

T/LOG – Technical Log

User guidance

Contents

1. General Information.....	3
2. Technical Log Creation	4
2.1 T/Log creation with a defect rectification.....	4
2.2 T/Log creation using MEL/CDL	6
2.3 T/Log creation with closing reference HIL number.....	8
2. View	10
4. Technical Log Line Check.	11
5. Reports.....	12

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.

The user's manual consists of four sections: Technical Log Creation, Technical Log Line Check, Reports and View.

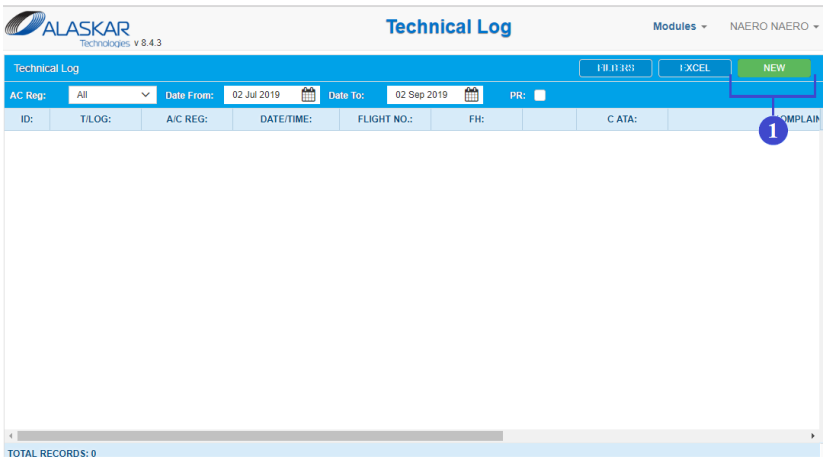
Technical Log Creation provides step by step overview of the new T/Log creation with defect rectification, of the T/Log creation with MEL/CDL and of the T/Log creation with closing reference HIL number.

Technical Log Line Check section give you information about results of service procedure. It is possible to monitor opened defect.

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

User Guidance

2. Technical Log Creation
 2.1 T/Log creation with a defect rectification



1. To create a new T/L, push on the green NEW button on the right 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).

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

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.

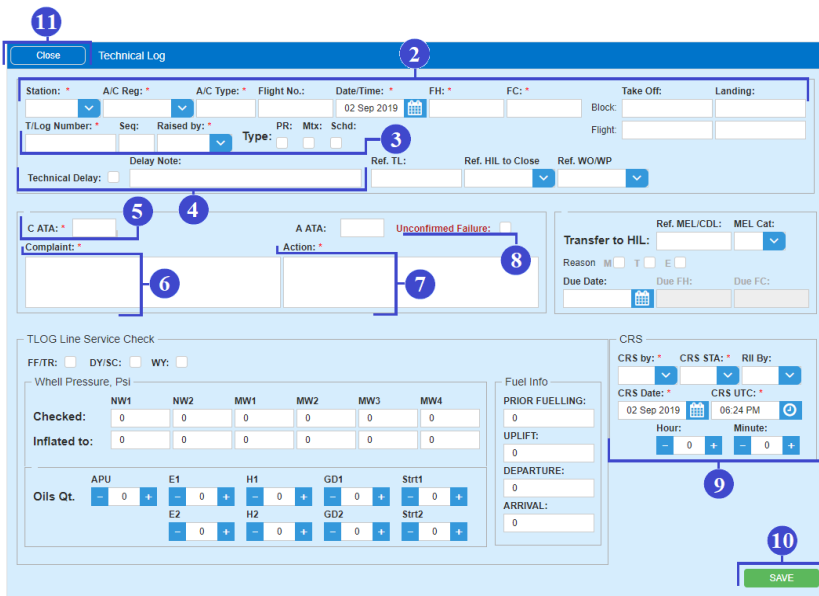
-Schd–Schedule Remarks. It means defect rectification, or troubleshooting procedure during ground time.

4. 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.

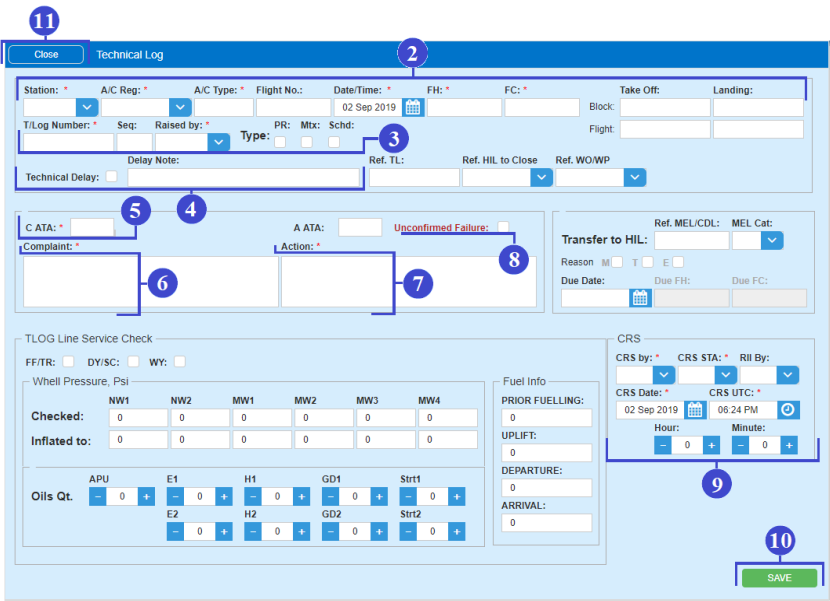
5. Select from ATA catalog correct system chapter number of related remark.

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

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



User Guidance



The screenshot shows the 'Technical Log' form with the following callouts:

- 1: Close button in the top toolbar.
- 2: Station, A/C Reg, A/C Type, Flight No, Date/Time, FH, FC, Block, Take Off, and Landing fields.
- 3: T/Log Number, Seq, Raised by, Type, PR, Mtx, and Schd fields.
- 4: C ATA and A ATA fields.
- 5: Complaint field.
- 6: Action field.
- 7: Unconfirmed Failure checkbox.
- 8: Transfer to HIL, Ref. MEL/CDL, MEL Cat, Reason (M, T, E), Due Date, Due FH, and Due FC fields.
- 9: CRS by, CRS STA, RII By, CRS Date, and CRS UTC fields.
- 10: SAVE button in the bottom toolbar.
- 11: Close button in the top toolbar.

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

9. 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.

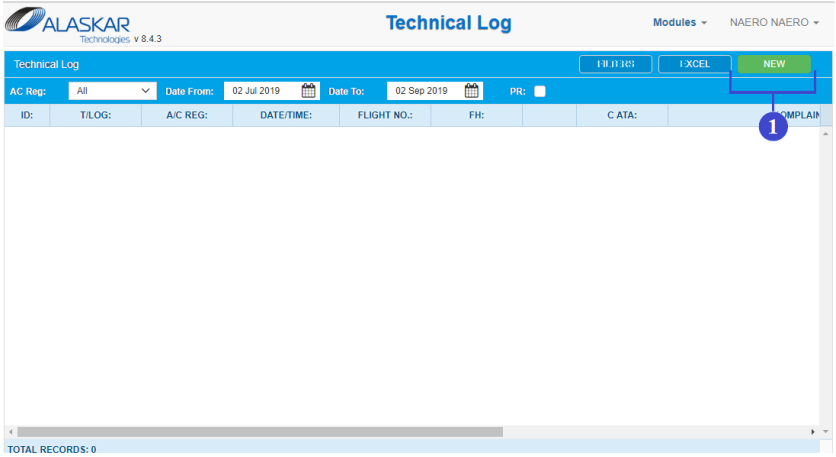
10. On the upper toolbar push the Add button to save a new created Tech Log.

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

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

User Guidance

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).

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

Tick PR or Mtx or Schd field, where

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

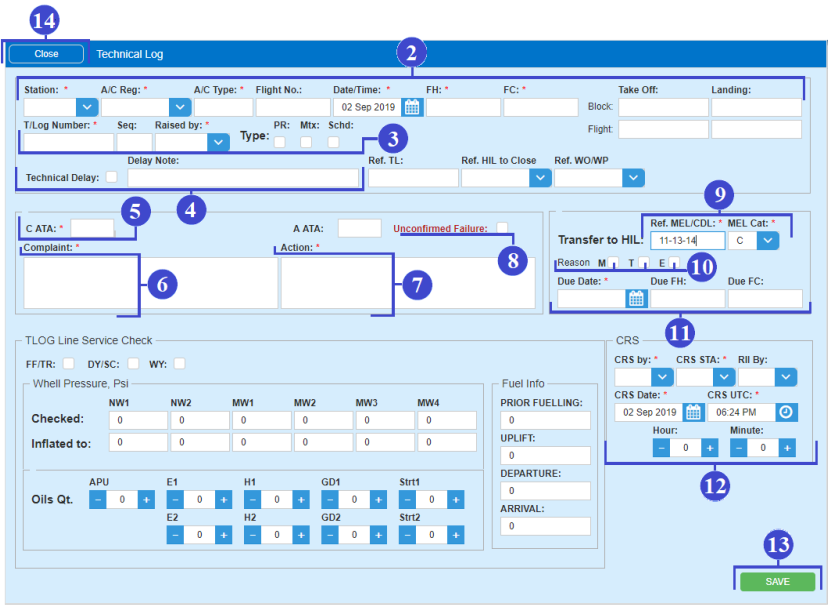
-Mtx–Maintenance Remarks. Fault report is made in TLB by maintenance staff.

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

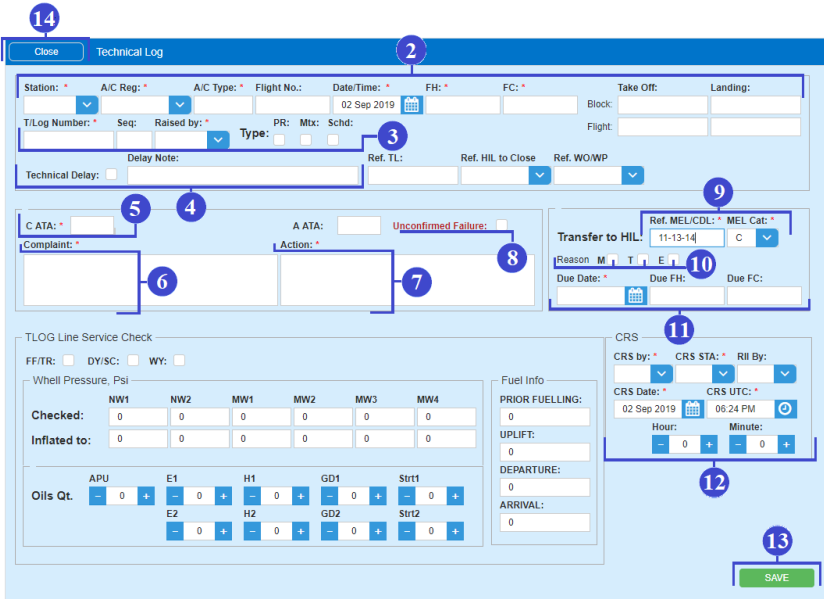
4. If a complaint is serious and an aircraft needs to be delayed due to some technical reasons, tick the 'Technical Delay' and make a Delay Note.

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

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



User Guidance



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

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

9. In “Transfer to HIL” window 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).

10. 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.

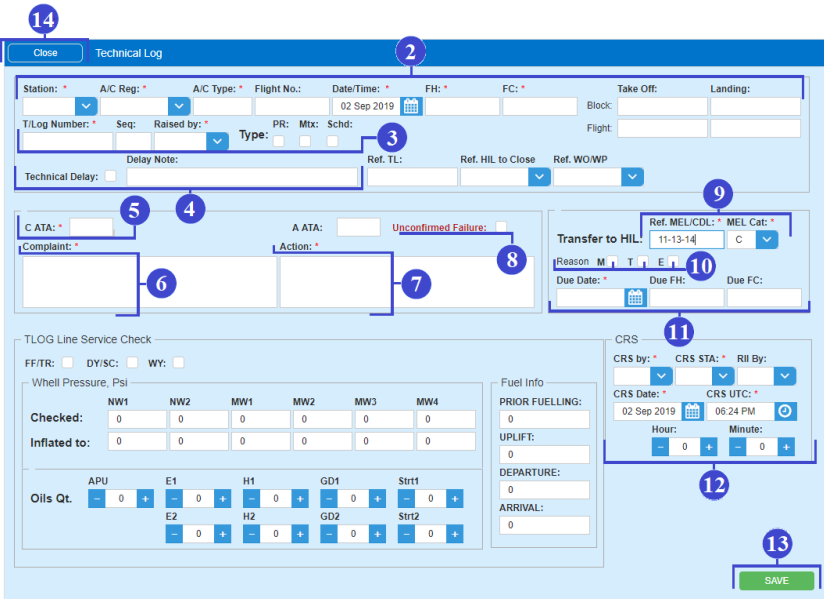
11. To set a dead line, click on Calendar button and a Date Calendar will open. Select a due date.

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.

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 “Ril 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. Push the Save button to save a new created Tech Log.

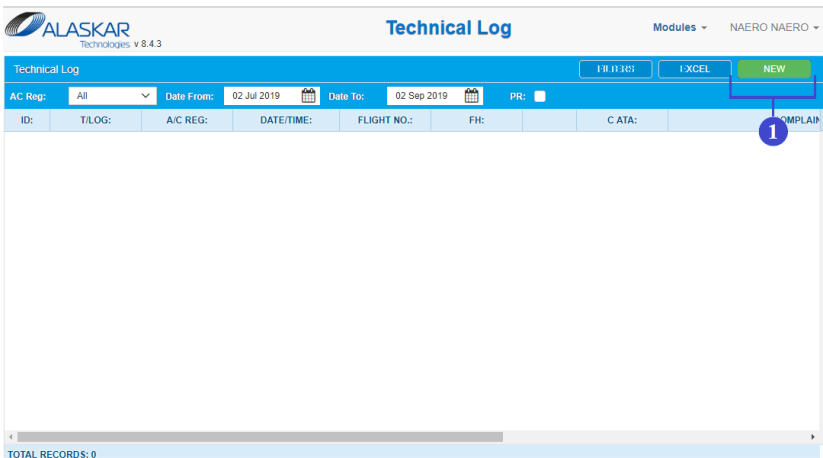
14. To exit the T/Log screen, click the CLOSE toolbar button.



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

User Guidance

2.3 T/Log creation with closing reference HIL number.

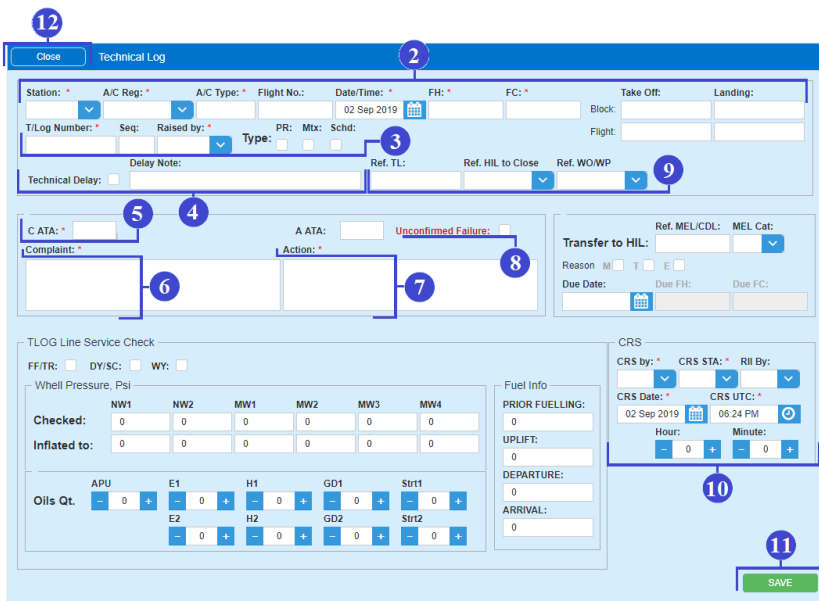


1. To create a new T/L, push NEW button on the upper toolbar of the Technical LOG screen.

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).

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



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.

4. 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.

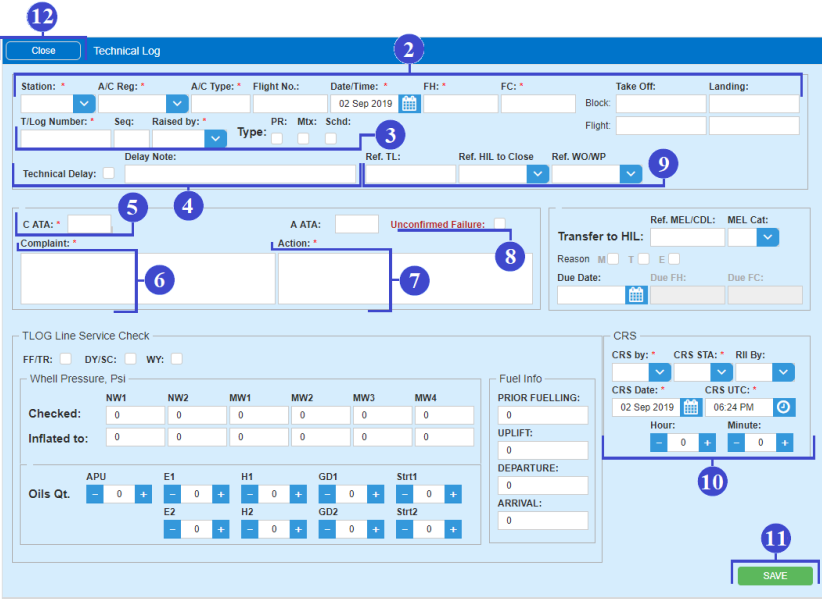
5. Select from ATA catalog correct system chapter number of related remark.

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

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

8. You can put the tick Unconfirmed Failure field, if the pilot remarks are not confirmed

User Guidance



during troubleshooting, for example it was intermittent fault.

9. In the “Ref. HIL to Close” field select deferred item, and click from the whole list deferred item that you want to close.

In the “Ref. WO/WP” field select work order number or work package number, according to which you will close the defect.

If you want to tie defect in the actual TLOG with defect of the old existing TLOG, select in “Ref. TL” field enter corresponding TLOG number. It helps to monitor repeating defect.

10. 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 “RIL 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.

11. Push the Save button to save a new created Tech Log.

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

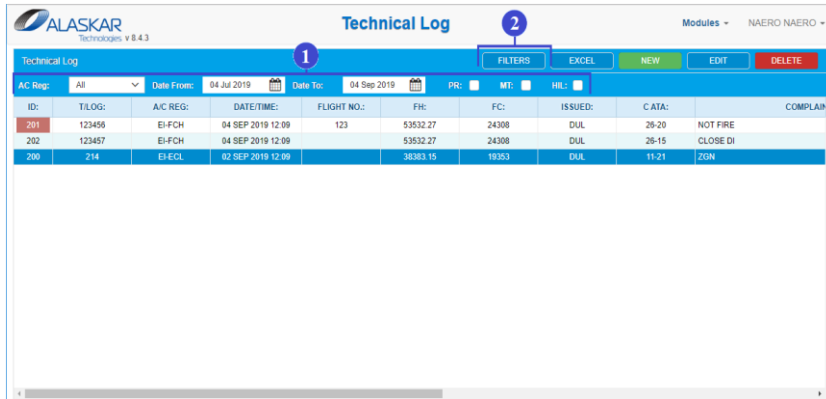
NOTE: Fields with a reference marks (*) are mandatory to fill.

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.

User Guidance

2. View

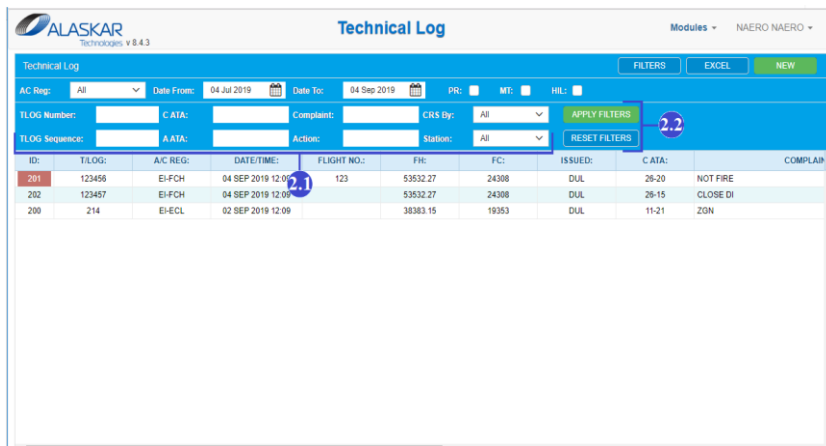
After saving new TLOG you can monitor absolutely all creating T/Logs on the Technical Log screen.



1. You can find the definite T/Log using A/C Reg filter, also to sort by date or use ticks in the PR, MT and HIL fields.

2. Click on the FILTERS button on the upper right toolbar.

2.1. 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 and certifying staff number.

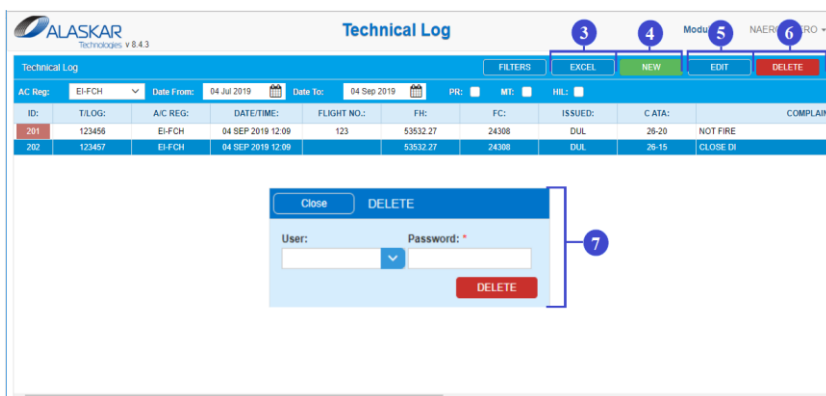


2.2. As soon as you fill in the required fields push on the APPLY FILTERS button to begin defect search. Push RESET FILTERS button and all enter data in the filter fields will reset.

3. To transfer save T/Logs to excel, highlight the line from the whole list and push "Excel" button.

4. To create a new T/Log, click on the NEW.

5. To make changes to any saved T/Log, highlight the line from the whole list and push EDITOR button. Technical Log screen will open. Enter any changes and click on the SAVE button.

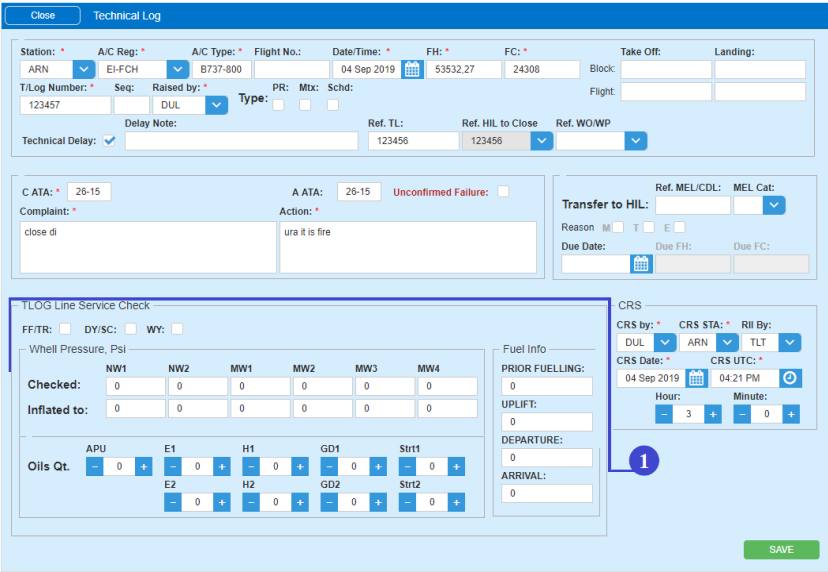
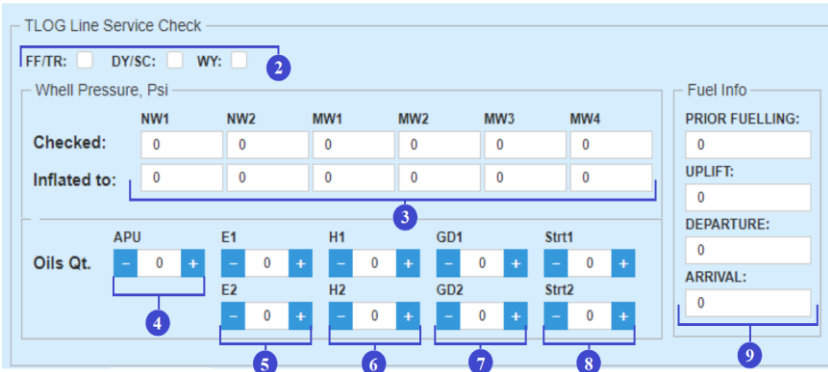
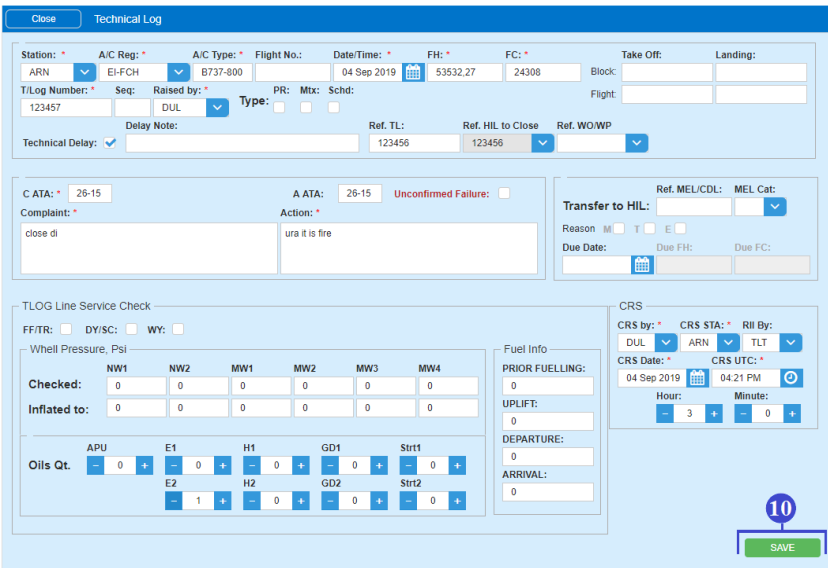


6. To remove creating T/Log, highlight the line from the whole list and push DELETE button.

7. Enter User name, Password and click on the DELETE.

User Guidance

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. TLOG LINE SERVICE CHECK window is in the bottom left of the T/LOG screen.

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

- FF/TR – transit check
- DY/SC – daily check
- WY – weekly check.

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

4. Enter result of APU oil servicing.

5. Enter result of engines oil servicing.

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

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

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

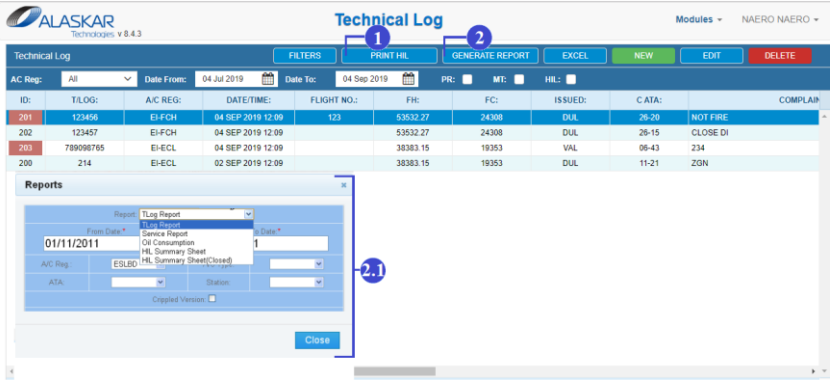
9. Enter refuelling procedure data, where:

- 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.

10. Push the SAVE button to save entered data.

User Guidance

5. Reports



1. Push PRINT HIL button to print all list with open defects.

2. Push GENERATE REPORT button to get reports such as TLOG report, Service report, Oil consumption and other.

2.1. Select type of the report. Use calendar to choose a particular period. Select aircraft registration, specify ATA number

If you want to see shortened report tick the "Crippled Version". Push "Print" button to print file immediately.

Click on the "Close" to close the TLOG Report window.