# WORK PACKAGE COMPLETION



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### 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.



🔕 Tasks Completion	_ @ 1
Image: Close         Image: Section of the sectio	
Tasks Completion         Cose       WO       Refresh       Hep       Permission:       FULL CONTROL         Select Work Order: ID, Close Status, EA WO Num, Cust WO Num, Rev, Date, AC Reg:       Found 10 Work Orders:         1445       False       201512-L0002       test       31/12/2015       TST         1445       False       201512-L0002       test       31/12/2015       TST         1448       False       201512-L0002       test       31/10/2011       LY-STG         1448       False       201109-L0002       TEST       0       06/09/2011       ES-ABH         1411       False       201109-L0004       TEST       0       06/09/2011       ES-ABH         1411       False       201004-L0003       0       24/08/2011       ES-ABH         1413       False       201004-L0003       PLAN10.4.25-5.02       00       22/04/2010       ES-LED         1317       False       201004-L0075       EU000015       02       08/04/2010       Co-ABL         2       2       12/04/2010       ES-ABH       12/04/2010       Es-ABH	

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



Tasks Completion	
Image: Close         Image: Close         Image: Close         Permission:         Full Control         ID: 1418; WO Close: False; WO: 201109-L00	005; Cust.W0: TEST NG; A/C Reg: LY-STG
All Task Cards Modifications Add Jobs Customer Requests NRC NCTI	-Selected Task:
Tasks in Process:           Filter Note:         Mec.:         >           Found 1 Task Cards in Process:	Additional Job:
Found 1 Modifications in Process:           AD 2003-24-08 WP2 LH 57 P         506         14/09/2011         15:11         LH OUTB TRAILING EDGE FLAF	
Found 2 Additional Jobs in Process:	6
AJ1418-002 24 P 506 06/11/2013 14:54 TEST AJ1418-002 1 1 WO 090C AJ1418-005 33 P 506 06/11/2013 14:54 test 1 1	
Found 2 Customer Requests in Process:           CR1418-003         23         P         509         06/11/2013         TEST         1         1         WO 5567           CR1418-004         33         P         509         06/11/2013         TEST         1         1	
Found 1 Non-Routine Cards in Process: B1418-003 25-00 P 101 001 08/12/2015 15:14 001 04/03/2016 13:45 TEST TE	
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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.



Tasks Completion		
Image: Close         Image: WO         Image: Refresh         Help         Permission:         FULL CONTROL	D: 1418; WO Close: False; WO: 201109-L0005; Cust.WO: TEST NG; A/C Reg. LY-STG	
Used Consumables Registration: Found 1 Used Consumables for Selected Task:	Selected Task: Additional Job:	8.
4505 0-161-042500010 PLACARD 3 Each 425252	AJ1418-002	9.
		10
		U
12 9 10 11 Q. Close Add Budate Toelete		11 De
		12
P/N: * Descr	iption:	
Unit * Qty: *	Batch Number: * - 8	

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 Jpdate.

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.



🖲 Tasks Completion	
Image: Second	
Component Change Registration: Time: Date: 00:16:09 20/01/2020 Found 1 Component Changes for Selected Task: 339 2607825-2 11111 2607825-2 B12031 NOSE WHEEL ASSY 002220216 TIRE CHANG	3
	r Z
Ng     Close     Add     P2     Update     The Delete       P/N Out: *     S/N Out. *	5
P/N In: * S/N In: * Description: * Tag No: *	ι
Reason: * Position: * ATA: *	6
Remark.           Mech. ID:         *	7

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.



lose WO Refresh Help	Permission: FULL CONTROL ID: 1418; WO Close: False; WO: 20	1109-L0005; Cust.WO: TEST NG; A/C Reg: LY-STG
Non Routine Card Editor: Found 0 NRC for Selected Task:	Time:         Date:           00:27:01         20/01/2020	Reasons and Other Reliability Data:           Card Number:         Requirement Number:           AJ1418-002
No NRC for Selected Task was Found I	5     7     6       The second secon	Reasons:       Malfunction:       Structure:       Modification:         Adjustment:       Dents:       Missing:         Indication:       Cracks:       Loan:         Contamination:       Wear:         Leak       Corrosion:         Servicing:       Broken:         Preservation:       Painting:         Lubrication:       Maintenance Requirement:         Sealing:       Other:
Complaint Note: *  NRC Complaint Note  Mech. ID: *		Job Type:     SC - Service Check:     Official Order:     UMC - Unschedule Maintenance Check     MRQ - Maintenance Requirement:     NS - Inspection Remark:     OTHER - Other Job:
P/N: Recommendtion: *	S/N:	Due Unit:         Due Value:         Image: Construction of the second se

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.



🕄 Tasks Completion		_ @ ×
Close WO Refrech Help	Permission: FULL CONTROL ID: 1418; WO Close: False; WO: 20	1/109-L0005; Cust.WO: TEST NG; A/C Reg: LY-STG
Non Routine Card Editor: Found 0 NRC for Selected Task:	Time: Date: 00:27:01 20/01/2020	Reasons and Other Reliability Data:       Card Number:       Requirement Number:       AJ1418-002
No NRC for Selected Task was Found I	5     7     6       Delete     Bernt     Print     Refresh       ATA     RII     ARA:     Group:     Zone       -     -     -     -       -     -     -     -       -     -     -     -       -     -     -     -       -     -     -     -       -     -     -     -       -     -     -     -	Reasons:
Complaint Note: *	CRI-	Constant of the pressure:     Job Type:     SC - Service Check:     Outright of the pressure:     Outright of the pressur
Recommendation:	S/IN.	Due Unit       *       Due Value:       *       MNHR:       *       Down:       *         DATE       •       00 4       00 4       00 4       00 4       00 4         Instructions:       •       •       •       •       •       •       •       •         ✓       • <td< th=""></td<>

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.

Tasks Completion	
Image: Close         Permission         FULL CONTROL         ID: 1418, WO Close: False; WO: 201109-L00	005; Cust/W0: TEST NG; A/C Reg: LY-STG
I Task Cards Modifications Add Jobs Customer Requests NRC HCTI	Selected Task:
Tasks in Process:	Additional Job:
Filter Note: Mec.: Mec.:	AJ1418-002
Found 1 Task Cards in Process:	
05-023-00-02 12B P 001 27/06/2017 16:29 GER TC: DAILY CHECK	
Found 1 Modifications in Process:           AD 2003-24-08 WP2 LH         57         P         506         14/09/2011         15:11         LH OUTB TRAILING EDGE FLAF	
Found 2 Additional Jobs in Process:	
AJ1418-002         24         P         506         06/11/2013         14:54         TEST AJ1418-002         1         1         WO 090C           AJ1418-005         33         P         506         06/11/2013         14:54         test         1         1	
Found 2 Customer Requests in Process:	
CR1418-003         23         P         509         06/11/2013         TEST         1         1         WO 5567           CR1418-004         33         P         509         06/11/2013         TEST         1         1	
Found 1 Non-Routine Cards in Process:	
B1418-003 25-00 P 101 001 08/12/2015 15:14 001 04/03/2016 13:45 TEST TE	

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.

Tasks Completion	
Close WO Refresh Help Permission: FULL CONTROL ID: 1418; WO Close: False; WO: 201109-	L0005; Cust.WO: TEST NG; A/C Reg: LY-STG
I All Task Cards Modifications Add Jobs Customer Requests NRC NCTI	-Selected Task:
Tasks in Process:	Task Card: 🔽 😨 🖏 🕘 🗑 🔁 🕘
Filter Note: Mec.: *	05-023-00-02
Found 1 Task Cards in Process: No Used	Completion Data:
05-023-00-02 12B P 001 27/06/2017 16:29 GER TC: DAILY CHECK	
	CRS By: * 2000:00 001/001
	RII By:
Found 1 Modifications in Process:	
AD 2003-24-08 WP2 LH 57 P 506 14/09/2011 15:11 LH OUTB TRAILING EDGE FLA	
	Final Action Note:
Found 2 Additional Jobs in Process:	
AJ1410-002 24 P 500 00/11/2013 14:04 TEST AJ1410-002 1 1 1 W0 0900 AJ1418-005 33 P 506 06/11/2013 14:54 test 1 1	
	x
Found 2 Customer Requests in Process:	1. test 2; 001/001 500:00
CR1418-003 23 P 509 06/11/2013 TEST 1 1 WO 5567	2. test; 001/001 2000:00
CR1418-004 33 P 509 06/11/2013 TESTLAST 1 1	
I Found 1 Non-Routine Cards in Process:	
B1418-003 25-00 P 101 001 08/12/2015 15:14 001 04/03/2016 13:45 TEST TE	v
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- 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.