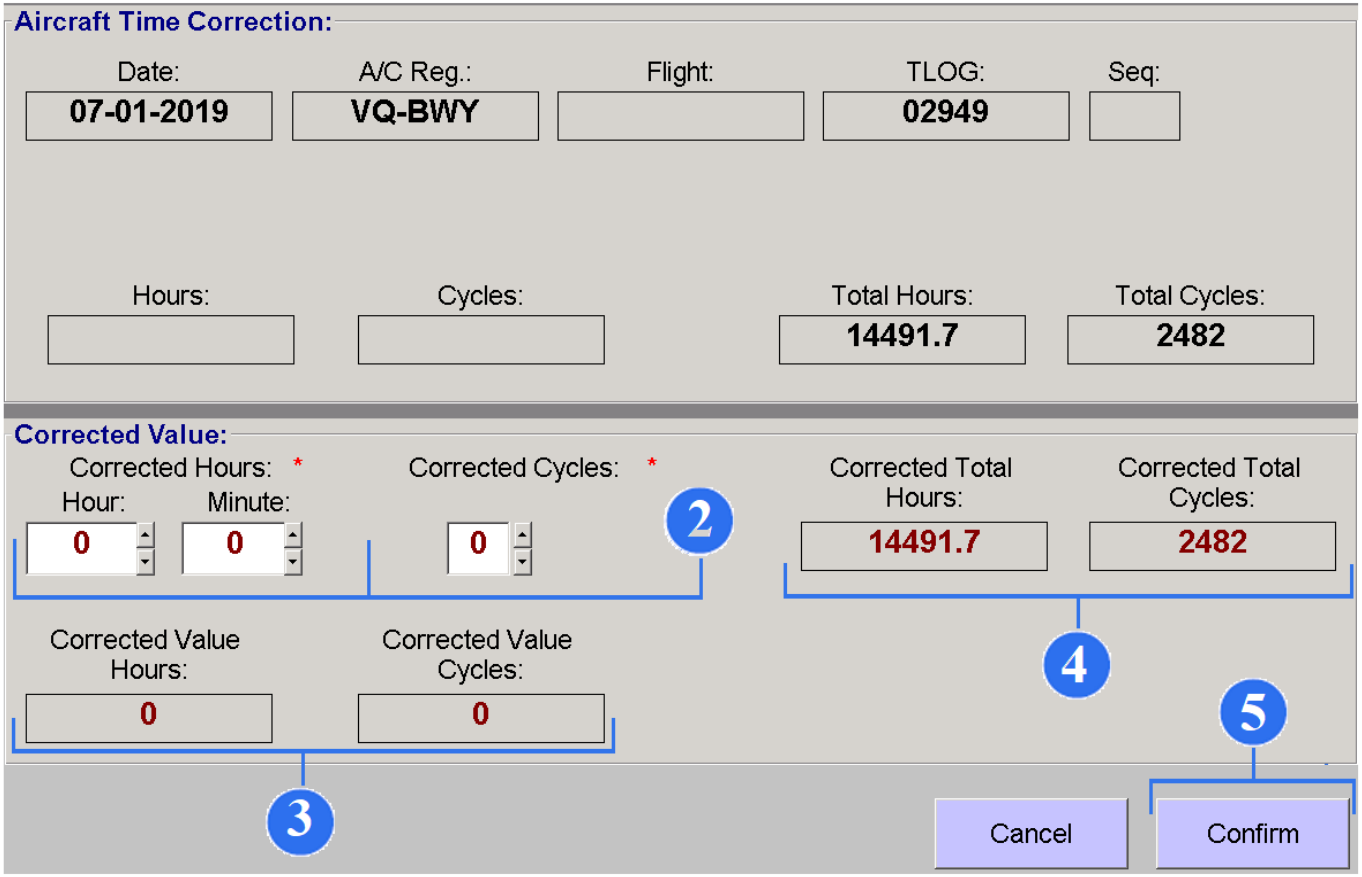
3. Correction

In case of incorrectly entered value or missing records you need correct AC Utilization value. Correction section provides recalculation of Total AC Utilization values from selected record to last record in sequen



1. Select on the Aircraft-APU Utilization Registration List the record needs to be corrected and push “Correction button” on the AC Utilization Editor and correction editor will be run.

NOTE: Correction editor consist of two frames. Upper frame is called by Aircraft Time Correction. It shows current value (selected record). Lower frame is called by Corrected Value. It permits to correct hours and cycles and show s new Total AC Utilization values from selected record to last record in sequence.



2. Type new hours and minutes. You can also type new cycles.

3. Difference of the hours and cycles will automatically appear.

4. You can see corrected total hours and total cycles data.

5. Push “Confirm” button to run recalculation of Total AC Utilization values from selected record to last record in sequence.

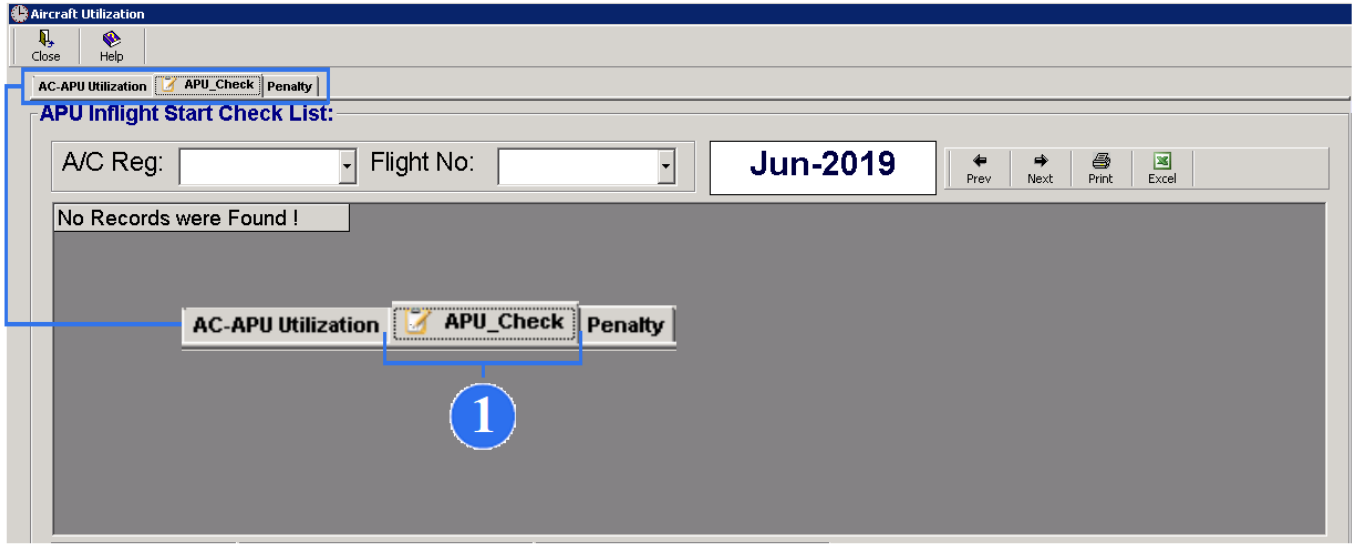
In case of missing records do these steps:

- Enter the missing record (see Aircraft Utilization chapter on the page 3);
- Select record above newly inserted record;
- Open correction editor (push “Correction” button)

To run recalculation, click “Confirm” button with zero corrected value.

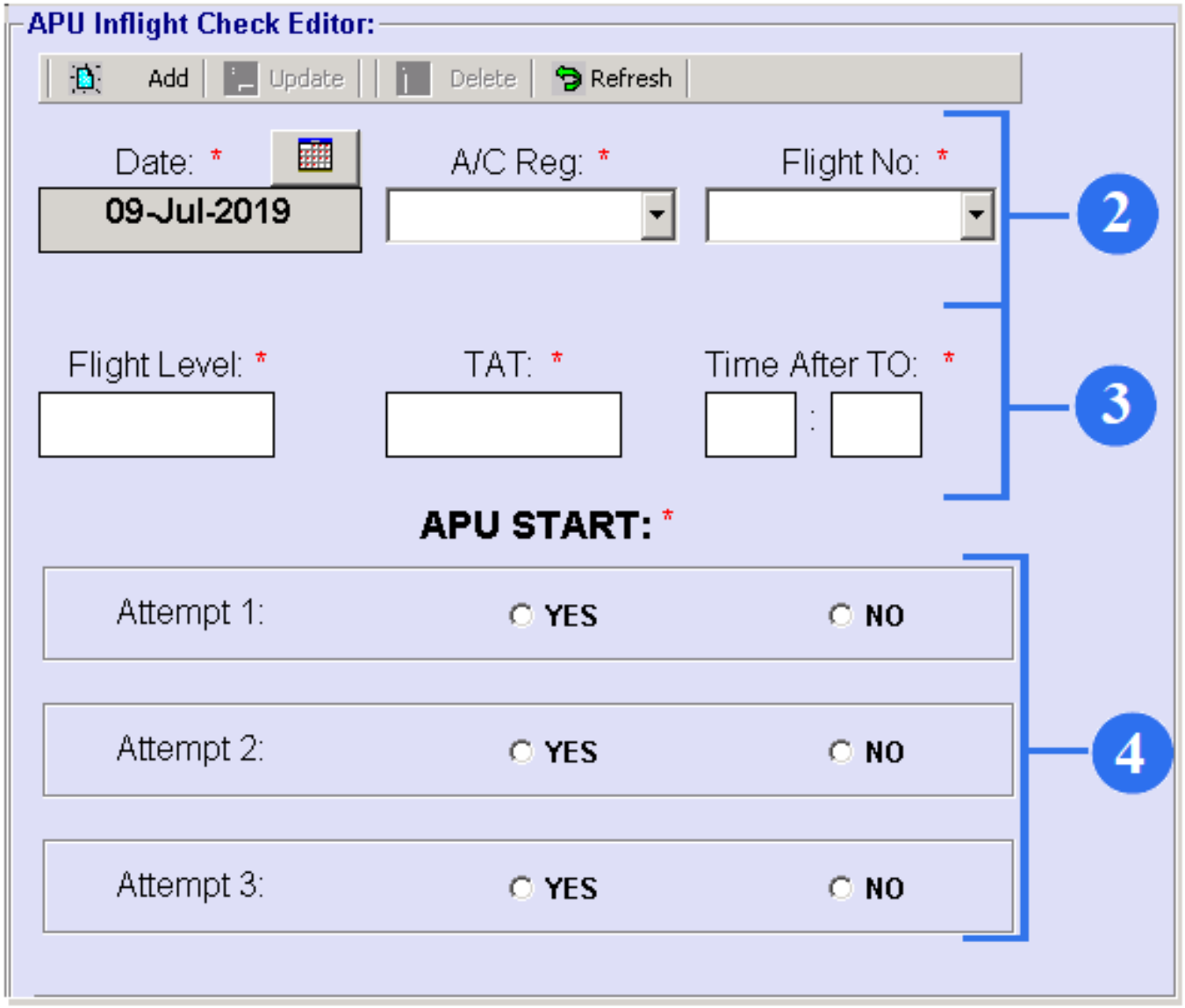
4. APU Check

APU CHECK section allows to register APU start procedure in flight.



1. APU Check is used to register APU start in flight. To open an APU Inflight Start Check List, click on the APU Check button.

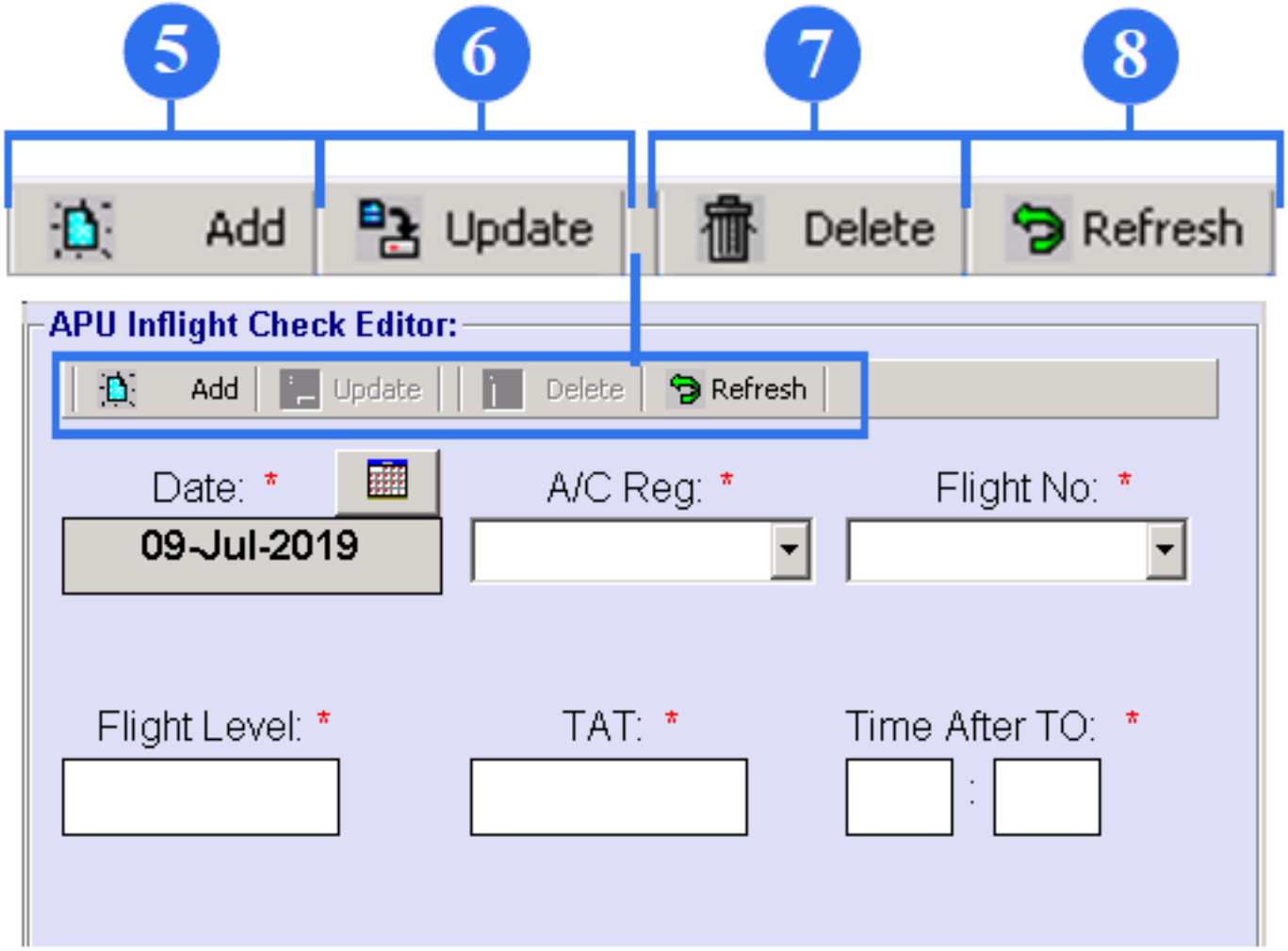
NOTE: Fields with a reference marks *(*)* are mandatory to fill.



2. An APU Inflight Check Editor will automatically generate a today's date. If the edit date is not today, use the calendar to select the correct flight date of proper aircraft. Select aircraft registration and type Flight No.

3. Write in Flight Level/TAT/Time After TO fields.

4. Tick Yes/No opposite each attempt.

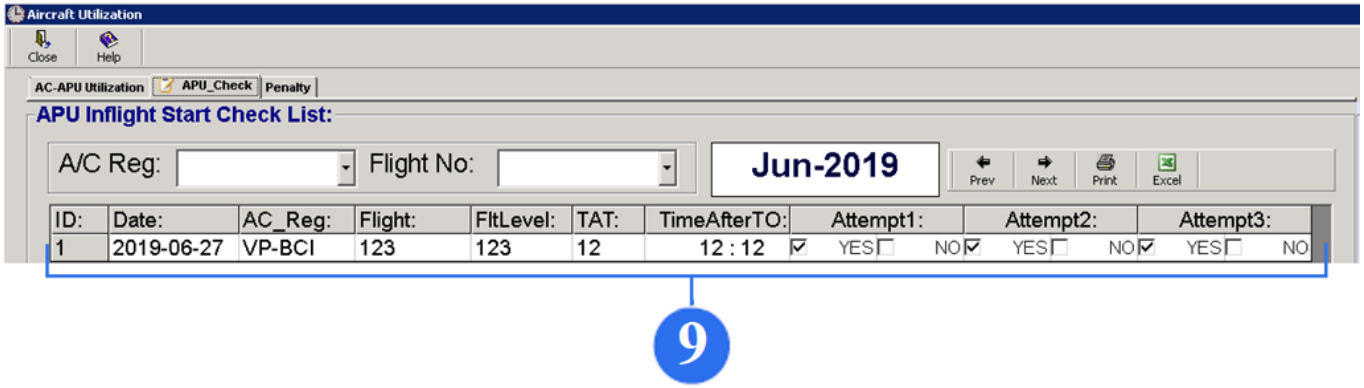


5. Click on the ADD button to save data.

6. You can update the new data. Highlight the line (view 9) and click on the UPDATE button.

7. To remove APU inflight check data of the corresponding aircraft, highlight the line (view 9) and click on the DELETE button.

8. To reset all data, click on the REFRESH button.



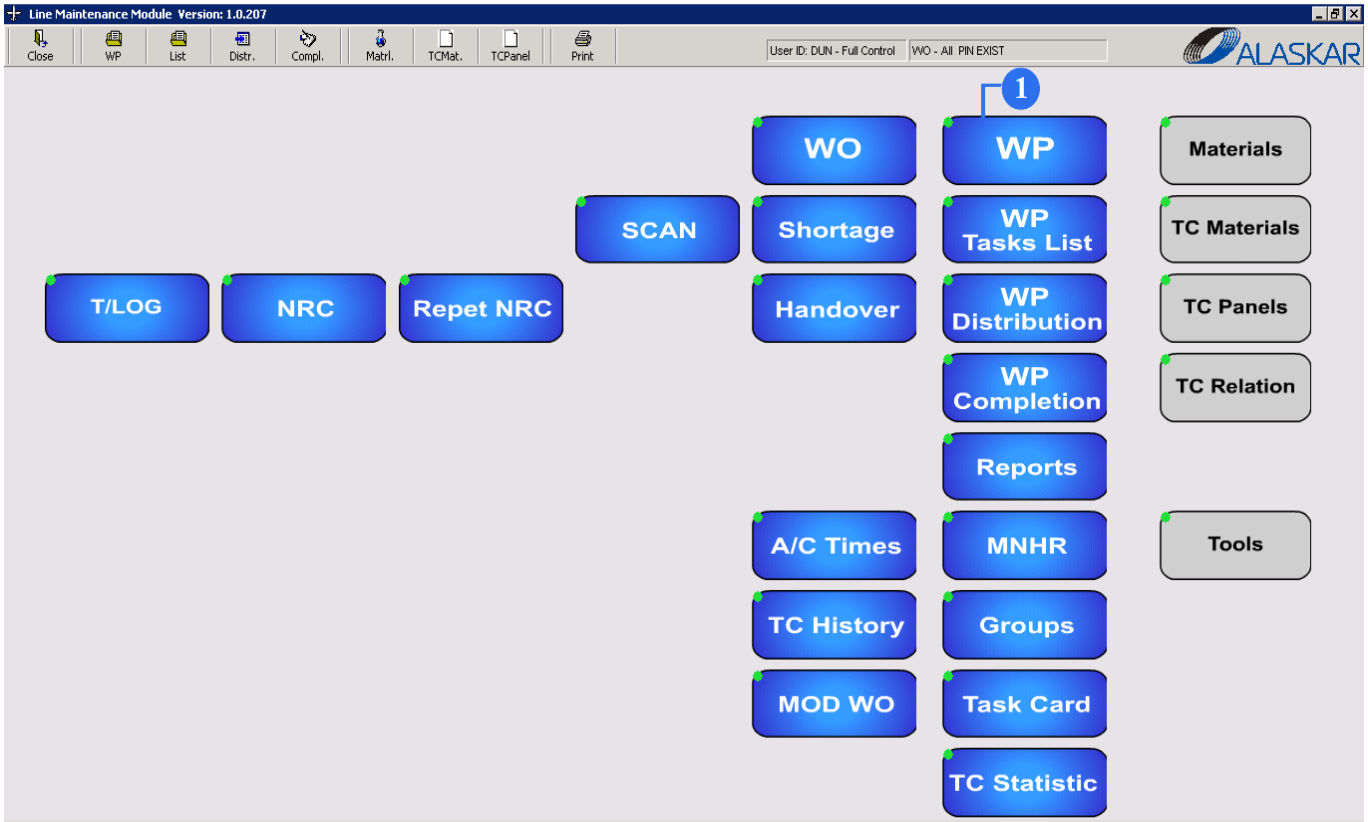
9. You can see APU inflight check data on the APU Inflight Start Check List.

VIII. WORK PACKAGE

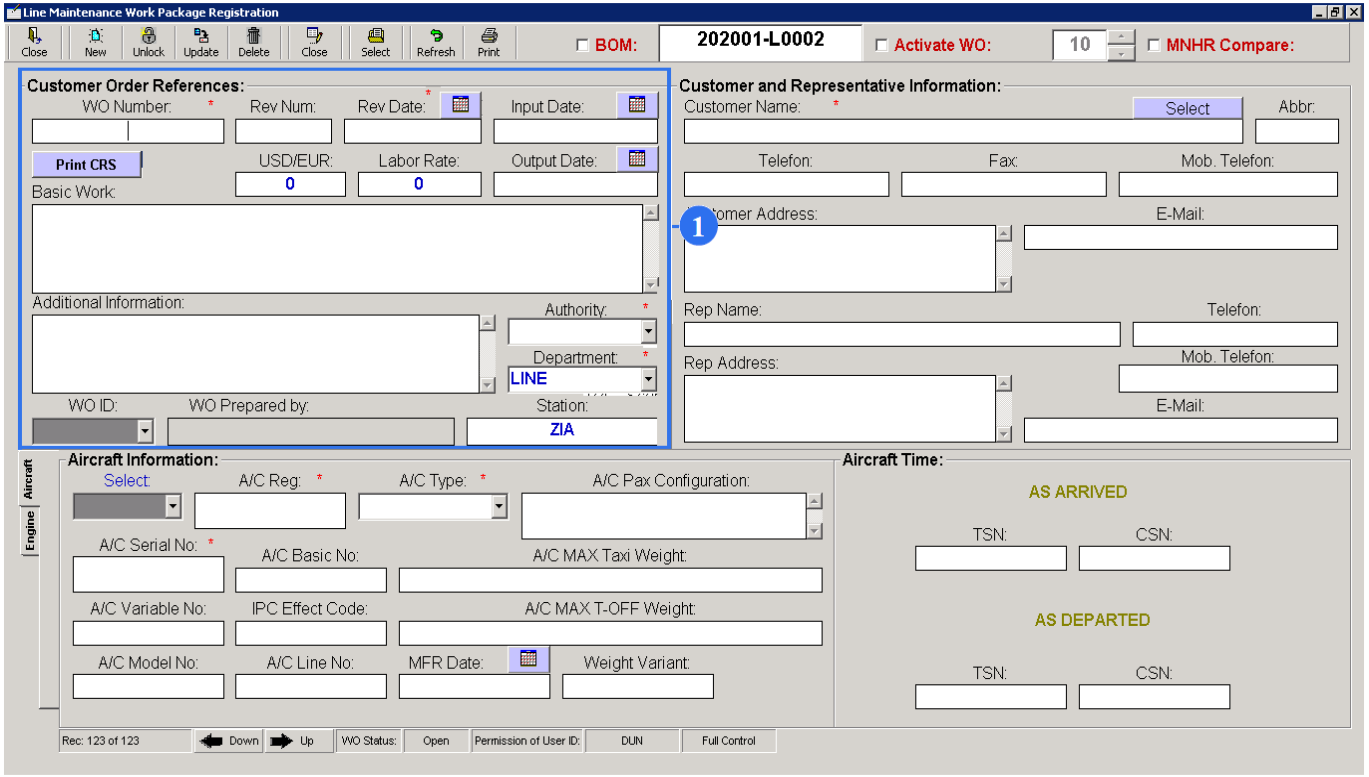
User Guidance

Contents

1. Work Package Overview.

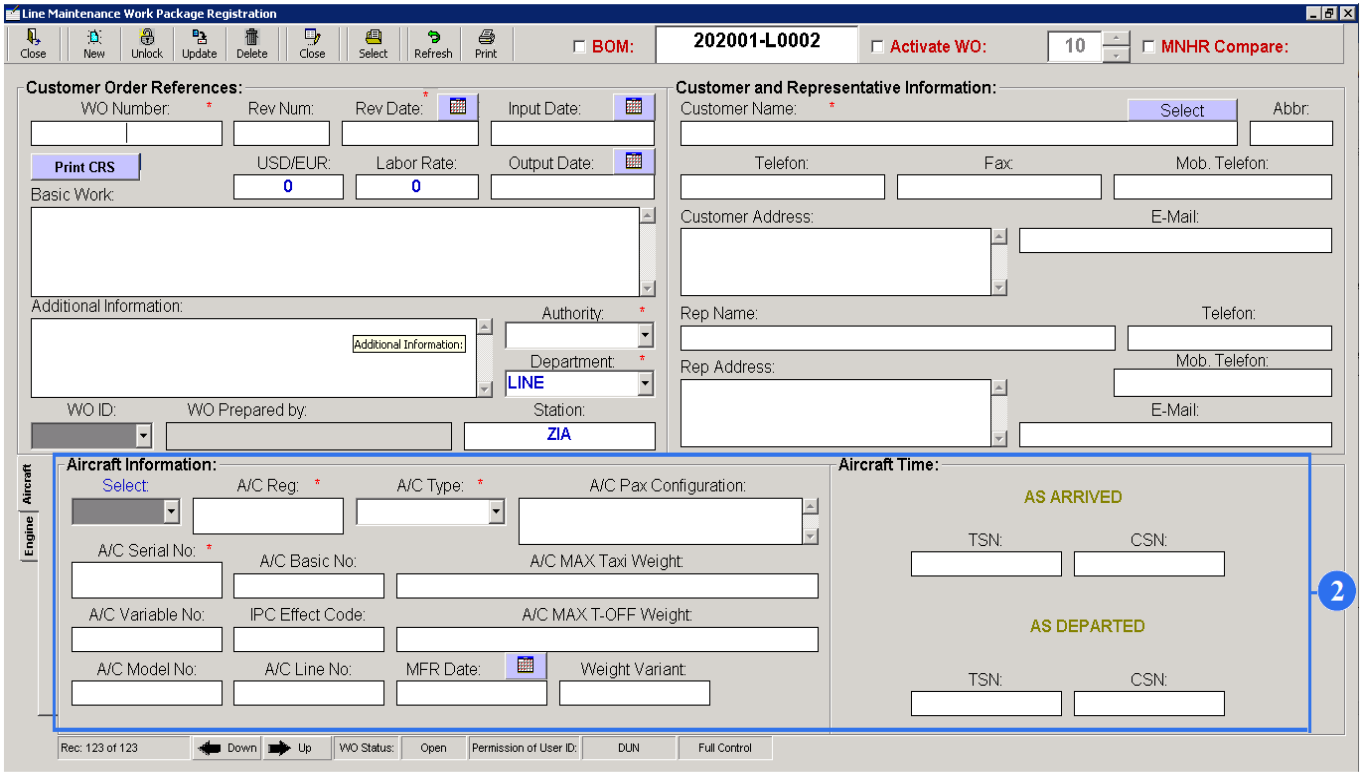


1. To open a Work Package, click on the work Package button.

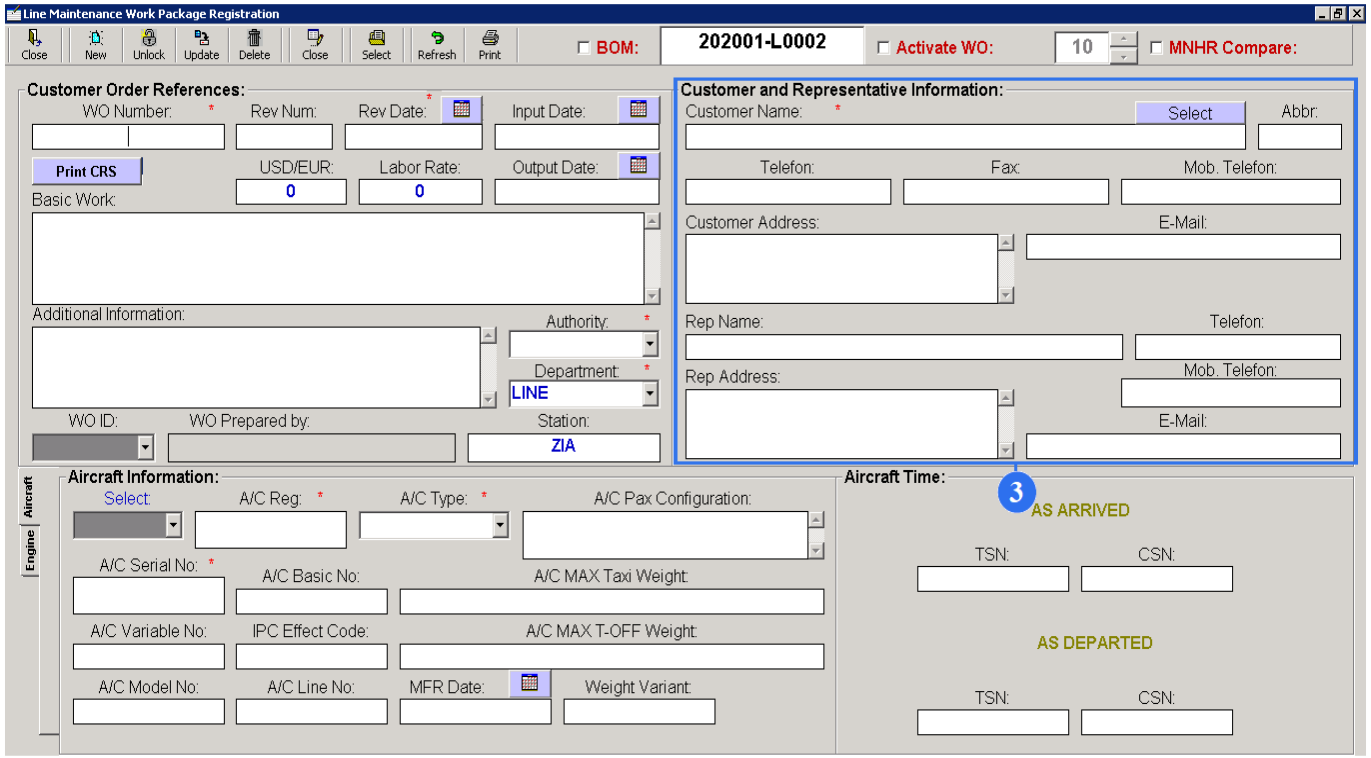


Work Order Registration Screen combines three blocks of information:

1. Customer Order References Block provides a WO number, revision and input date, work notes, etc.

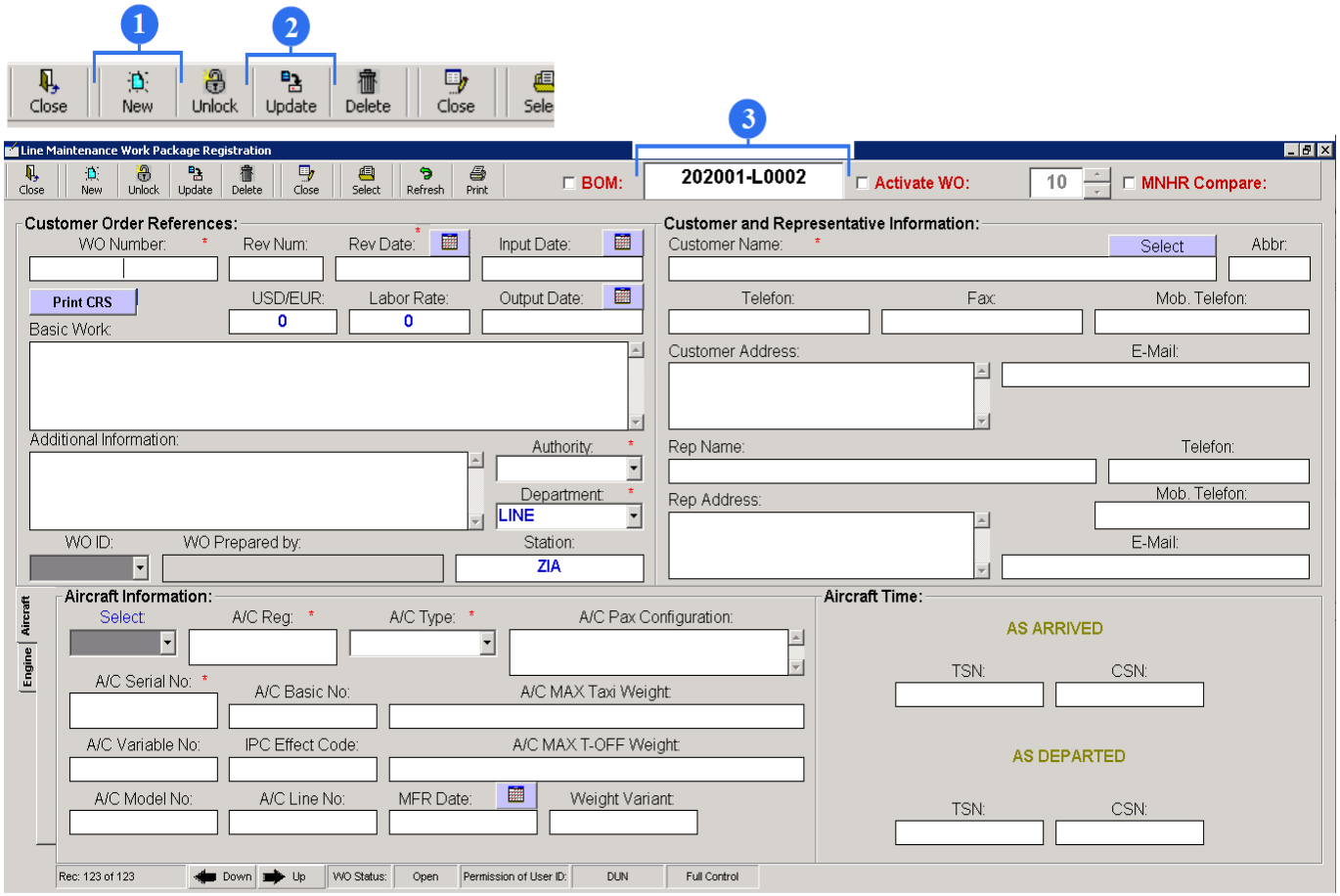


2. Aircraft and Engine References Data provides Aircraft's and Engine's engineering issues, including an aircraft/engine registration number, a serial number, IPC, an effective code, a model number, manufacture date, aircraft finish time, etc.



3. Customer and Representative Information Block provides all necessary contacts of a customer's representative.

2. Work Package Creation.

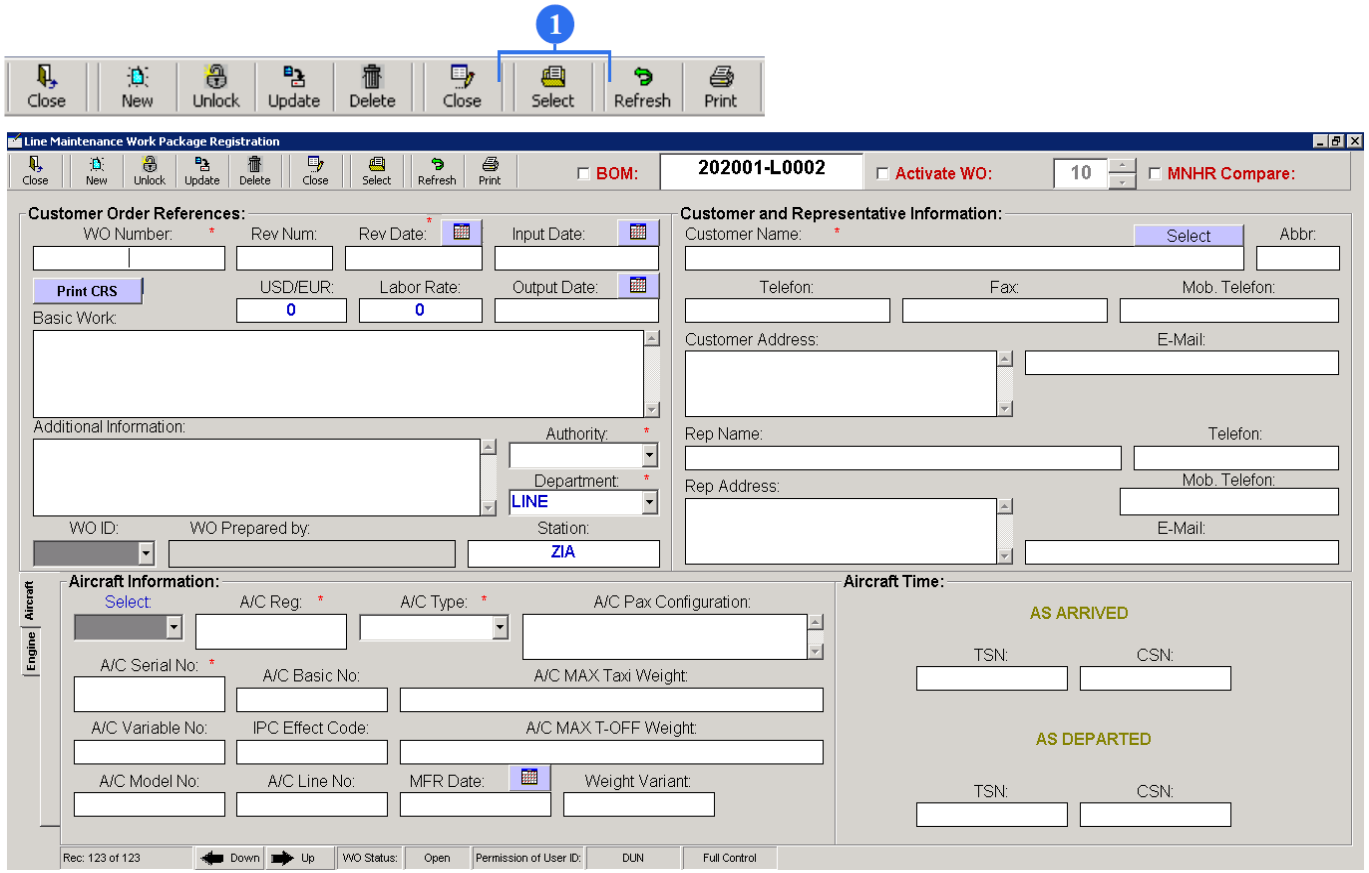


1. If you need to add a new Work Order, click the NEW button on the Toolbar. On the appeared Work Order Window confirm an addition of a new Work Order. After that you will see a Work Order Blank. Fill required text boxes.

2. To save a Work Order, click the UPDATE toolbar button and confirm it.

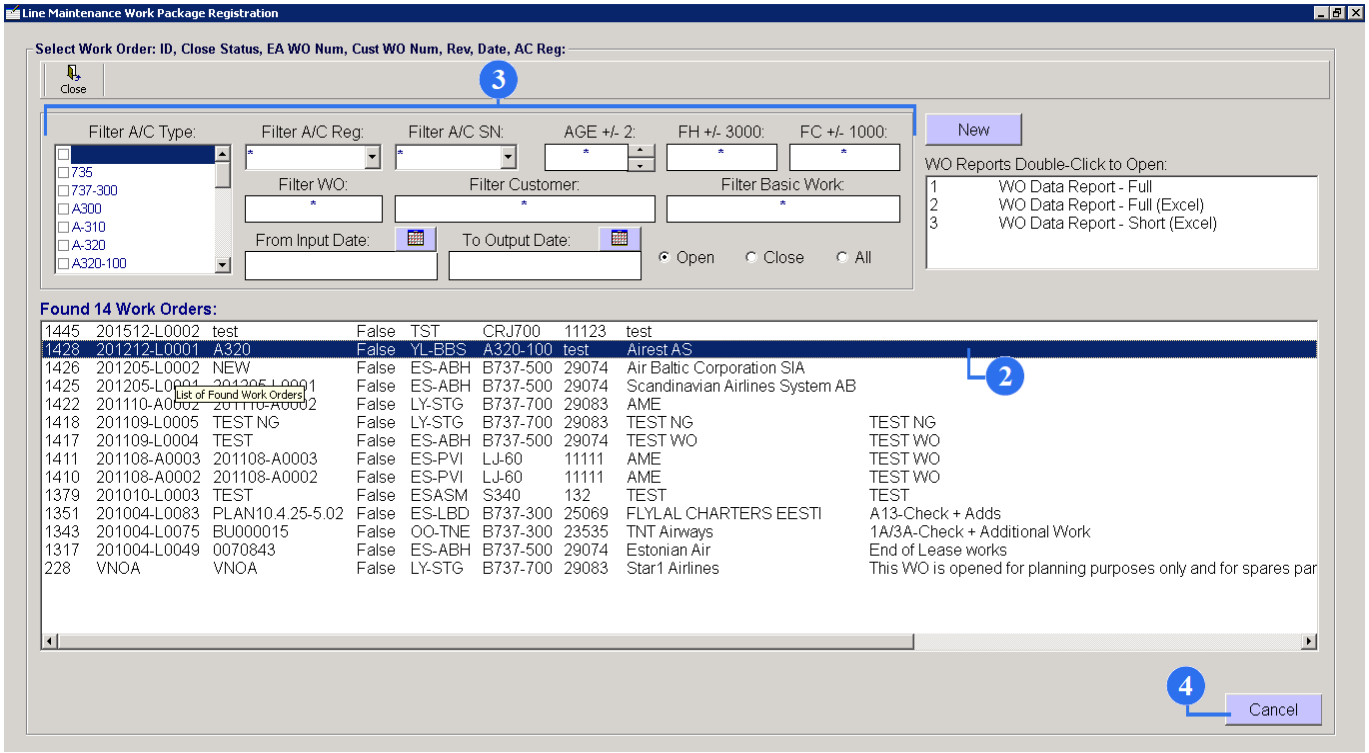
3. Work Order subsequent number will appear automatically.

3. Work Package Update.



You may select a particular Work Order among already existing Work Orders and update it.

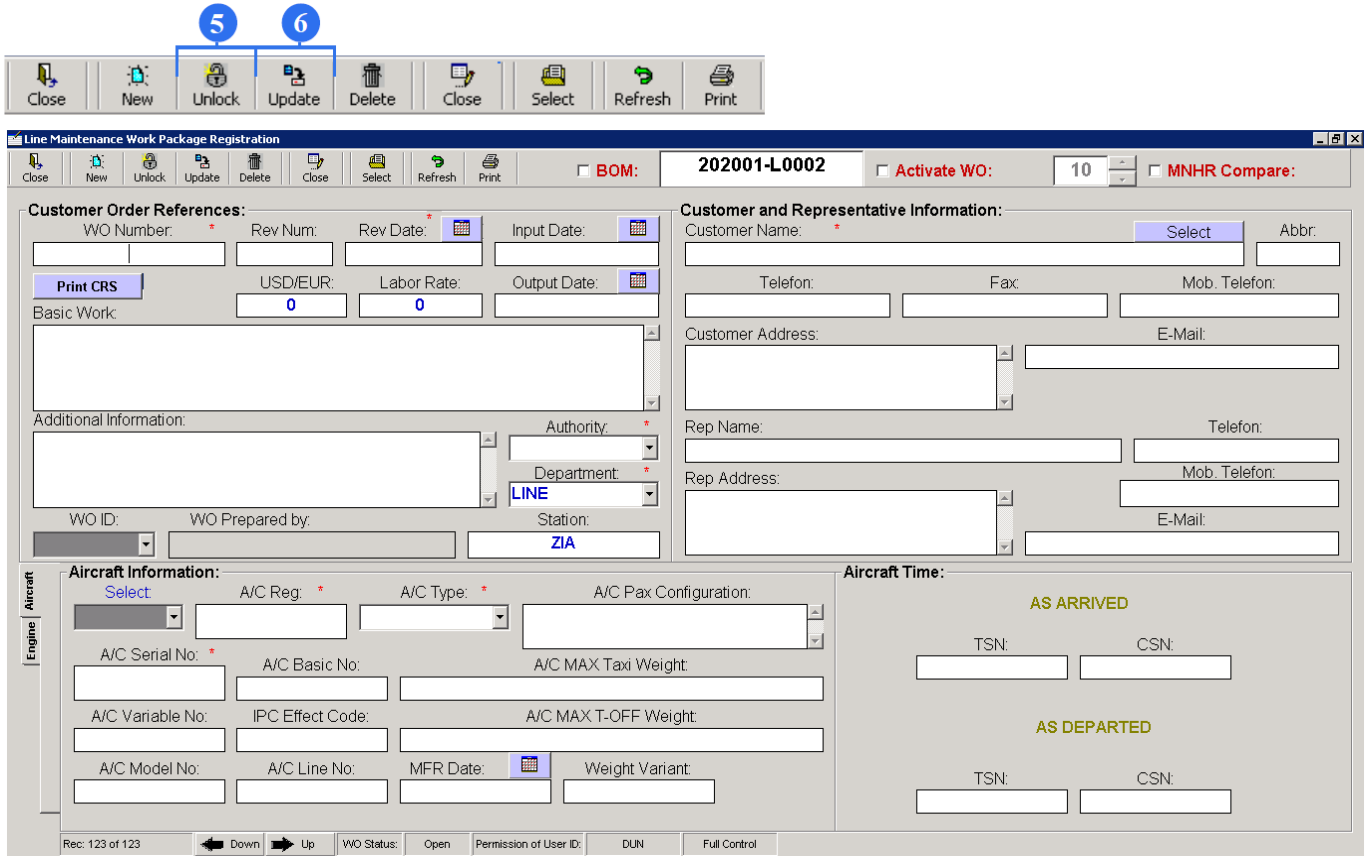
1. Click the SELECT button on the toolbar and a Select Work Order Screen appears.



2. Highlight a selected Work Order and double click it.

3. You may also use different filters to find necessary WO.

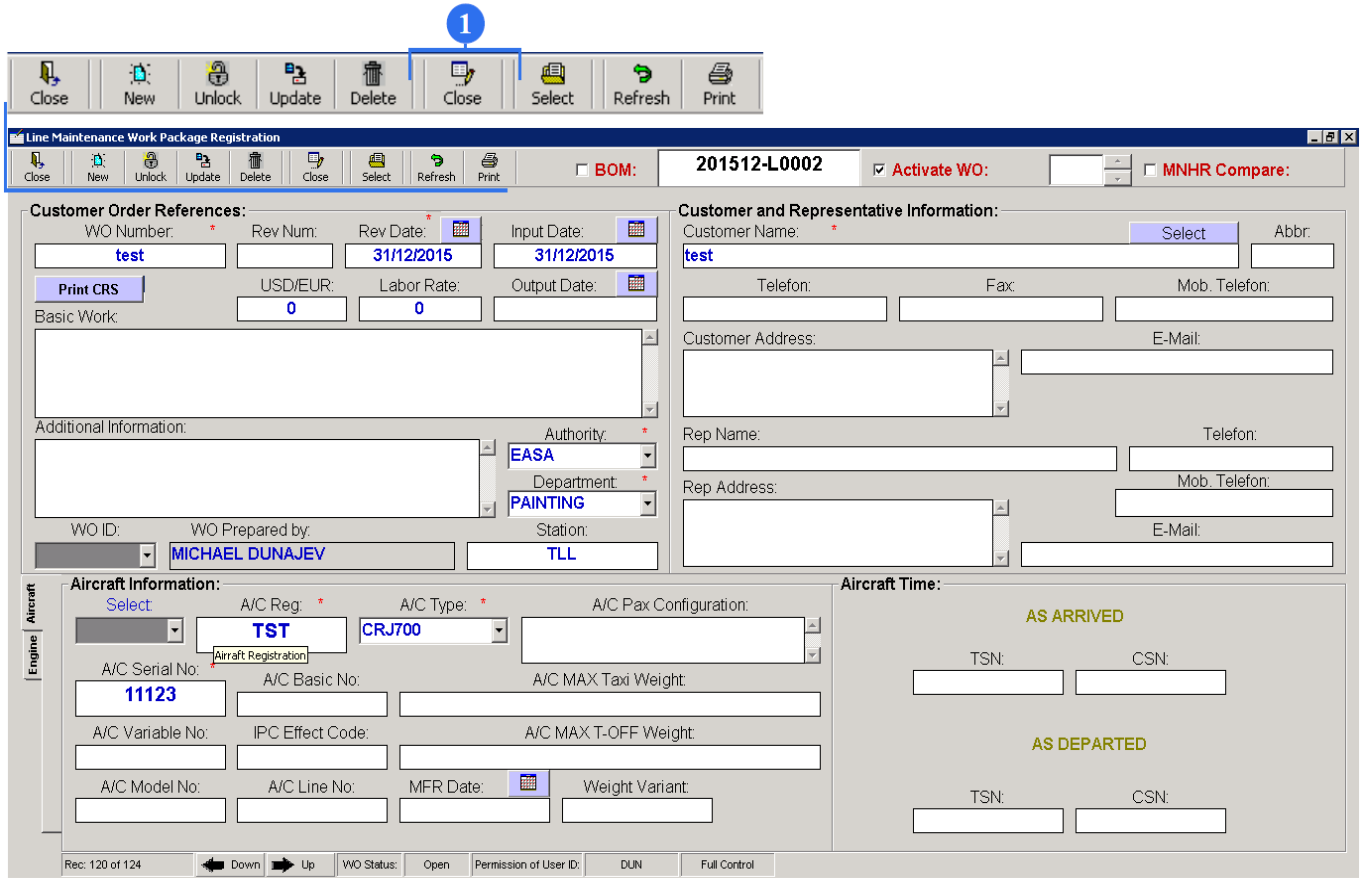
4. To exit this window without opening a Work Order, click the CANCEL button.



5. For making any changes press the UNLOCK toolbar button (this button is used for accidentally data changes prevention) and then change the information.

6. To save changes click the UPDATE toolbar button and confirm it.

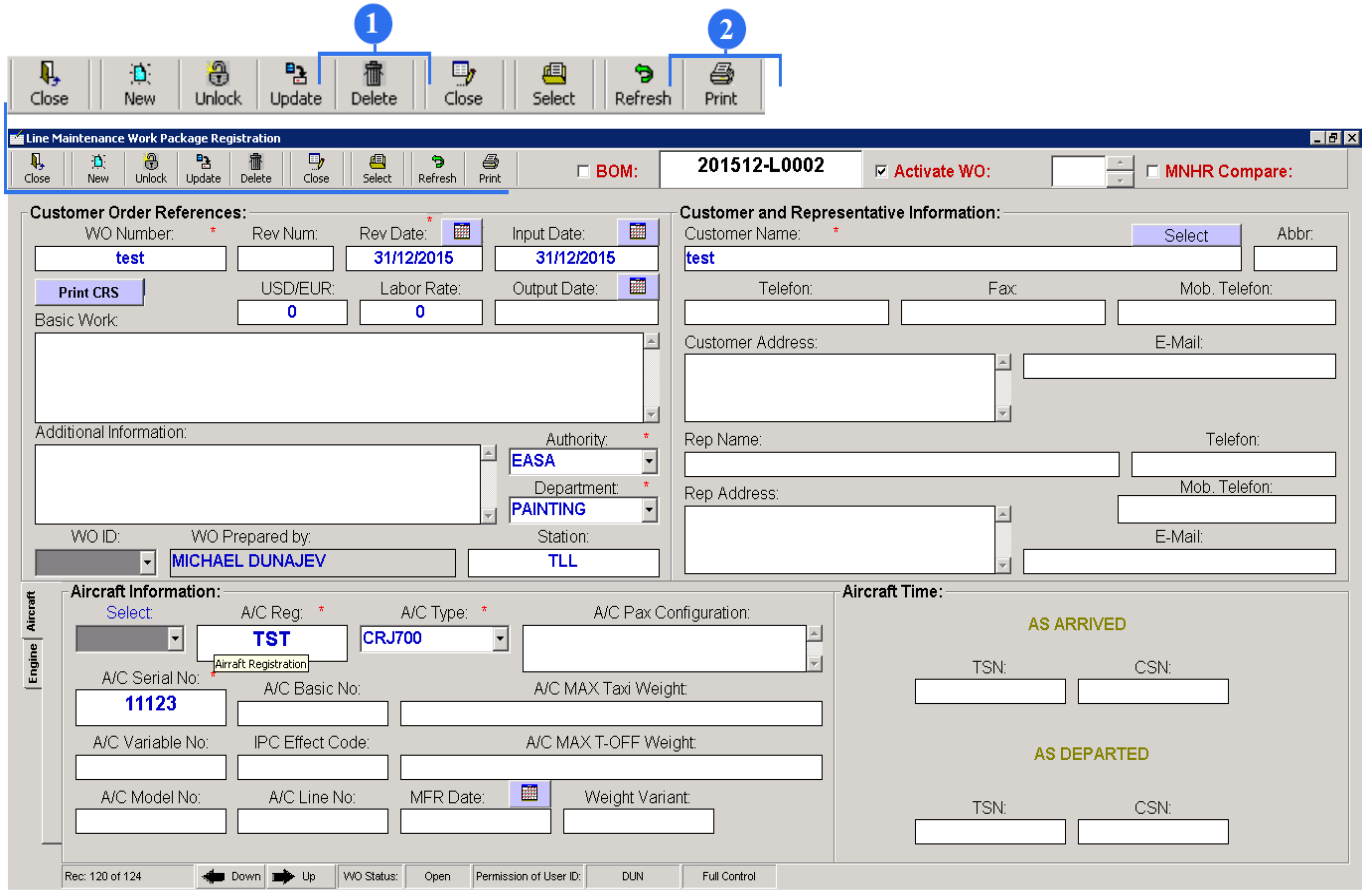
4. Work Package Closure.



1. After clicking the CLOSE toolbar button and its confirmation the system freezes and a user can not be able to make any Work Order data changes.

When a Work Package is completed, it should be closed.

5. Work Package Print out and Deletion.



1 To delete a Work Order, click the DELETE toolbar button and confirm the deletion.

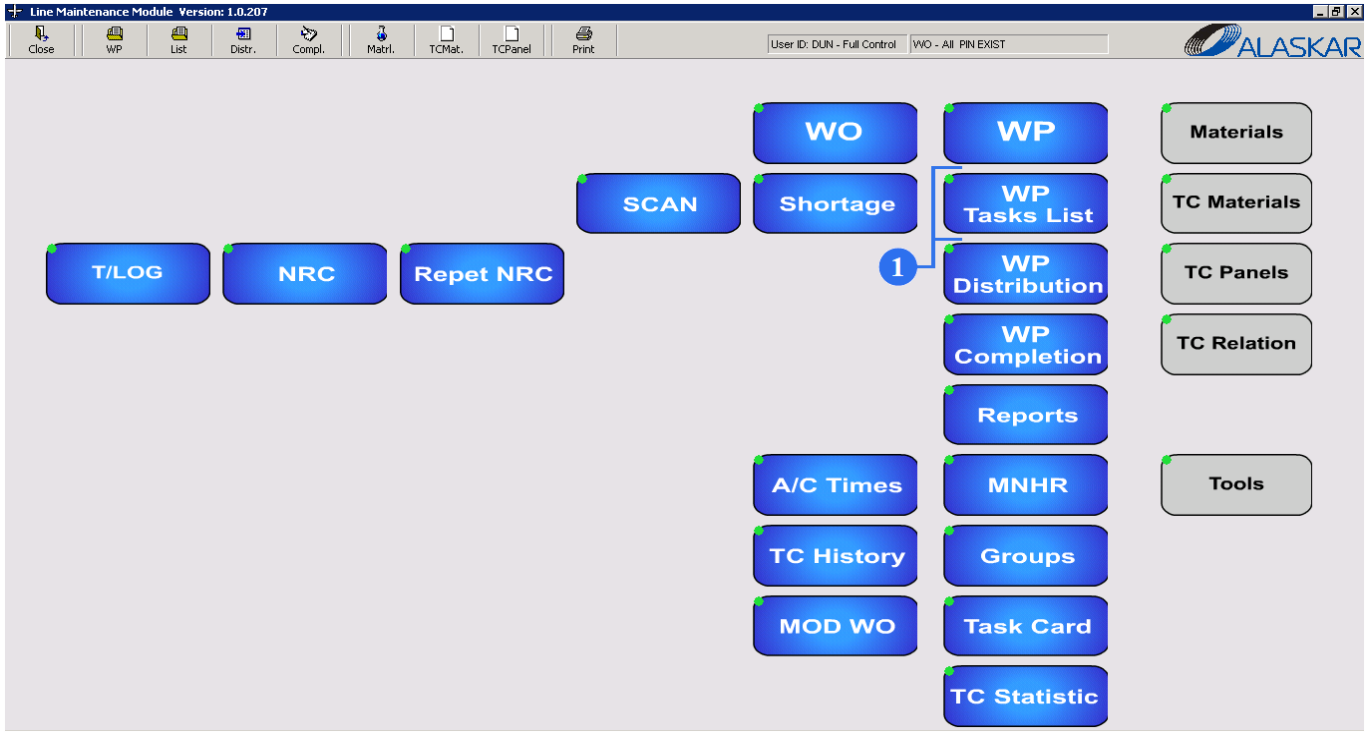
2. To print out a Work Order, click the PRINT button on the Toolbar.

IX. WORK PACKAGE TASKS LIST

User Guidance

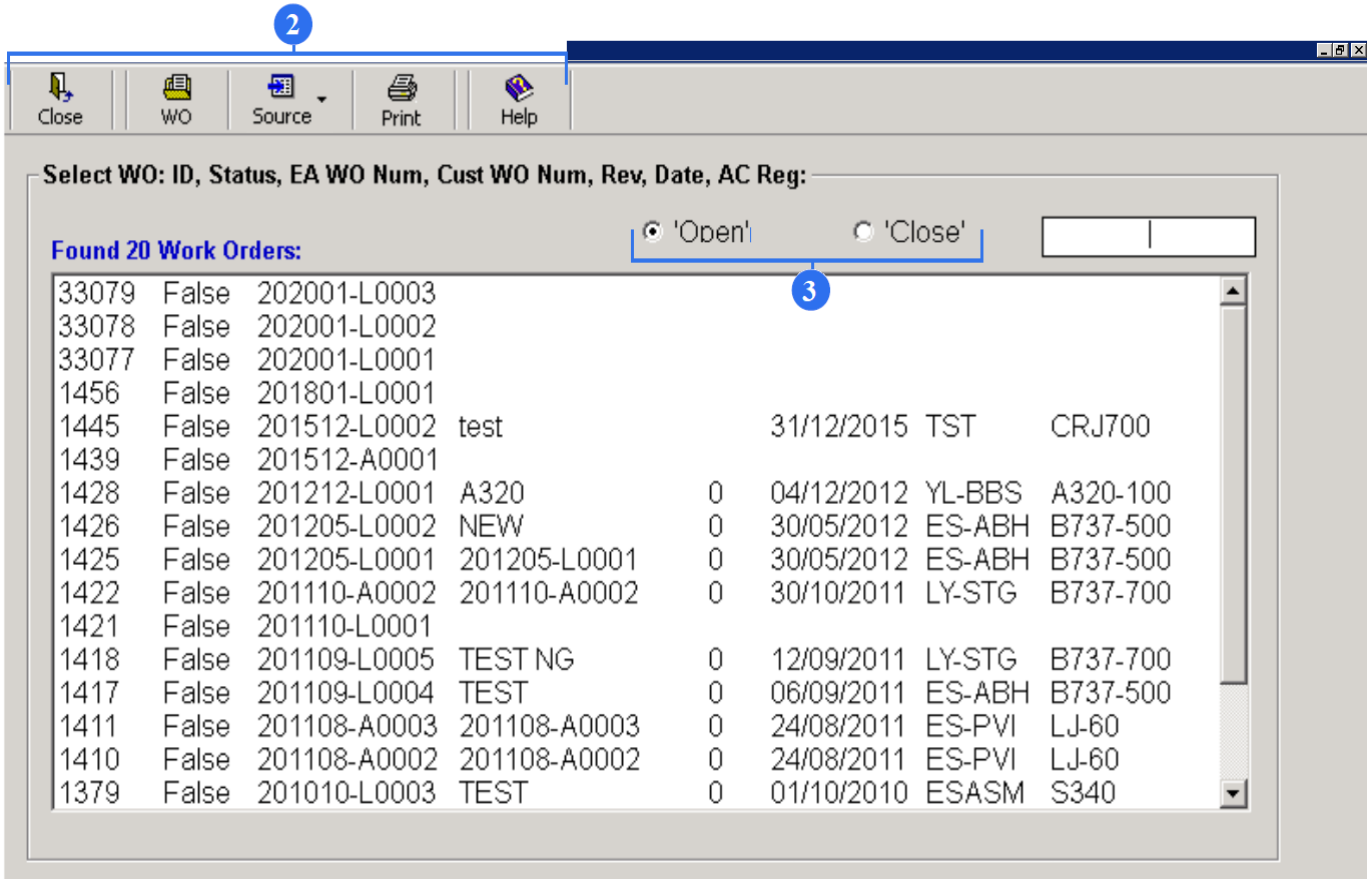
Contents

1. WP Tasks List Registration Overview.



A WP Tasks List is a well-organized specialized set of activities that have to be done during a plane inspection (A-Check and B-Check). A Work Package List combines Task Cards, Modifications and Additional Jobs.

1. To enter a WP Tasks List Screen, click on the WP Tasks List button.



2.Toolbar:

- Close (exit the program).

- WO (Work Order Selection).

- Source button menu (creation or selection sources of Task Cards/Modifications/Additional Jobs)

Print:

- a maintenance visit tally sheet,

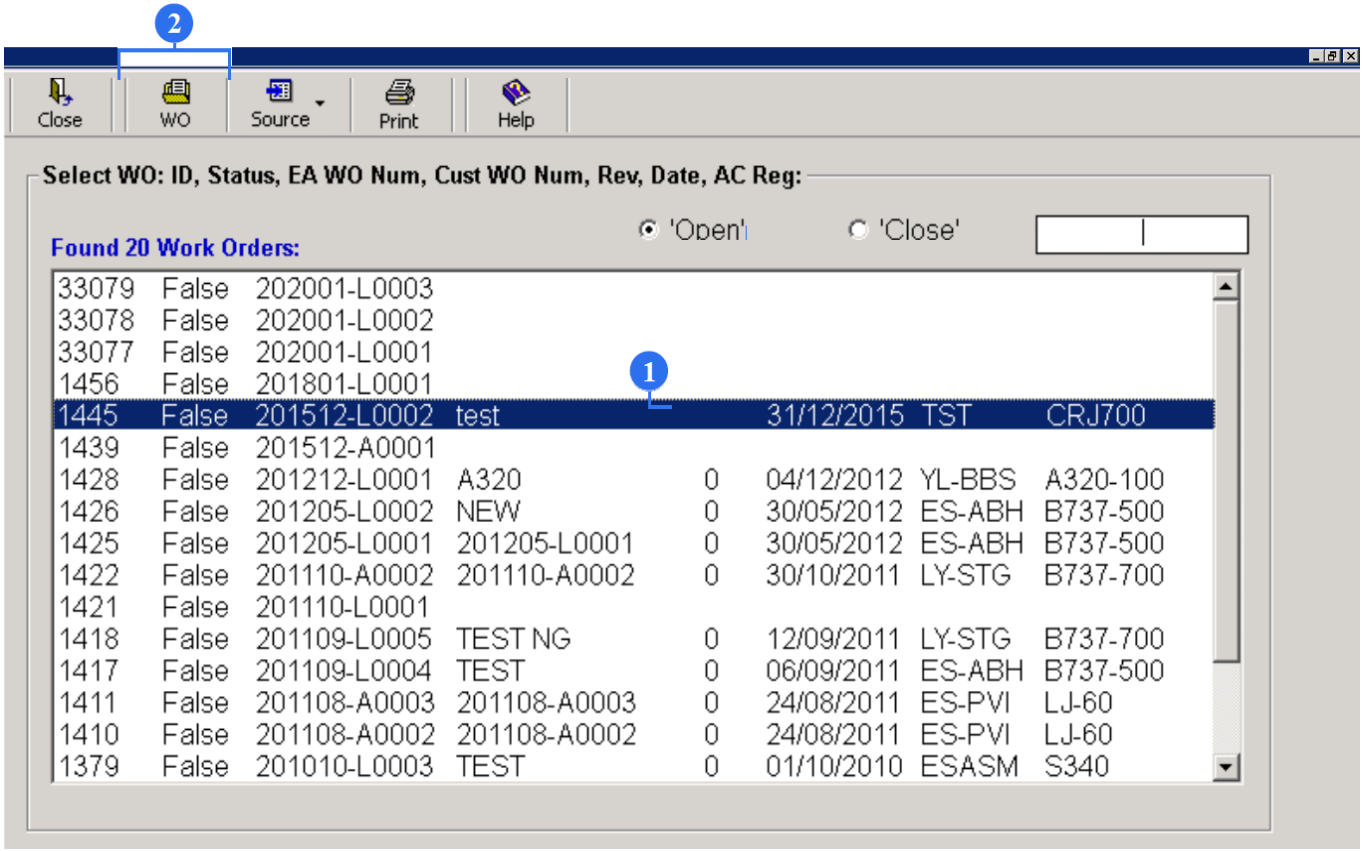
- a task card visit list,

- a list of alterations,

- a list of additional Jobs.

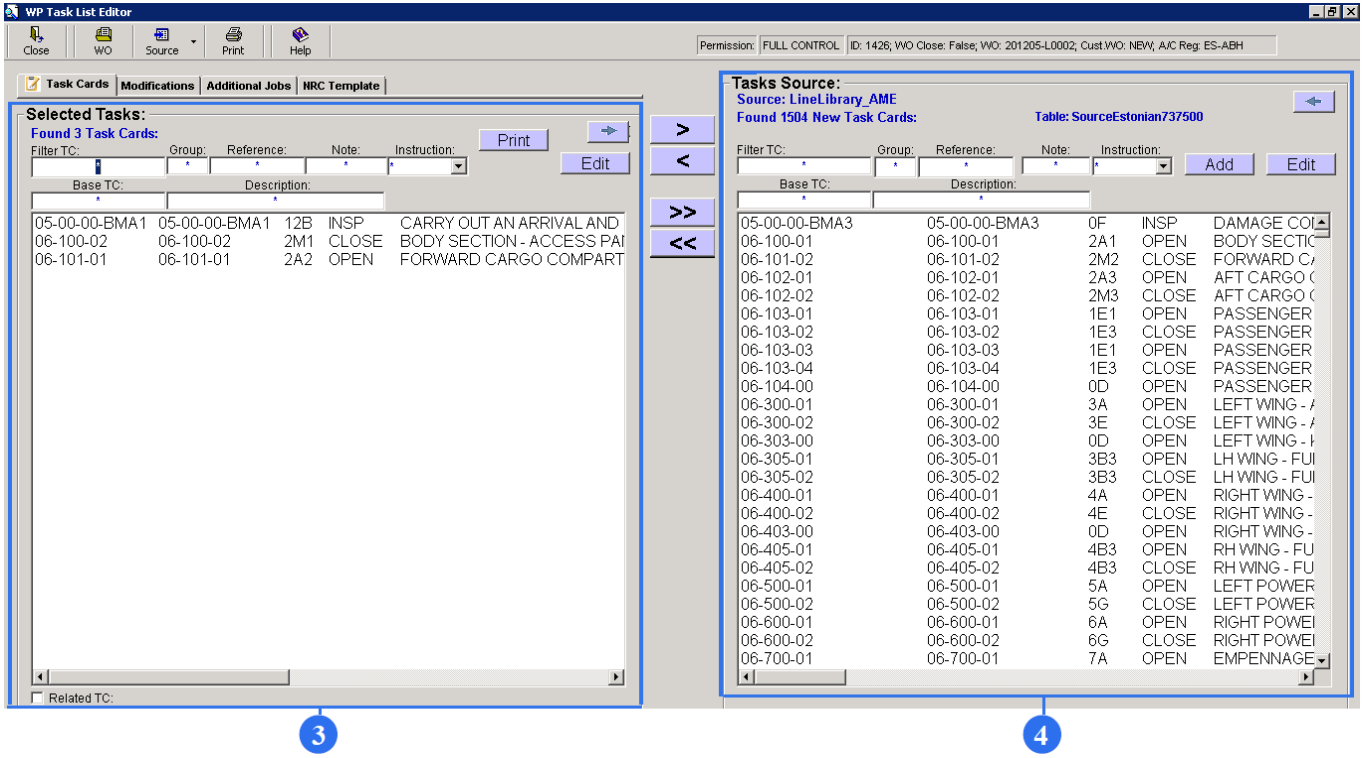
3. You may also use a work order filter to select either opened or closed work orders.

2. WP Tasks List Creation.



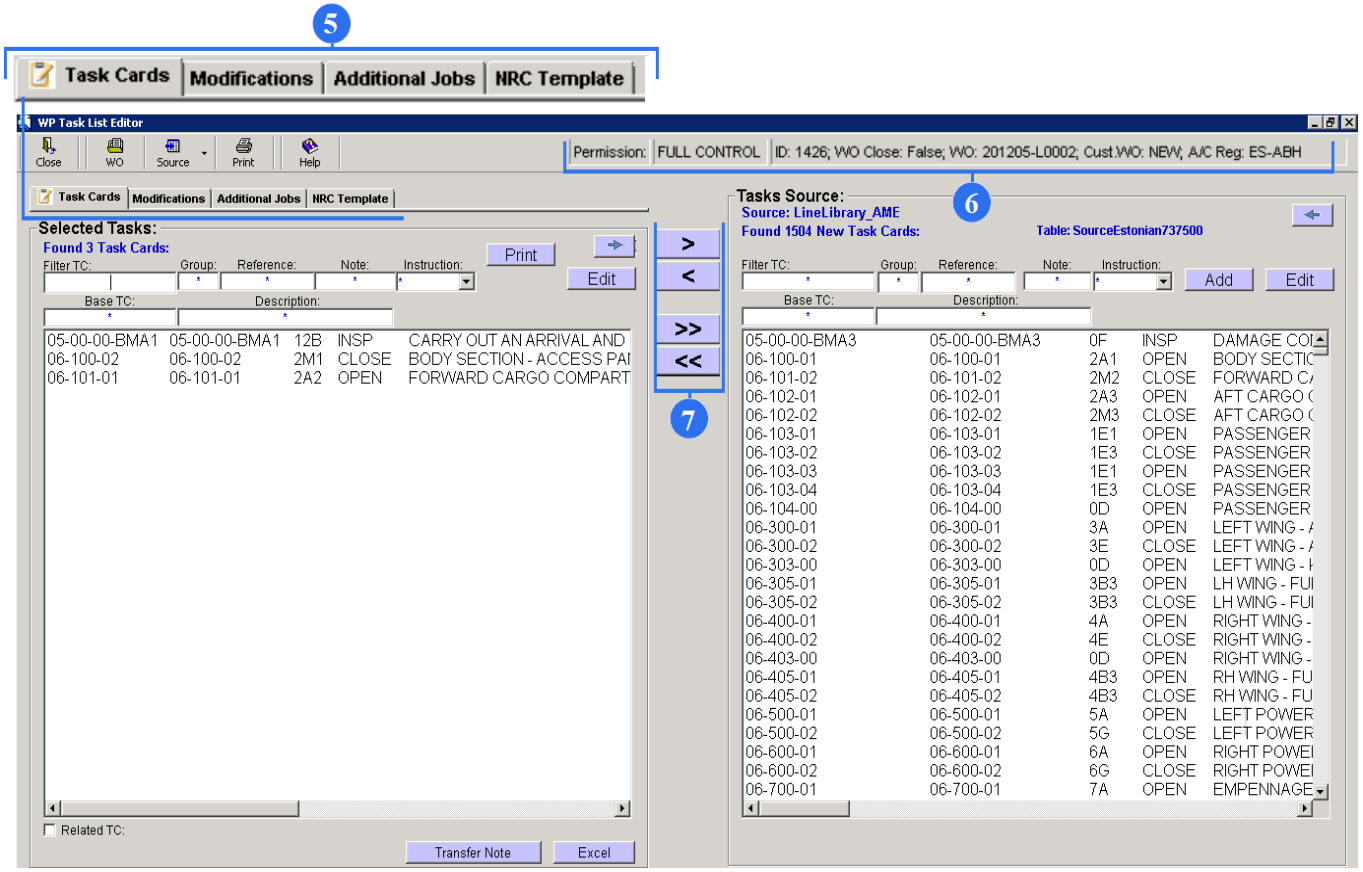
1. Click the WO tool button and select a necessary Work Order from a WO list (all registered work packages in the WP sub-module will be displayed).

2. Highlight a selected Work Order and open it by double clicking.



3. Emerged screen provides a particular set of tasks. These tasks are listed in Task Cards, Modifications and Additional Jobs.

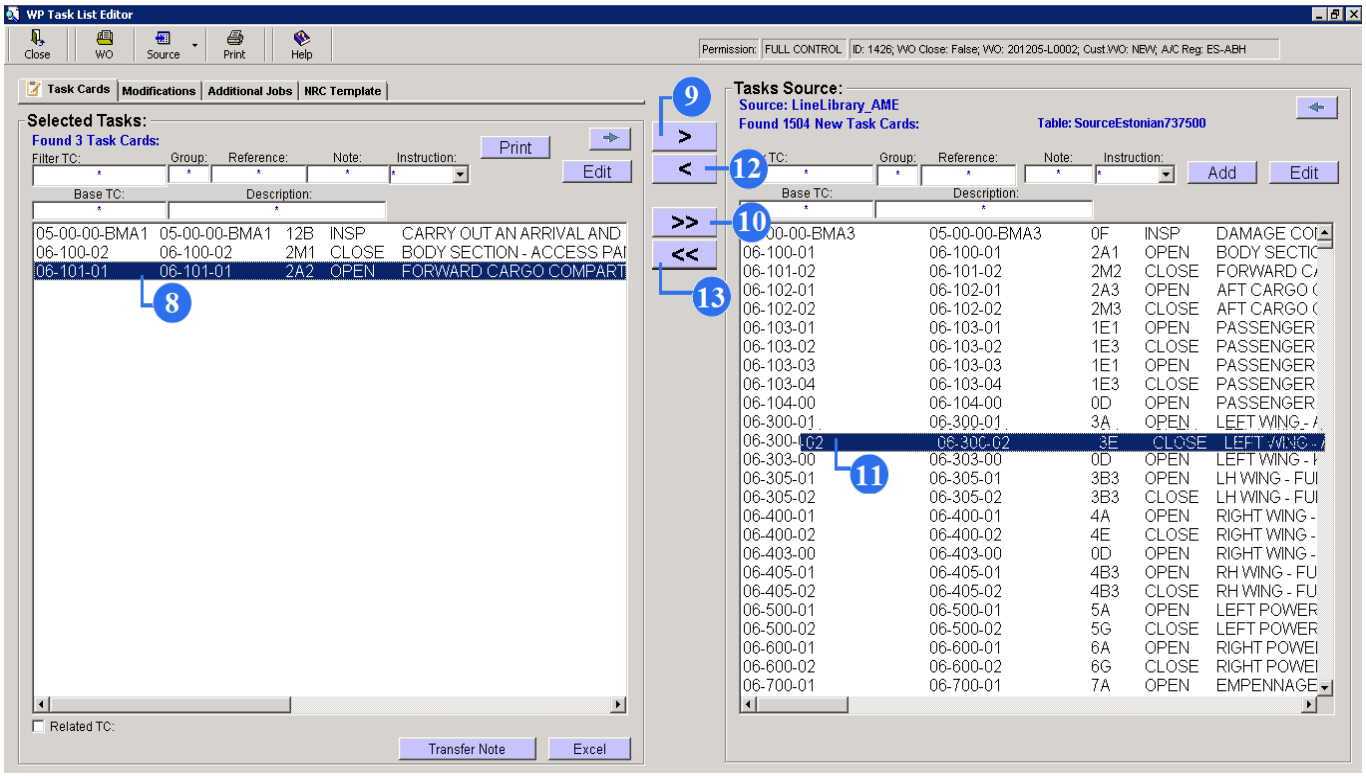
4. The screen shows a Tasks Source which is used for easy tasks selection.



5. Task Cads/Modifications/Additional Jobs Tab/ NRC Template. To choose a necessary set of task, click on Task Cads or Modifications or Additional Jobs or NRC Template.

6. Status bar.

7. Transfer bar.



8. To transfer a task from Task Cards to a Tasks Source, highlight the task.

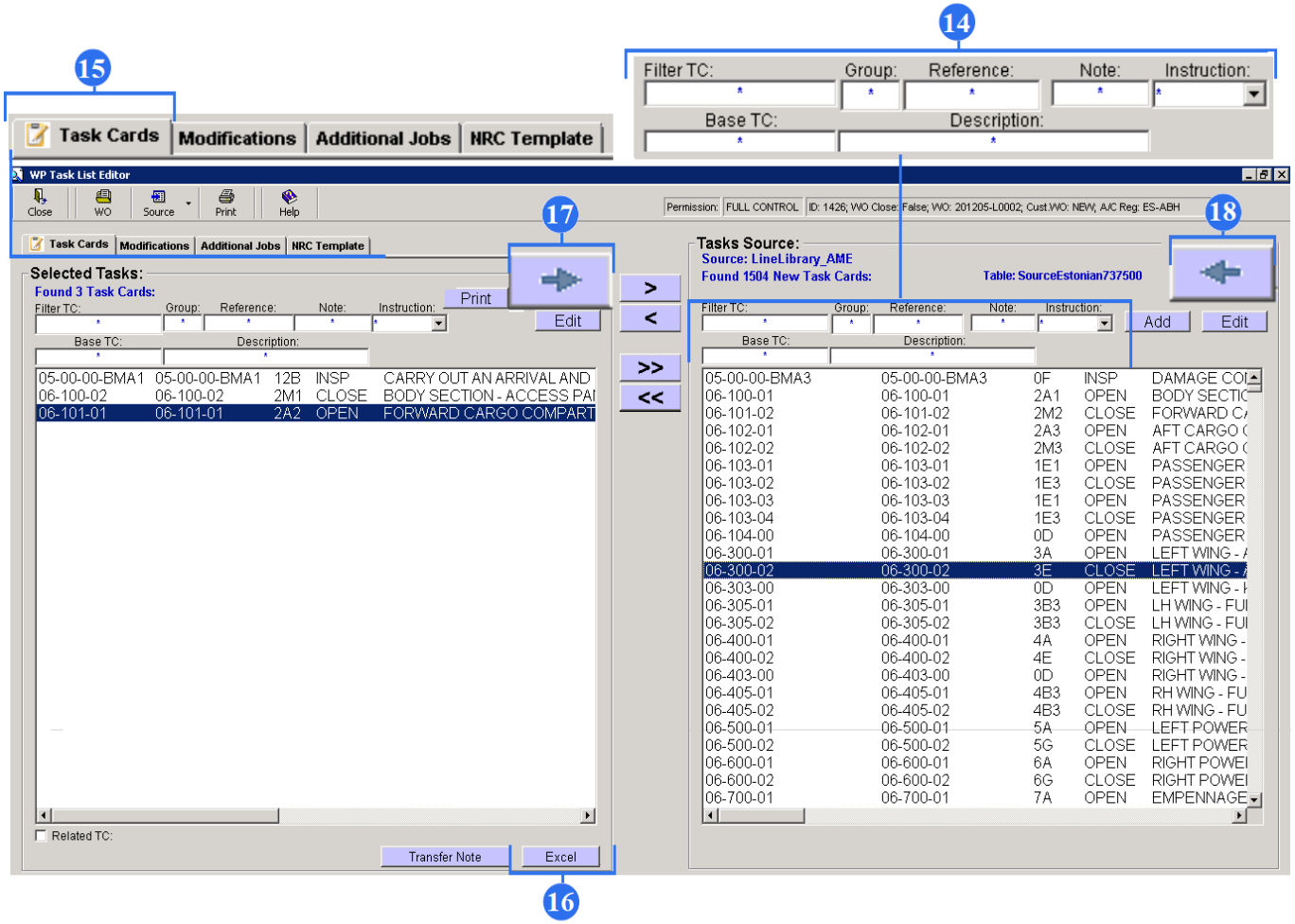
9. Then click on the right checkmark button to transfer one task to a Task Source (the task will be transferred, not copied).

10. To transfer all the tasks from Task Cards to a Task Source click on the double right checkmark button.

11. To transfer a task from a Task Source to Task Cards, highlight the task at first.

12. Then click on the left checkmark button to transfer one task to Task Cards (the task will be transferred, not copied).

13. To transfer all the tasks from a Task Source to Task Cards, click on double left checkmark button.



14. You may use a FILTER to find a certain task. Type a task number in the Id field and then press ENTER.

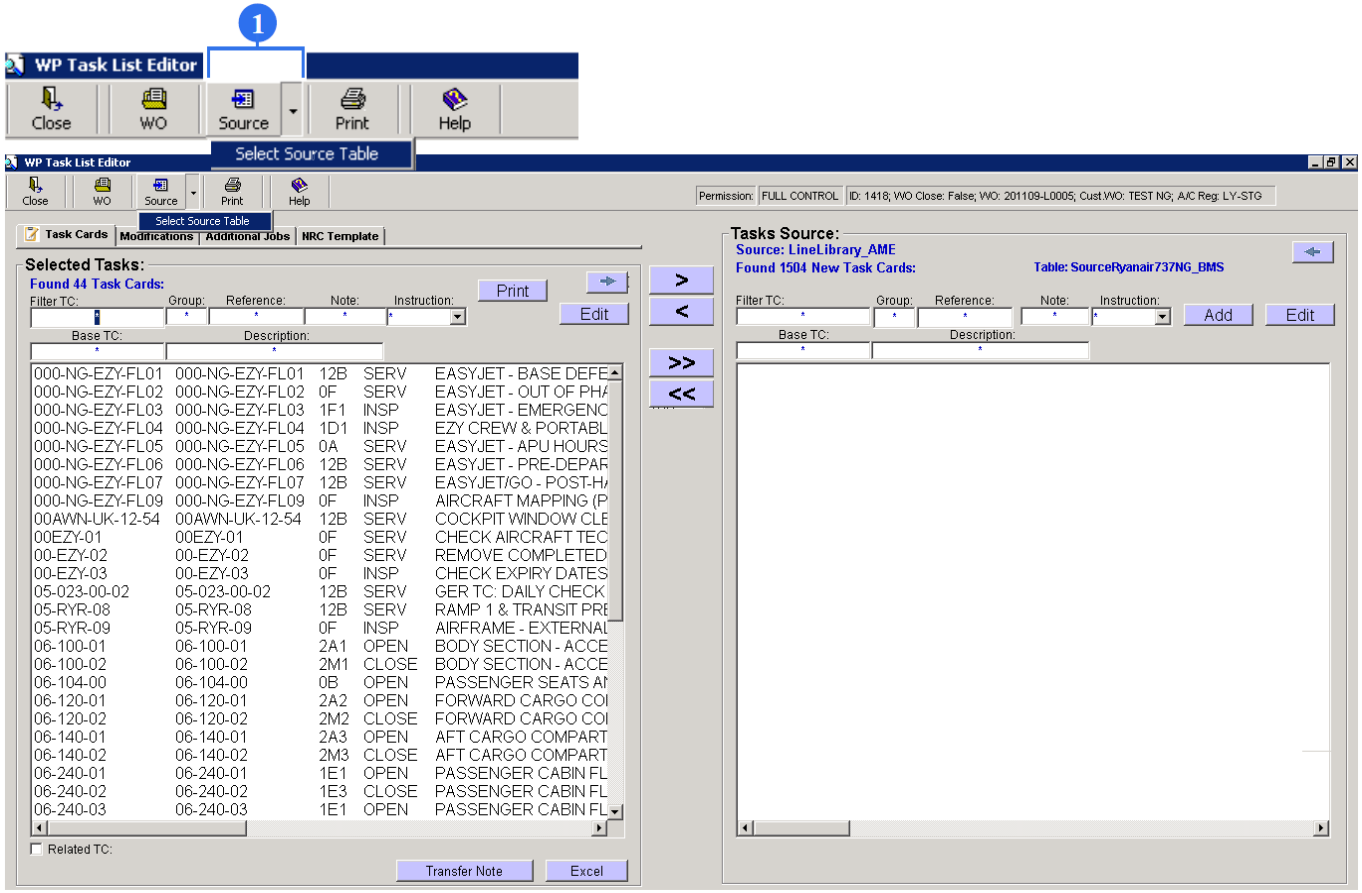
15. If you want to return to the whole tasks list, click on Task Cards.

16. You may open Task Cards in MS Excel format by pressing the EXCEL button.

17. If you want to extend a Task Cards screen, click on the left arrow button.

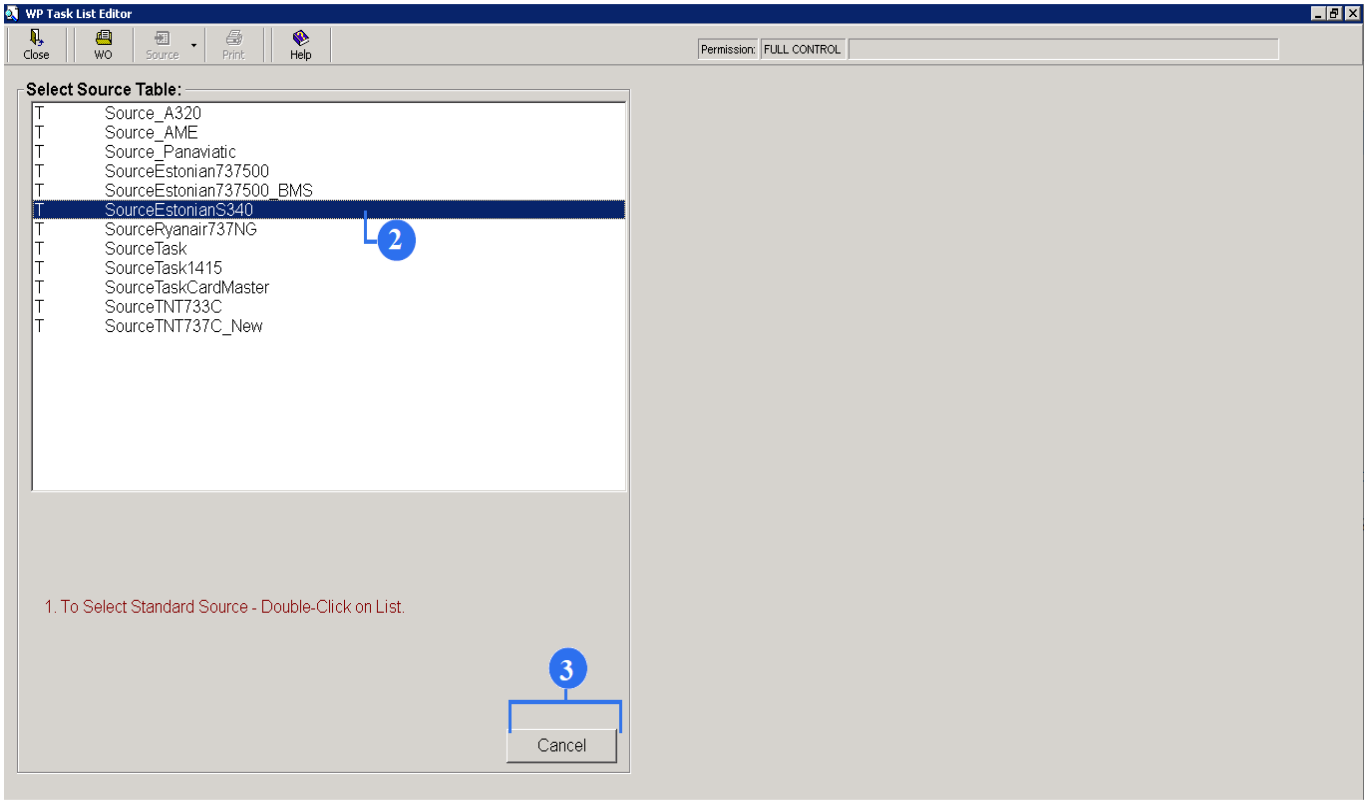
18. If you want to extend a Tasks Source screen, click on the right arrow button.

3. Task Cards Source Selection/Creation.



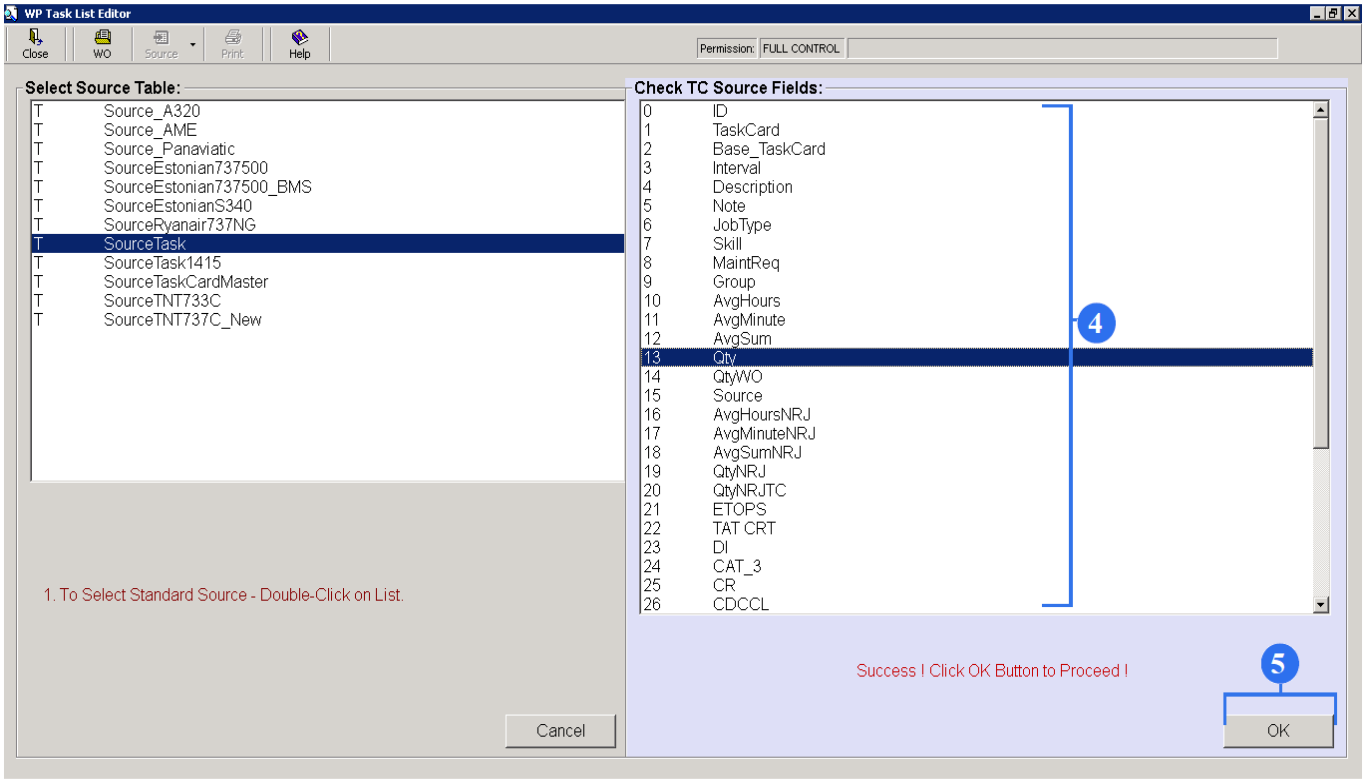
1. You may select a source of Task Cards or create your own for easy operating process. For these actions click on the Source button menu and choose further action (Create Source Table or Select Source Table).

Confirm a selection or a creation.



2. Choose a Tasks Source in a Select Source Table, highlight it and double click it.

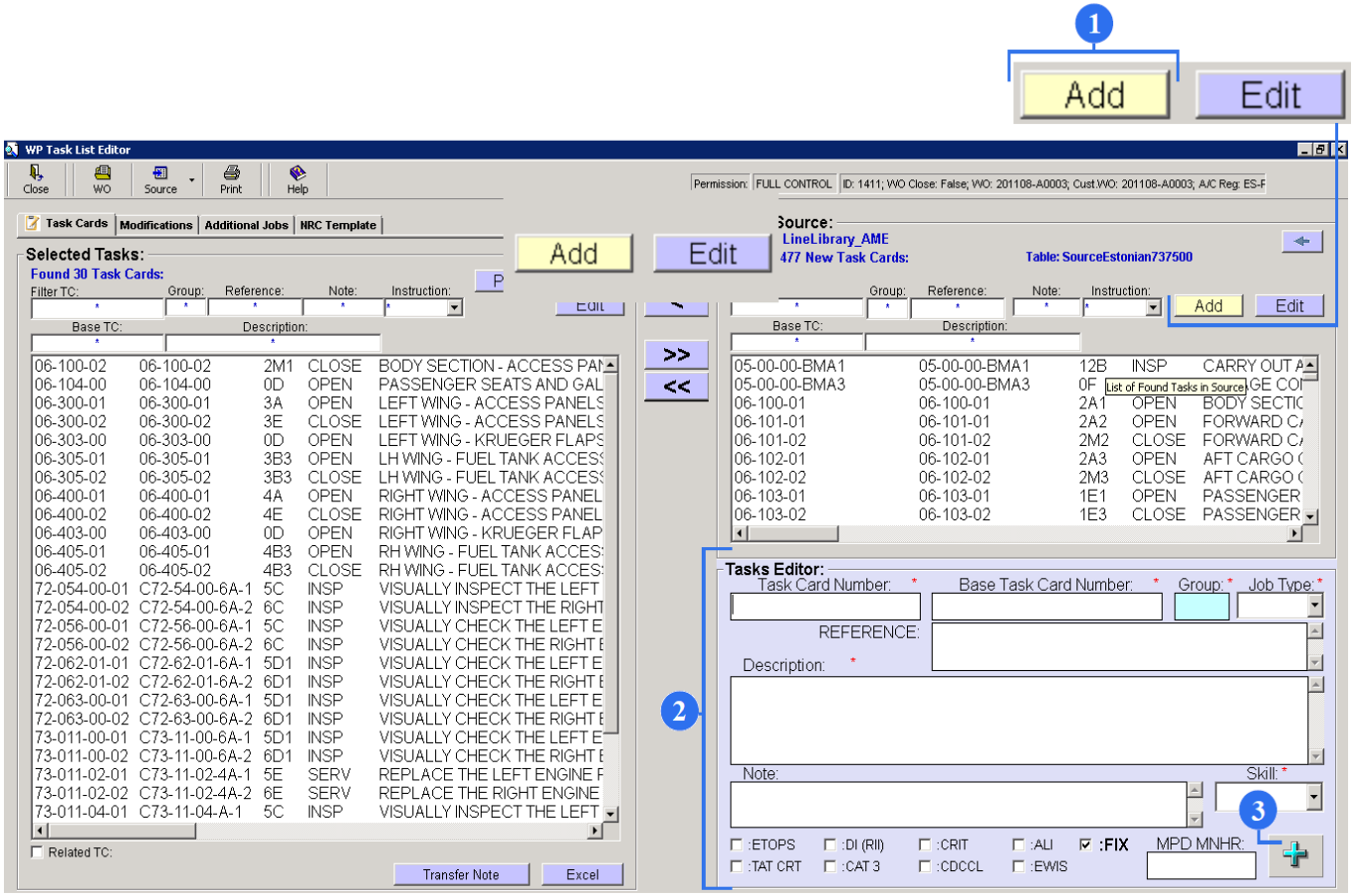
3. Press the cancel button to exit a Select Source Table.



4. After clicking on a selected Task Source, a Select TC Source Field screen appears on the right side of the pilot generation screen. Click on TC Source fields one by one to select appropriate fields.

5. Press OK to cancel.

4. Task Card Addition and Update.

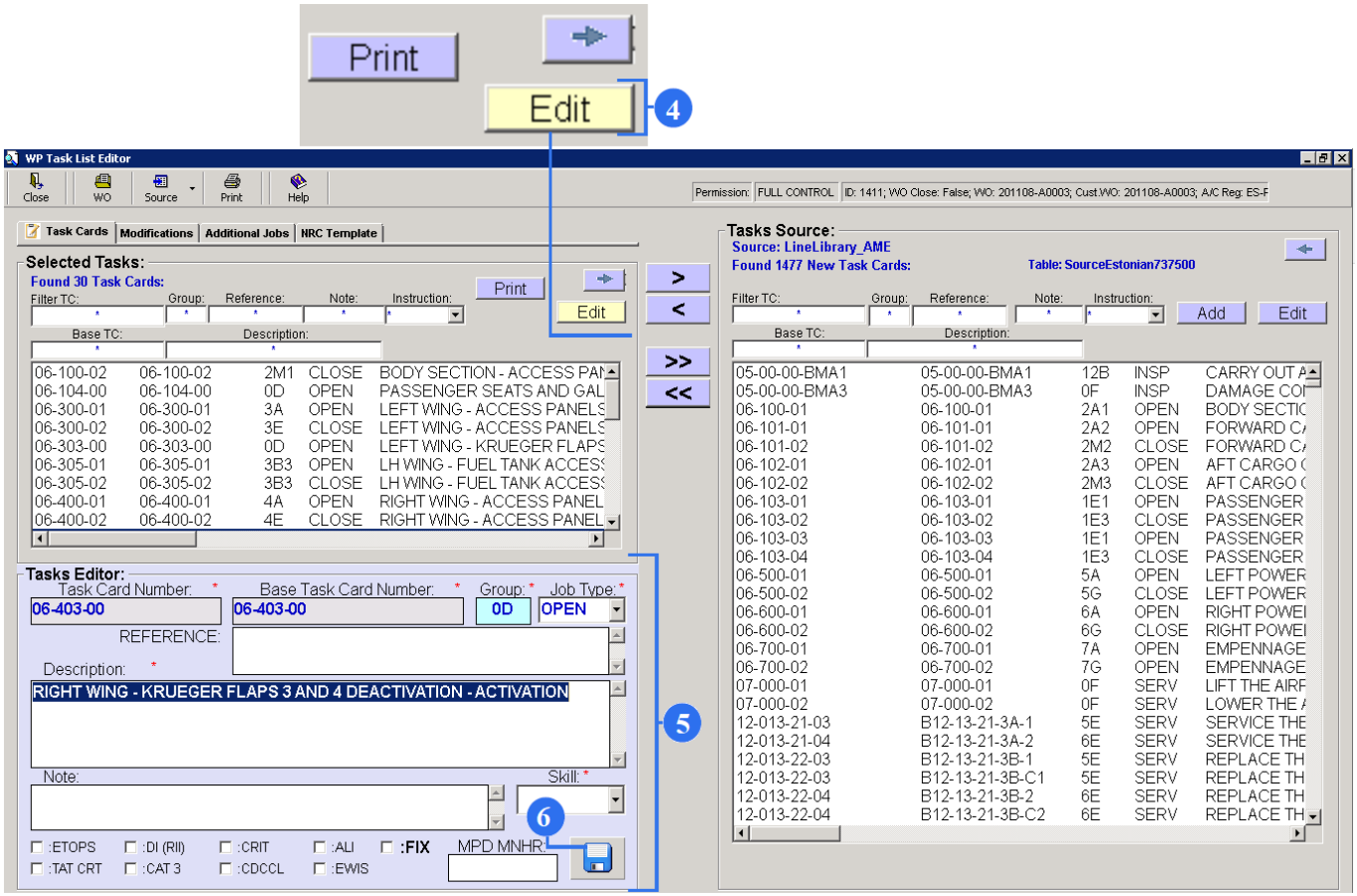


All procedures are the same for the Task Cards, Modifications and Additional Jobs. To switch between them, use tabs Task Cards/Modifications/Additional Jobs/.

1. To add a new task card in a Tasks Source click on the ADD button.

2. Fill the text boxes in a Tasks Editor.

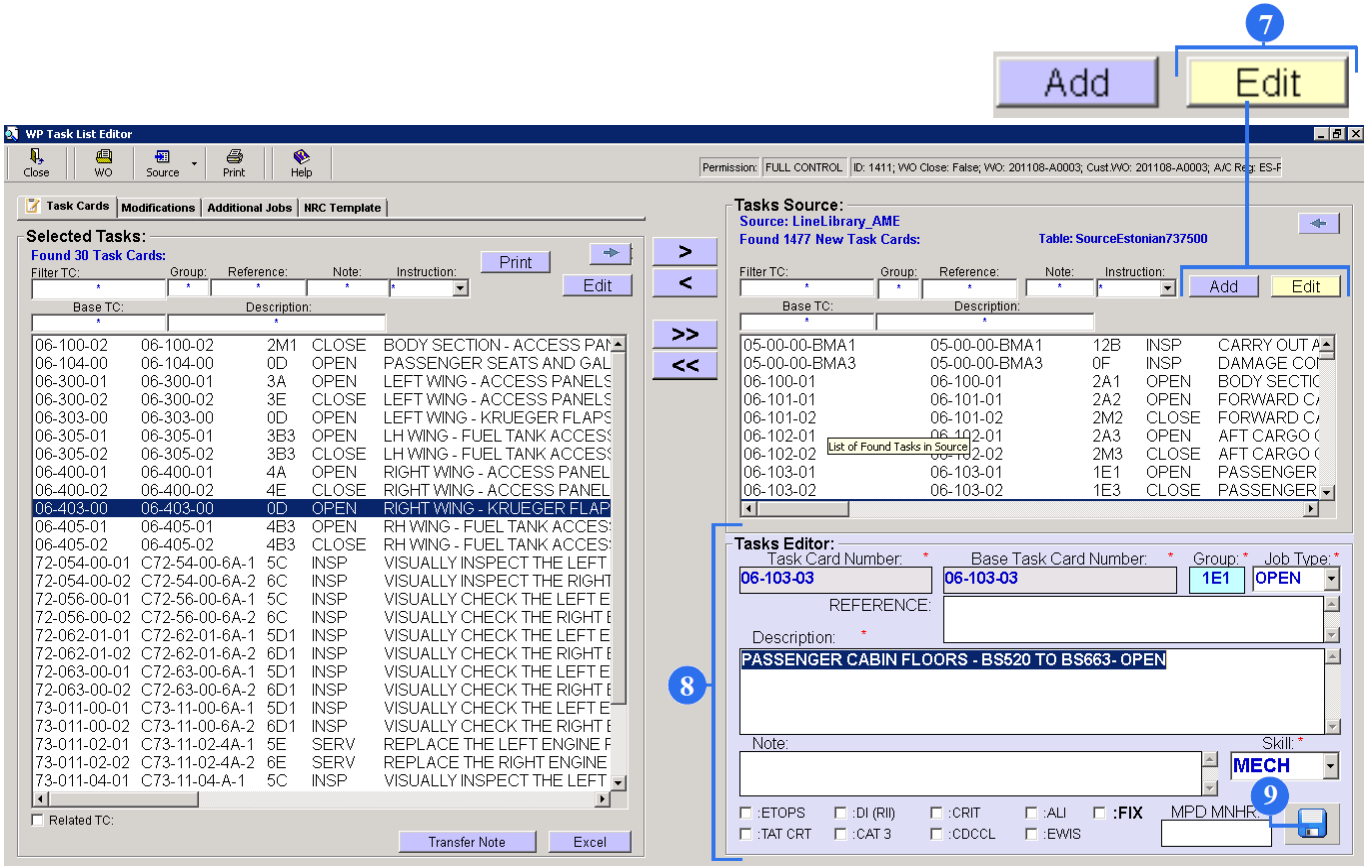
3. Click on button with plus to confirm an addition. Or press again the ADD button to reset the Editor.



4. To update a task card in Task Cards click on the EDIT button. To reset the Task Editor, click on the Edit button again.

5. Fill the text boxes and make changes.

6. Update current record by clicking on button with diskette, or click on the EDIT button again to reset the Editor.

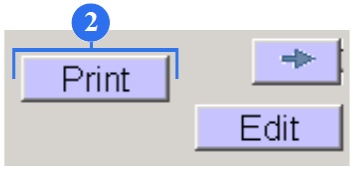


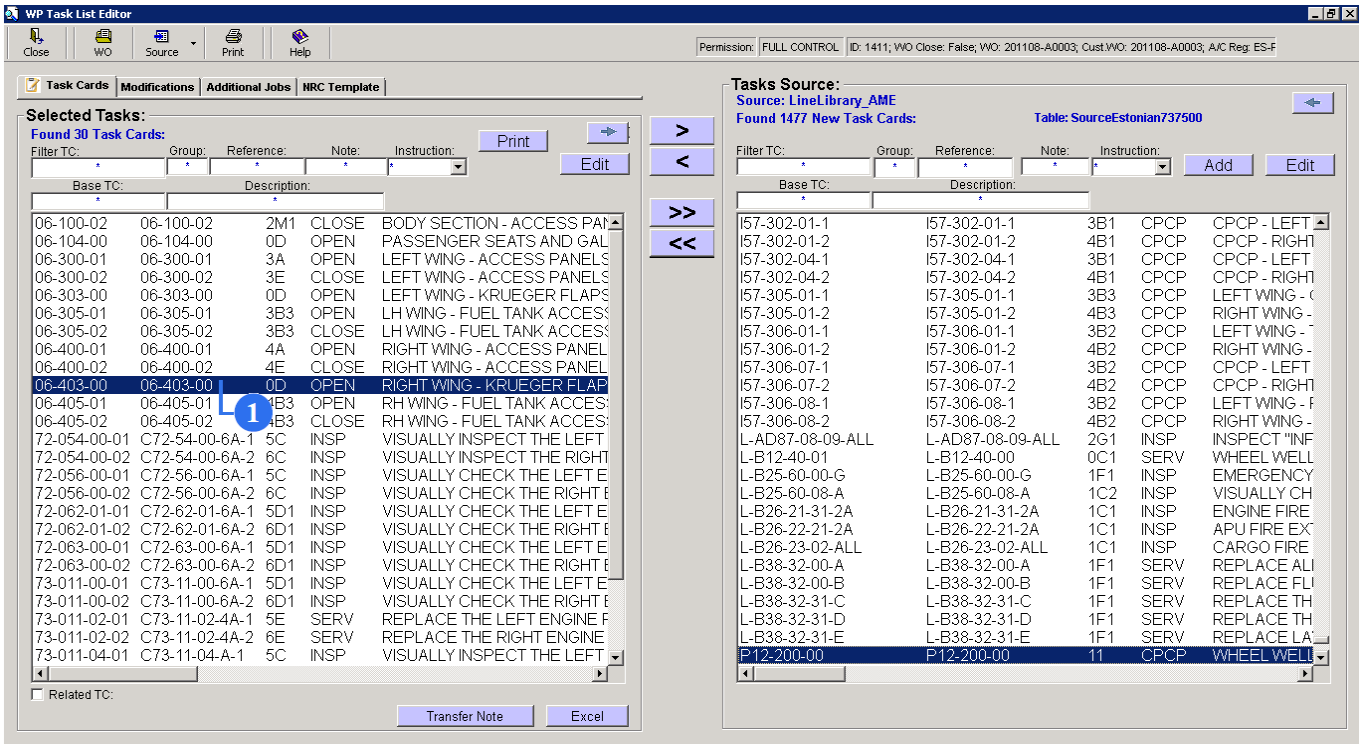
7. To update a task card in a Tasks Source click on EDIT.

8. Make changes.

9. Update current record by pressing or click on the EDIT button again to reset the Editor.

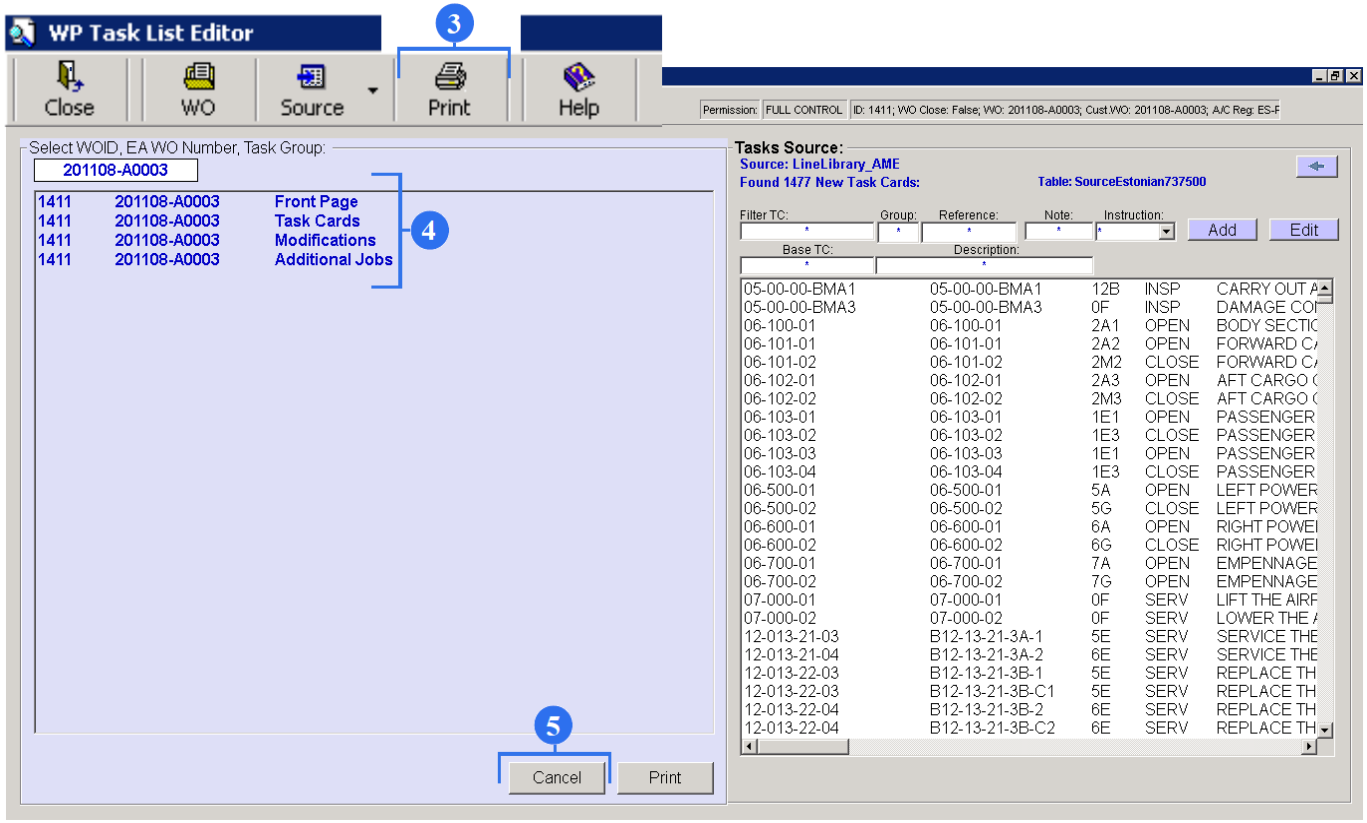
5. WP Tasks List and Task Cards Printout.





1 To print out a task card from Task Cards, highlight this task card.

2. Then click the PRINT button.



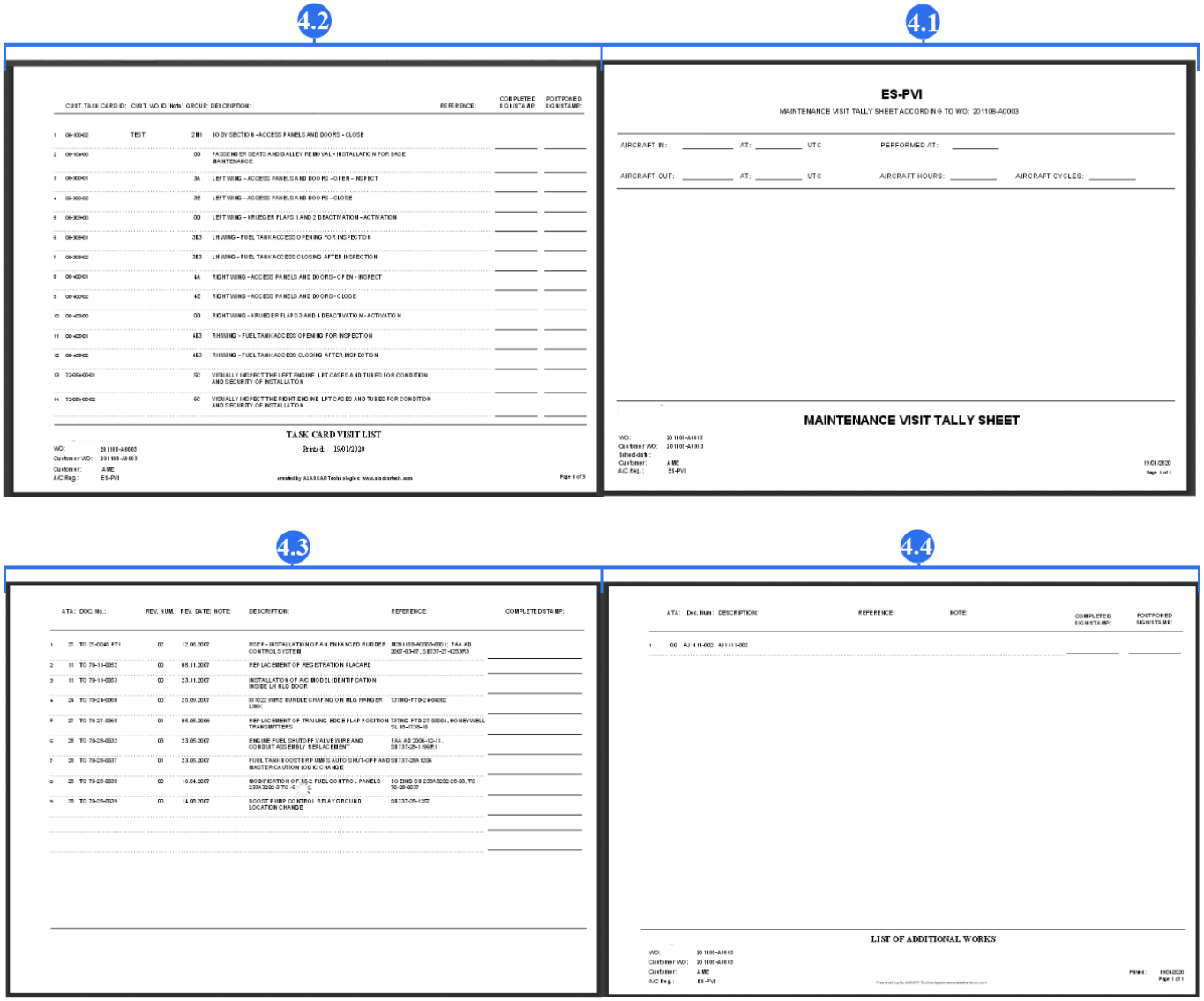
If you need to print out a maintenance visit tally sheet, a task card visit list, a list of alterations or a list of additional jobs, complete the following actions:

3. Click the PRINT tool button.

4. To print out a maintenance visit tally sheet, highlight a necessary work order's Front Page and click on the PRINT button (to view a maintenance visit tally sheet, see the picture no.4.1).

To print out a task cards visit list, highlight a necessary work order's Task Cards and click on the PRINT button (to view a task card visit list see the picture no.4.2).

To print out a list of alterations, highlight a necessary work order's Modifications and click on the PRINT button (to view a list of alterations, see the picture no.4.3).



To print out a list of additional jobs, highlight a necessary work order's Additional Jobs and click on the PRINT button (to view a list of additional jobs see the picture no.4.4)

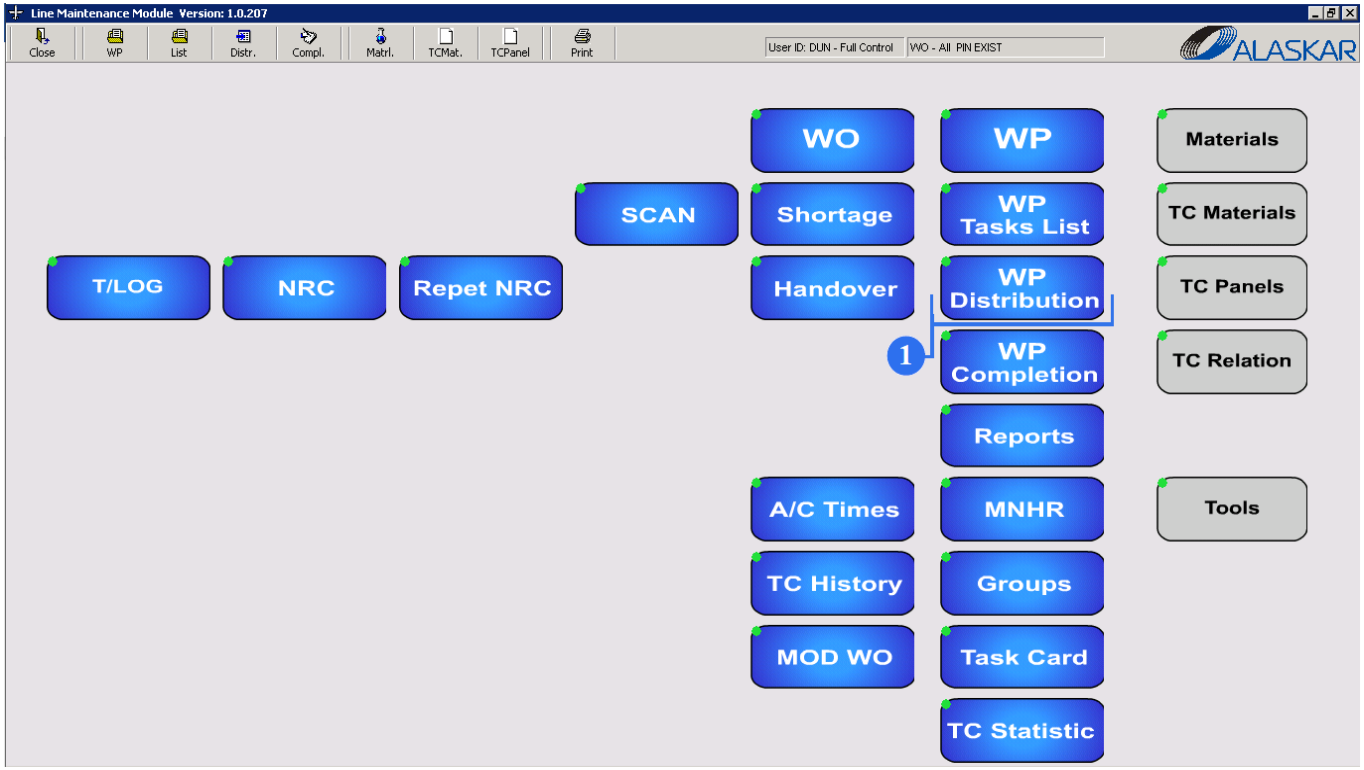
5. To exit the screen, click on the CANCEL button.

X. WORK PACKAGE DISTRIBUTION

User Guidance

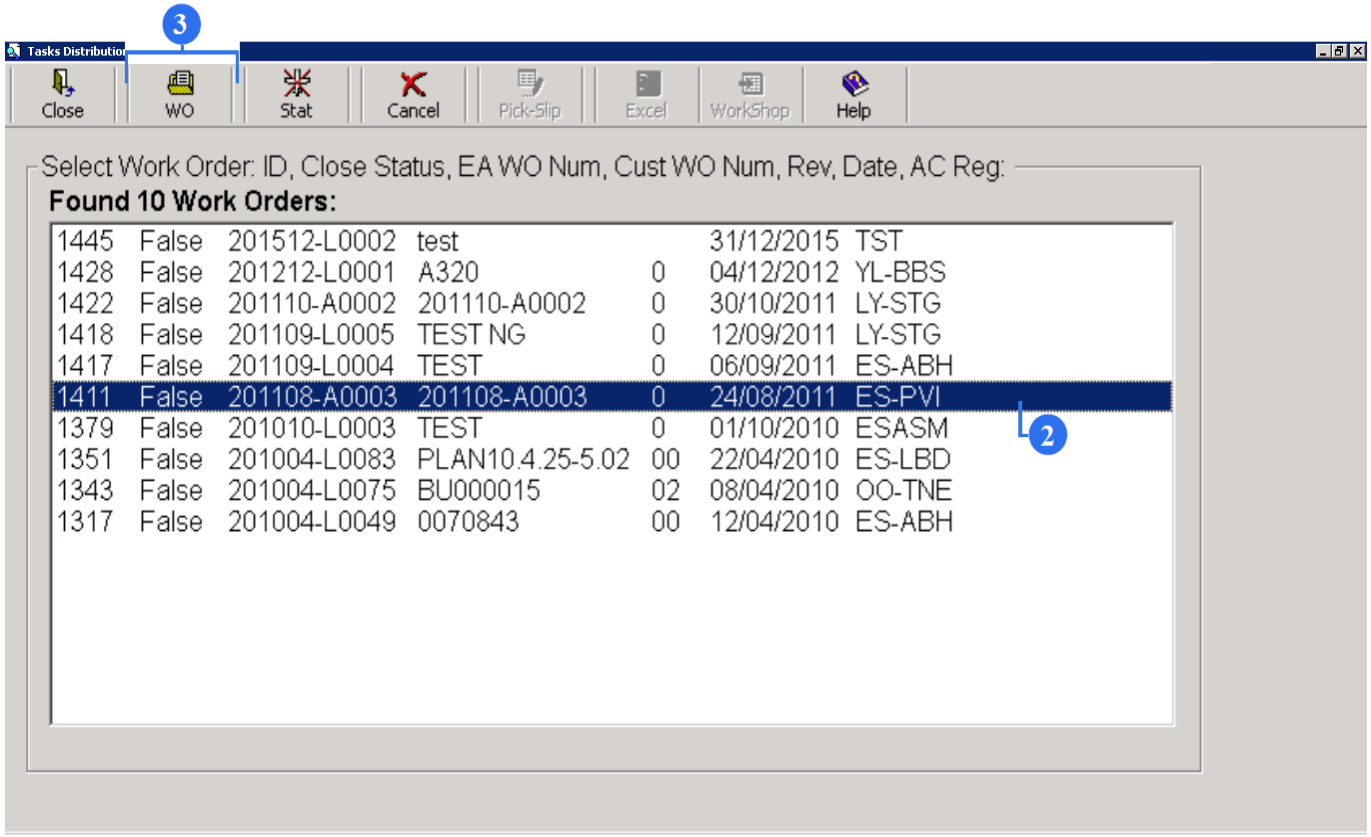
Contents

1. How to distribute.



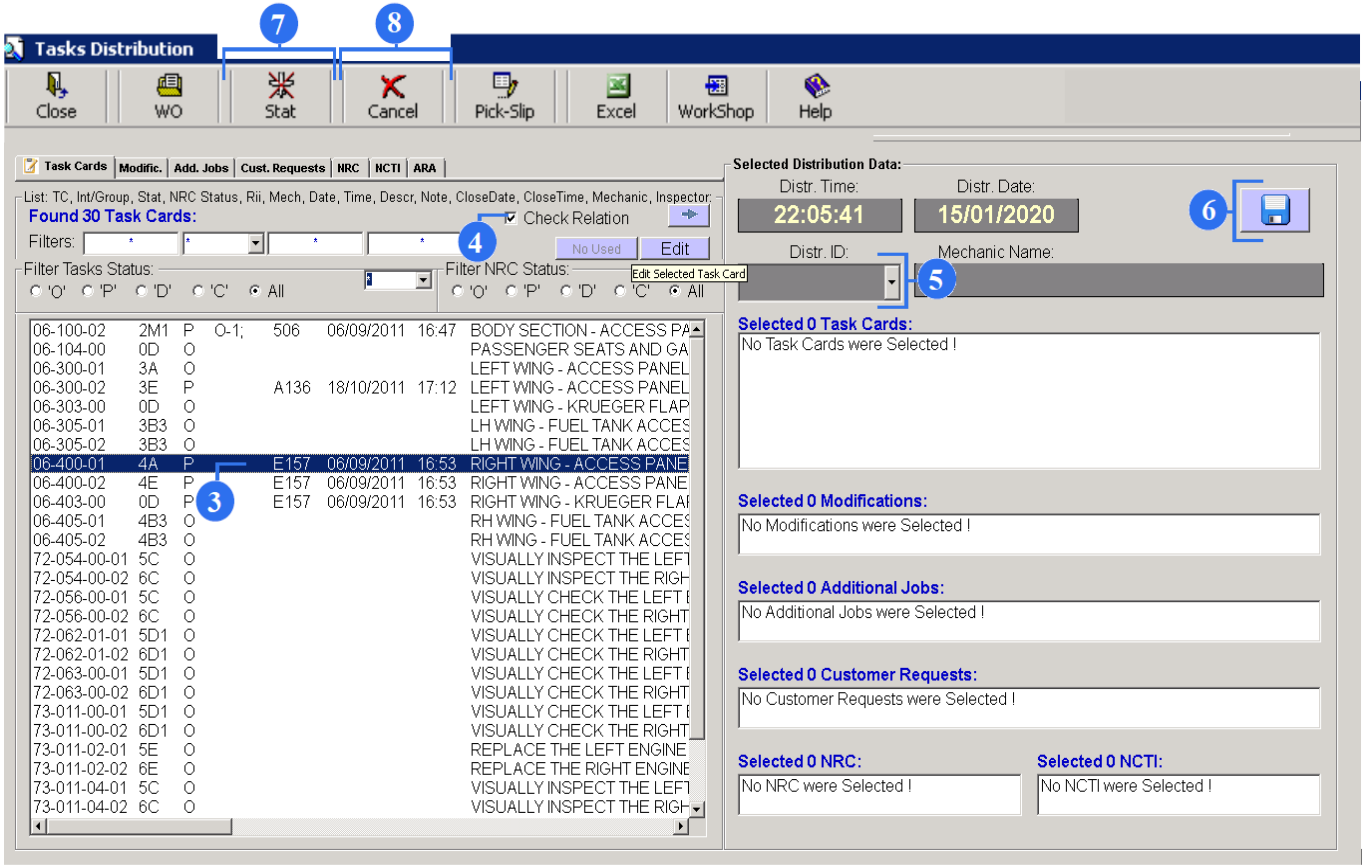
The distribution screen helps to distribute all the existing task cards, modifications, additional jobs, customer requests, non-routine cards and non-completed task items among mechanics. It also provides an ARA list (a list of required materials).

1. To enter a Distribution screen, click on the WP Distribution button.



2. Select a necessary work order by highlighting it and then double click it.

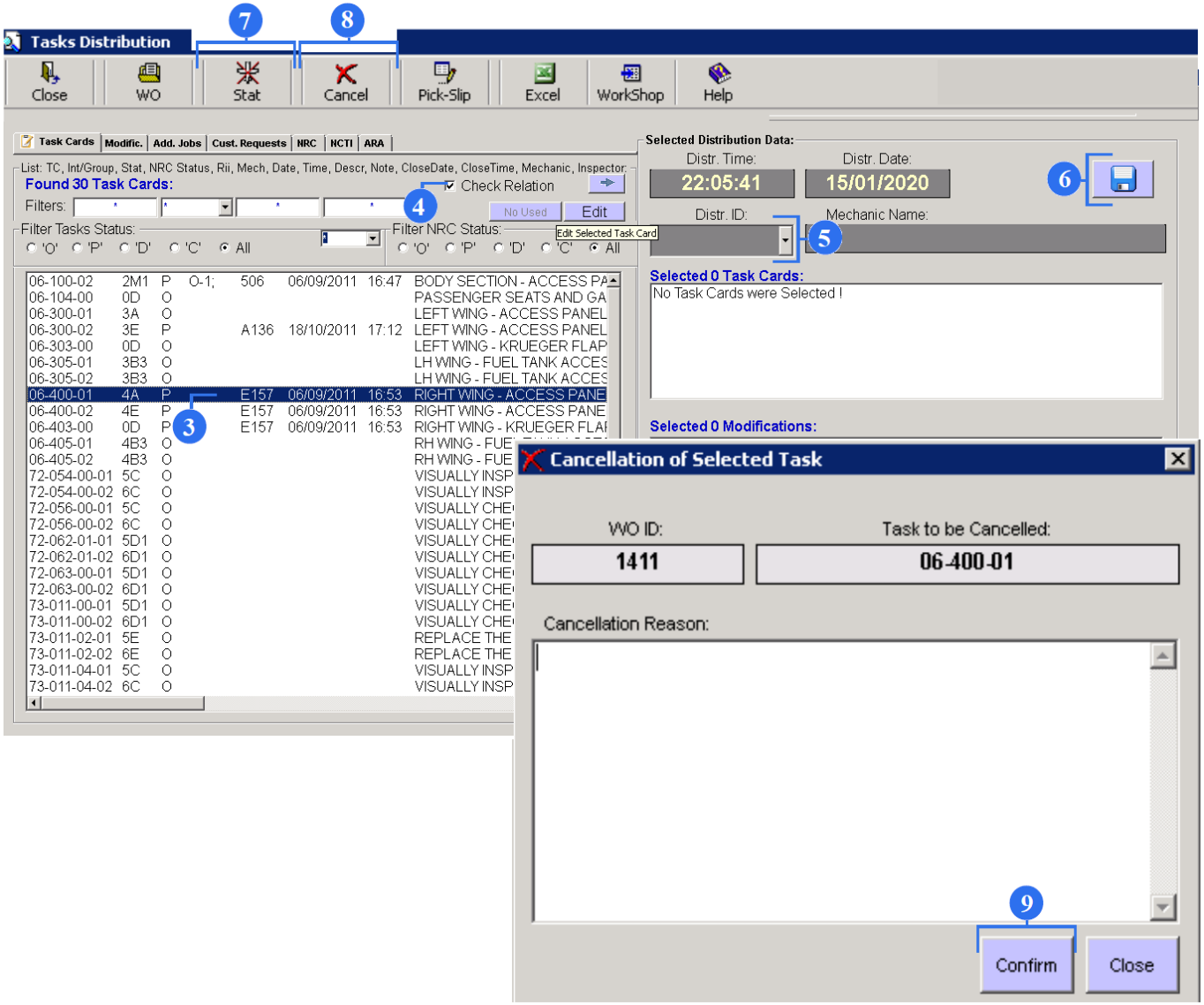
3. To return again to the whole work orders list, click on the WO (work order) tool button.



3. To distribute Task Cards/Modifications/Additional Jobs/Customer Requests/Non-Routine Cards/Non-Completed Task Items, highlight a task and click it, then this task will be displayed on Selected Distribution Data screen. Pay attention to a task status, because you can distribute only an opened task.

All tasks to be distributed will be displayed in a particular field in the Select Distribution Data Window (the selected tasks field, the selected modifications field, the selected additional jobs field, the selected customer requests field, the selected non-routine cards field, the selected non-completed task items field).

4. When the ‘Check Relation’ box is selected, all related tasks to the highlighted task will be displayed on the bottom.



5. To appoint a particular mechanic on a selected task, choose mechanic's id.

6. Save it by clicking this button. After the confirmation a task status will be changed from 'O' (open) to 'P' (in progress).

7. To open a task in progress, click on the STATUS tool button and confirm it.

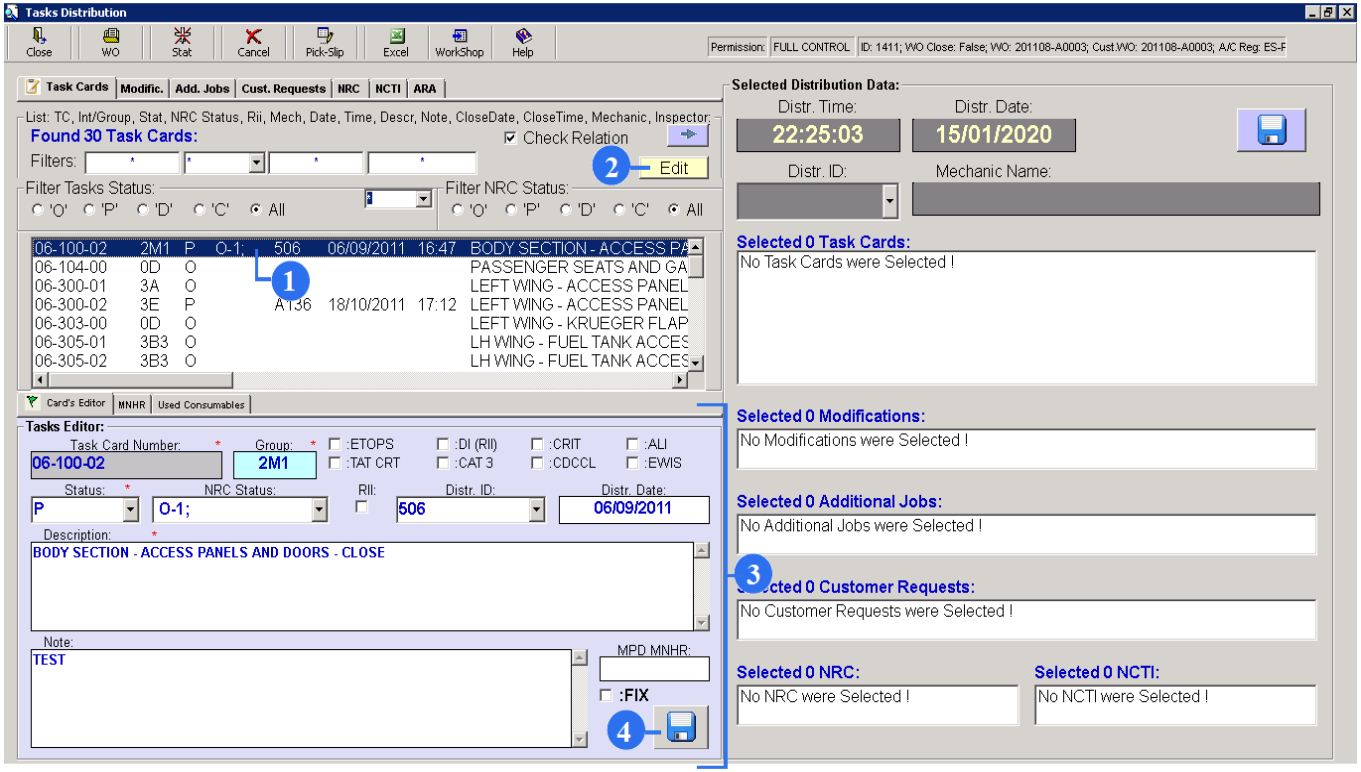
Or if you wrongly closed a task, click on the STATUS tool button and the task will be in process.

8. You may cancel an opened task, if it is reasonably needed.

For doing this, highlight an opened task, then click on the CANCEL tool button.

9. In the Cancelation Window enter a WO number and cancelation reasons. Click on this button to save it.

2. Tasks Descriptions.



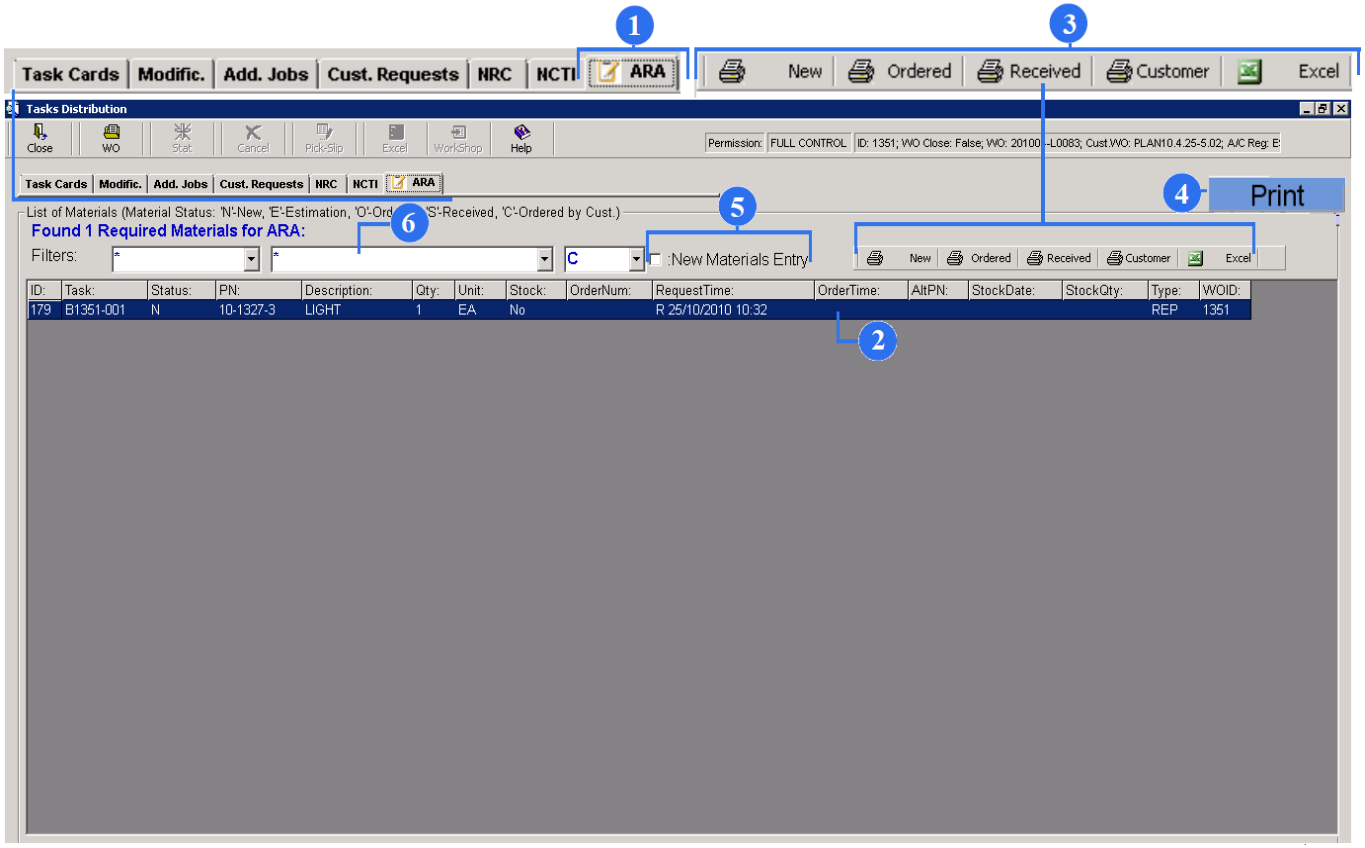
1. You may add descriptions to a particular task. For this action highlight a task.

2. Click on the “Edit” button.

3. In the Tasks Editor make necessary descriptions and notes.

4. To save, click on this button.

3. ARA Materials List.



1. Select ARA tab.

2. ARA (materials which are needed for NRC completion) will be displayed only in case when a non-routine card is registered, where a mechanic makes a materials request (for details, view the 'NRC Registration' part). Materials are at stock are green; Materials are not at stock are red.

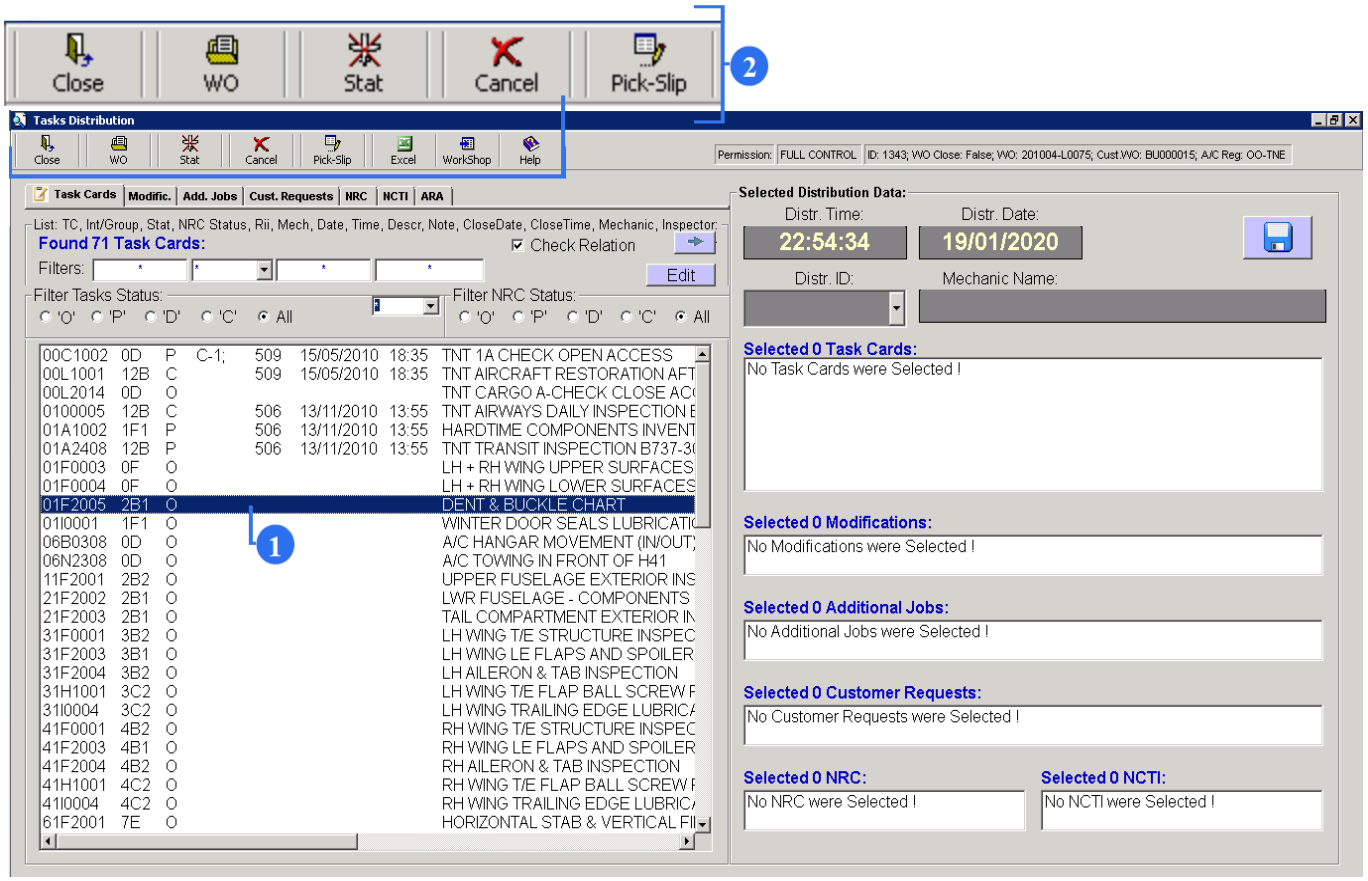
3. When you have a complete materials list, you may print out new materials/ordered materials/reserveв materials/customer materials or transfer to excel by clicking these tabs.

4. Click on the PRINT button to print out a logistic report.

5. To display newly required materials, tick the New Materials Entry field.

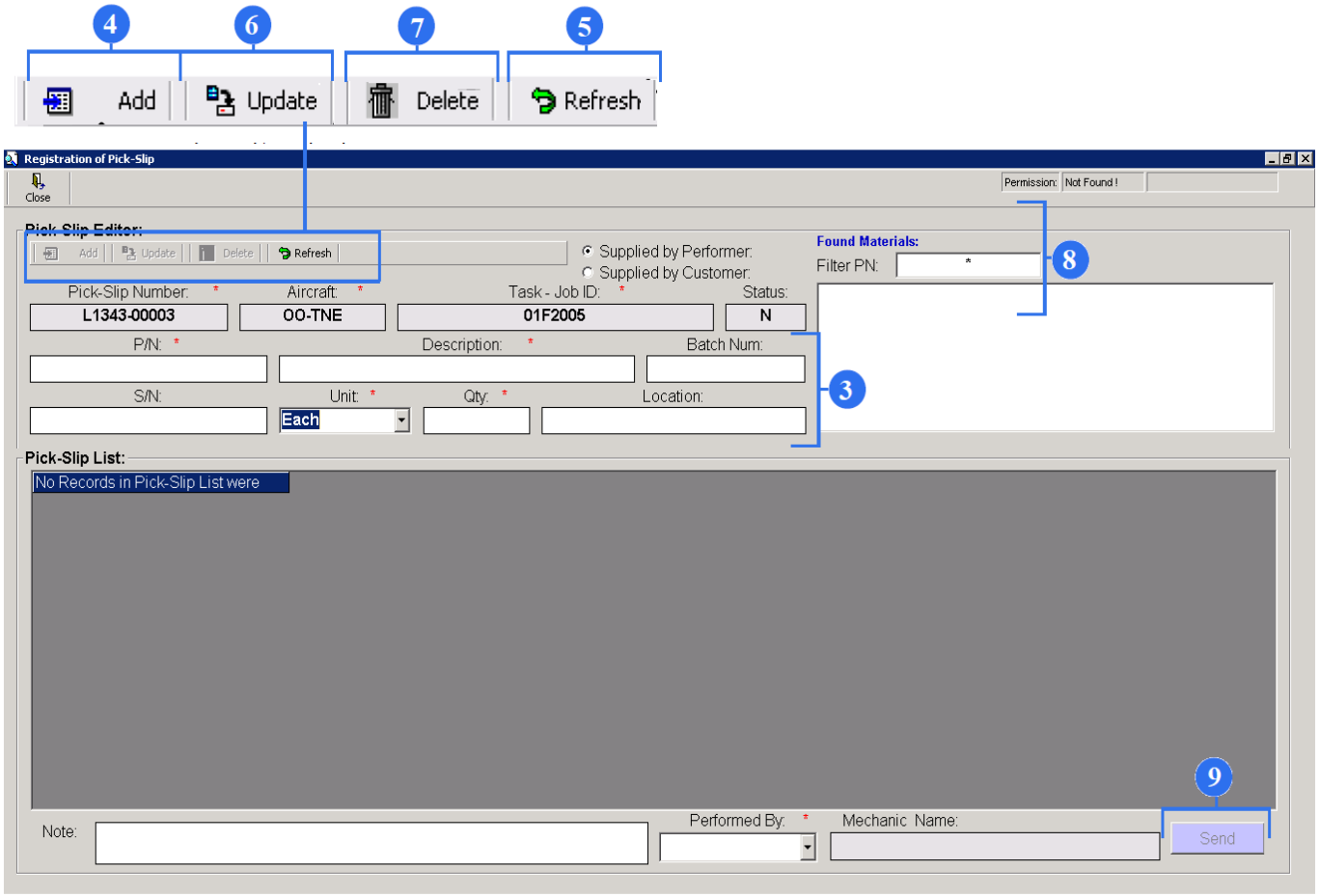
6. You may also use filter to find a certain material. In the filter id field type a material's number.

4. Pick- Slip Option (or Printout).



1. Highlight a task.

2. Click on the Pick-Slip tool button. And the Registration of Pick-Slip Window will be opened.



3. Fill required text boxes (a part number, a description, a batch number, a unit, a quantity, a location, by whom supplied and who performed a pick-slip list)

A pick-slip number, an aircraft, a task-job id and status will be appointed automatically.

4. After filling out text boxes, click on the ADD button and a just registered material will be displayed in a Pick-Slip list.

5. To reset a Pick-Slip Editor, click on the REFRESH button.

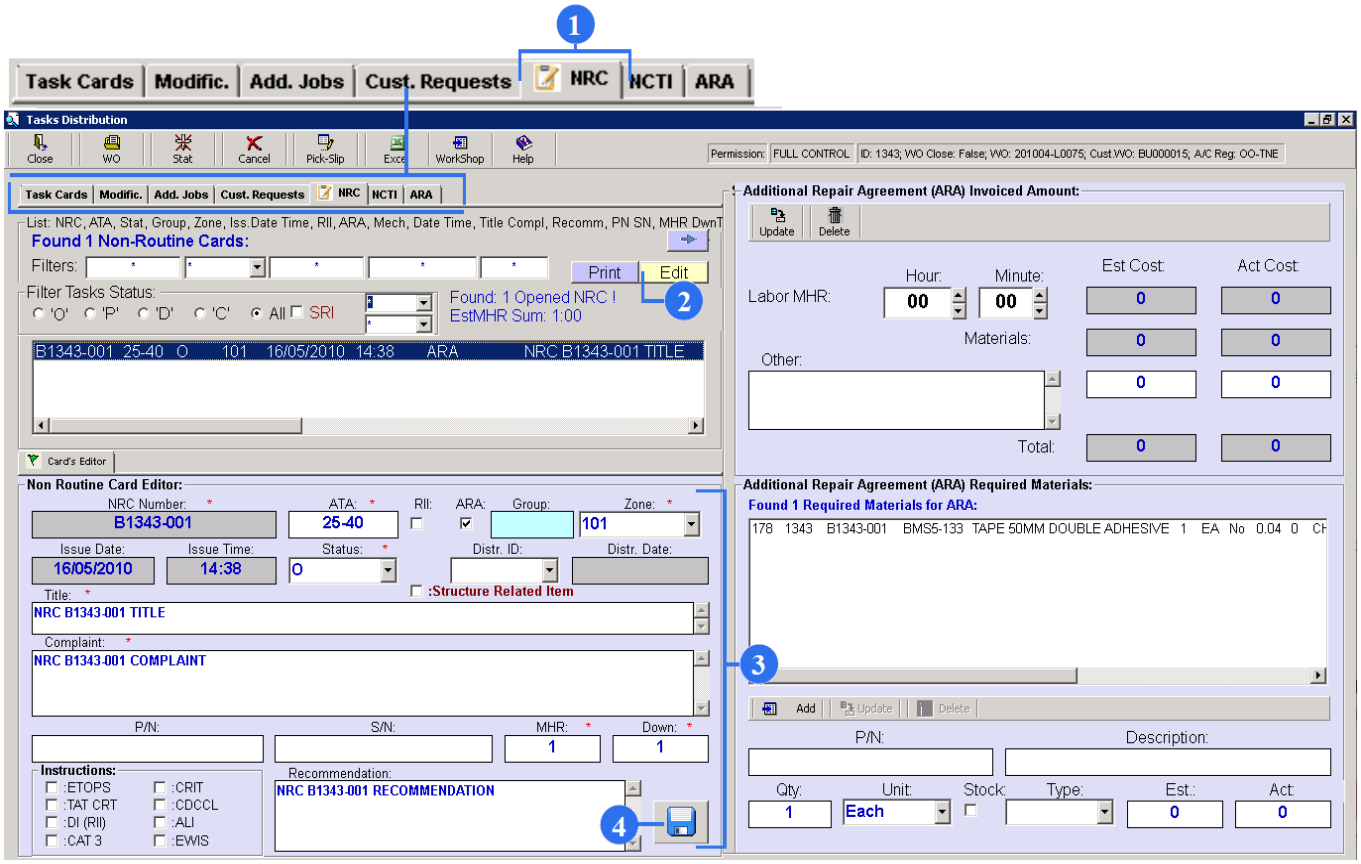
6. To make changes in an already existed Pick-Slip List, click on the UPDATE button and confirm it.

7. To delete a selected item from the Pick-Slip List, click on the DELETE button.

8. Use a filter if you need.

9. To print out the Pick-Slip List, click on

5. Non-Routine Cards Update and ARA Registration.



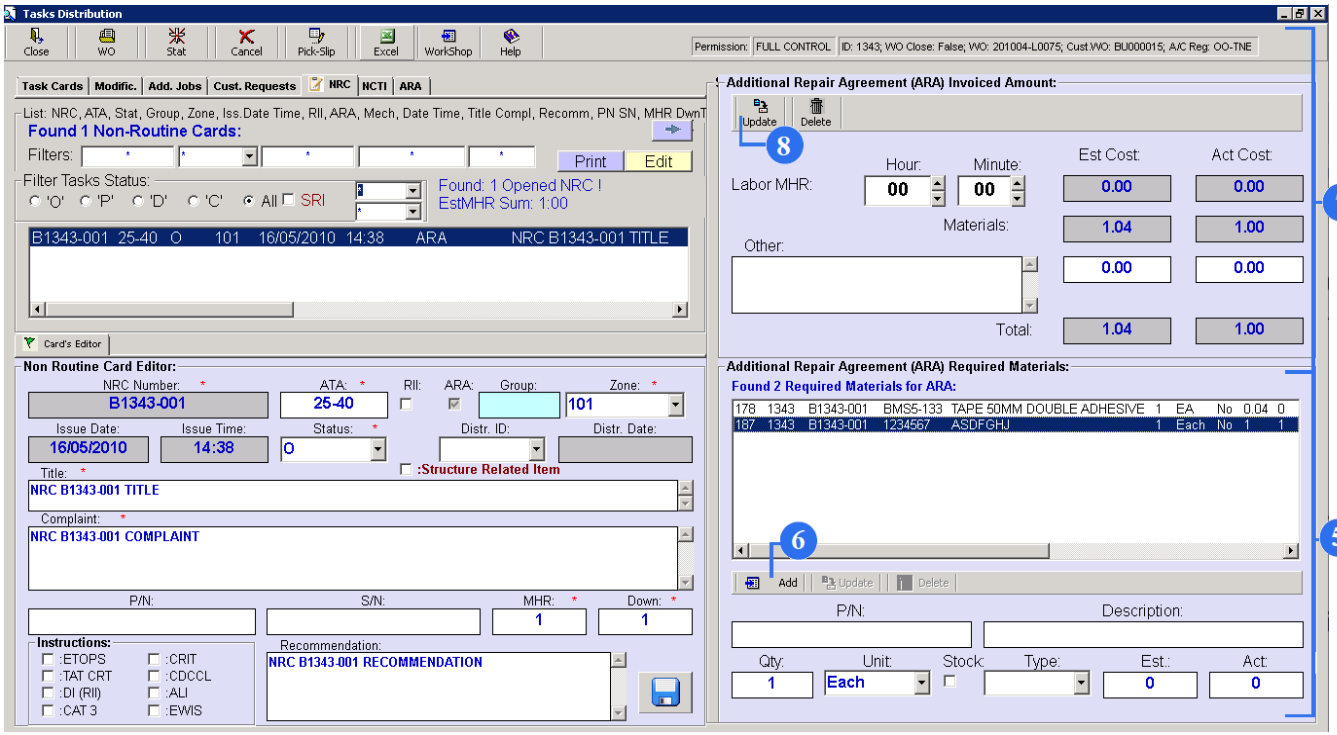
Here, in the WP Distribution sub-module, all NRC, registered in the WP Completion sub-module, are displayed.

1. Select NRC tab.

2. Highlight the line and click on the EDIT button.

3. Fill the text boxes in the Non-Routine Job Editor.

4. Click on this button to save.



5. In the ARA Required Materials Screen enter P/N, Description, Qty, Unit, Type of materials and Est and Act.

6. To save this data click on the Add button.

7. In the ARA Invoiced Amount enter Est Cost and Act Cost.

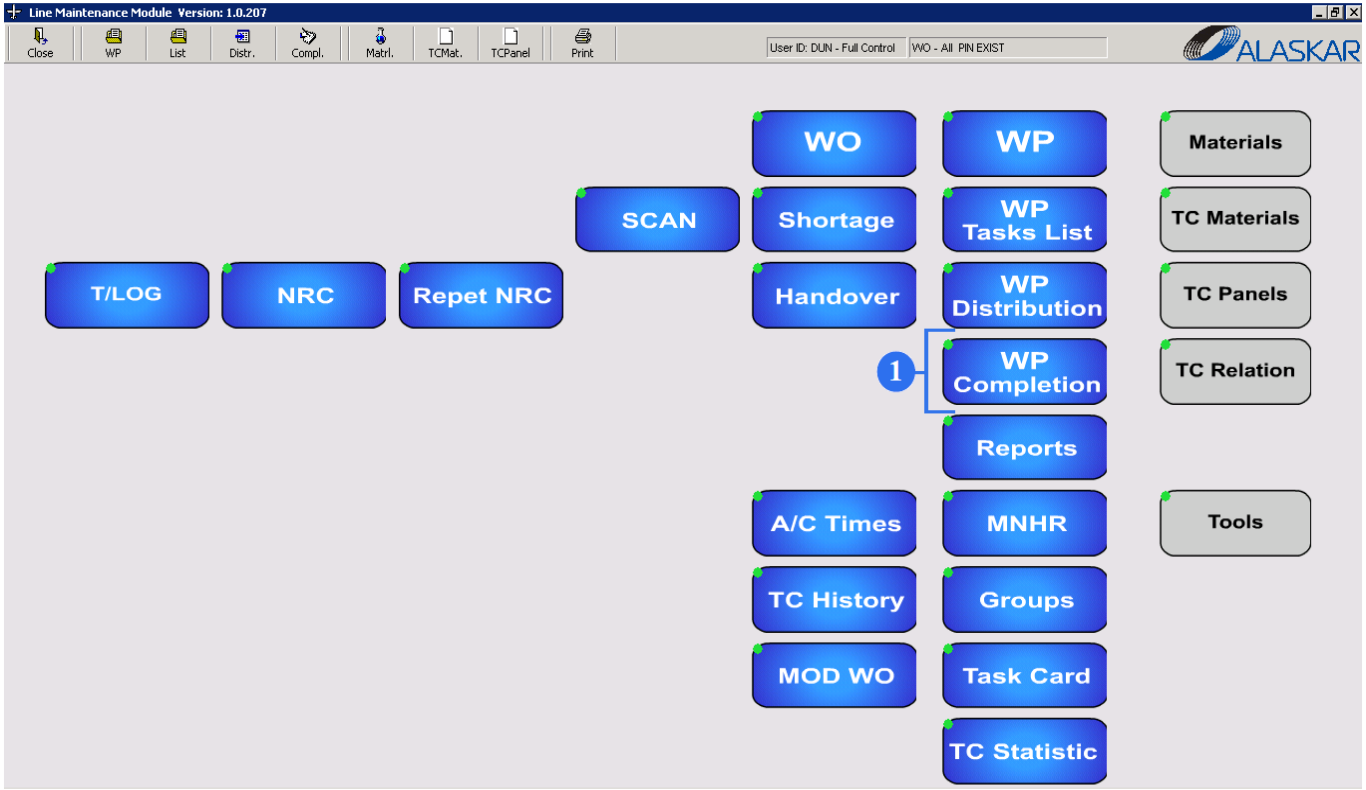
8. Push on the Update button.

XI. WORK PACKAGE COMPLETION

User Guidance

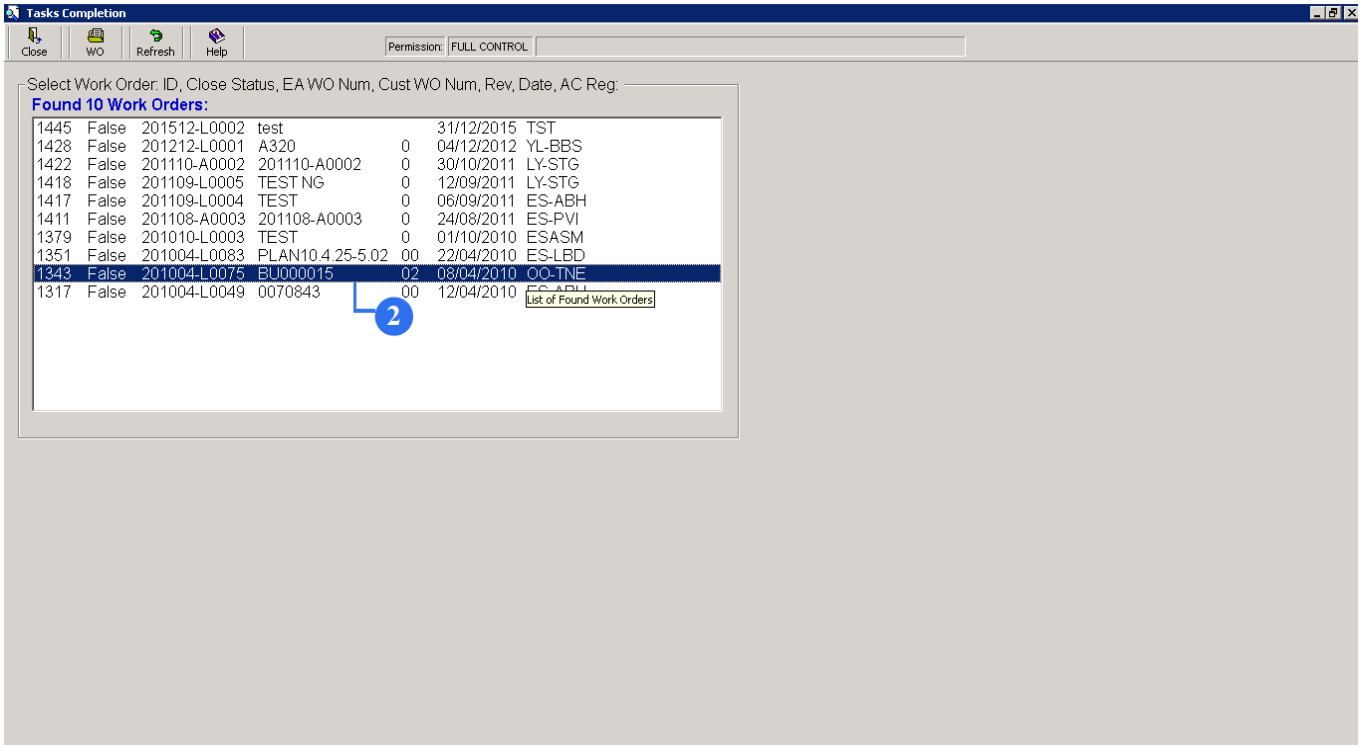
Contents

1. Registration of Used Consumables.

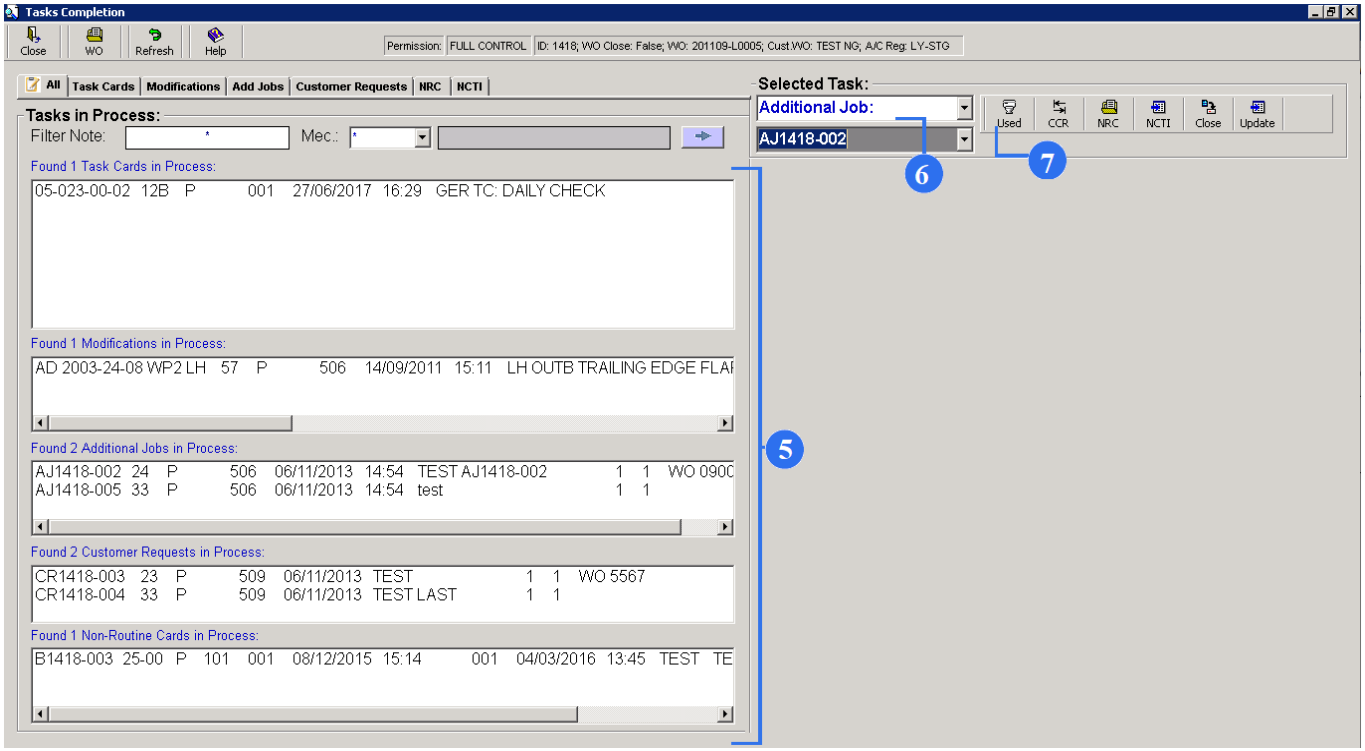


The Completion screen combines all tasks/additional jobs/modifications/customer requests/non-routine cards/non-completed task items in process, gives an opportunity to overlook all necessary materials for these tasks and close already completed tasks.

1. Click on the COMPLETION button to enter the screen.



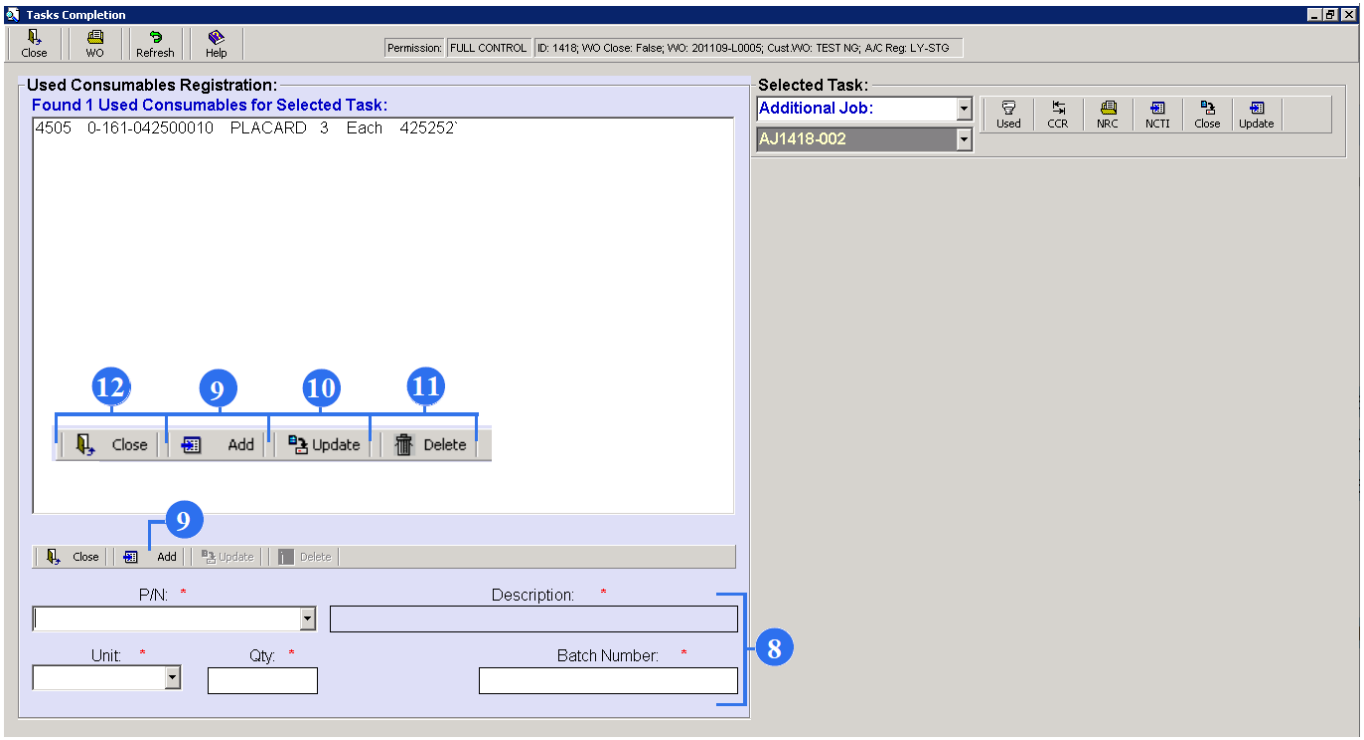
4. To open a work order, highlight a selected work order and double click it.



5. All tasks in process will be displayed on the left side of the screen (task cards, modifications, additional jobs, customer requests, non-routine cards.

6. To enter the Used Consumable Registration Screen, highlight a task or choose a task in the Selected Task field

7. Then click on the “Used” and the screen will be opened.



8. Enter P/N, Unit, Qty and Batch Number.

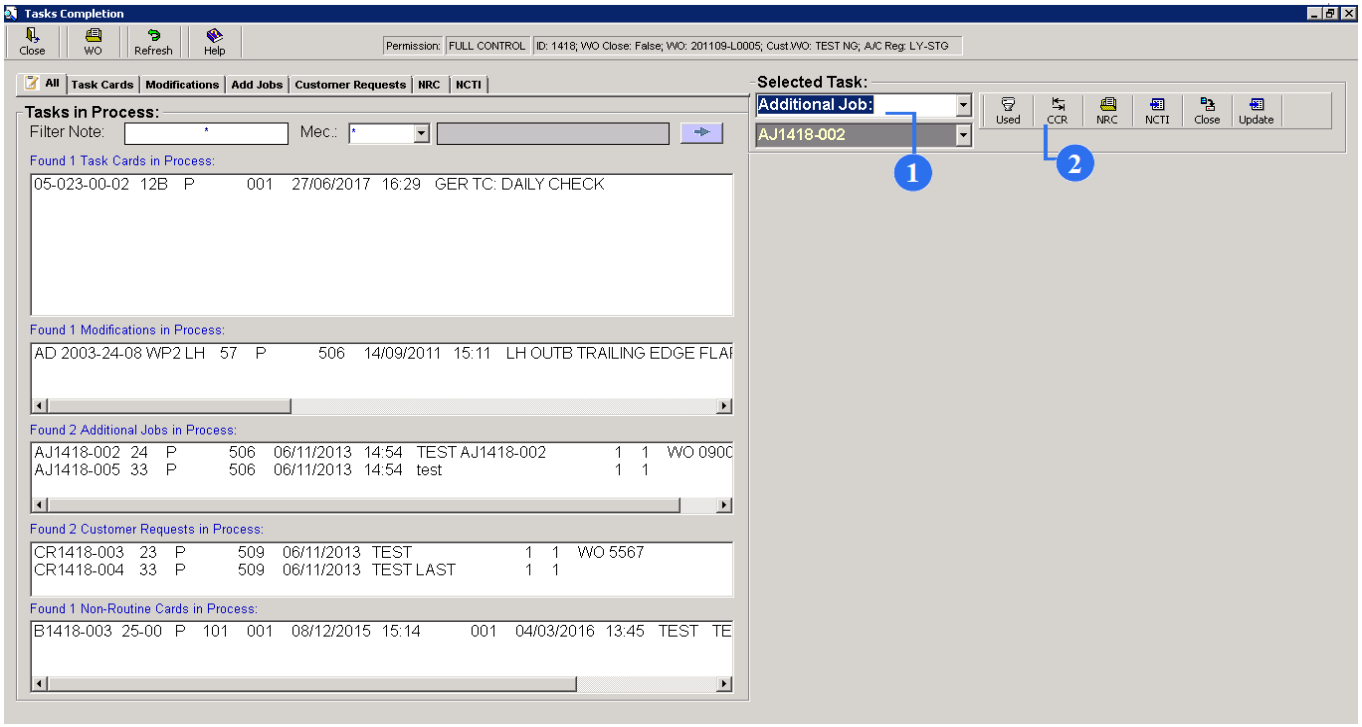
9. Click on the Add to save data.

10. You can make a change and click on the Update.

11. To remove data, highlight it and click on the Delete.

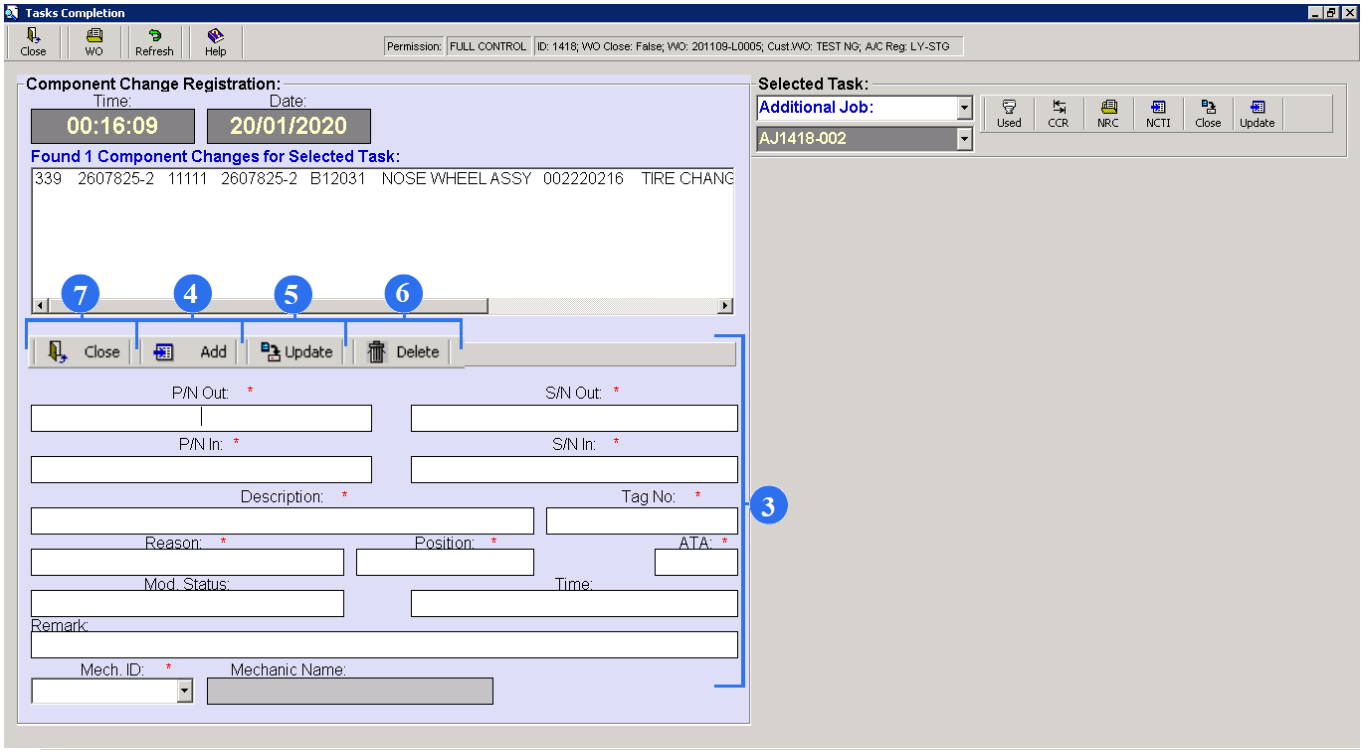
12. Push Close to close the screen.

2. Component Change Registration.



1. To enter the Component Change Registration Screen, highlight a task or choose a task in the Selected Task field

2. Then click on the “CCR” and the screen will be opened.



3. Enter all necessary data (P/N ON/OFF, S/N ON/OFF, Description of component, Nag number, Reason, ATA). Enter Mech ID.

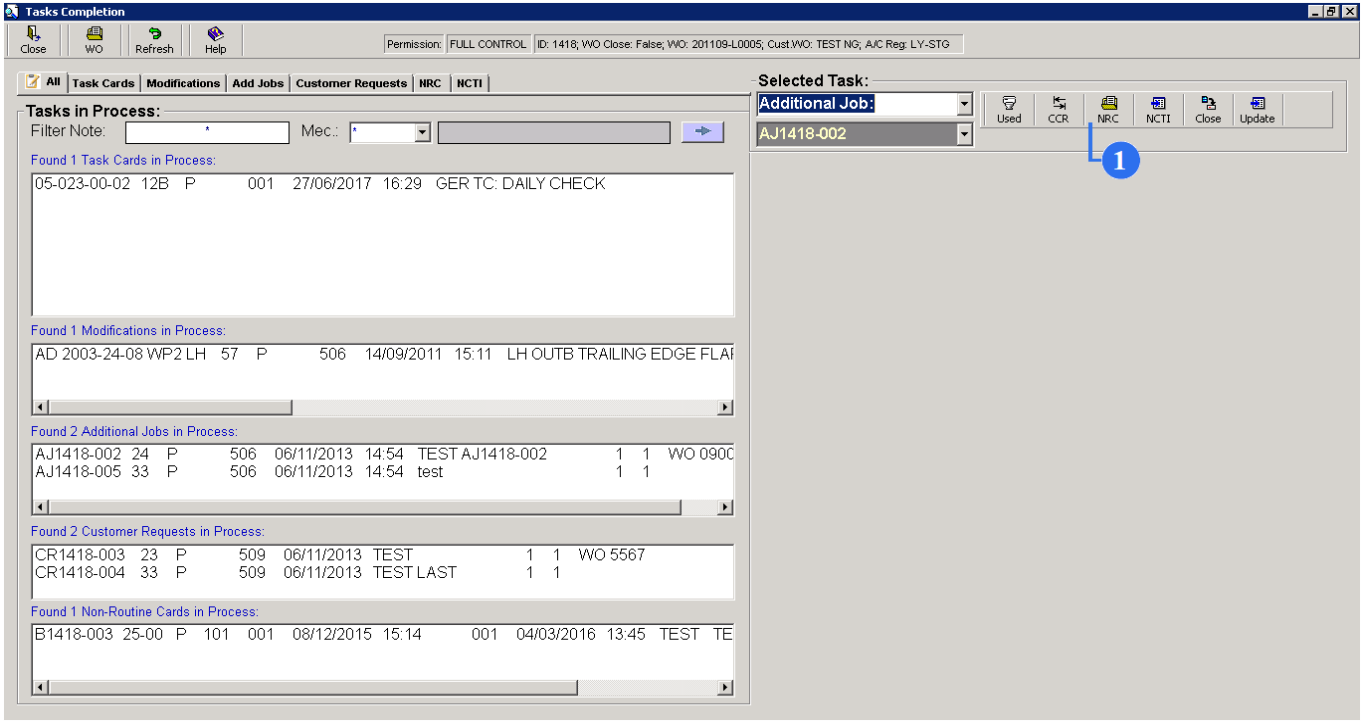
4. Click on the Add to save data.

5. You can make a change and click on the Update.

6. To remove data, highlight it and click on the Delete.

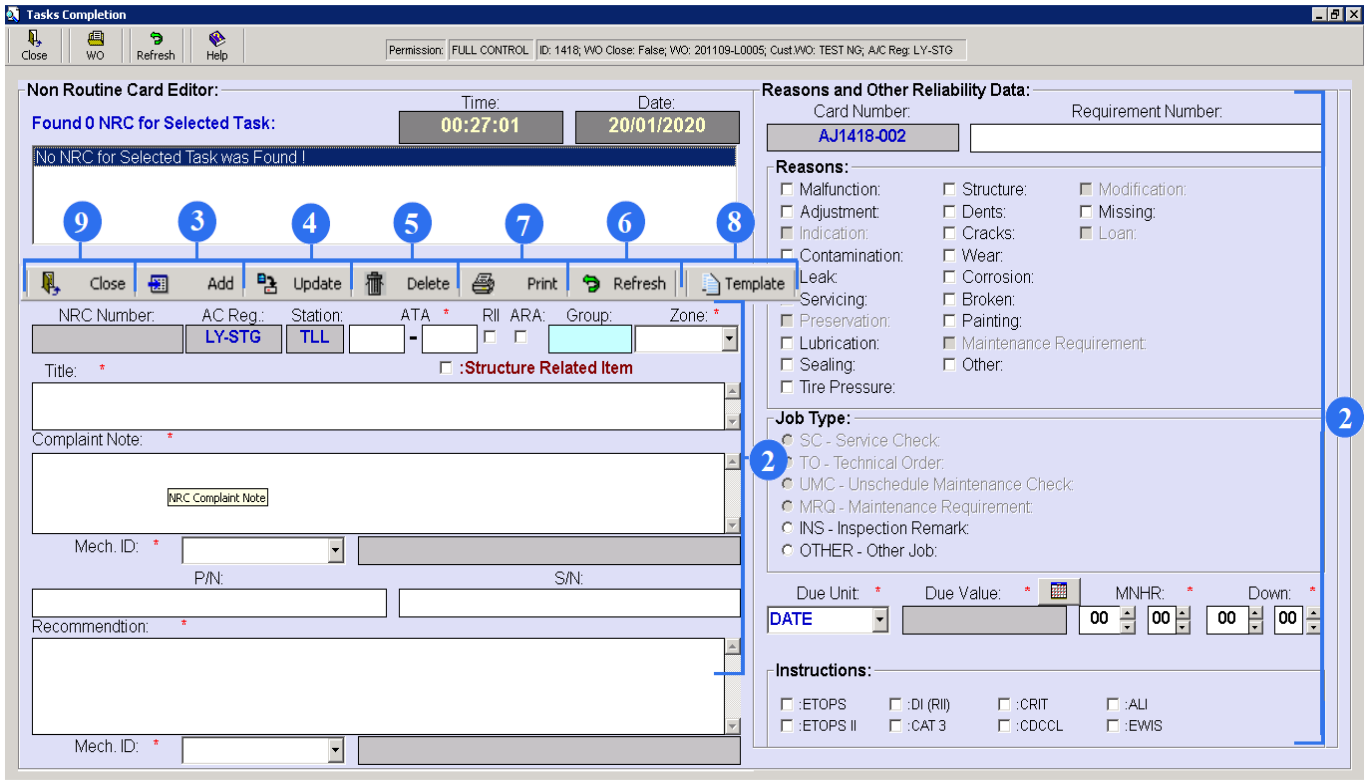
7. Push Close to close the screen.

3. Non-Routine Card (NRC) Registration.



1. To register a non-routine card for a selected task, highlight the task and click on NRC button.

All newly registered non-routine cards will be transferred with opened status to the DISTRUBION screen.



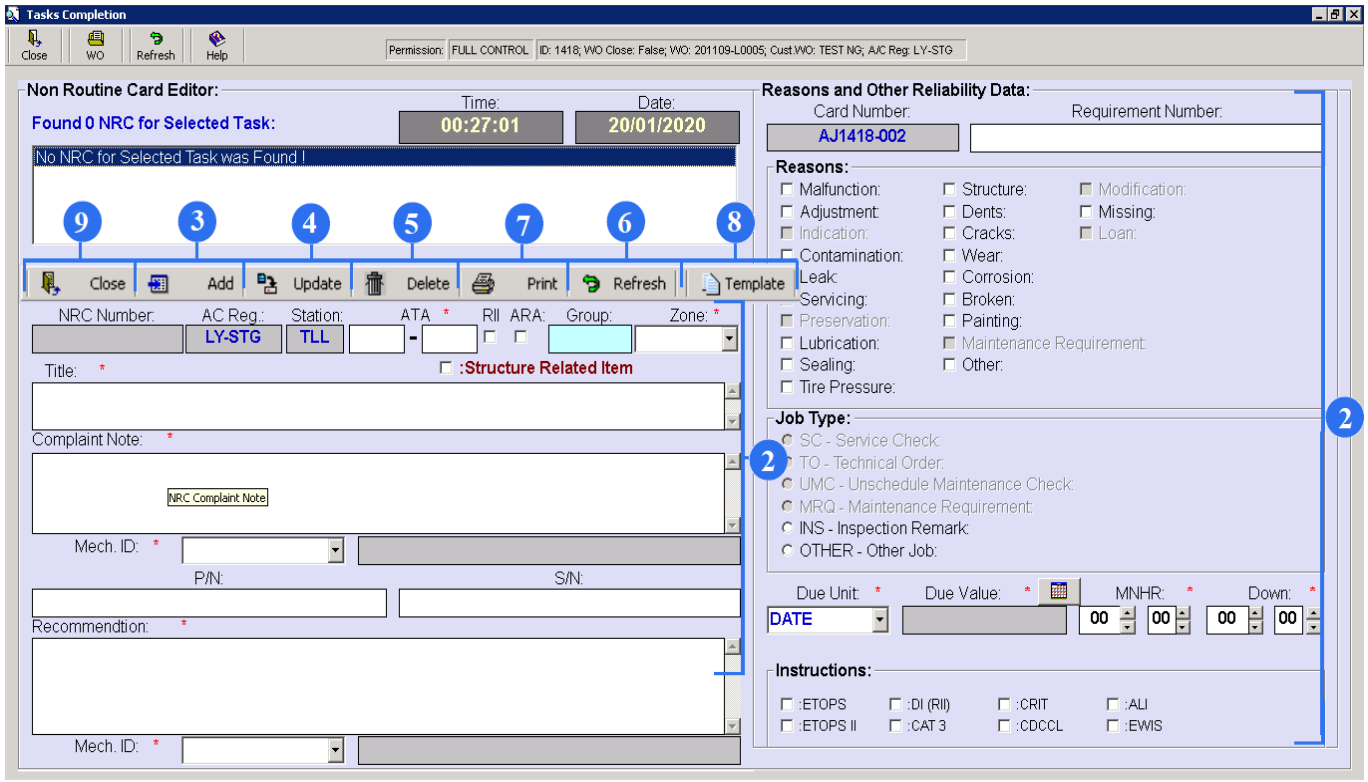
2. Fill out the required text boxes (a title, a compliant note, recommendations, mechanic's id, due unit, due value, estimated man hours-MHR, estimated down time, choose reasons and a job type).

3. Click on the Add button to save and add a NRC.

4. To make changes in a registered NRC, highlight it and then click on the Update tool button.

5. To delete a NRC, click on the Delete tool button.

6. To reset text boxes, click on the Refresh tool button.

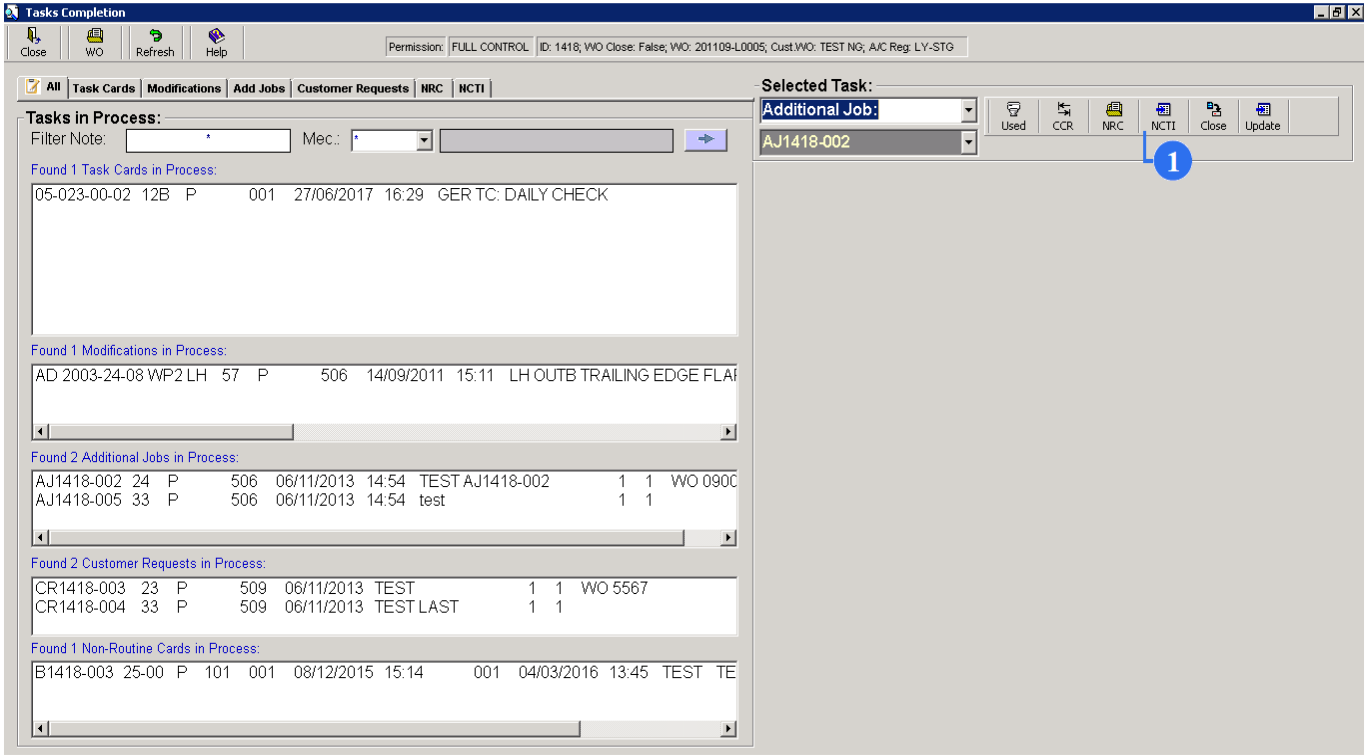


7. To print out a NRC, click on the Print tool button.

8. To copy NRC Template click on the Template.

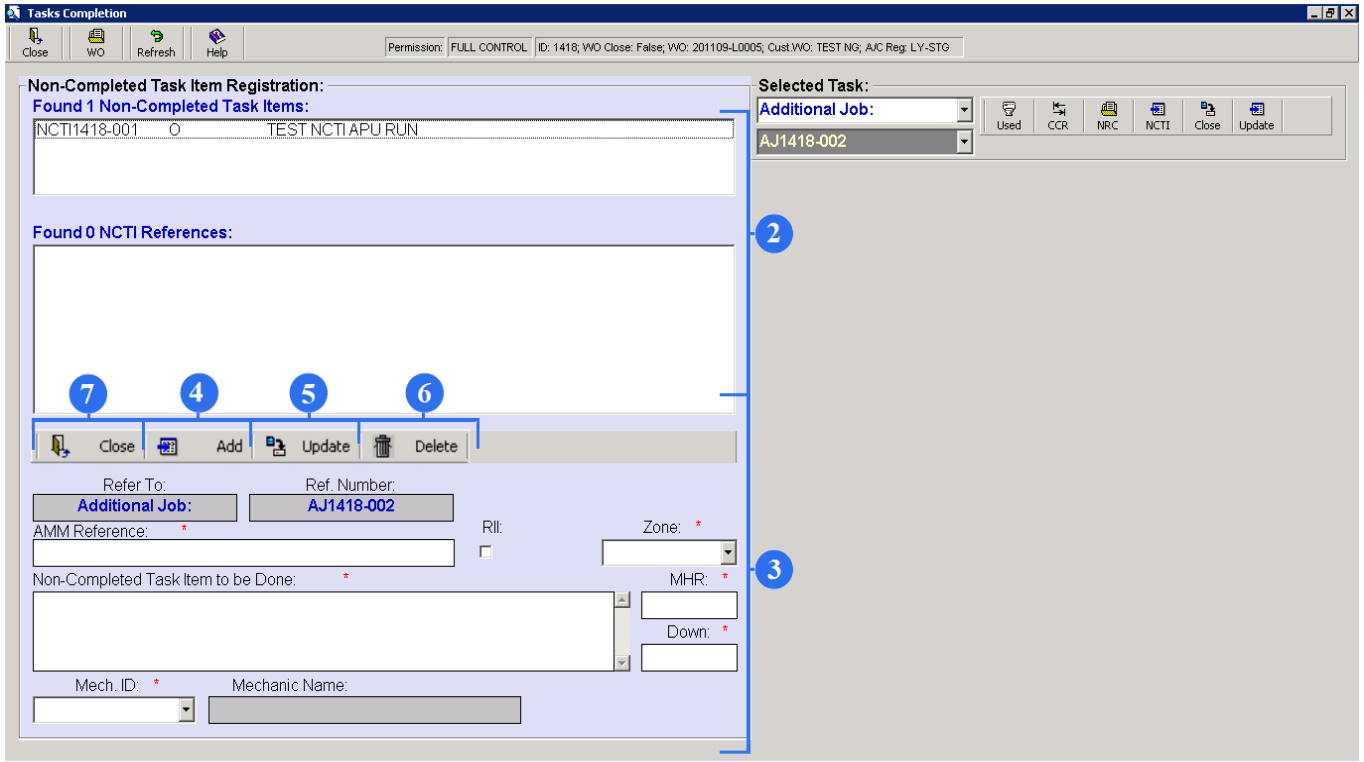
9. To close the Non-Routine Card Editor, click on the Close tool button.

4. Non-Completed Task Items (NCTI) References.



A non-completed task item (NCTI) is registered, when post-repair aircraft checks are needed (for example, a run engine check, leakage test)

1. To register a NCTI reference for a selected task, highlight a task and click on.



2. Using the NCTI Registration editor, you may register references to other task cards in one NCTI. But this NCTI must be already registered in the WP Distribution sub-module.

3. To add a new reference, fill the text boxes.

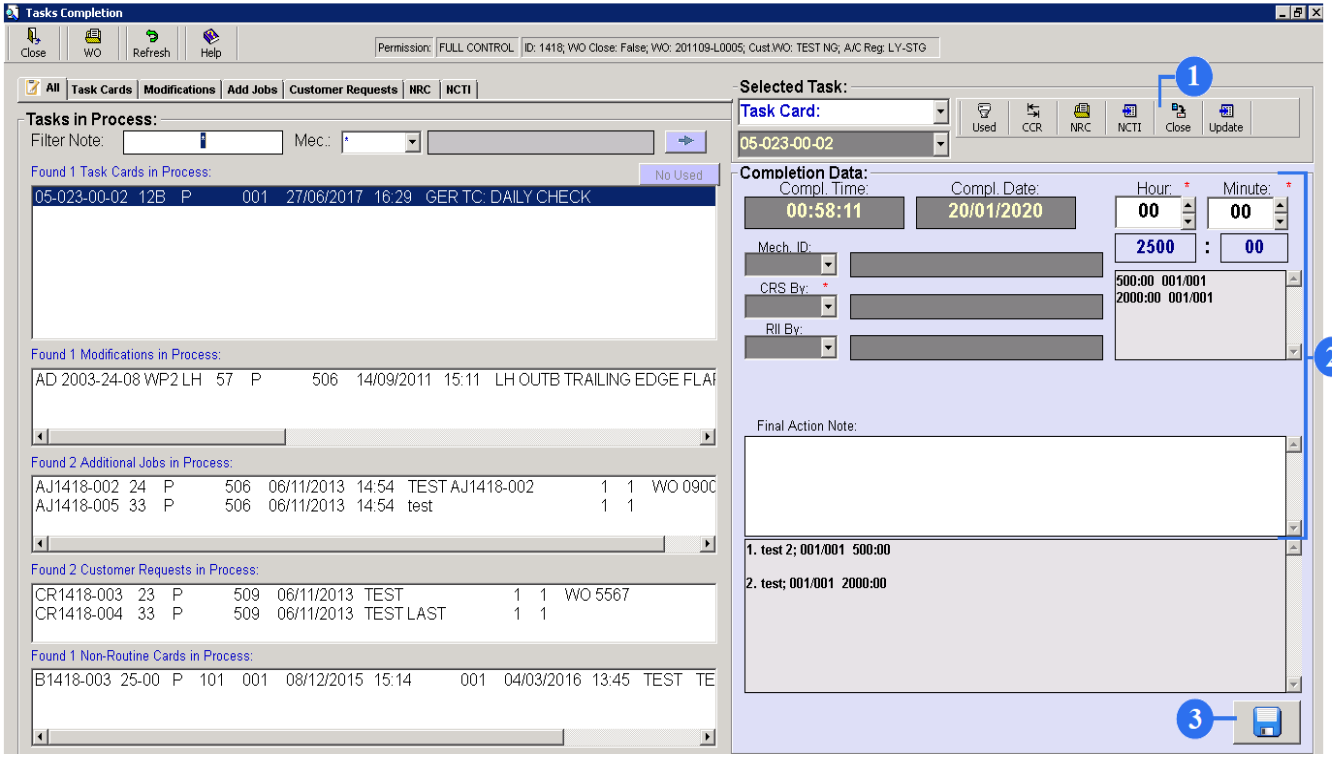
4. Click on the Add toll button and the reference will be automatically transferred to the NCRI References Window.

5. To make changes in an existing reference, highlight it and click on the Update tool button.

6. To Delete a NCTI reference, click on the Delete button.

7. To exit the Non-Completed Task Item Registration screen, click on the Close tool button.

5. Task Close.



1. To close a completed task card, click on the Close button.

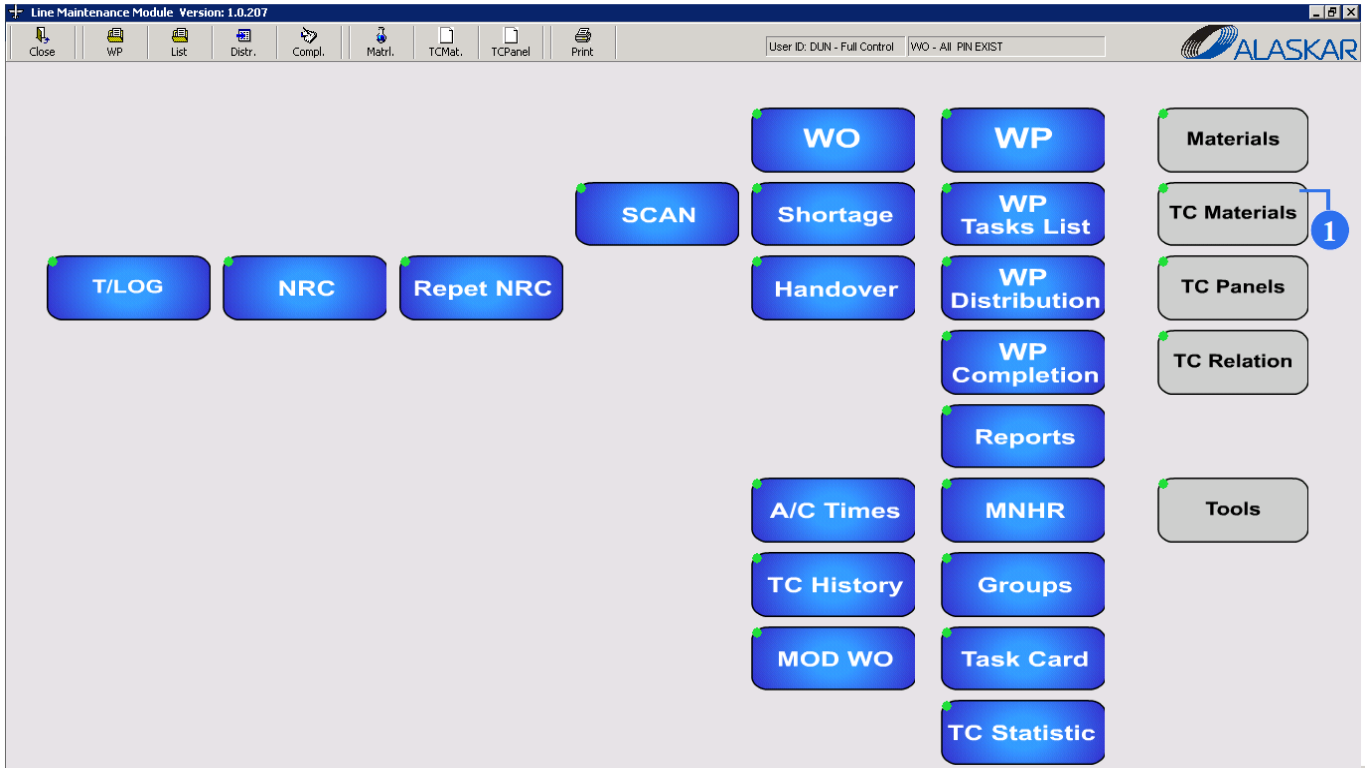
2. Enter required information

3. Click on this button. The task will be closed.

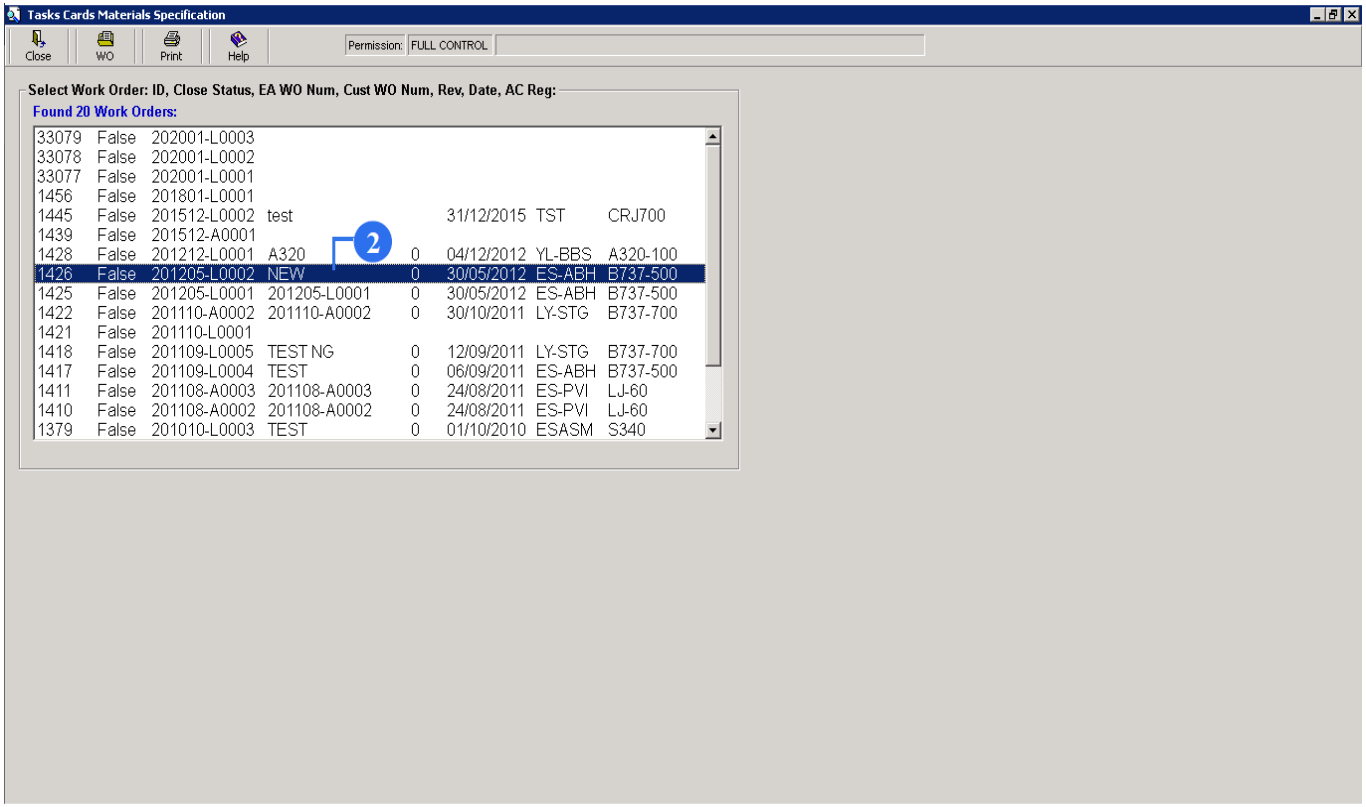
XII. TASK CARD MATERIALS

User Guidance

1. Task Card Materials.



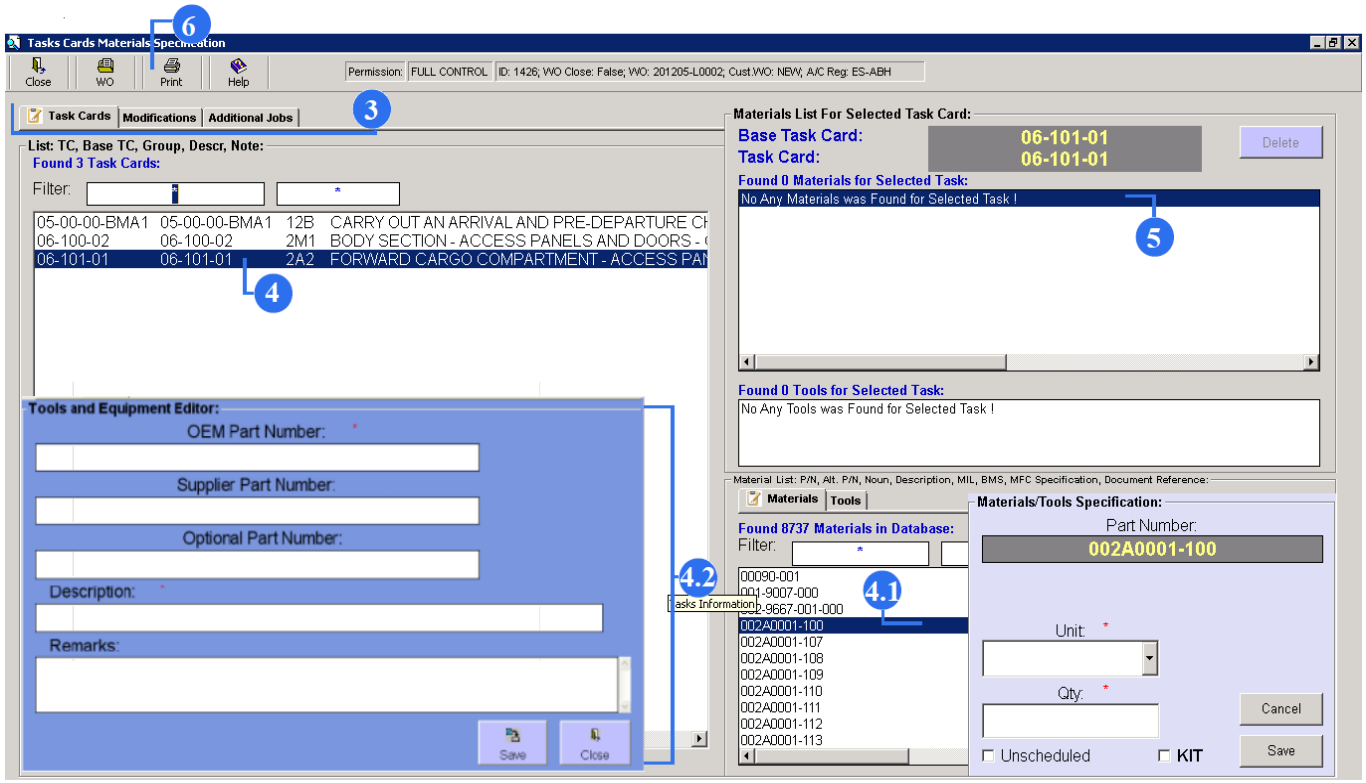
1. The Task Card Materials sub-module registers all materials that are necessary for a work order completion.



2. Select a Work Order.

You may also select a Work order by clicking on the WO toolbar button.

All open Work Orders will be displayed by default. To view closed ones, tick the ‘Close’ field.



3. After the Work Order selection, all task cards, modifications and additional jobs that constitute it, will be displayed. To switch between them use all these tabs:

4. To register all required materials for a Task Card/ Modification/ Additional Job, highlight it from the list. Then, double click necessary material from the Material list, and in the Material Specification Editor enter a unit and quantity (view 4.1). The list of materials is taken from the Parts Catalog (Store Module, Components sub-module).

If you need to register tools, select a ‘Tools’ tab, then click on and fill out tool data in the emerged editor. Click on the ‘Save’ button to save (view 4.2).

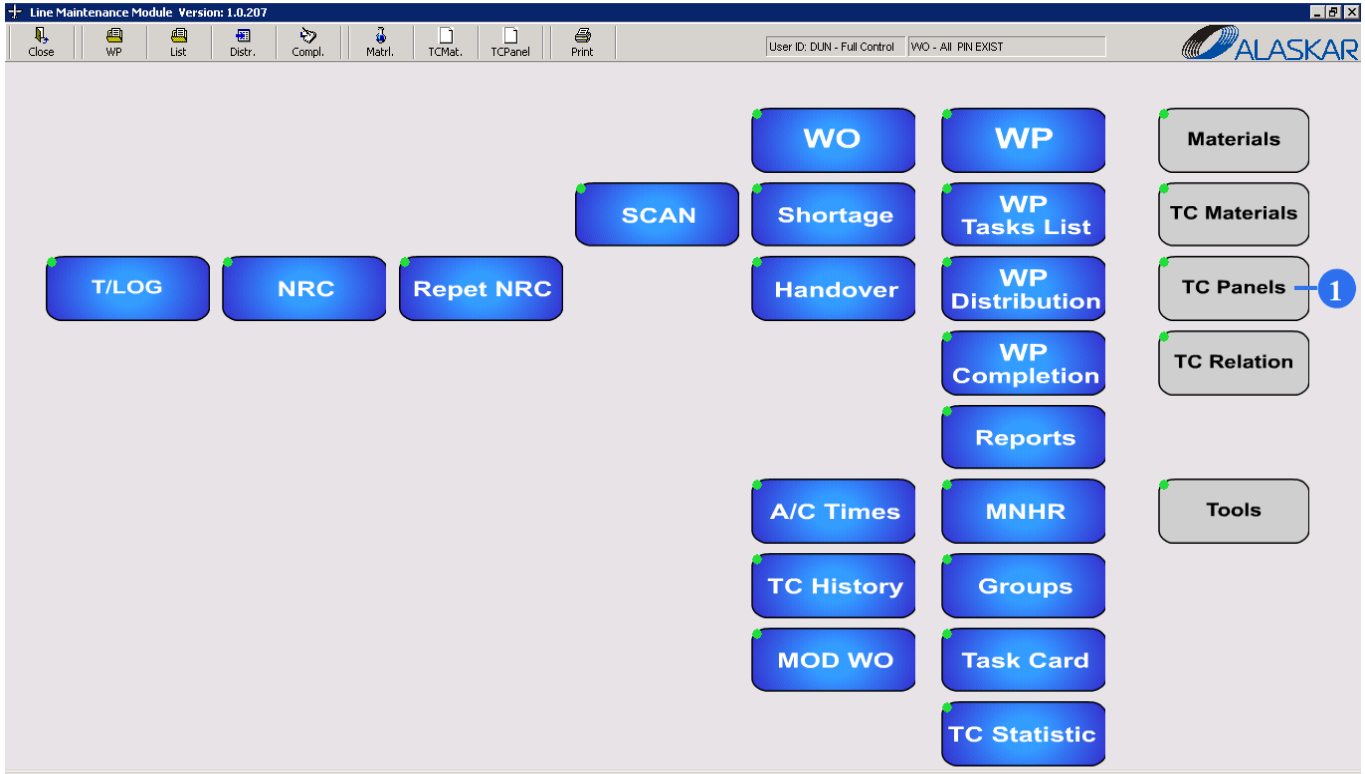
5. To delete a wrongly registered material, highlight it and click on.

6. When all materials for the Work Order are registered, click on Print button .

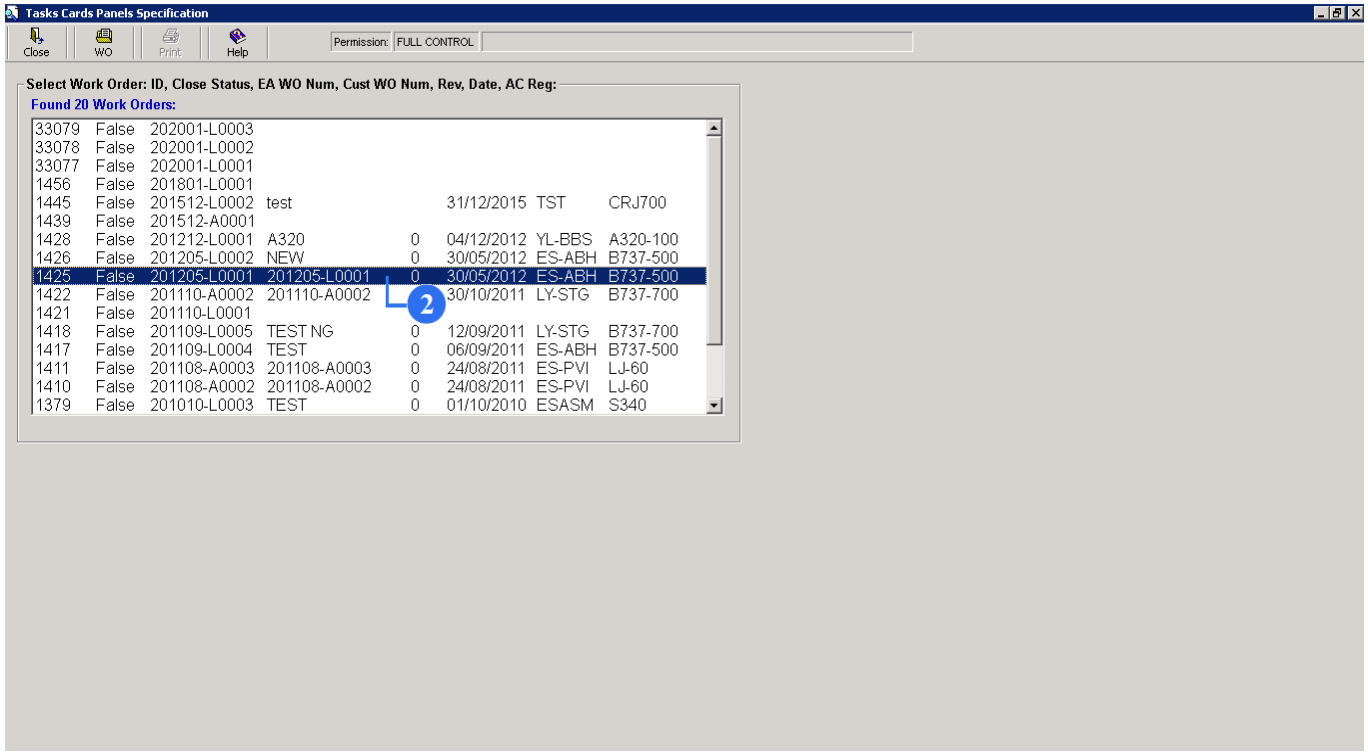
XIII. TASK CARD PANELS

User Guidance

1. Task Card Panels.



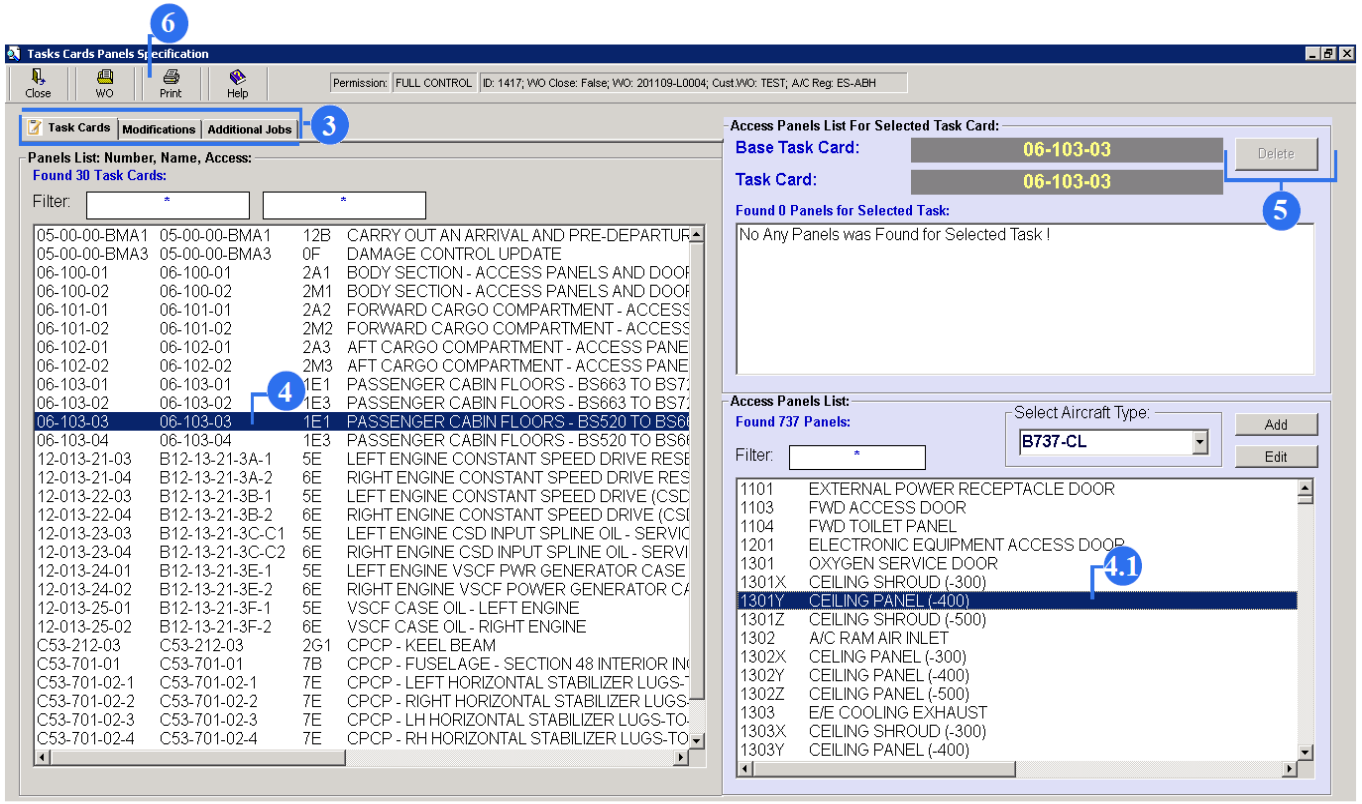
1. The Task Card Panels sub-module registers all panels that must be physically in open access before work order completion.

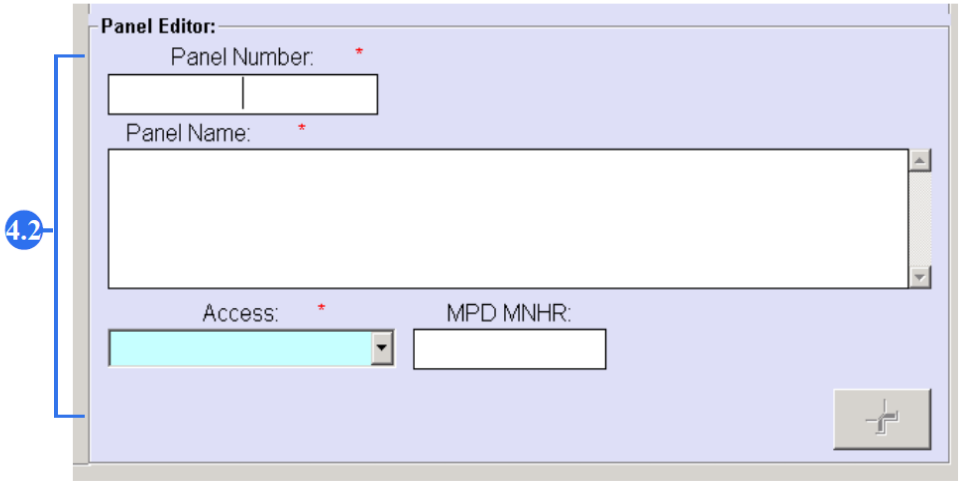


2. Select a Work Order.

You may also select a Work order by clicking on the WO toolbar button.

All open Work Orders will be displayed by default. To view closed ones, tick the ‘Close’ field.





3. After the Work Order selection, all task cards, modifications and additional jobs that constitute it, will be displayed. To switch between them use these tabs.

4. To register an access to a panel for the completion of a Task Card/ Modification/ Additional Job, highlight it from the list. Then, double click a necessary panel from the Access Panels List (view 4.1).

The Access Panels List contains only already registered panels, added by using a Panel Editor To open the editor, click on Add. Fill out required information and click on the button with plus to save the new panel. (view 4.2) To update panel data, click on Editor.

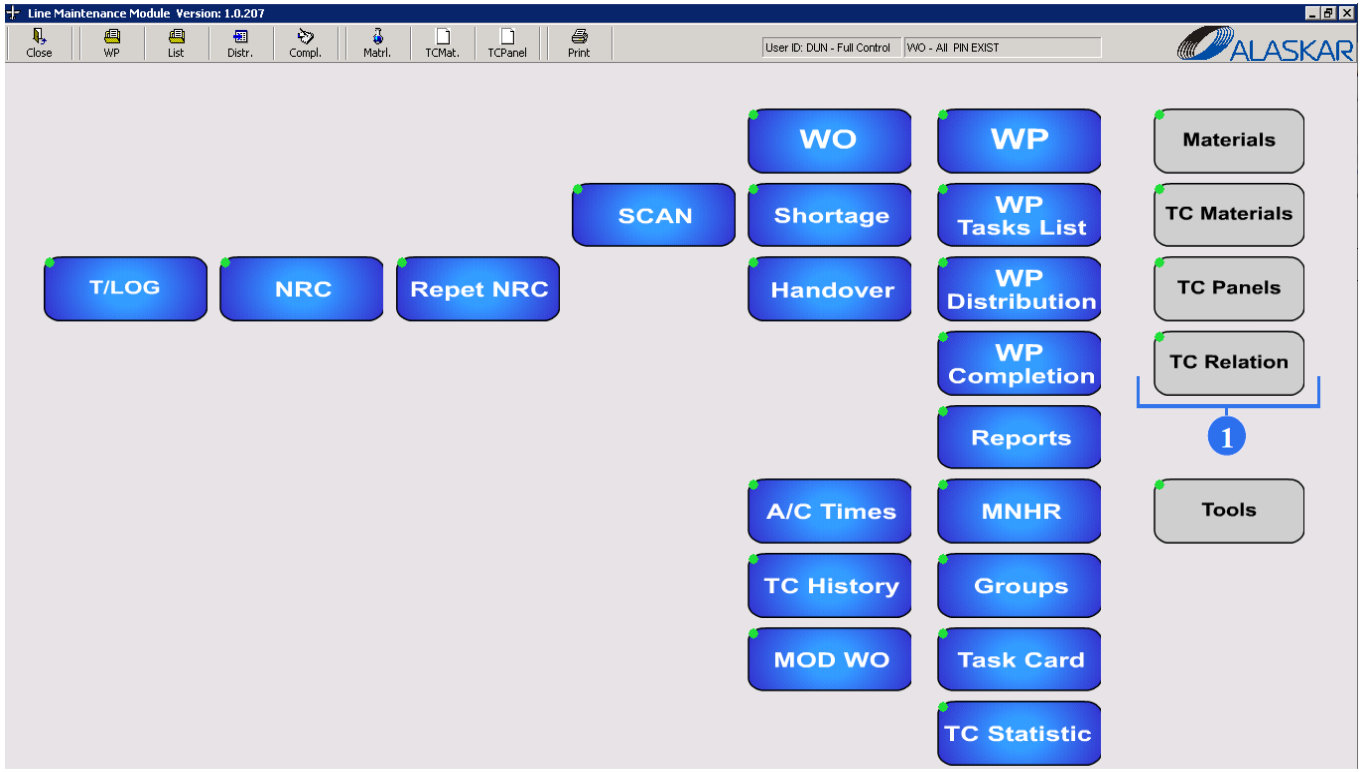
5. To delete a wrongly registered access to a panel, highlight it and click on Delete .

6. When access to all necessary panels are registered, click on .

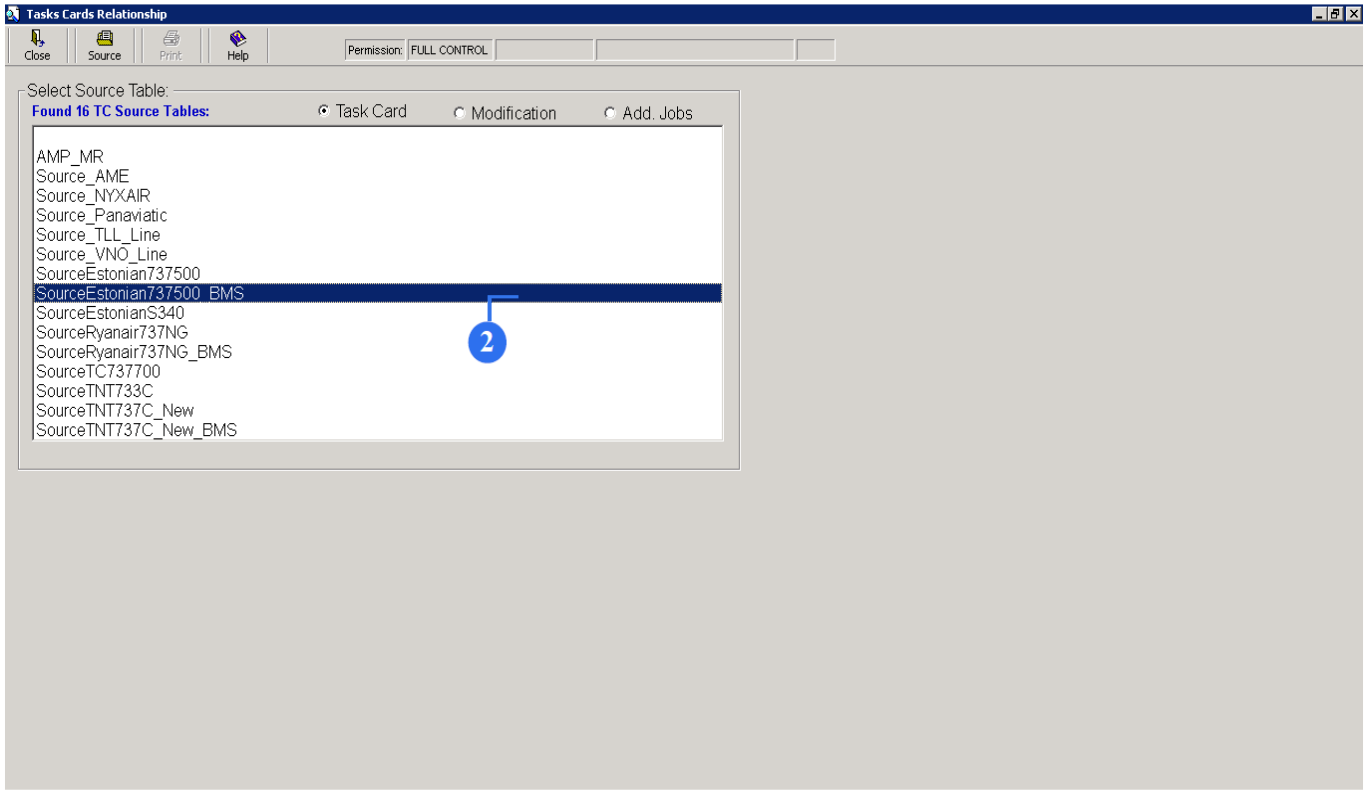
XIV. TASK CARD RELATION

User Guidance

1. Task Card Relation.

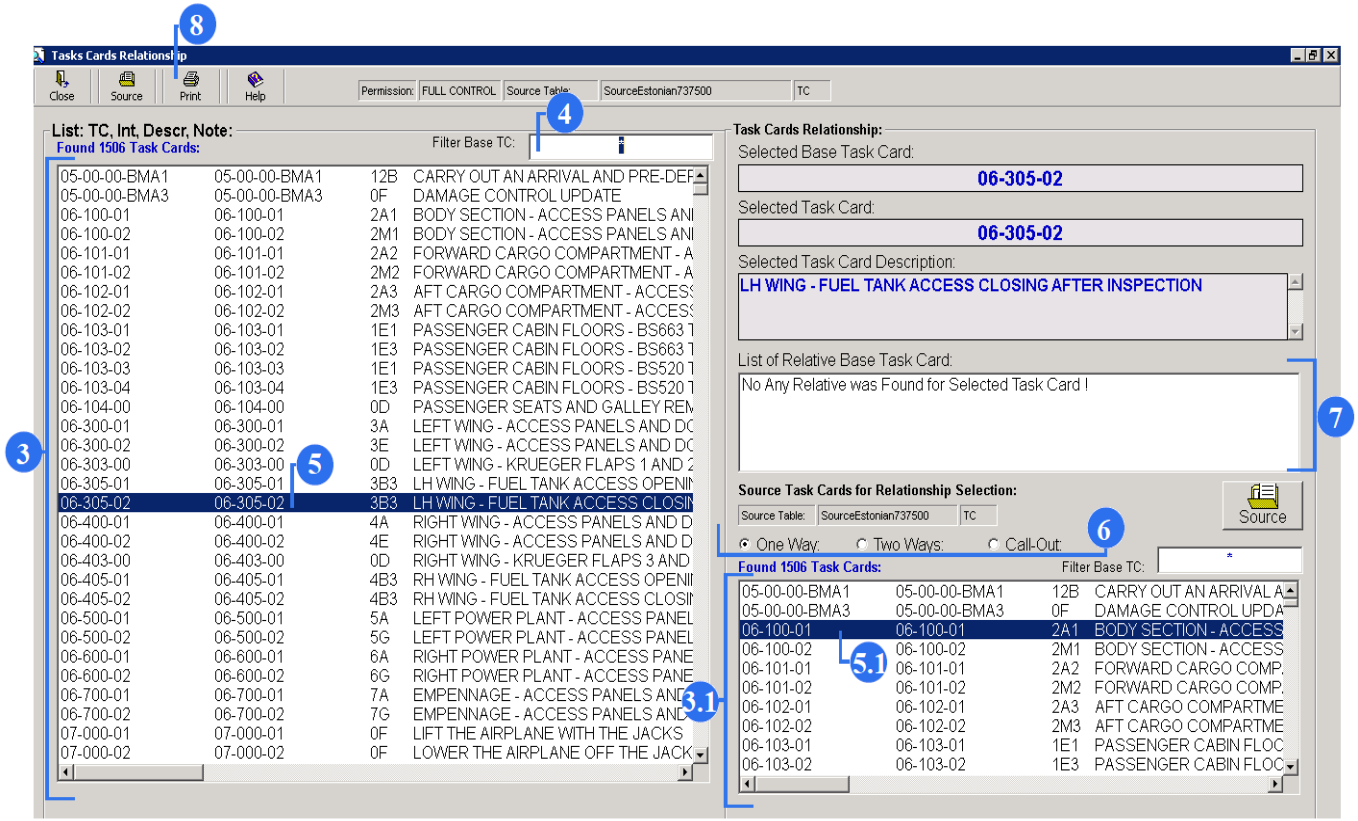


1. The Task Card Relation sub-module registers tasks, which completion can be carried out together with another task card.



2. Select a Source of Task Cards/ Modifications/ Additional Jobs (tick the necessary field).

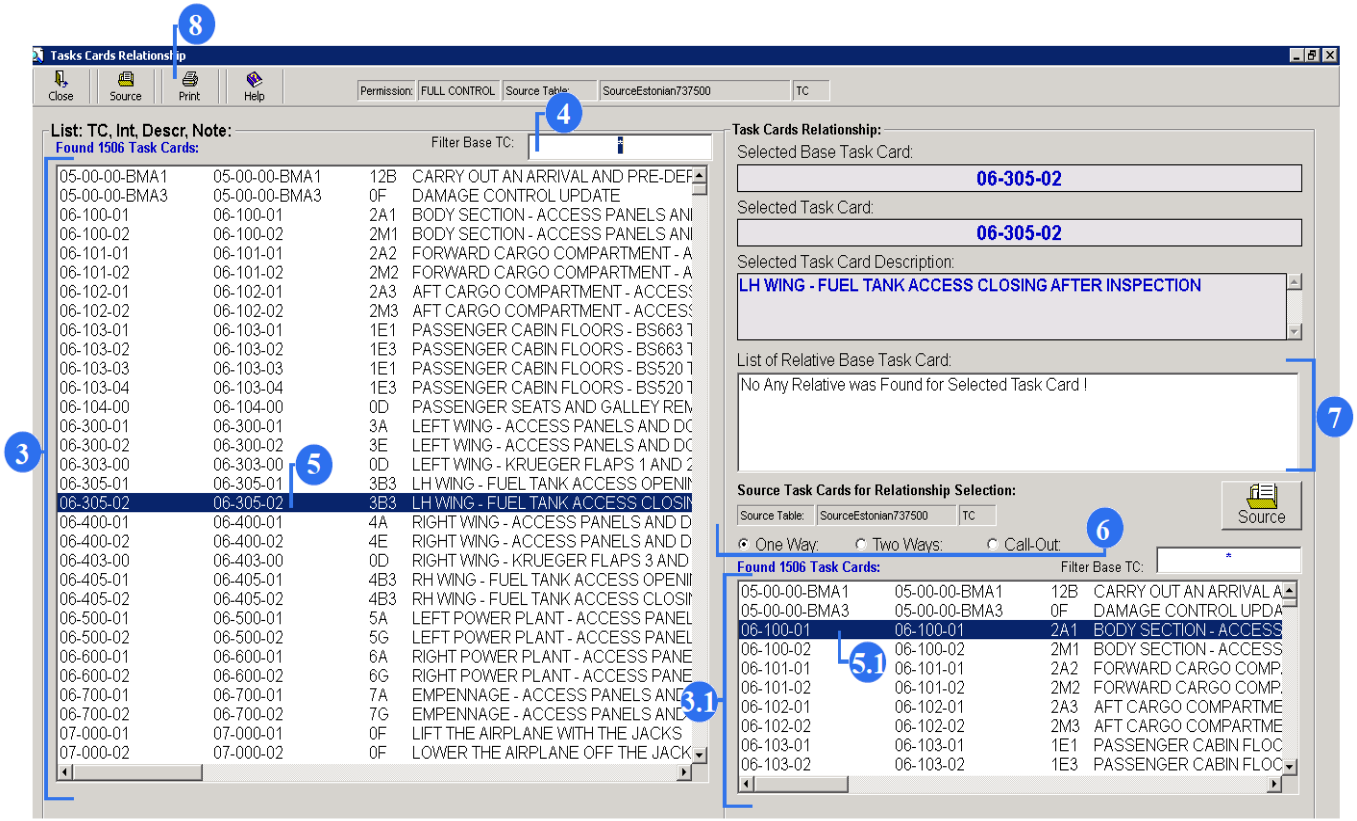
You may also select a Work order by clicking on the Source toolbar button.



3. After the source selection, a list of task cards/ modifications/ additional jobs will be displayed. This list is displayed twice (view 3.1). If the list is not displayed automatically, click on Source.

4. Use filter to find a task card/modification/ additional job.

5. To register relation of one task card to another task card (modification/ additional job), highlight it from the list. Then, double click a necessary task card from the ‘Found Tasks List’ (to change the source, click on Source), which completion can be carried out together with the highlighted task card (view 5.1).



6. Set a relation type:

- ‘One Way Relation’ means that when Task A is completed, Task B must be also completed.

- ‘Two Ways Relation’ means that when Task A is completed, Task B must be also completed. And vice versa: when Task B is completed, task A must be also completed.

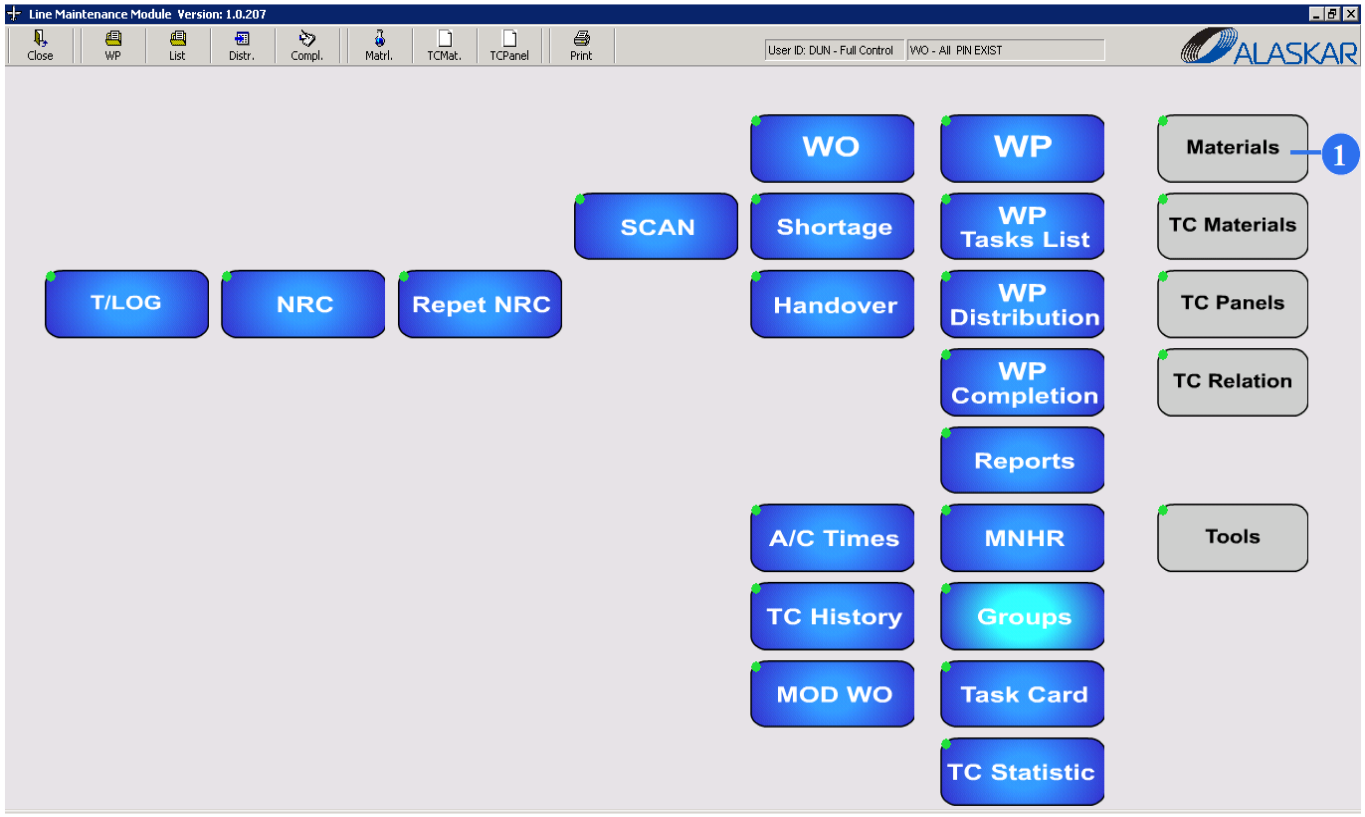
7. The relation will be displayed in the List of Relative Base Task Card.

8. When access to all necessary panels are registered, click on Print.

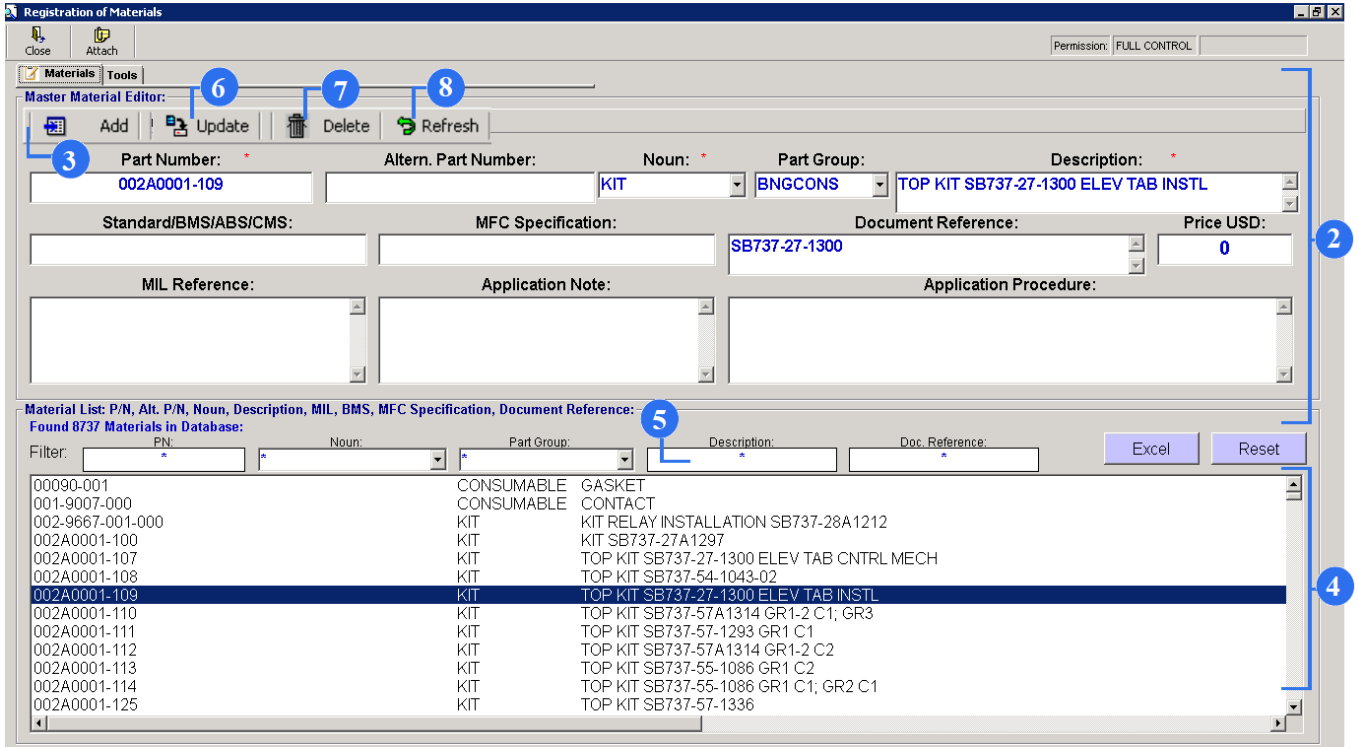
XV. MATERIALS

User Guidance

1. Materials.



1. The Materials sub-module registers materials, also you can see tools. Click on the Materials button.



2. Enter required information.

3. Push on the Add to save materials.

4. You can monitor created material in the database.

5. Use filters to find necessary material.

6. Highlight the line. Make a change and click Update.

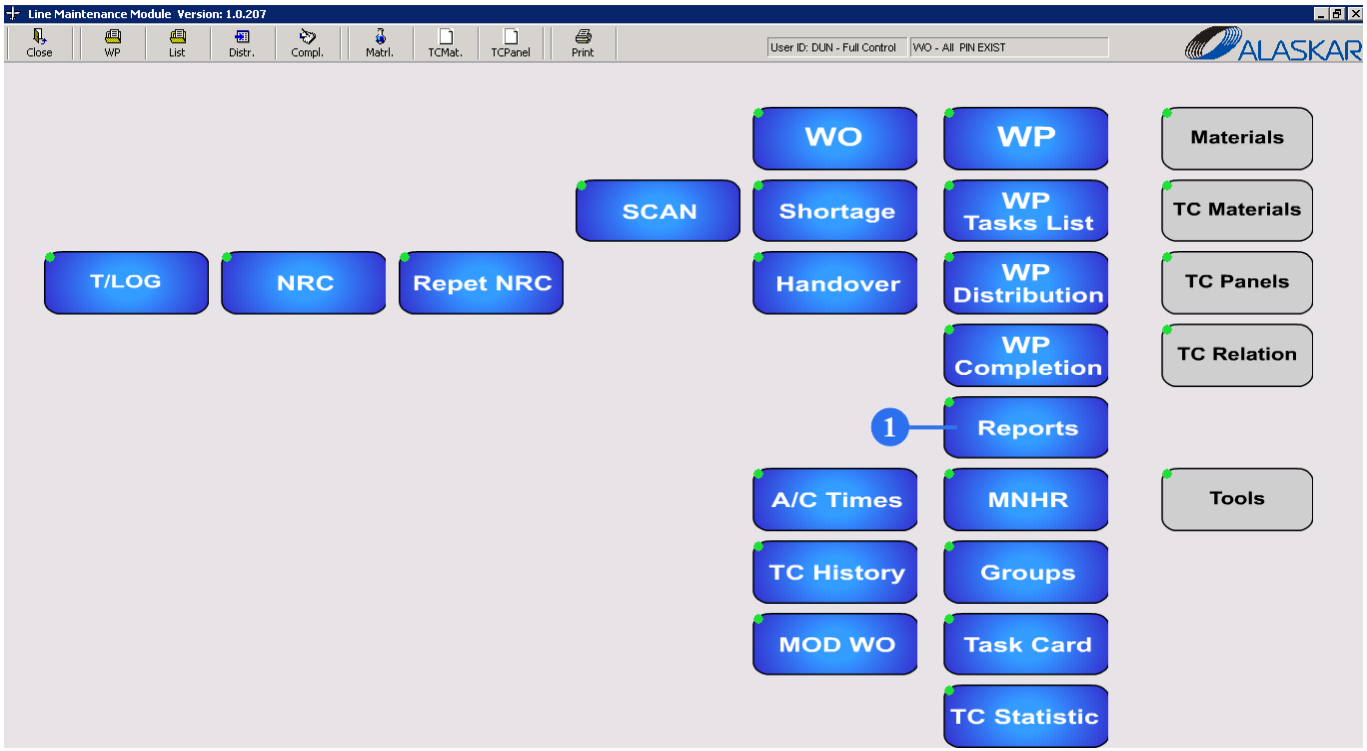
7. To remove the material, click Delete.

8. To reset the data, push on the Refresh.

XVI. REPORTS

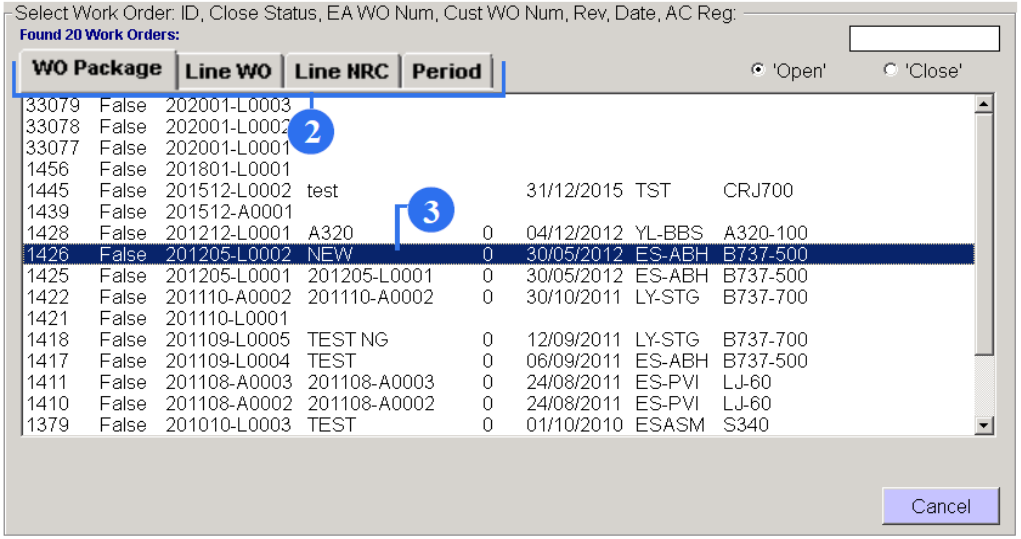
User Guidance

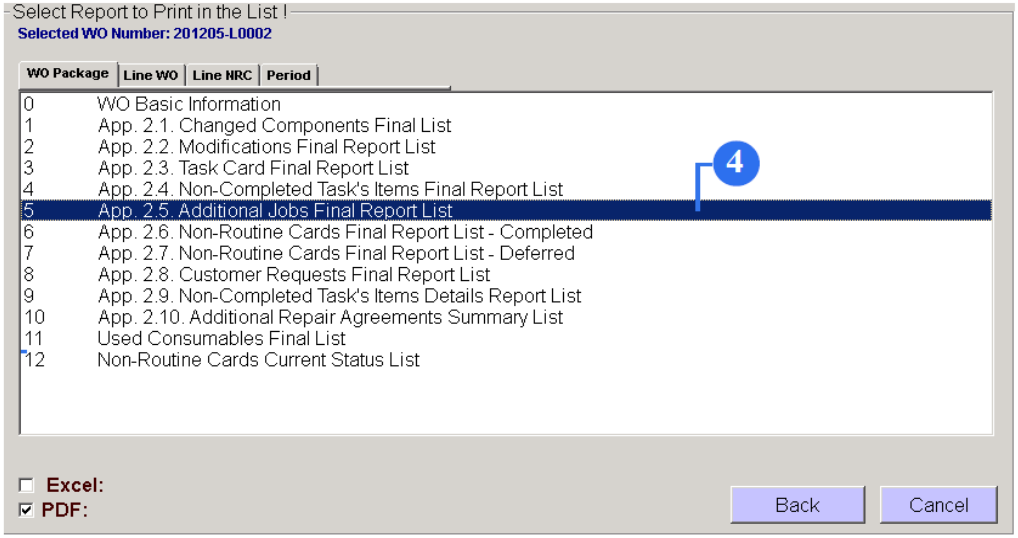
1. Reports.



1. The Reports sub-module is used for printing out the final report, including the full data of line maintenance:

- basic information
- changed components list
- modifications list
- task cards list
- non-completed task's items list
- additional jobs list
- completed NRC list
- deferred NRC list
- customer request list
- non-completed task's items details
- additional repair agreement
- used consumables list
- NRC current status list
- man hours statistic





2. Select a Work Package (‘WO Package’) or a Work Order (‘Line WO’) or a NRC (‘Line NRC’).

3. Choose a final report to be printed out, and then the system automatically generates it.

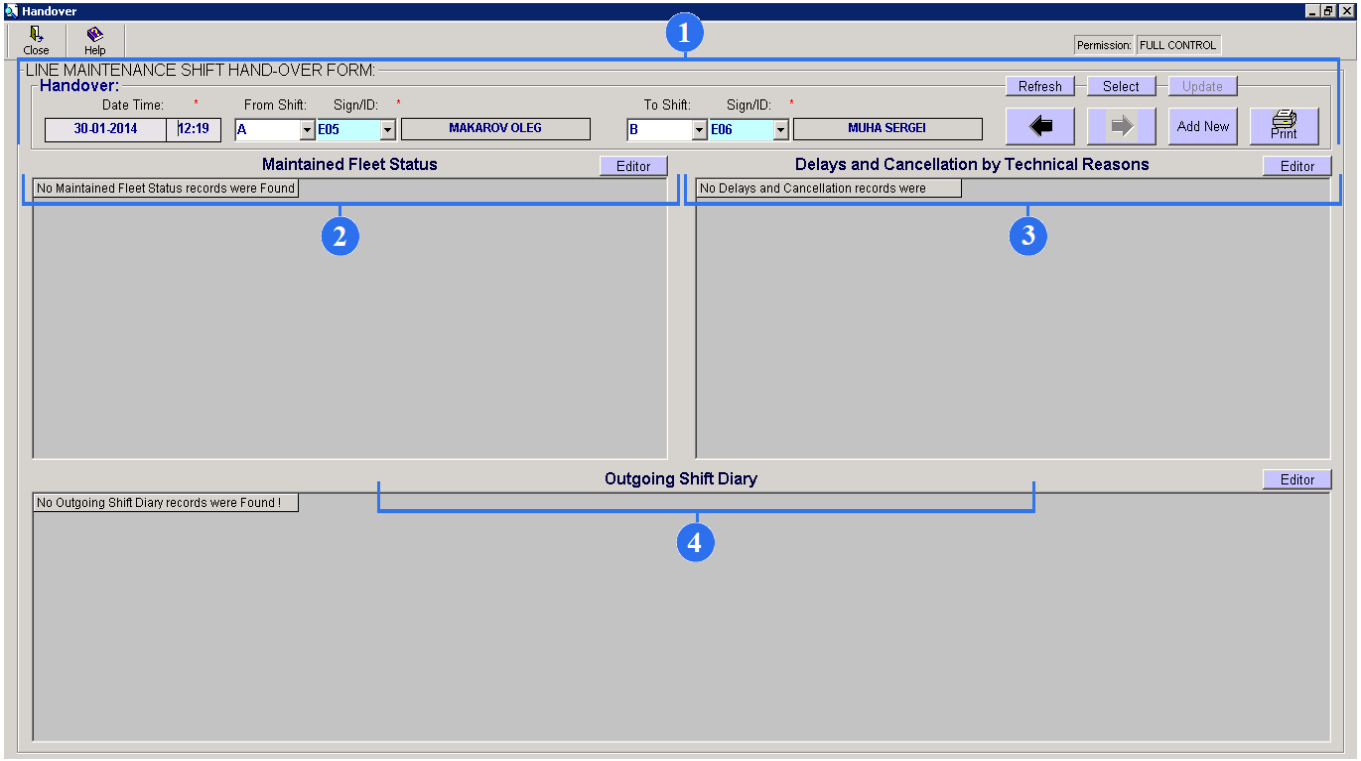
4. To print out all registered NRCs for a particular aircraft, double click on the line. File will be opened. You can print out it.

XVII. HANDOVER

User Guidance

Contents

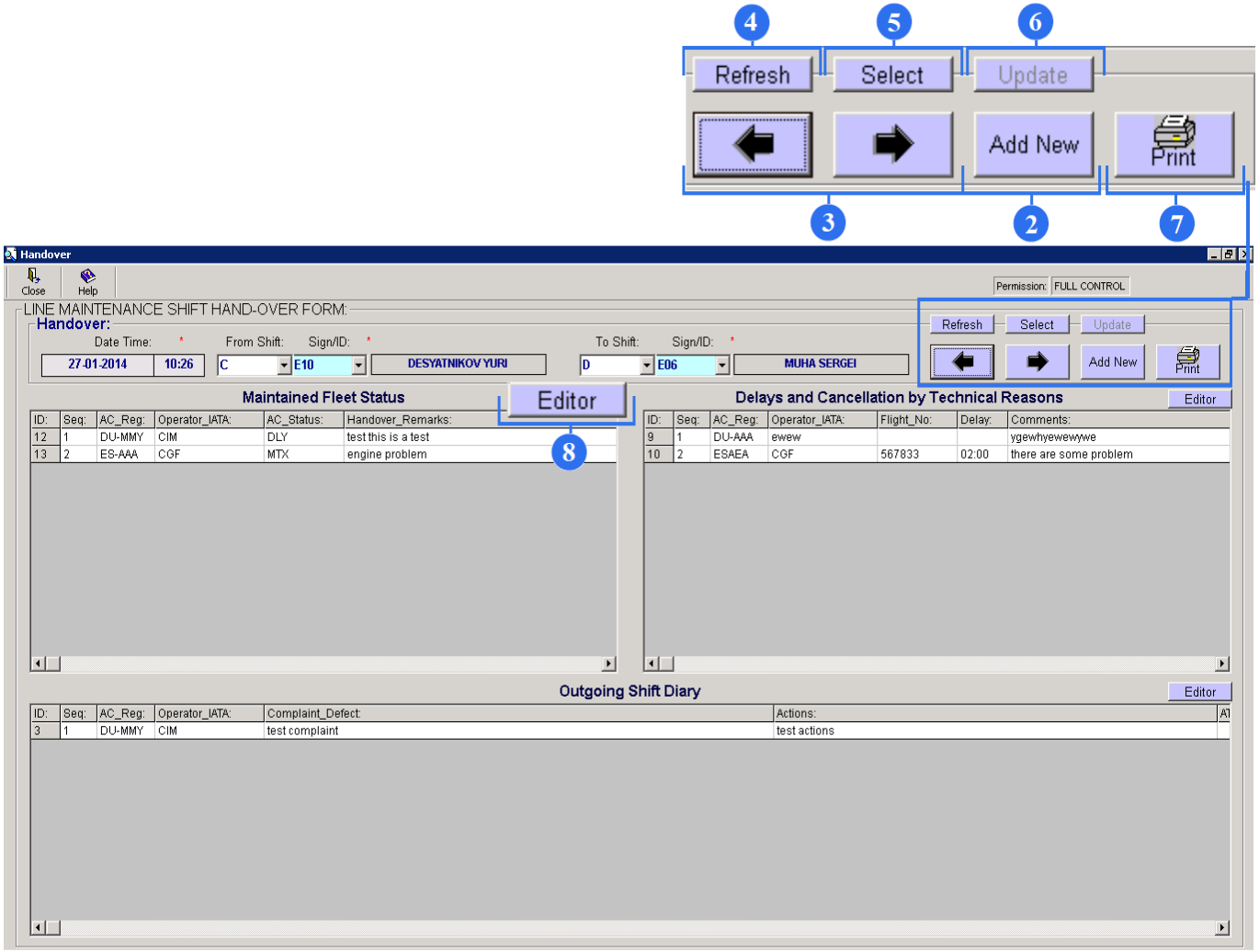
1. Handover Screen.



Handover screen consist of four frames:

- Handover Title (1);
- Maintained Fleet Status (2);
- Delays and Cancellations (3);
- Shift Diary (4).

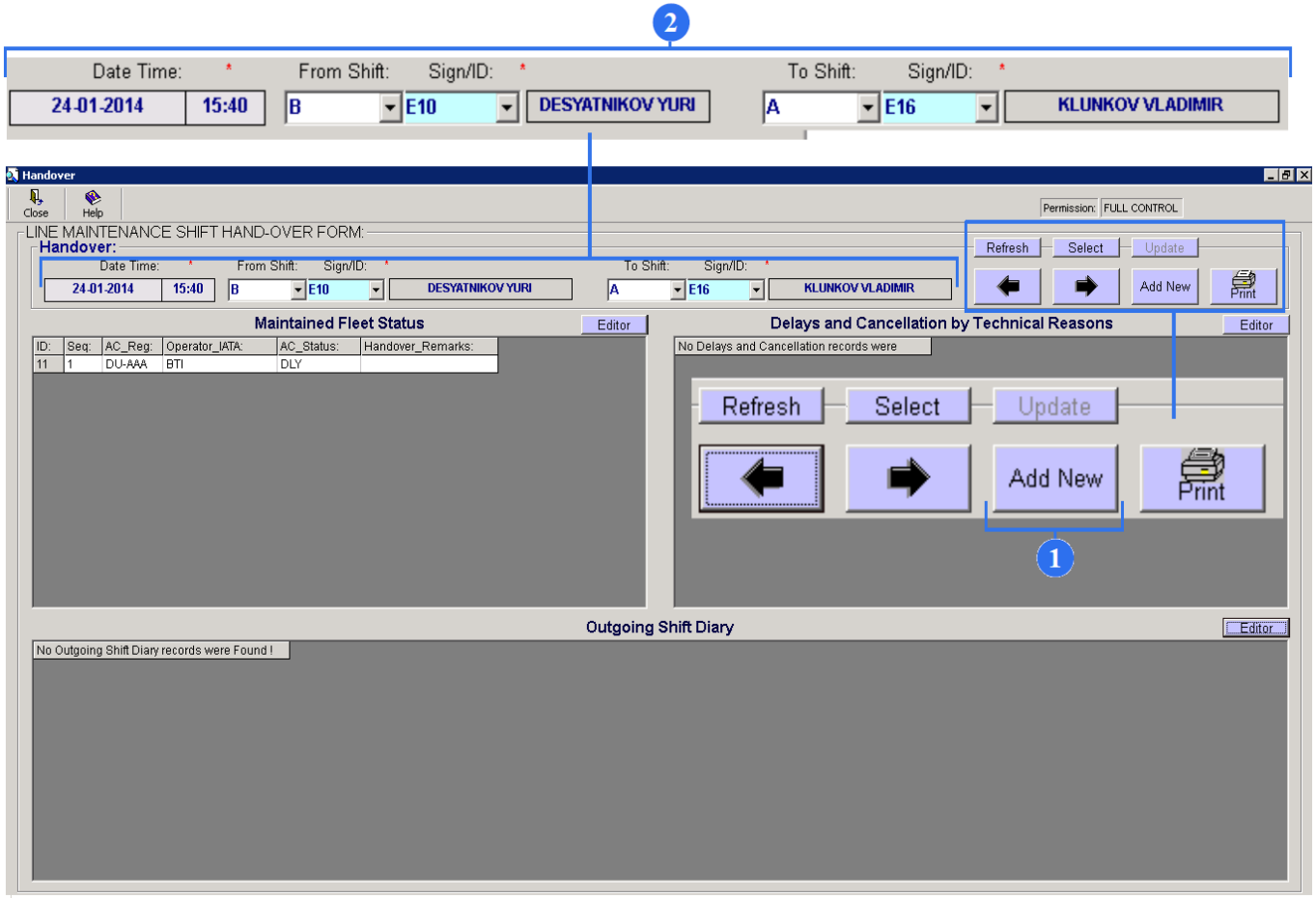
2. Handover Screen.



Handover Controls:

- Add New Handover Button (2);
- Surfing by the Date (3);
- Refresh - restore the original Handover screen (4);
- Select – quick search (4);
- Update – change Handover Title (limitation two last days) (5);
- Print – print report (6);
- Editor – run editor (7).

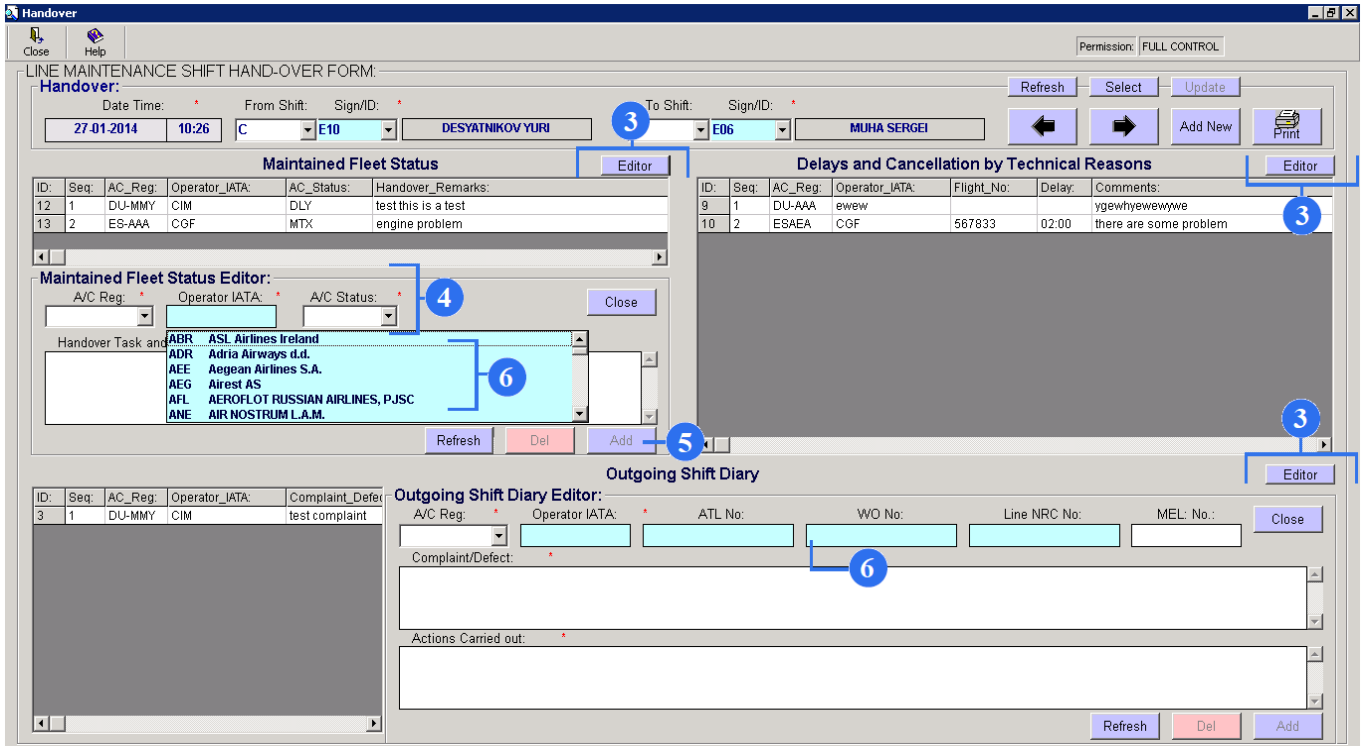
3. New Handover Registration.



1. To add new Handover push “Add New” button.

2. Select From-To Shift Data (Date and Time will appear automatically from system).

When new Handover Title was added user can work with Handover sections.

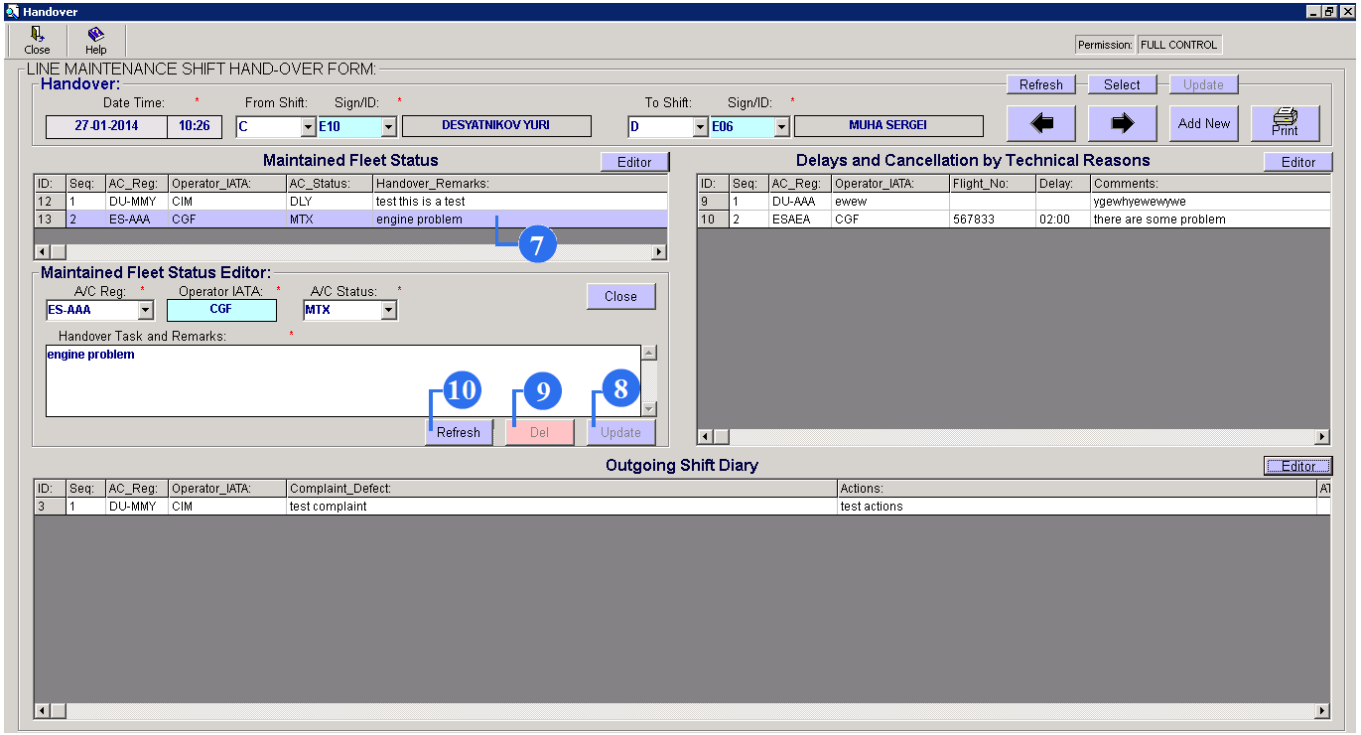


3. To add new record to any Handover section push appropriate “Editor” button then editor will appear.

4. Fill required fields.

5. Push “Add” button to save record.

6. Some fields (blue) to facilitate filling take data from other tables and also allowed free entry. When cursor move into that field will appear blue list for data selection but if you need put data manually click one more time in that field and again click one more time to see the list.

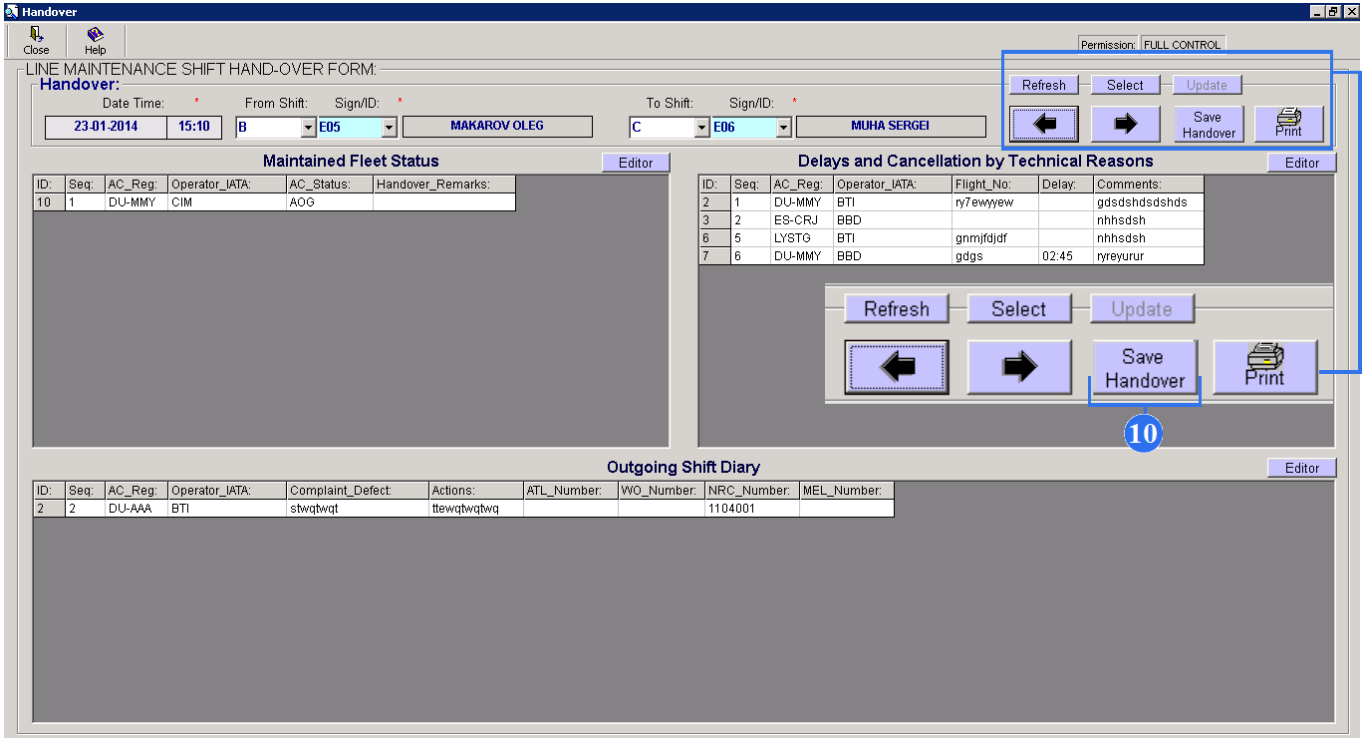


7. After saving you can see created handover. Highlight it.

8. Make a change in the necessary fields and click on the Update.

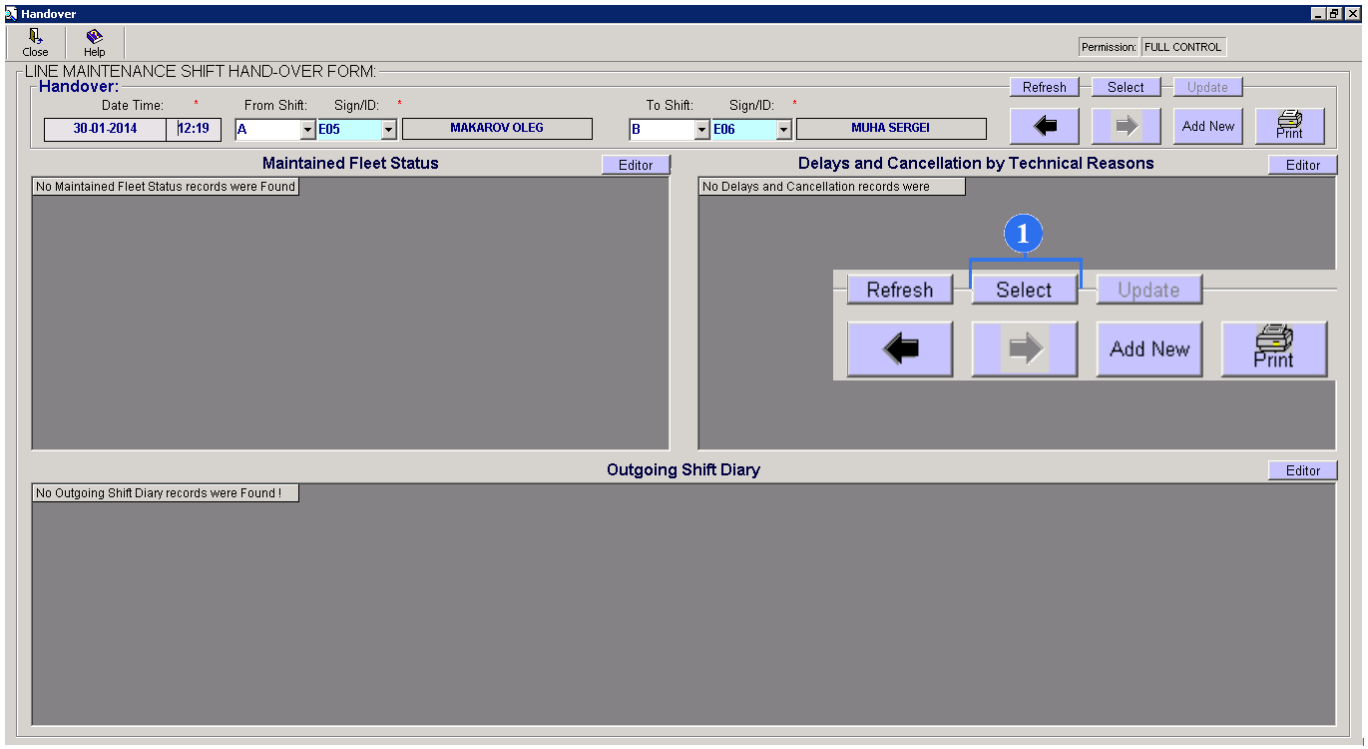
9. To remove the handover click on the Del.

10. To reset all entered data click on the Refresh.

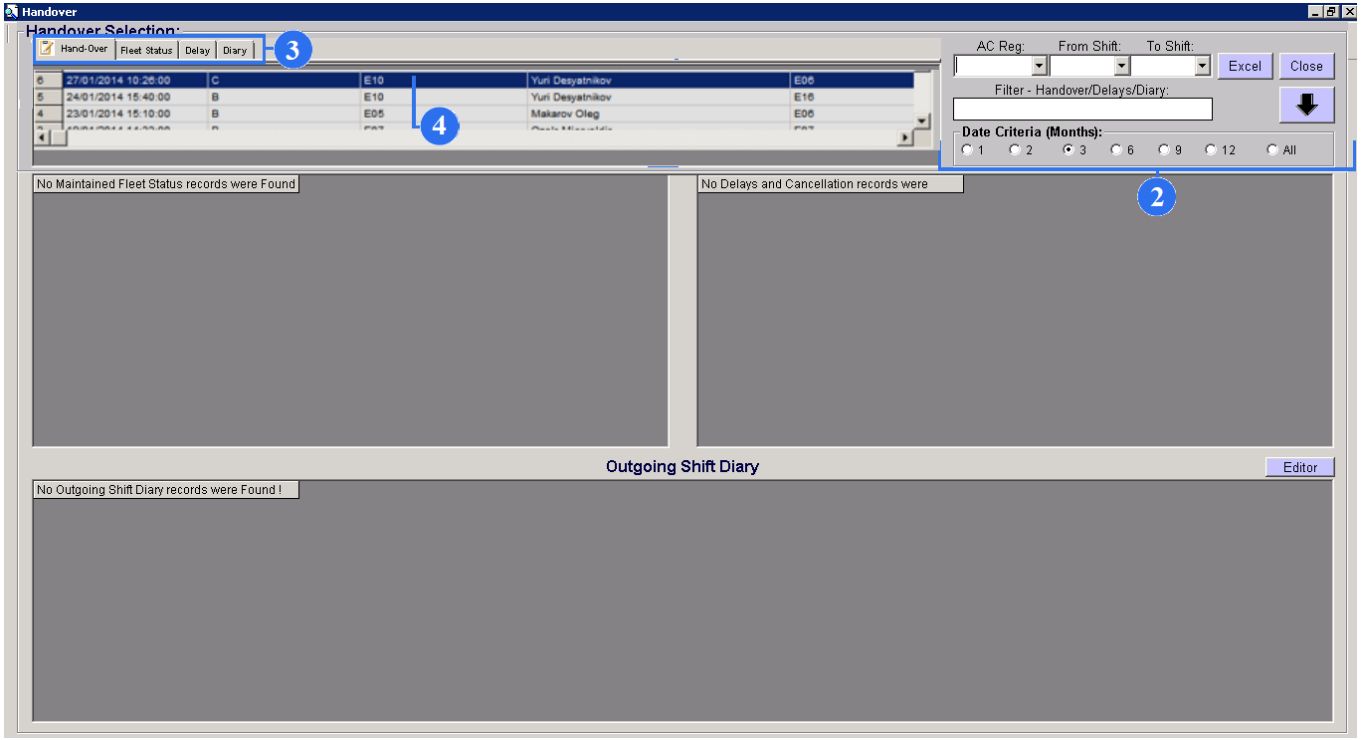


10. To save newly added Handover push “Save Handover” button.

4. Quick Search.



1. To quick search push “Select” button then search frame will appear.



2. Selection criteria for the search are performed on the right side.

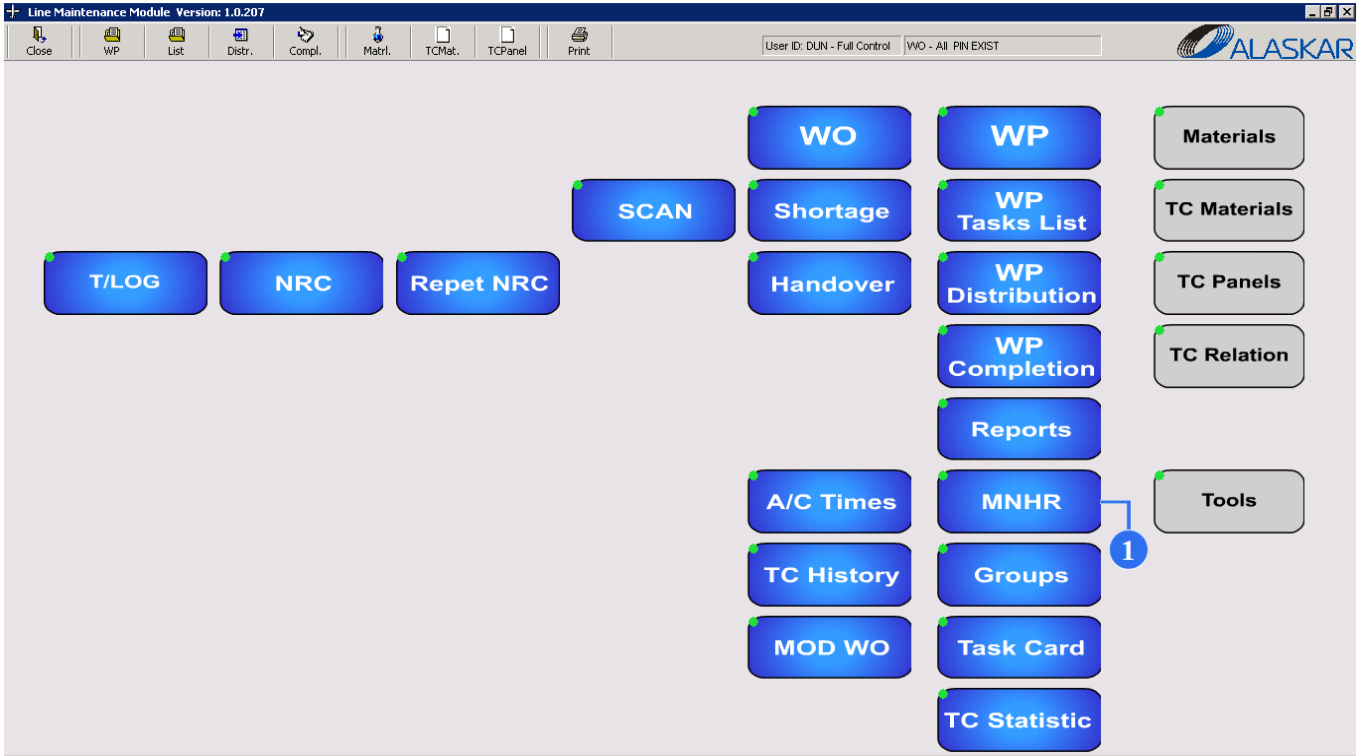
3. View search results records provided by zones tabs.

4. Select record to see all records for that Handover.

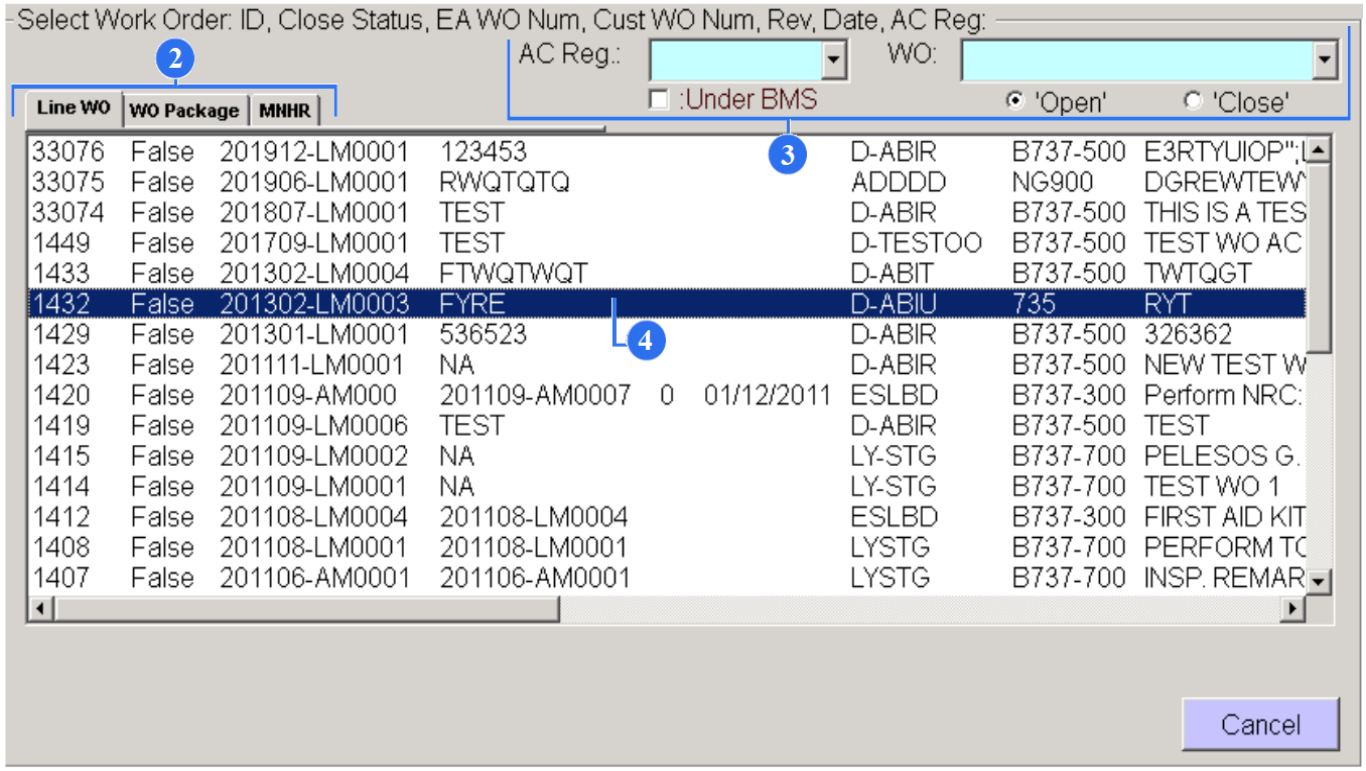
XVIII. MANHOURS

User Guidance

1. MNHRS.



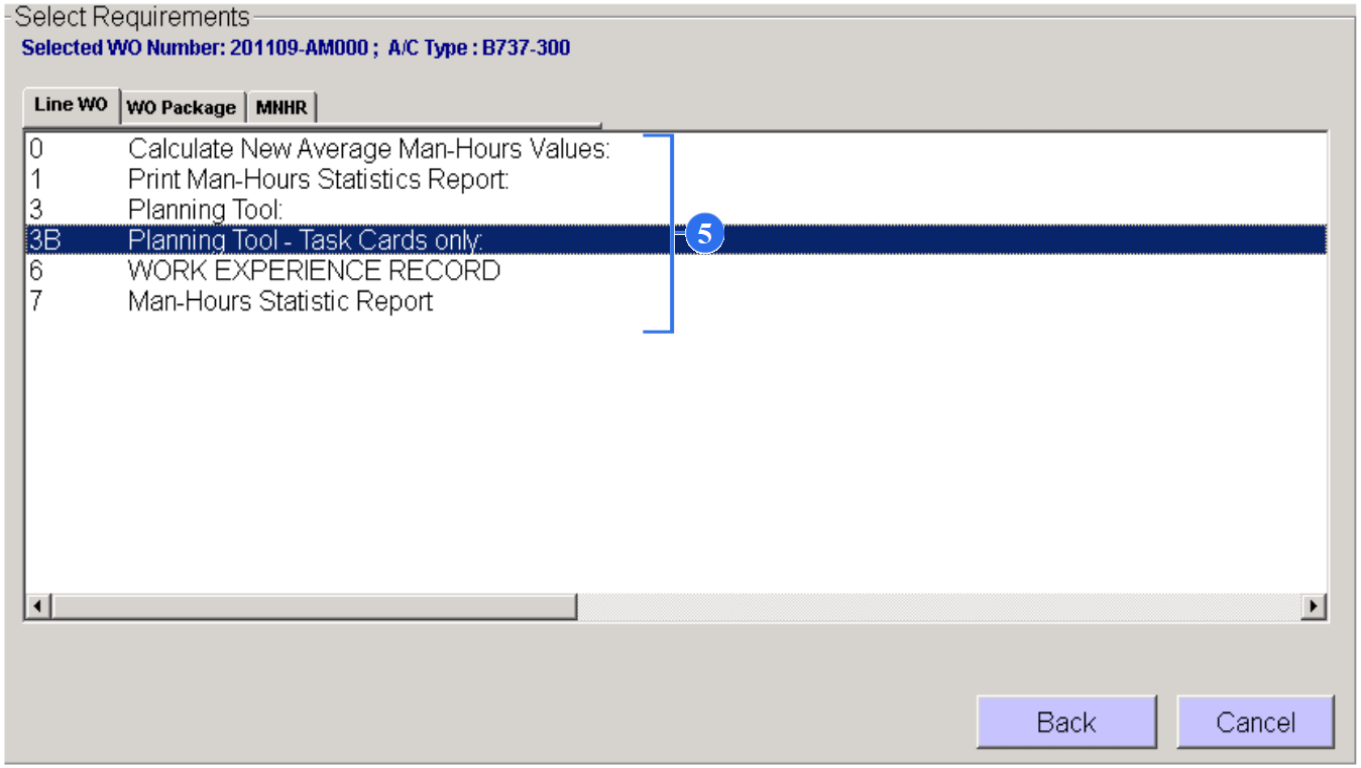
1. The Man Hours sub-module generates reports on man hours statistics; calculate average man hours value and provides planning tool. Click on the MNHR button.



2. Select a Work Package (‘WO Package’) or a Work Order (‘Line WO’). Use these tabs to switch between them.

3. Use these filters to find different documents quickly.

4. Select necessary line and double click it.

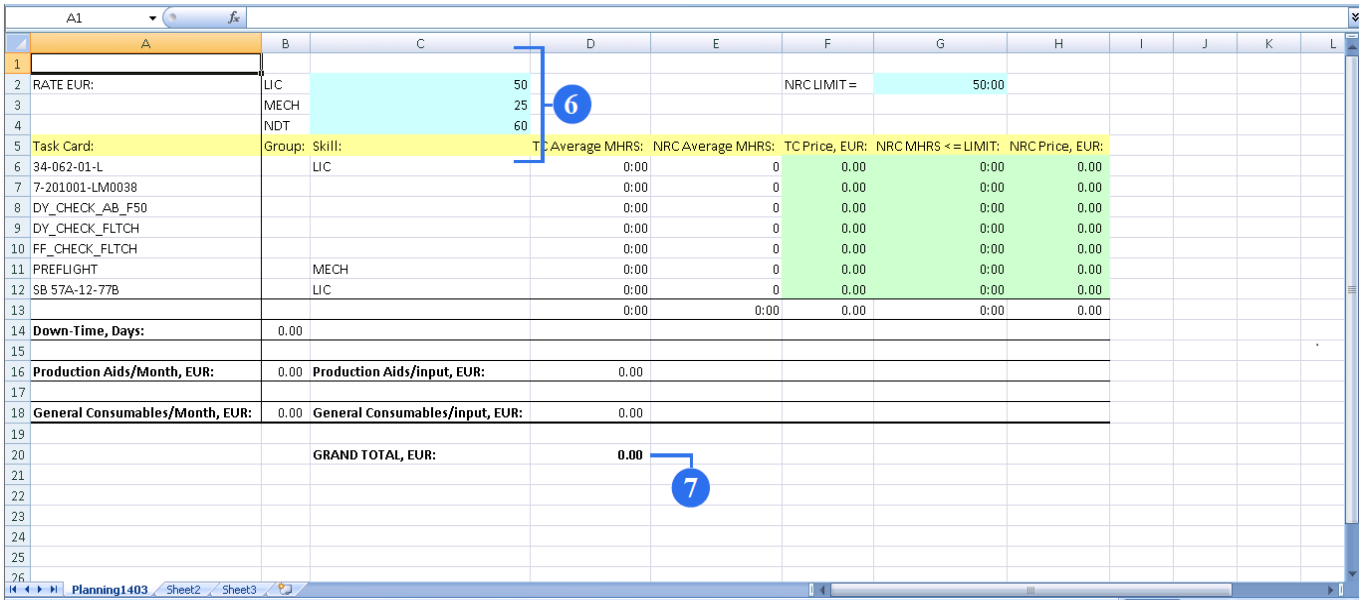


5. After the WO/ WP selection, select an action to perform:

- double click the 'Calculate New Average Man Hours Value' field, and the system generates an Average Man Hours Value in accordance with all completed tasks. This value will be displayed in the 'Man Hours Statistic Report' only: 'TC Average MNHR' column.

- double click the 'Print Man Hours Statistic Report' field to print out the report.

- double click the 'Planning Tool' field and a tool in the Excel format will be opened.



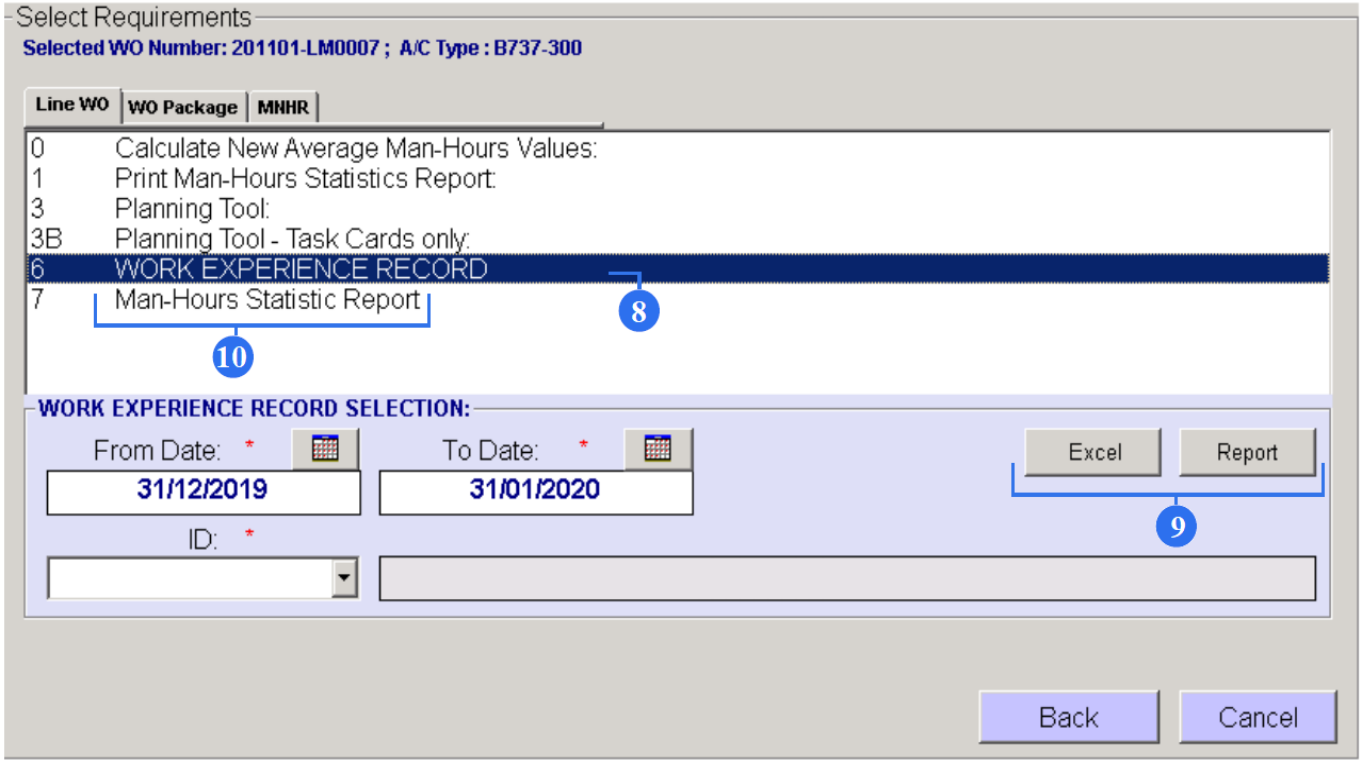
	A	B	C	D	E	F	G	H
2	RATE EUR:	LIC	50			NRC LIMIT =	50:00	
3		MECH	25					
4		NDT	60					
5	Task Card:	Group:	Skill:	TC Average MHRS:	NRC Average MHRS:	TC Price, EUR:	NRC MHRS <= LIMIT:	NRC Price, EUR:
6	34-062-01-L		LIC	0:00	0	0.00	0:00	0.00
7	7-201001-LM0038			0:00	0	0.00	0:00	0.00
8	DY_CHECK_AB_F50			0:00	0	0.00	0:00	0.00
9	DY_CHECK_FLTCH			0:00	0	0.00	0:00	0.00
10	FF_CHECK_FLTCH			0:00	0	0.00	0:00	0.00
11	PREFLIGHT		MECH	0:00	0	0.00	0:00	0.00
12	SB 57A-12-77B		LIC	0:00	0	0.00	0:00	0.00
13				0:00	0:00	0.00	0:00	0.00
14	**Down-Time, Days:**	0.00						
16	**Production Aids/Month, EUR:**	0.00	**Production Aids/input, EUR:**	0.00				
18	**General Consumables/Month, EUR:**	0.00	**General Consumables/input, EUR:**	0.00				
20			**GRAND TOTAL, EUR:**	**0.00**				

6. Mechanics are divided on:

- licensed (LIC): 50 EUR per hour
- not licensed (MECH): 25 EUR per hour.

NDT - Non-destructive testing: 60 EUR per hour.

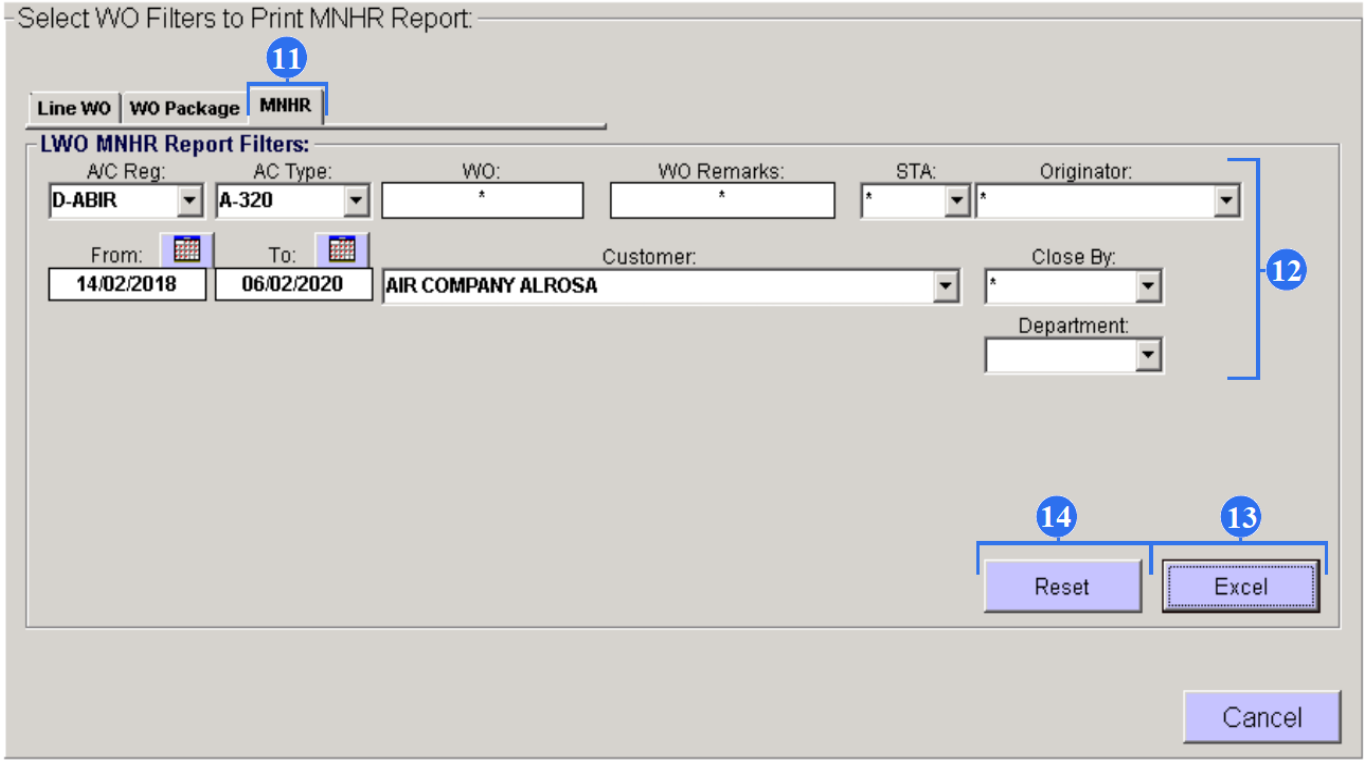
7. The system calculates average man hours cost in accordance with the calculated Average Man Hours Value for each task; and provides an average Total Cost (‘Grand Total, EUR’ field).



8. Click the WORK EXPERIENCE RECORD line and editor will be opened.

9. Select Frome Date and To Date, choose ID and click on the Report button. To transfer this data to excel, push Excel button.

10. To get Task Cards Man-Hours Statistic Reports for predetermine period or total man-hours statistic report double click on the Man-Hours Statistic Report.



11. Select MNHR tab. It allows to get any work orders man hours reports for any time.

12. Enter all these filters to get accurate data.

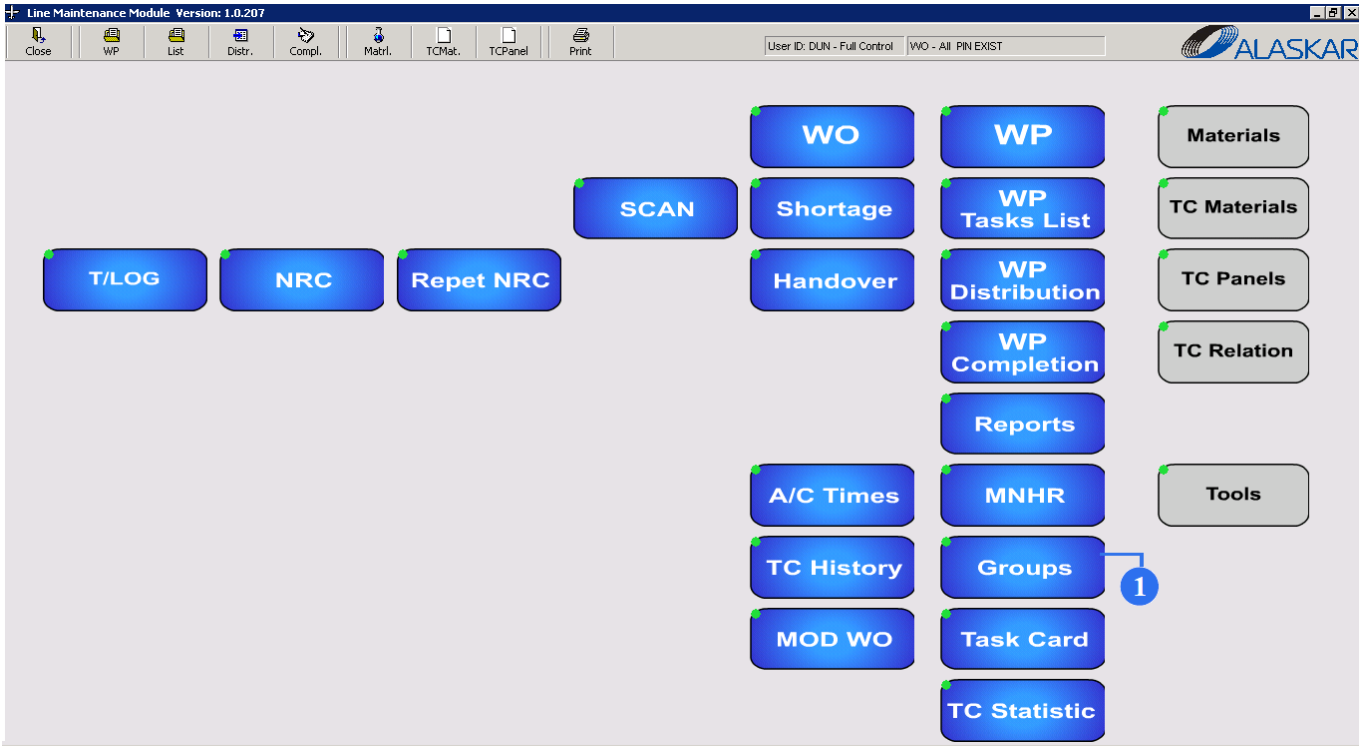
13. click on the Excel button to transfer report to excel.

14. To remove all entered data push Reset button.

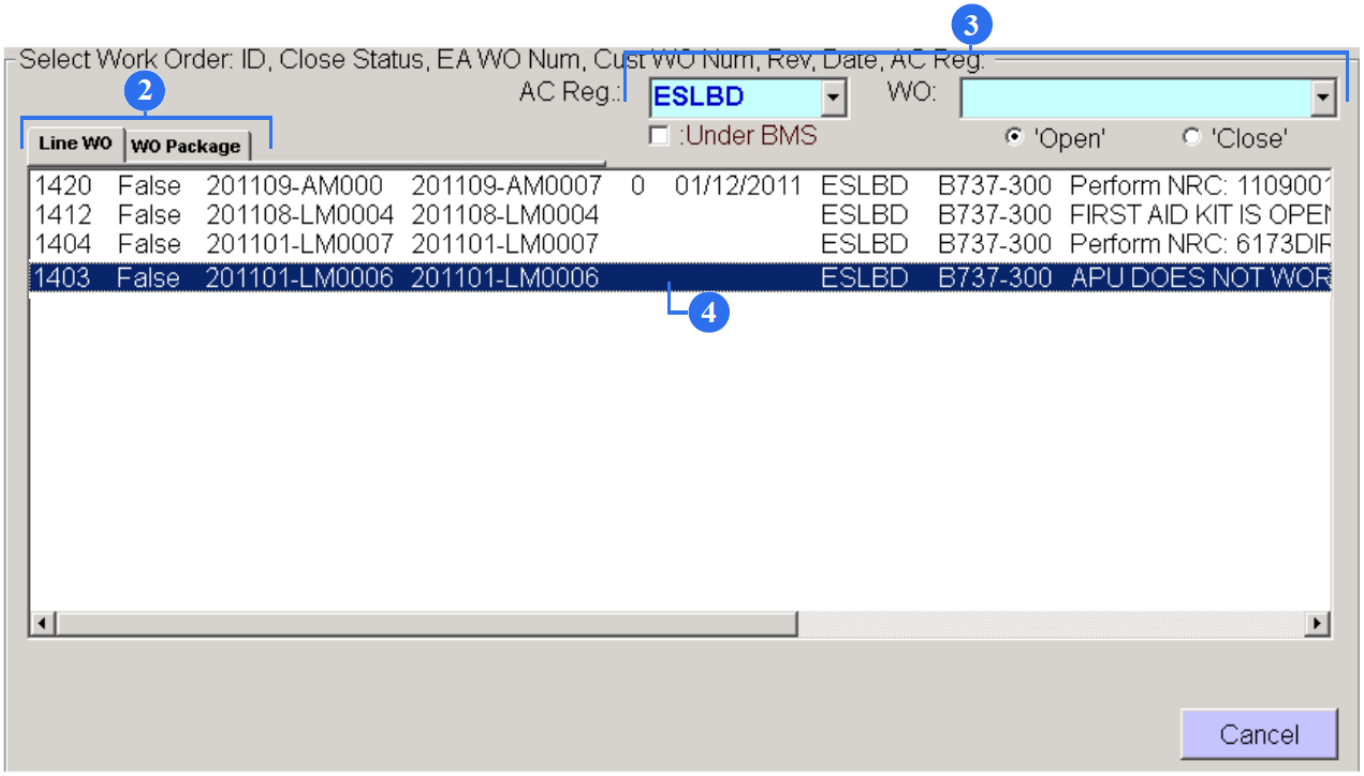
XIX. GROUPS

User Guidance

1. Groups.



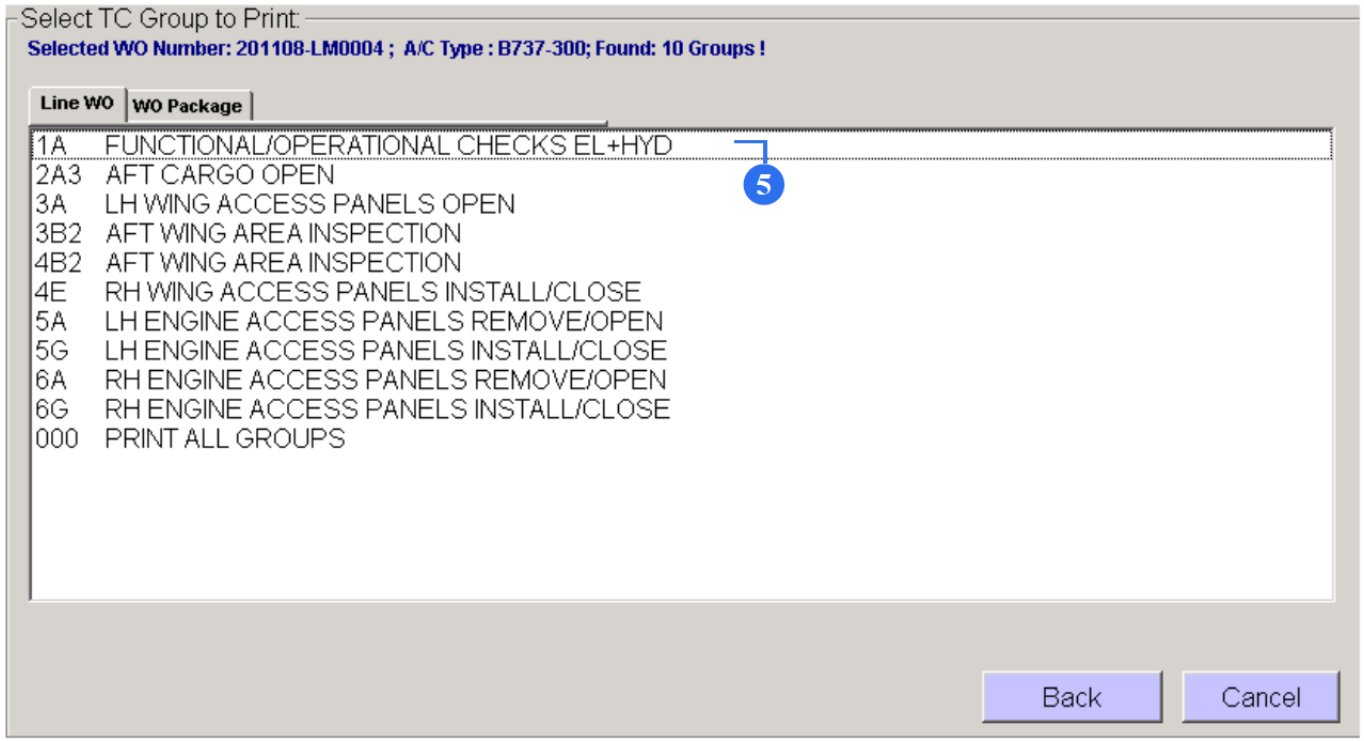
1. The Group sub-module generates printouts of task cards, which should be completed, for each engineering group. Click on the Groups button.

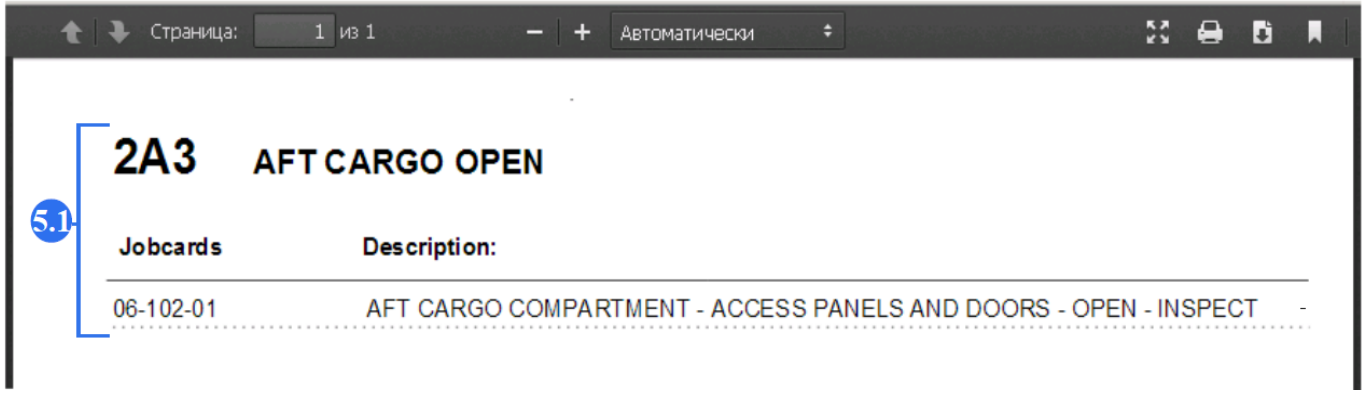


2. Select a Work Package (‘WO Package’) or a Work Order (‘Line WO’). Use these tabs to switch between them.

3. Use these filters to find different documents quickly.

4. Select necessary line and double click.



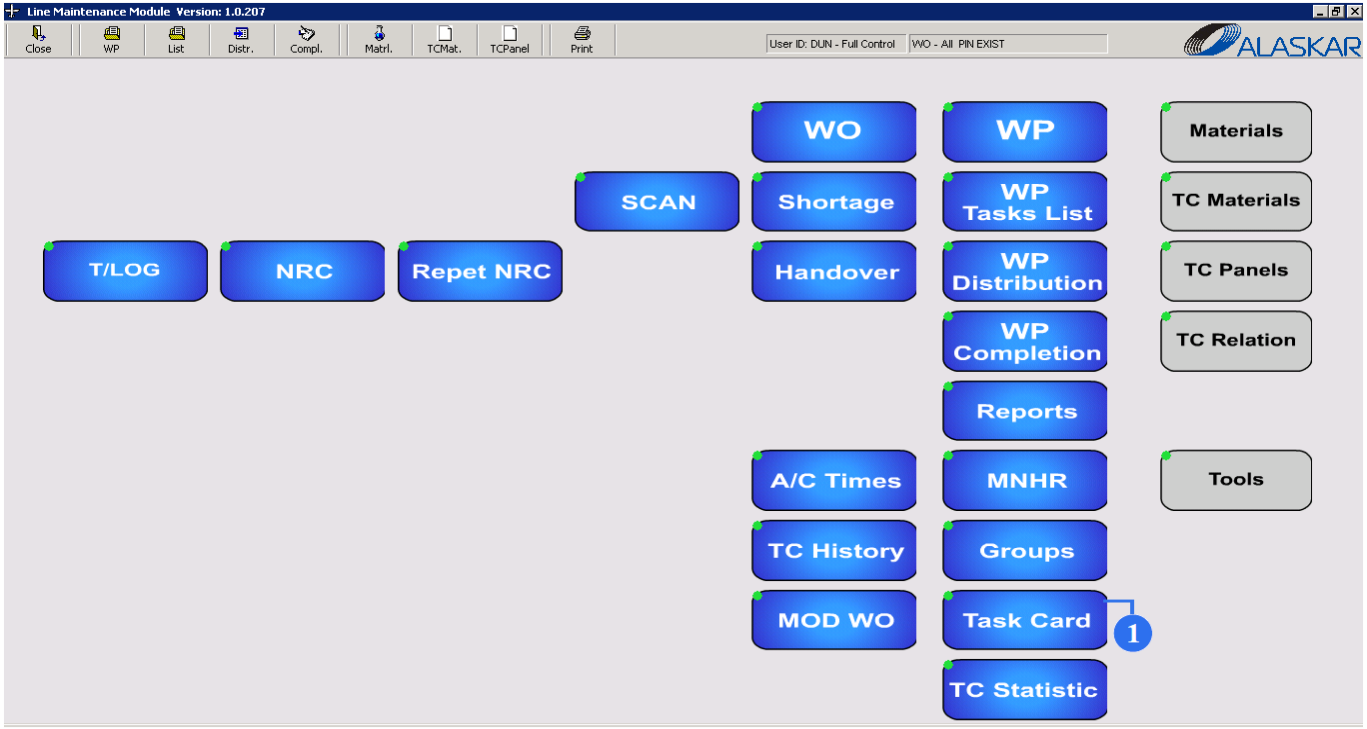


5. After the WO/ WP selection, double click a group for which task cards will be printed out (pic. 5.1 Group Printout).

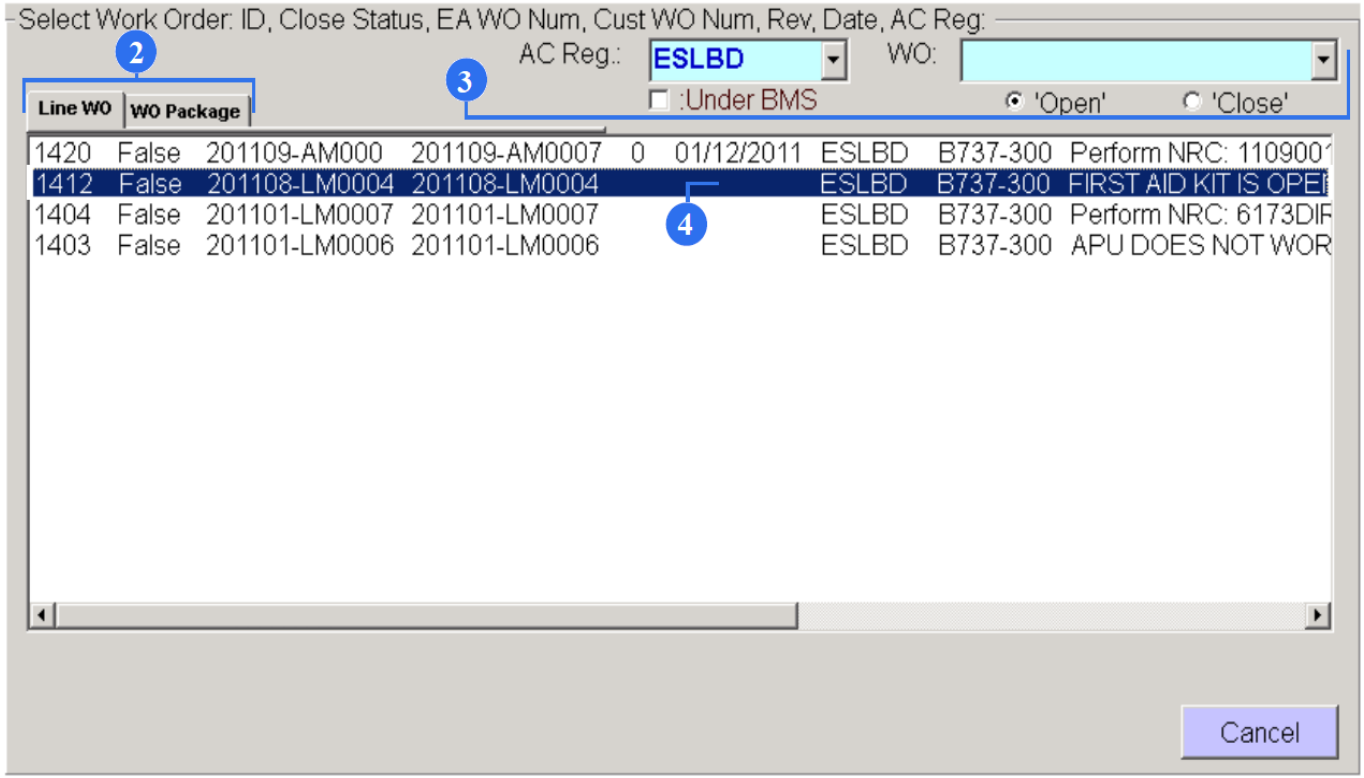
XX. TASK CARD

User Guidance

1.Task Card.



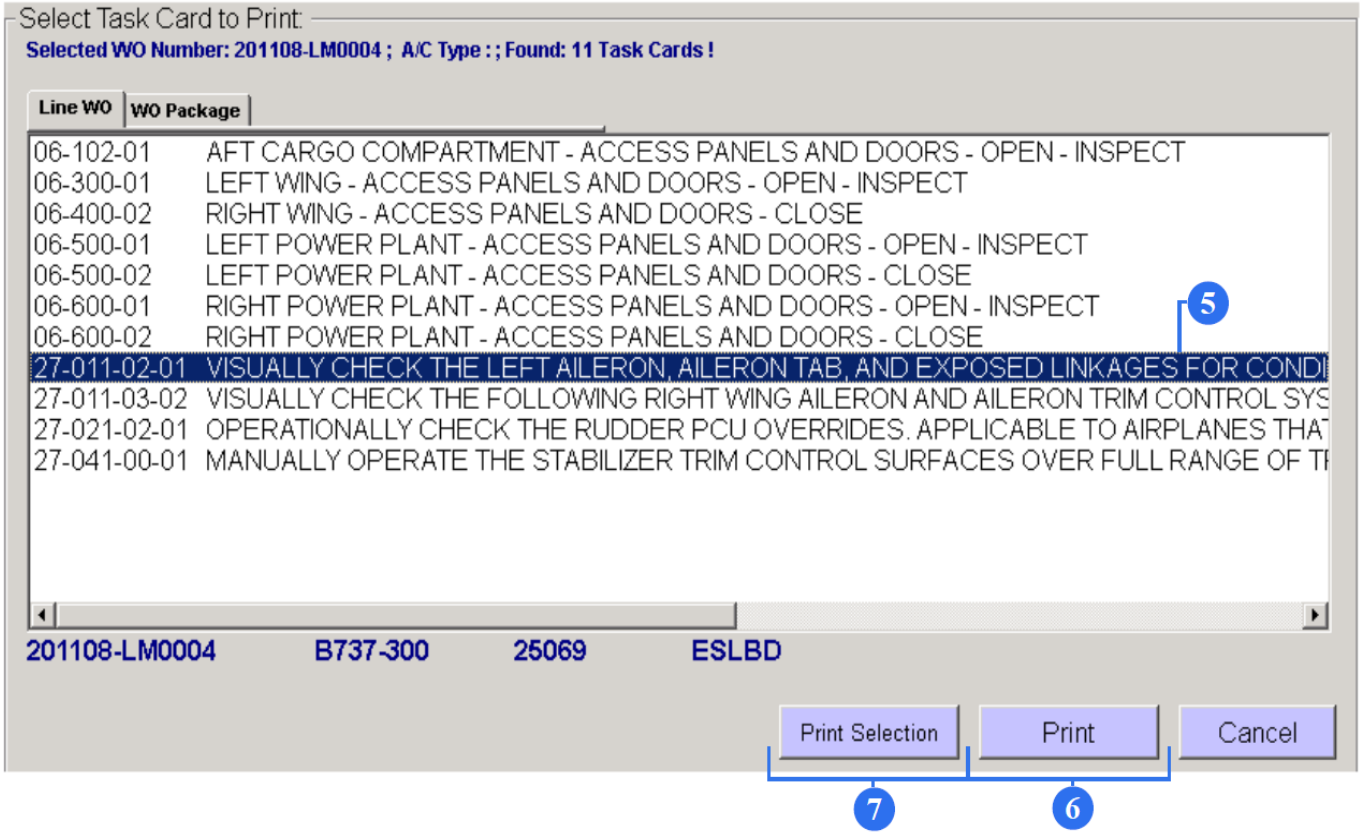
1. The Task Card sub-module is created for registering the procedure of specific tasks, which were created not by manufacturer (ex. Boeing), but your own company. Click on the Task Card button.



2. Select a Work Package (‘WO Package’) or a Work Order (‘Line WO’). Use these tabs to switch between them.

3. Use these filters to find different documents quickly.

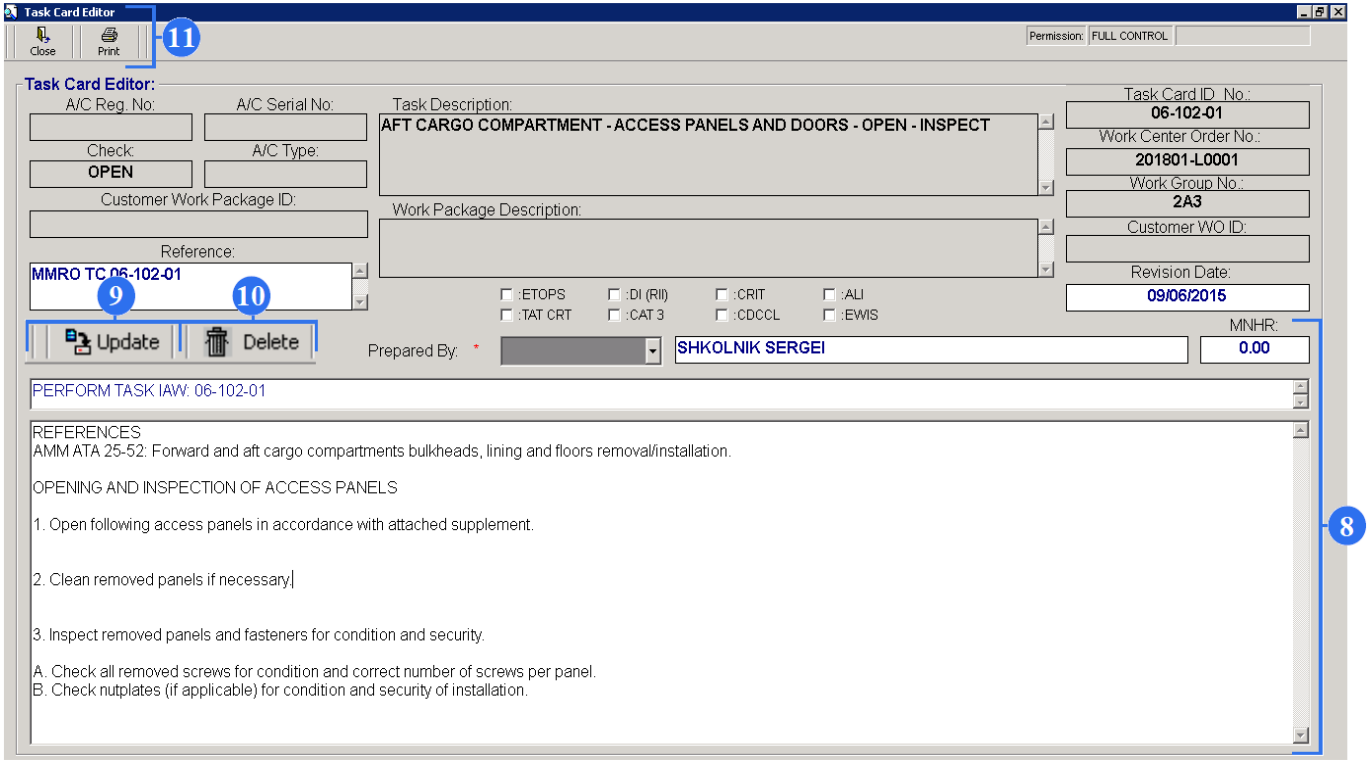
4. Select necessary line and double click.



5. After the WO/ WP selection, double click a necessary task card for which a procedure should be created.

6. To print out the procedure of a particular task card, highlight it in the list of tasks and click on.

7. To print out several tasks at once, highlight them by pressing and holding the left mouse button, then click on Print Selection.



8. When you double click a task, the Task Card Editor opens. Write down the whole procedure and enter a person, who prepares it ('Prepared By' field) and Man Hours ('MNHR' field). Or it is possible to make reference to another instruction in the 'Reference' field.

9. To save the entered data, click on the Update button.

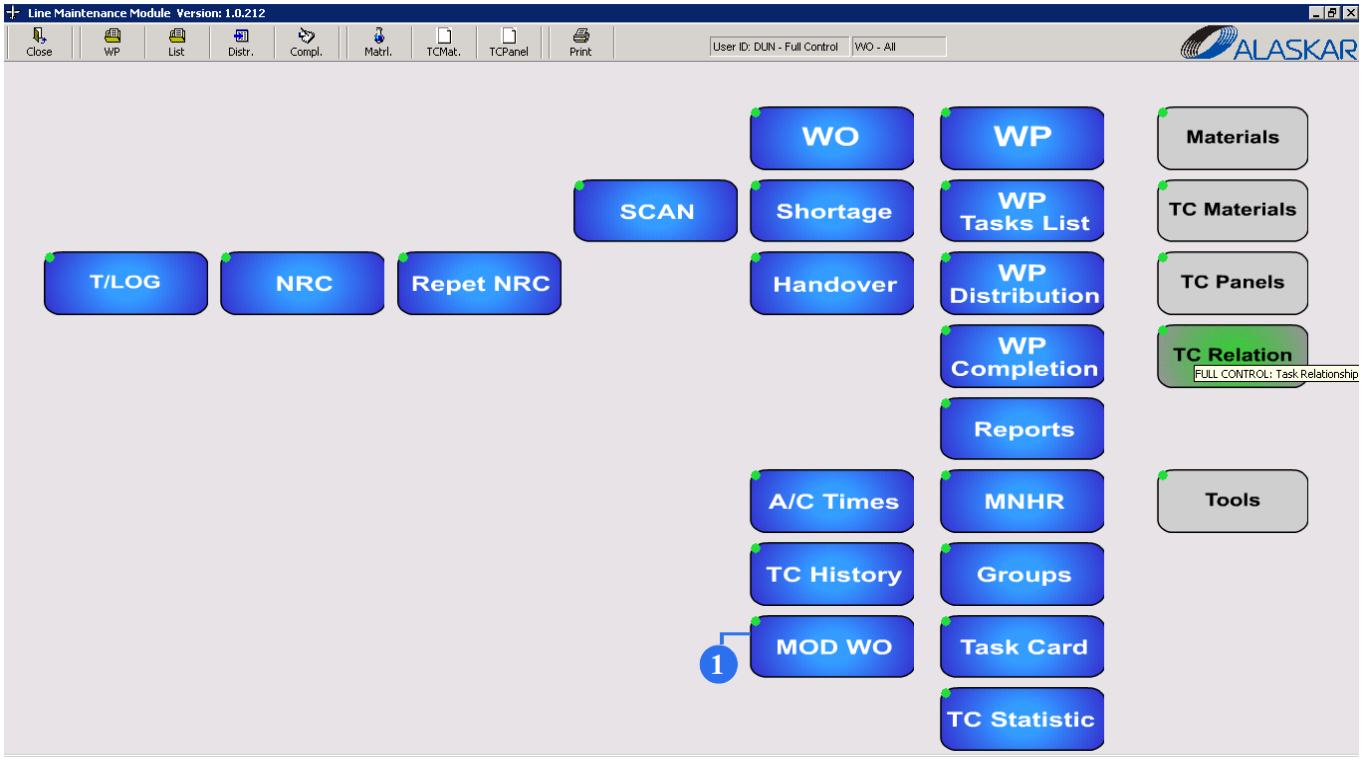
10. To remove the procedure, use respectively Delete button.

11. Push "Print" button to print out the WO/WP.

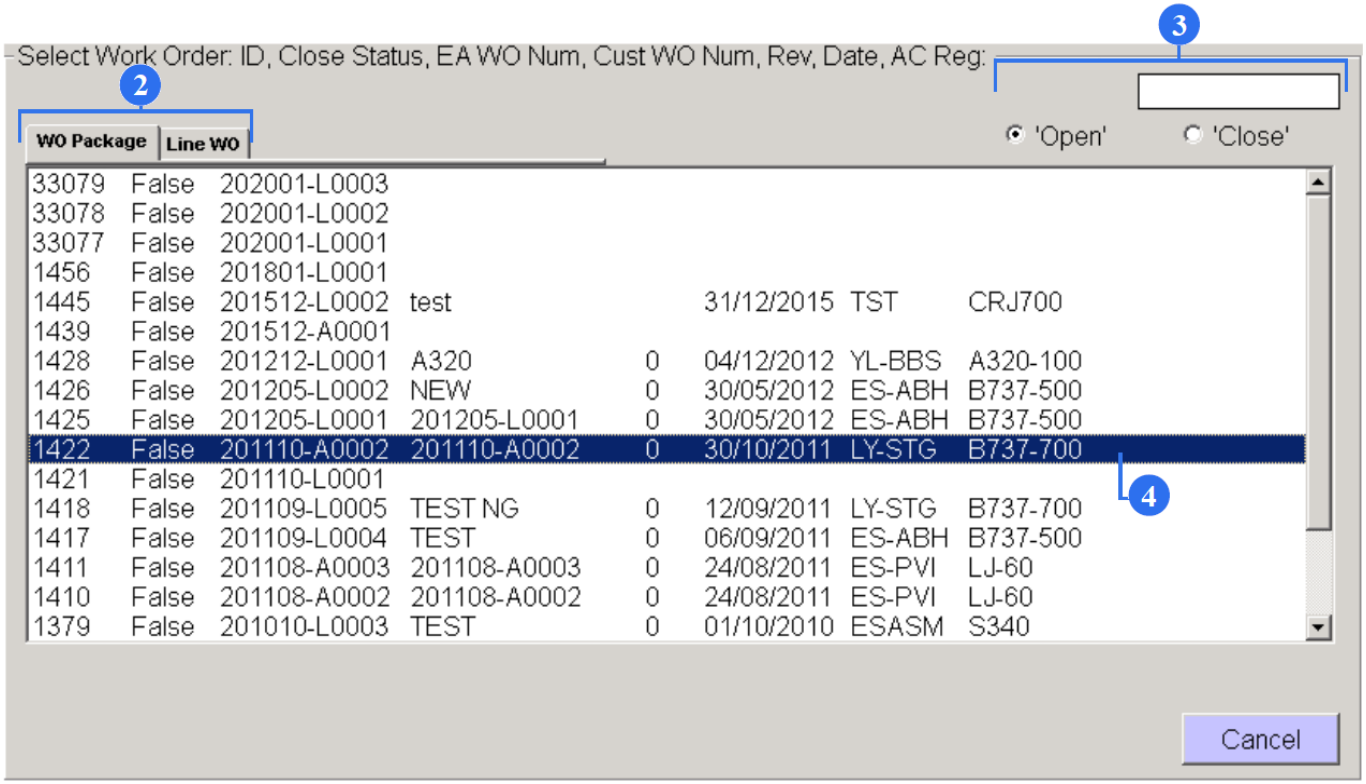
XXI. MODIFICATION WORK ORDER

User Guidance

1.MOD Work Order.



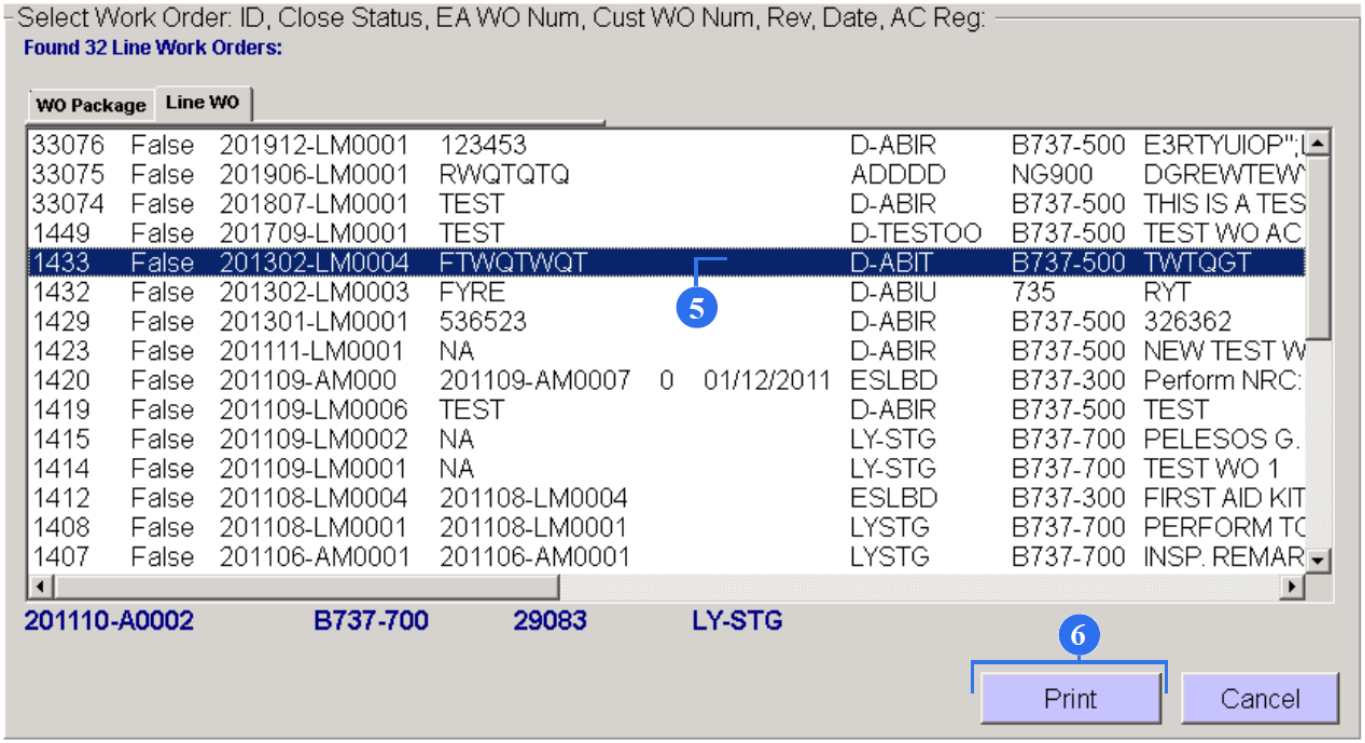
1. The Mod WO sub-module is created for registering the procedure of specific modifications, which were created not by manufacturer (ex. Boeing), but your own company. Click on the MOD WO button



2. Select a Work Package (‘WO Package’) or a Work Order (‘Line WO’). Use these tabs to switch between them.

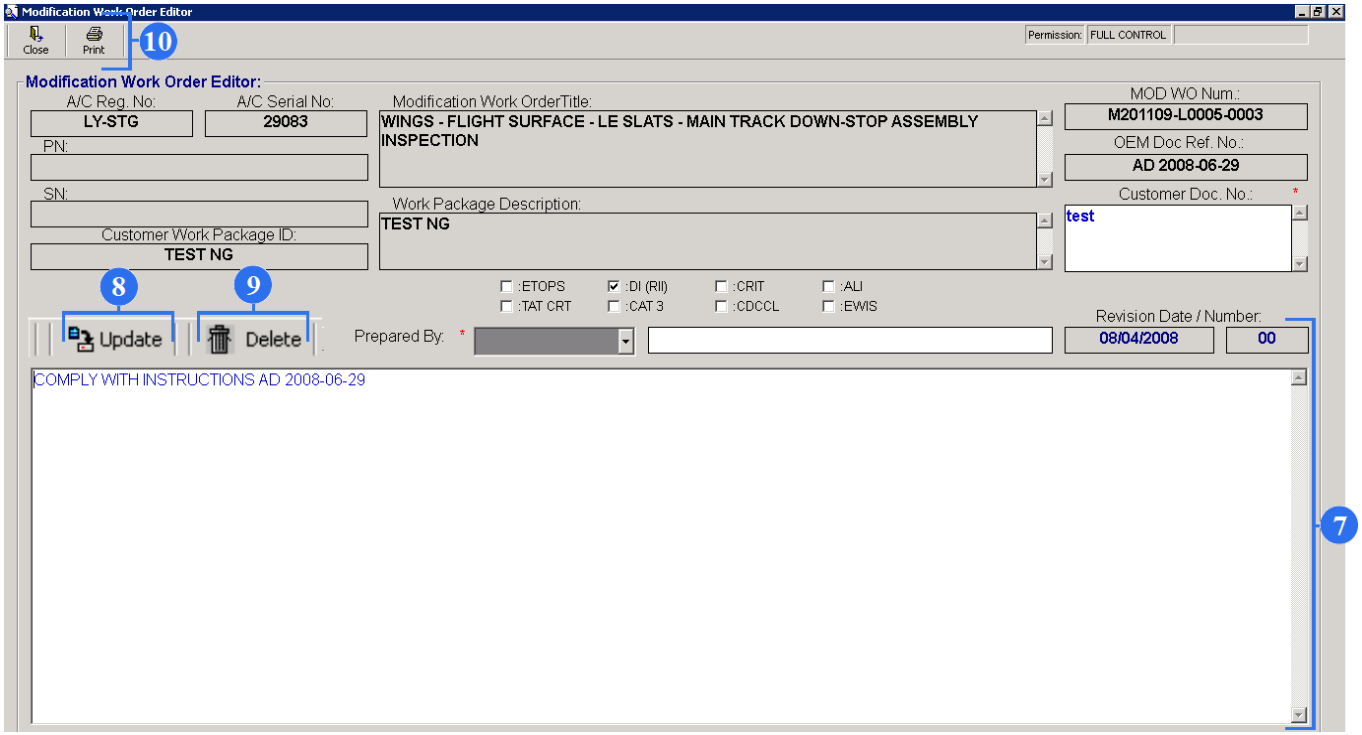
3. Use these filters to find different documents quickly.

4. Select necessary line and double click.



5. After the WO/ WP selection, double click a necessary modification for which a procedure should be created.

6. To print out the procedure of a particular modification, highlight it in the list of modifications and click on the Print button.



7. When you double click a modification, the Modification Editor opens. Write down the whole procedure (you may just make reference to another instruction) and enter a person, who prepares it (‘Prepared By’ field).

8. To save entered data, click on the Update.

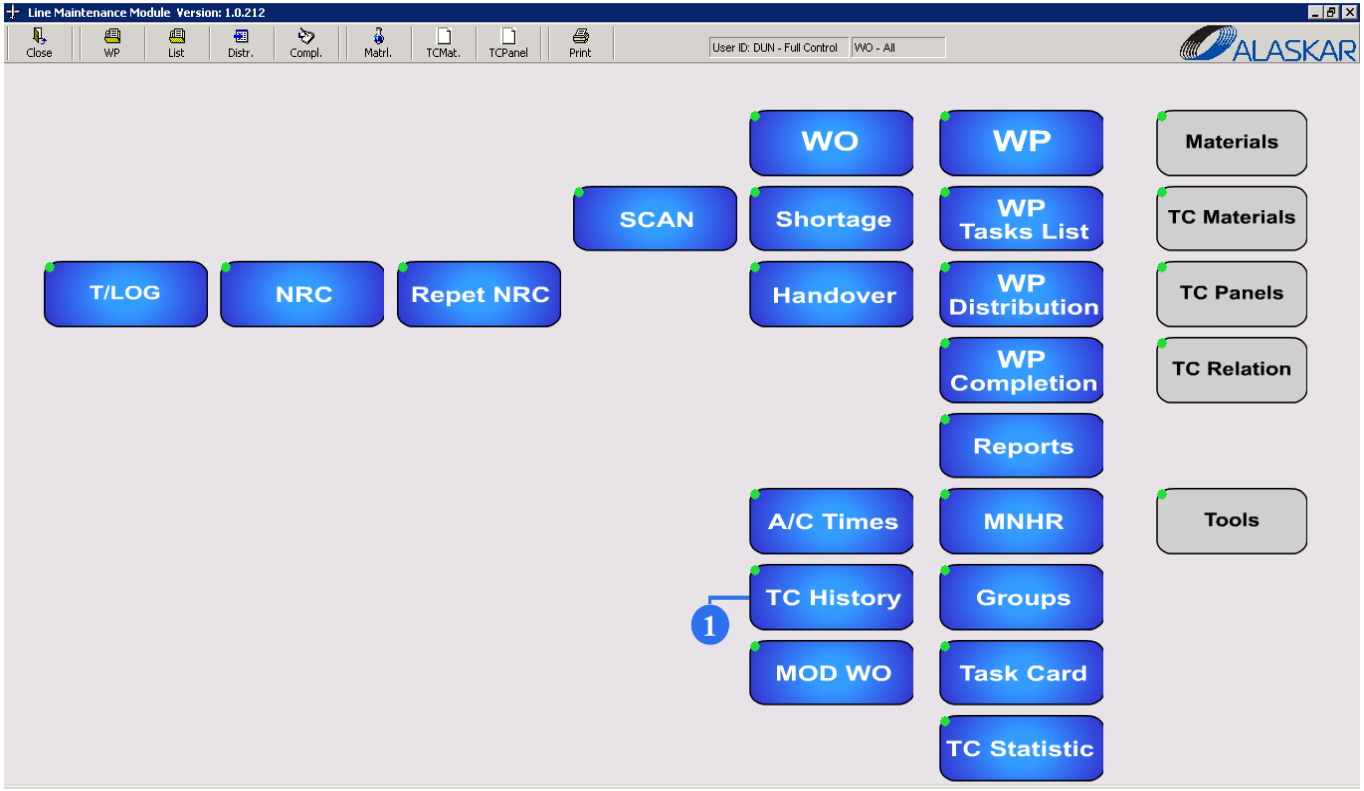
9.To remove the procedure, use Delete.

10. Push “Print” button to print out the MOD WO.

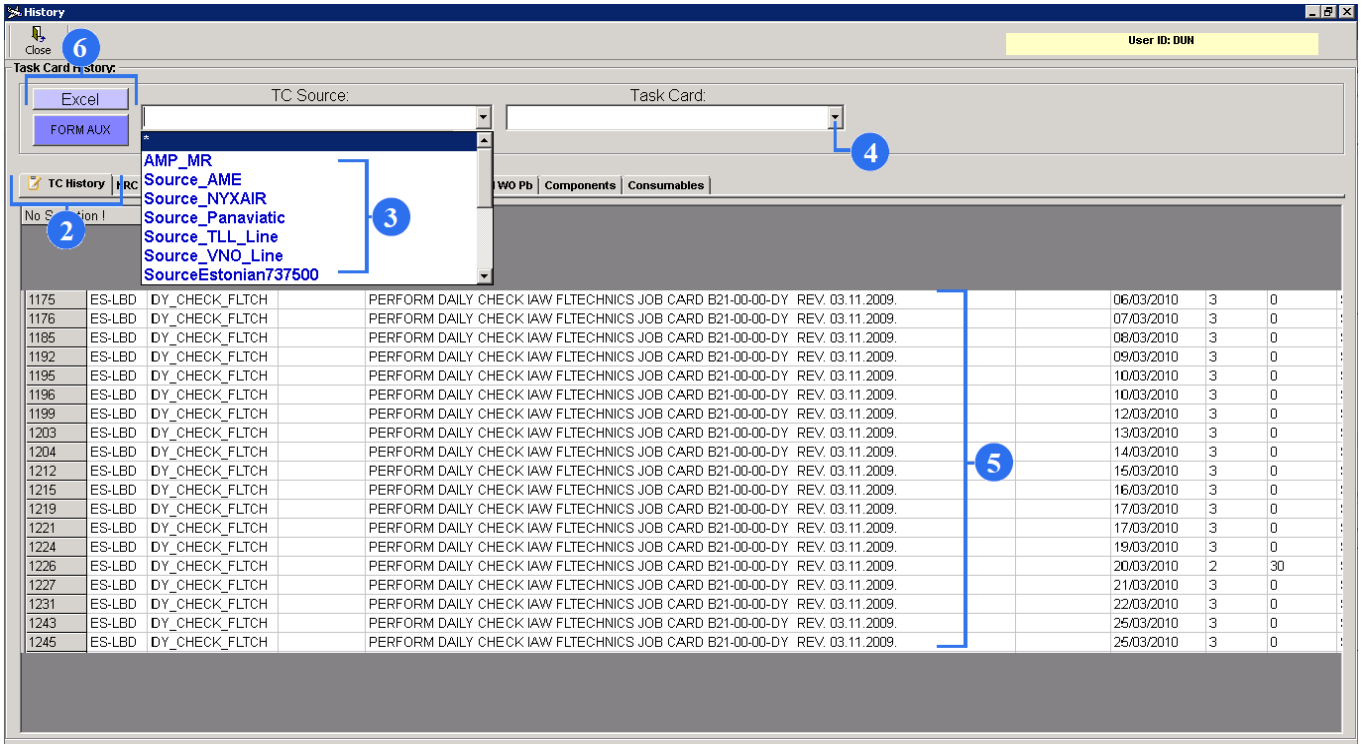
XXII. TASK CARD HISTORY

User Guidance

1.TC History



1. TC History submodule is necessary to see history of task cards, NRCs, also materials and consumables used in NRC and TC. Click on the TC History button.



2. TC History is the first tab.

3. Use the filter such as TC Source. Use corresponding source.

4. Select Task Card.

5. You can cee history of these task cards. Highlight any line or all lines.

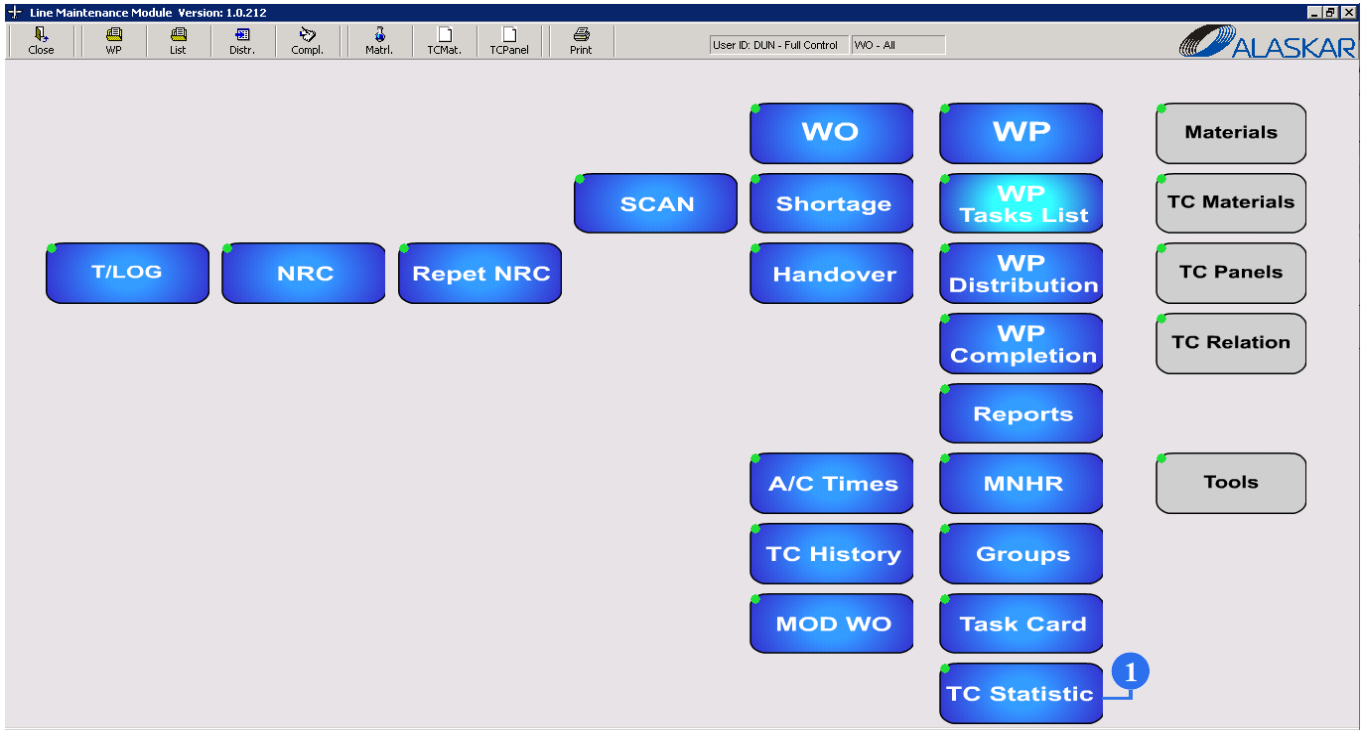
6. Click on the Excel button to transfer these highlight lines to excel.

Also, you can monitor history in other tabs in the same way.

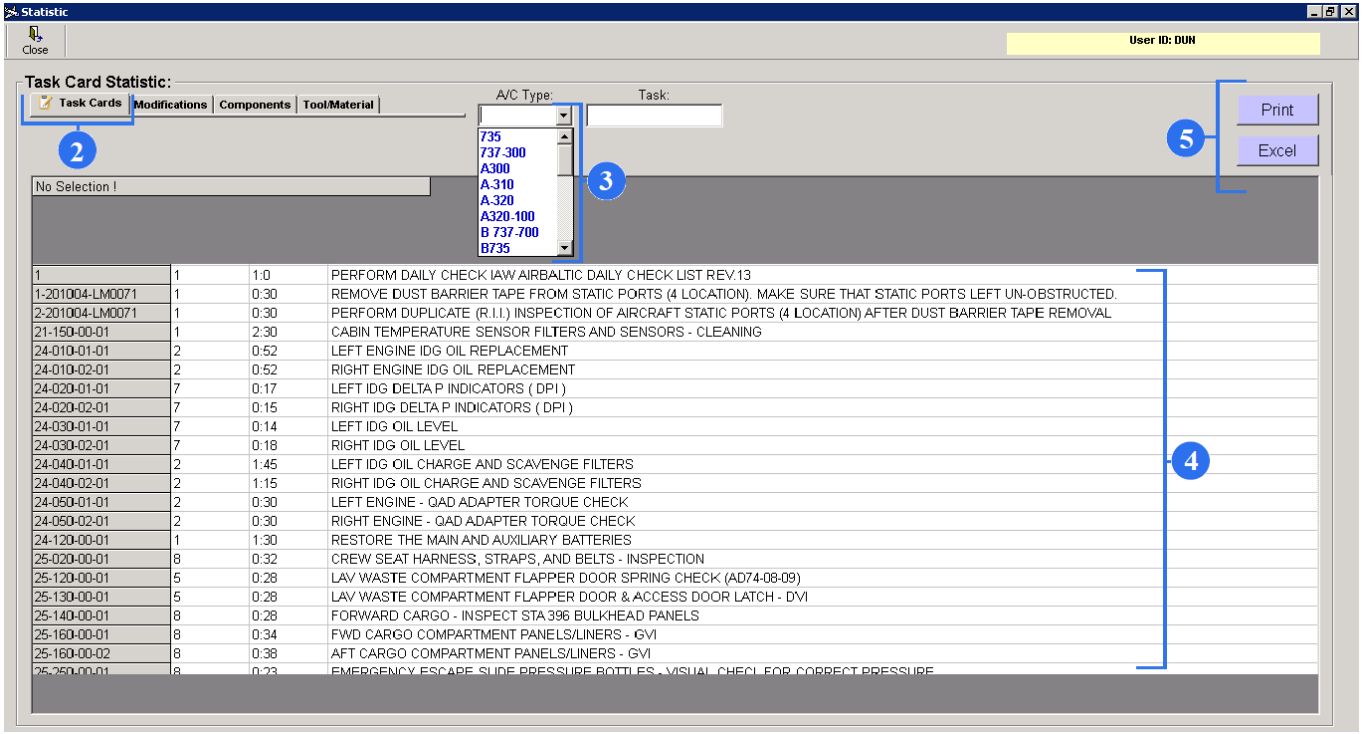
XXIII. TASK CARD STATISTIC

User Guidance

1.TC Statistic



1. TC Statistic sub-module is necessary to monitor data of task cards, modifications, components, tools and materials. Click on the TC Statistic.



1	1	1:0	PERFORM DAILY CHECK IAW AIRBALTIC DAILY CHECK LIST REV.13
1-201004-LM0071	1	0:30	REMOVE DUST BARRIER TAPE FROM STATIC PORTS (4 LOCATION). MAKE SURE THAT STATIC PORTS LEFT UN-OBSTRUCTED.
2-201004-LM0071	1	0:30	PERFORM DUPLICATE (R.I.I.) INSPECTION OF AIRCRAFT STATIC PORTS (4 LOCATION) AFTER DUST BARRIER TAPE REMOVAL
21-150-00-01	1	2:30	CABIN TEMPERATURE SENSOR FILTERS AND SENSORS - CLEANING
24-010-01-01	2	0:52	LEFT ENGINE IDG OIL REPLACEMENT
24-010-02-01	2	0:52	RIGHT ENGINE IDG OIL REPLACEMENT
24-020-01-01	7	0:17	LEFT IDG DELTA P INDICATORS (DPI)
24-020-02-01	7	0:15	RIGHT IDG DELTA P INDICATORS (DPI)
24-030-01-01	7	0:14	LEFT IDG OIL LEVEL
24-030-02-01	7	0:18	RIGHT IDG OIL LEVEL
24-040-01-01	2	1:45	LEFT IDG OIL CHARGE AND SCAVENGE FILTERS
24-040-02-01	2	1:15	RIGHT IDG OIL CHARGE AND SCAVENGE FILTERS
24-050-01-01	2	0:30	LEFT ENGINE - QAD ADAPTER TORQUE CHECK
24-050-02-01	2	0:30	RIGHT ENGINE - QAD ADAPTER TORQUE CHECK
24-120-00-01	1	1:30	RESTORE THE MAIN AND AUXILIARY BATTERIES
25-020-00-01	8	0:32	CREW SEAT HARNESS, STRAPS, AND BELTS - INSPECTION
25-120-00-01	5	0:28	LAV WASTE COMPARTMENT FLAPPER DOOR SPRING CHECK (AD74-08-09)
25-130-00-01	5	0:28	LAV WASTE COMPARTMENT FLAPPER DOOR & ACCESS DOOR LATCH - DVI
25-140-00-01	8	0:28	FORWARD CARGO - INSPECT STA 396 BULKHEAD PANELS
25-160-00-01	8	0:34	FWD CARGO COMPARTMENT PANELS/LINERS - GVI
25-160-00-02	8	0:38	AFT CARGO COMPARTMENT PANELS/LINERS - GVI
25-250-00-01	8	0:23	EMERGENCY ESCAPE SLIDE PRESSURE BOTTLES - VISUAL CHECK FOR CORRECT PRESSURE

2. Task Cards is the first tab.

3. Use the filter such as A/C/ Type. Select aircraft.

4. You can see the task cards statistics of this aircraft. Highlight any line or highlight all lines.

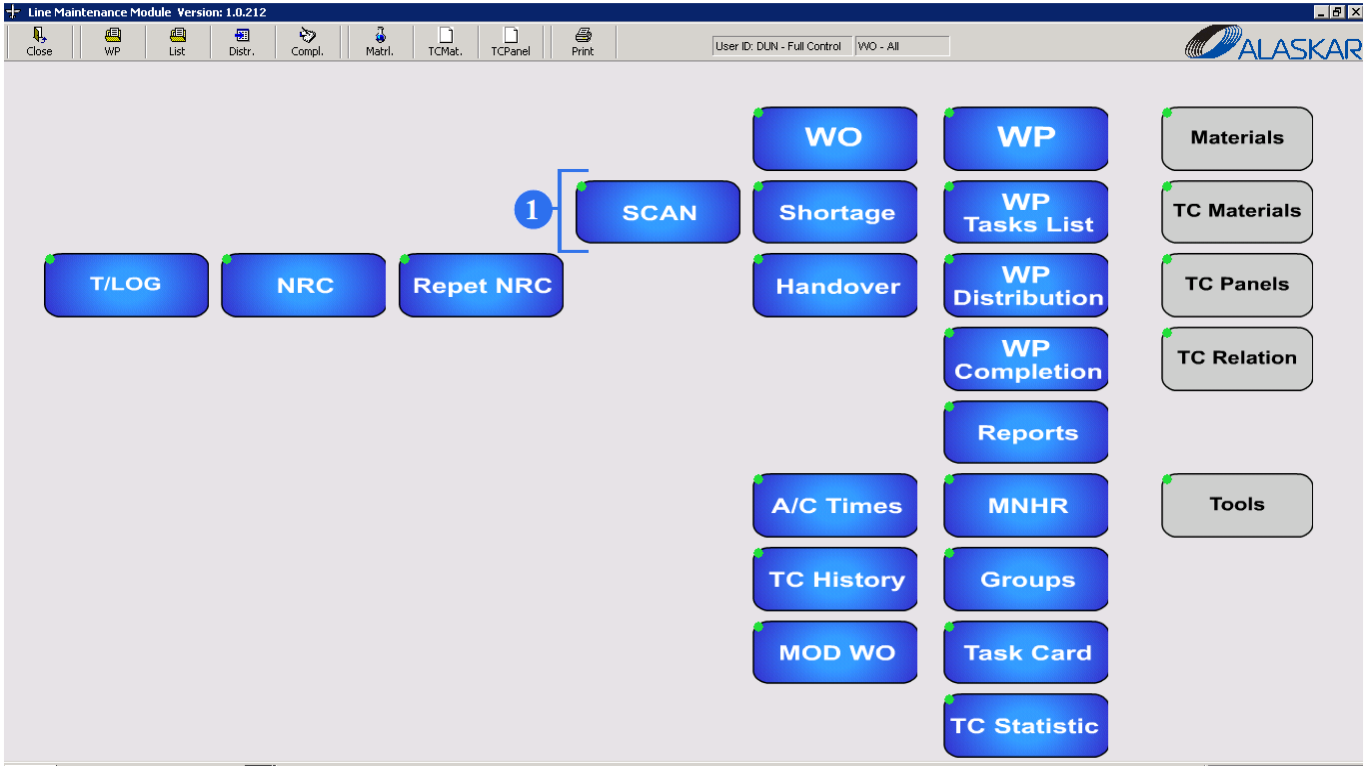
5. Click on the Print button to print out the data. Push on the Excel button to transfer data to excel.

Also, you can monitor statistic in other tabs in the same way.

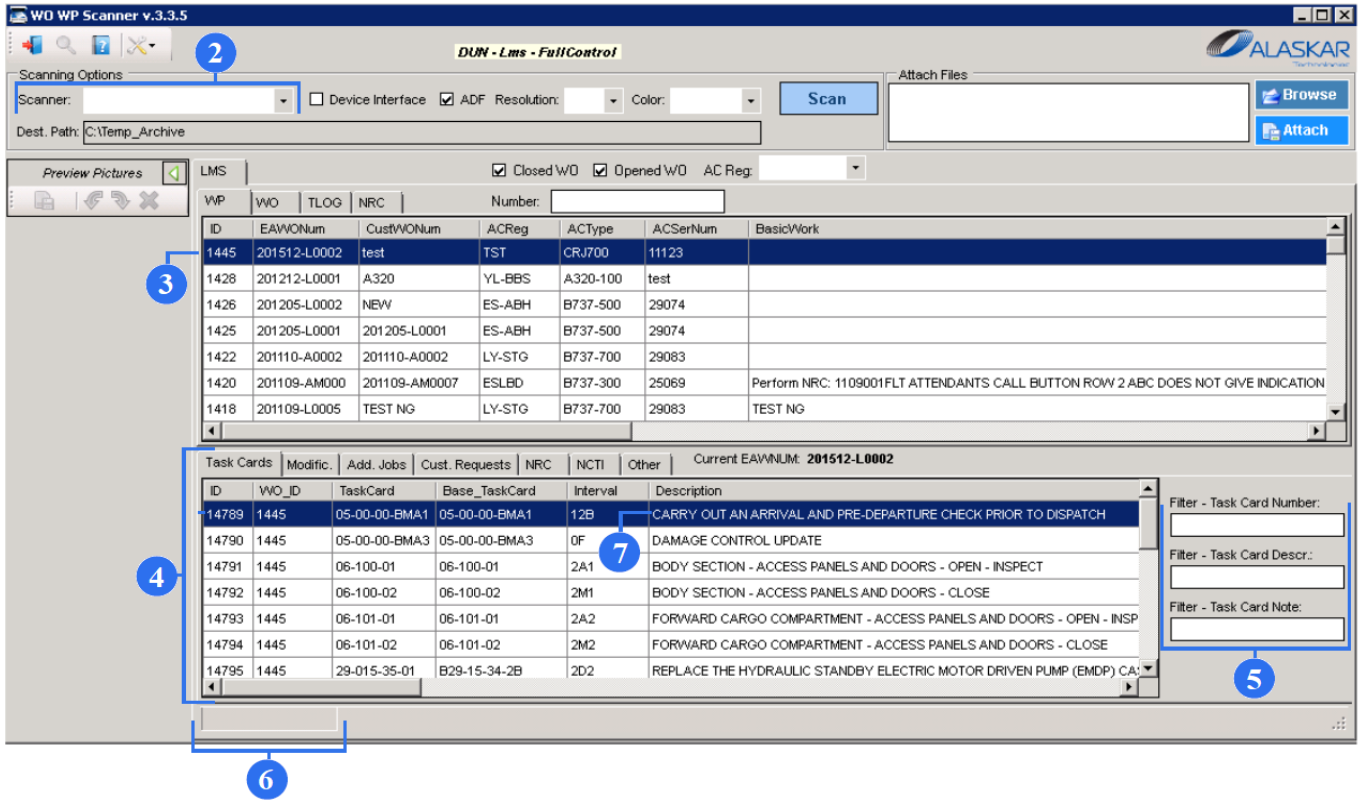
XXIV. SCAN

User Guidance

1.SCAN.



1. SCAN sub-module is necessary to collect scanned documents. Click on the SCAN button.



2. Select available scanner from the list.

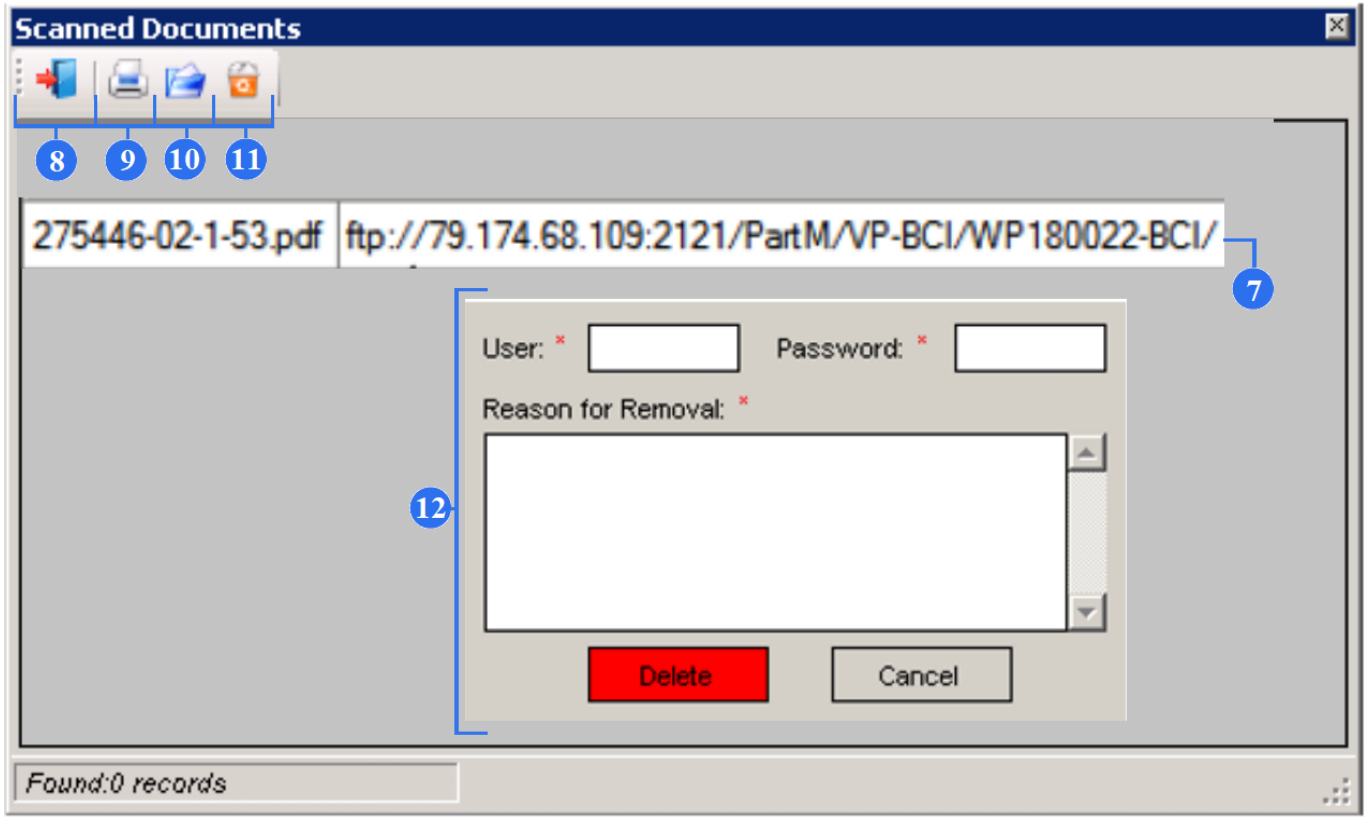
3. Select WP/WO/TLOG/NRC.

4. WOs will appear.

5. Use filters to find WO you need. Input text then press <Enter>.

6. Number of scanned documents for Selected WO

7. Double – click on WO to view records list.



7. List of available records for selected WO.

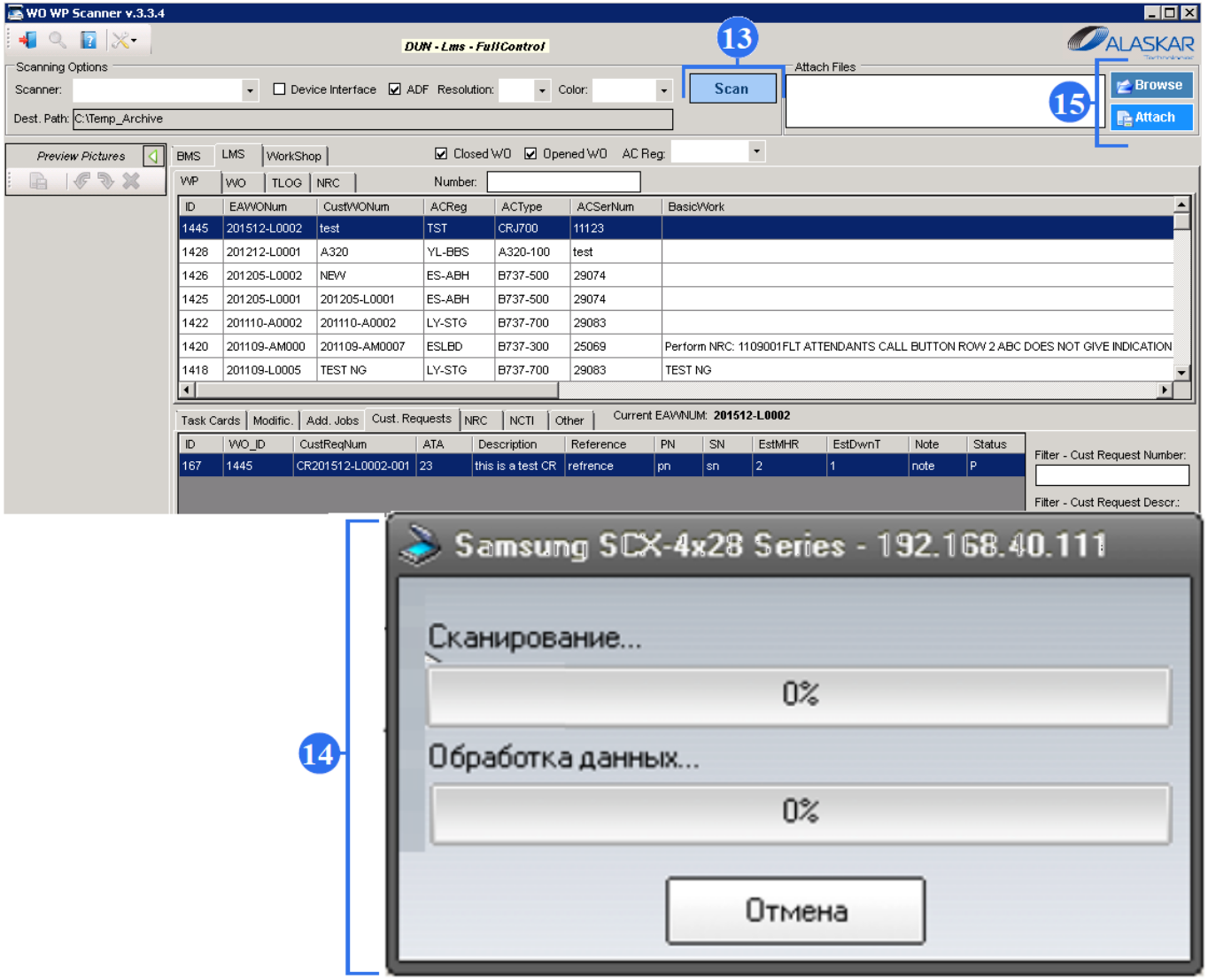
8. Push this button to close the window.

9. Print button. Print selected document. If you have problems during printing, open document and print it through third-party application.

10. Open document button. Use it or double - click on record

11. Delete document button. Press it to delete document from file server. Confirmation dialog will appear

12. Confirmation dialog. Fill all required fields to delete document. Reason must be at least 5 characters.



13. Insert document into scanner then Press button “Scan” to scan document to Selected WO. Scanning dialog will appear.

14. Scanning dialog shows scanning process. “Use device interface” option on main view switches between standard interface and device interface (depends on device manufacture and installed drivers).

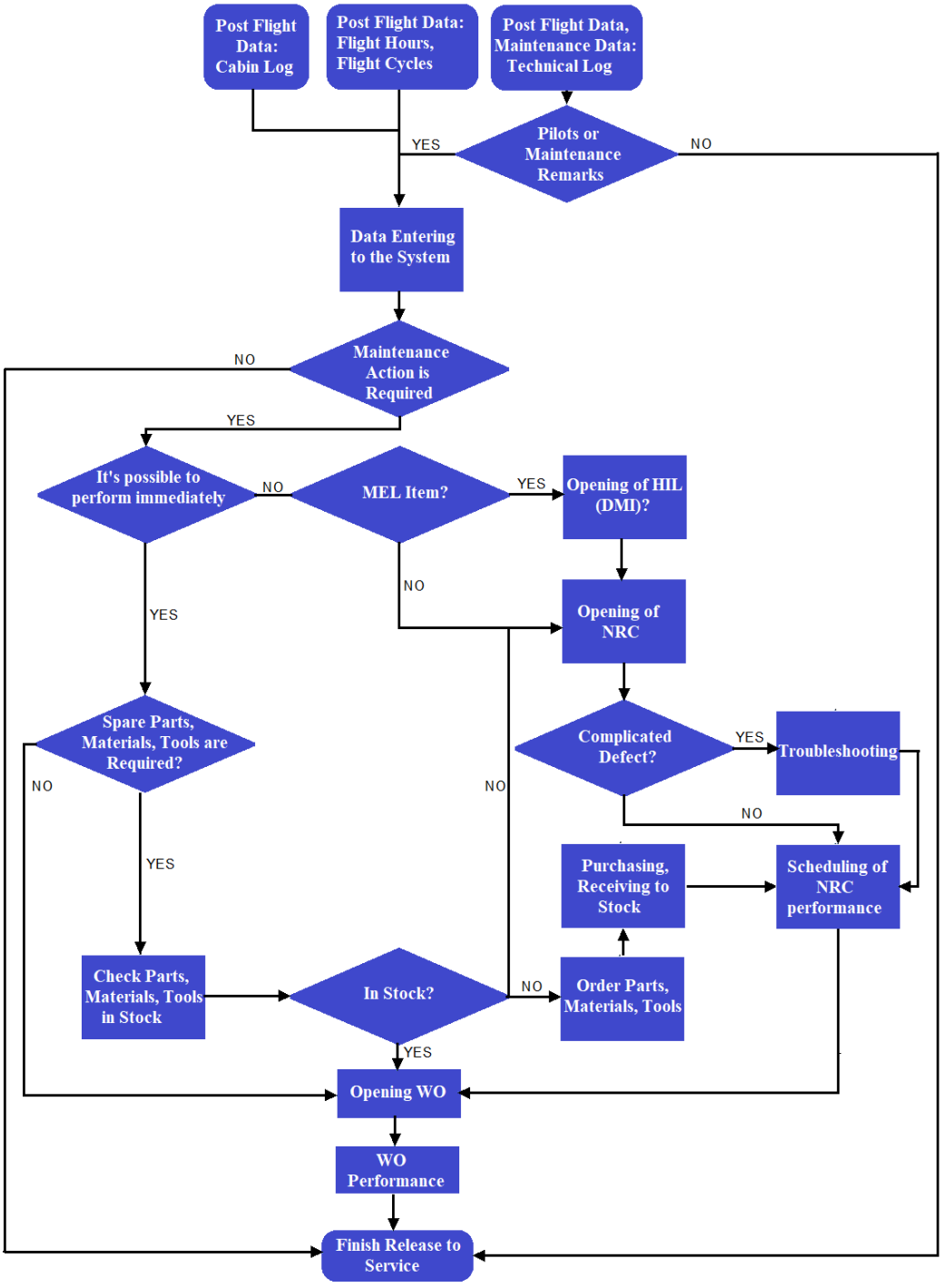
15. Use “Browse” or “Attach” buttons to attach already scanned documents to Selected WO.

XXIV. SCENARIO

User Guidance

Contents

1. Scenario 1: Post Flight Proceedings



1. Post flight data (fly hours): references to the Aircraft Times (chapter VII)

2. Post flight data (maintenance data): reference to the TLog (chapter VI)

3. HIL Opening: reference to the TLog (chapter VI, part 'HIL (Hold Item List) and references to MEL (Minimum Equipment List)')

4. Opening NRC: reference to the NRC (chapter IV)

5. Troubleshooting: reference to the NRC (chapter IV)

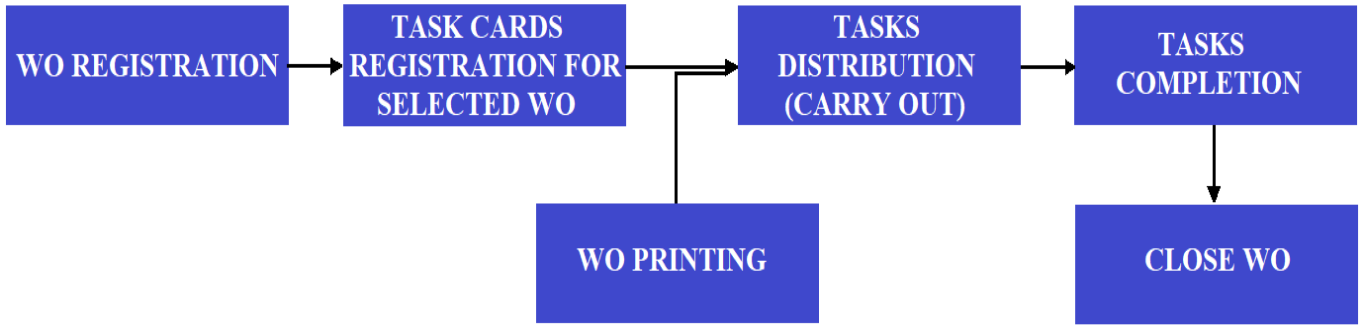
6. Scheduling of NRC performance: reference to the PART-M module, Planning sub-module.

7. Check Parts, Materialsю

8. Order Parts, Materials: reference to the Shortage (chapter III)

9. WP Opening/ Performance: reference to the Work Order (chapter II)

2. Scenario 2: Work Order Processing.



1.Work Order Registration: reference to the Work Order (chapter II, part 'Line Work Orders Registration Overview')

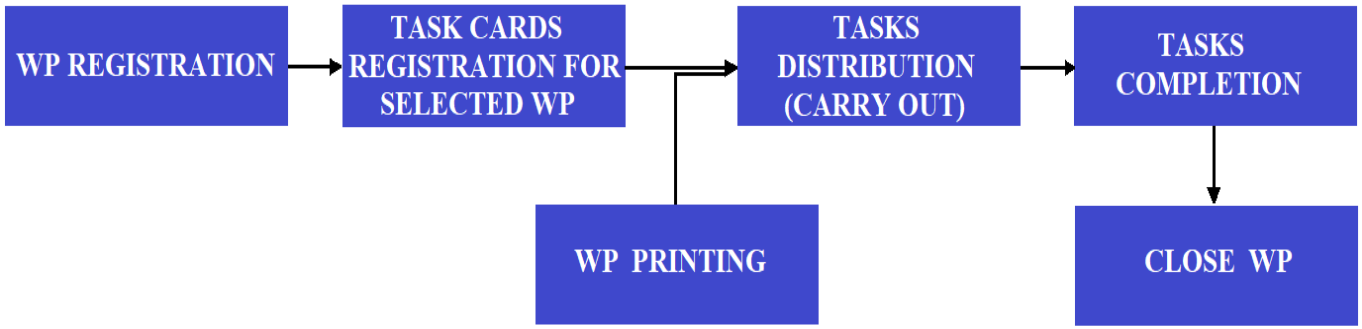
2. Task Card Registration: reference to the Work Order (chapter II, part 'Tasks List Registration Overview')

3. Task Distribution: reference to the Work Order (chapter II, part 'Distribution Overview')

4. Task Completion: reference to the Work Order (chapter II, part 'Completion Overview')

5. Close WO: reference to the Work Order (chapter II, part 'Line Work Orders Registration Overview')

3. Scenario 3: Work Package Processing.



1. Work Package Registration: reference to the Work Package (chapter VIII)

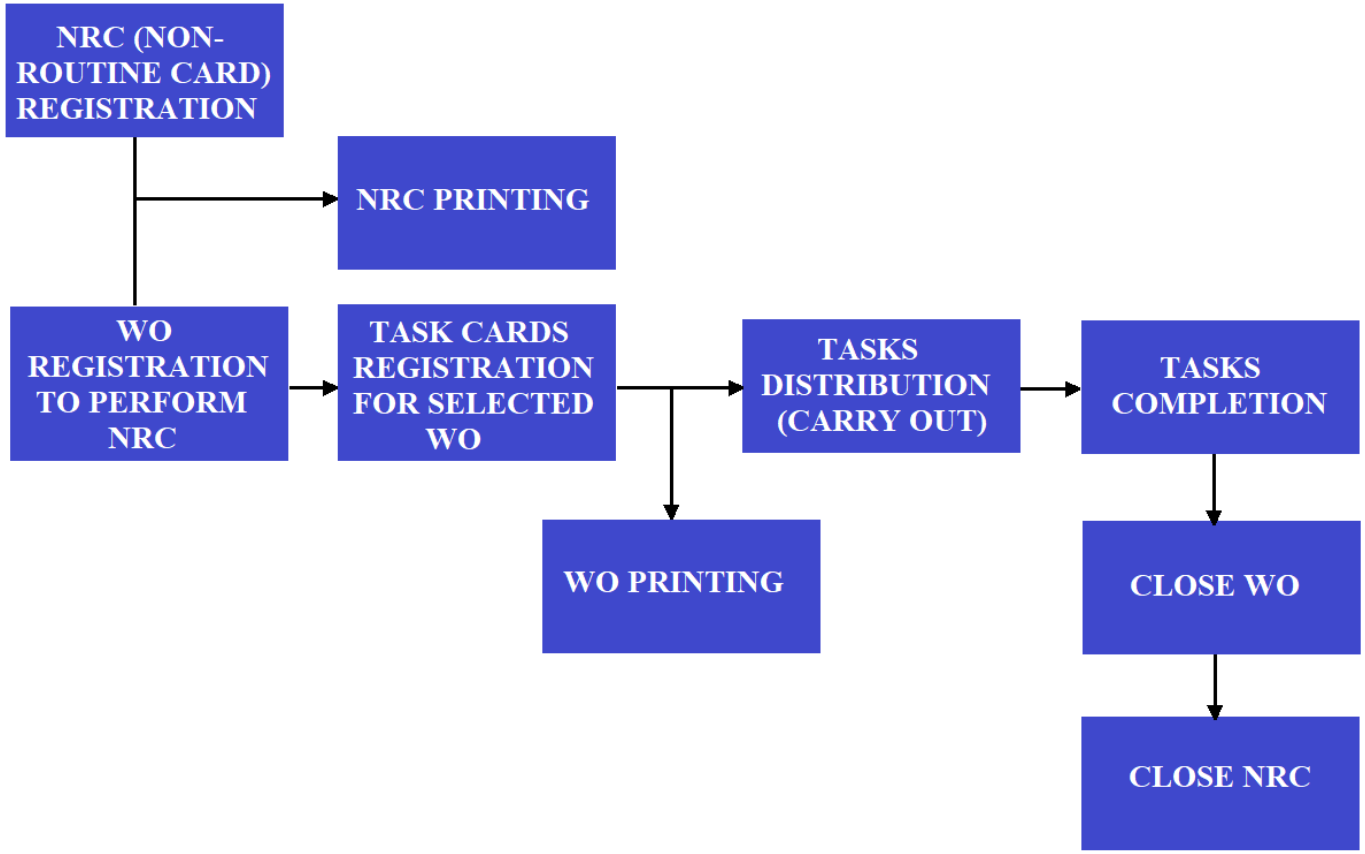
2. Task Card Registration: reference to the Work Package Tasks List (chapter IX)

3. Task Distribution: reference to the Work Package Distribution (chapter X)

4. Task Completion: reference to the Work Package Completion (chapter XI)

5. Close WP: reference to the Work Package (chapter VIII, part ‘Work Package Closure’)

4. Scenario 4: Unscheduled Work Order (NRC) Processing



1. NRC Registration: reference to the NRC (chapter IV)

2.WO Registration to Perform NRC: reference to NRC (chapter IV, part 'NRC Toolbar Overview')

3. Task Card Registration: reference to the Work Order (chapter II, part 'Tasks List Registration Overview')

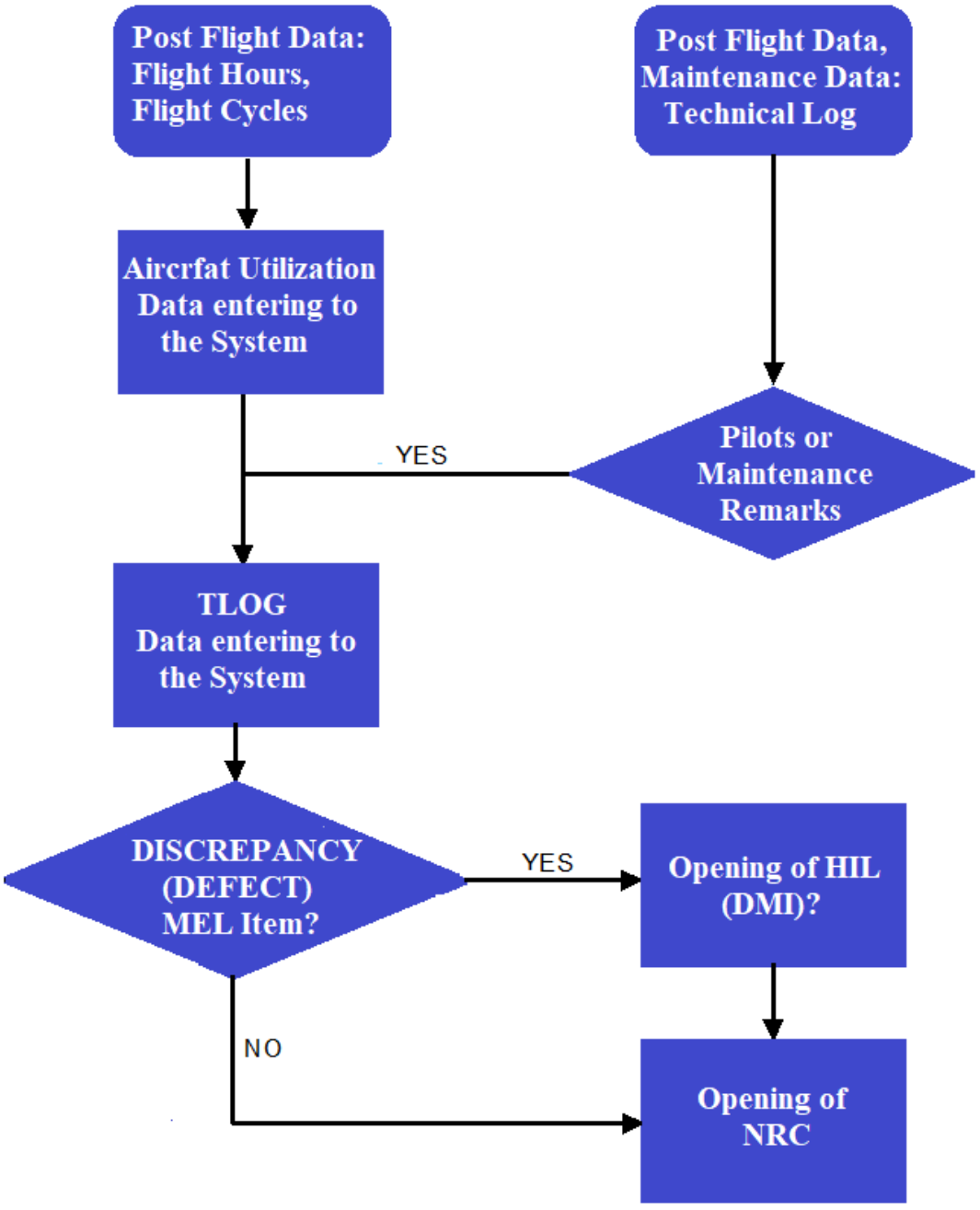
4. Task Distribution: reference to the Work Order (chapter II, part 'Distribution Overview')

5. Task Completion: reference to the Work Order (chapter II, part 'Completion Overview')

6. Close WO: reference to the Work Order (chapter II, part 'Line Work Orders Registration Overview')

7. Close NRC: reference to the NRC (chapter IV, part 'NRC Closure')

5. Scenario 5: Technical Log Processing



1. Post flight data (fly hours): reference to the Aircraft Times (chapter VII).

2 Post flight data (maintenance data): reference to the TLog (chapter VI)

3. HIL Opening: reference to the TLog (chapter VI, part 'HIL (Hold Item List) and references to MEL (Minimum Equipment List)')

4. NRC Opening: reference to the TLog (chapter VI, part 'Transfer to Work Order/Non-Routine Card').