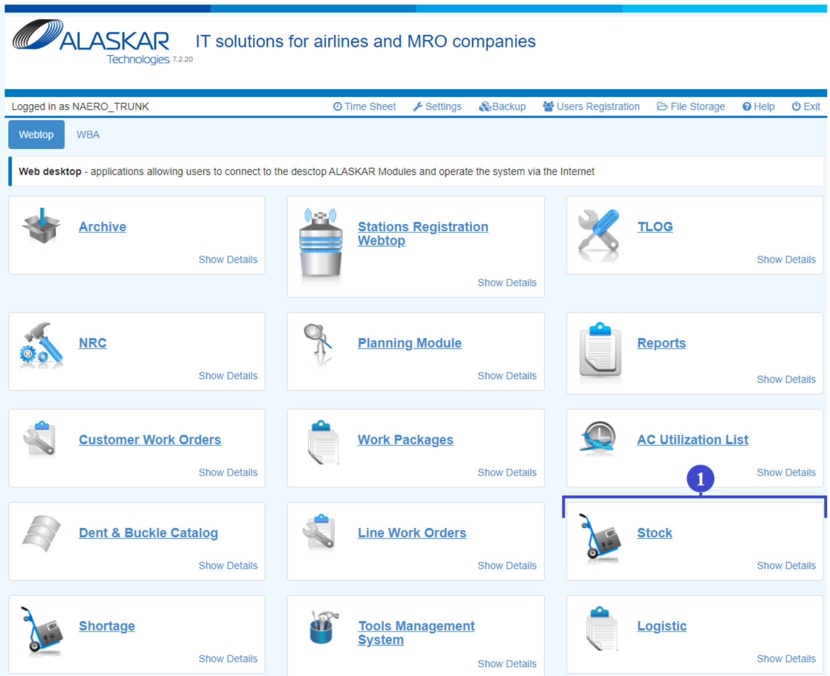
STOCK

User guidance

Contents

User Guidance

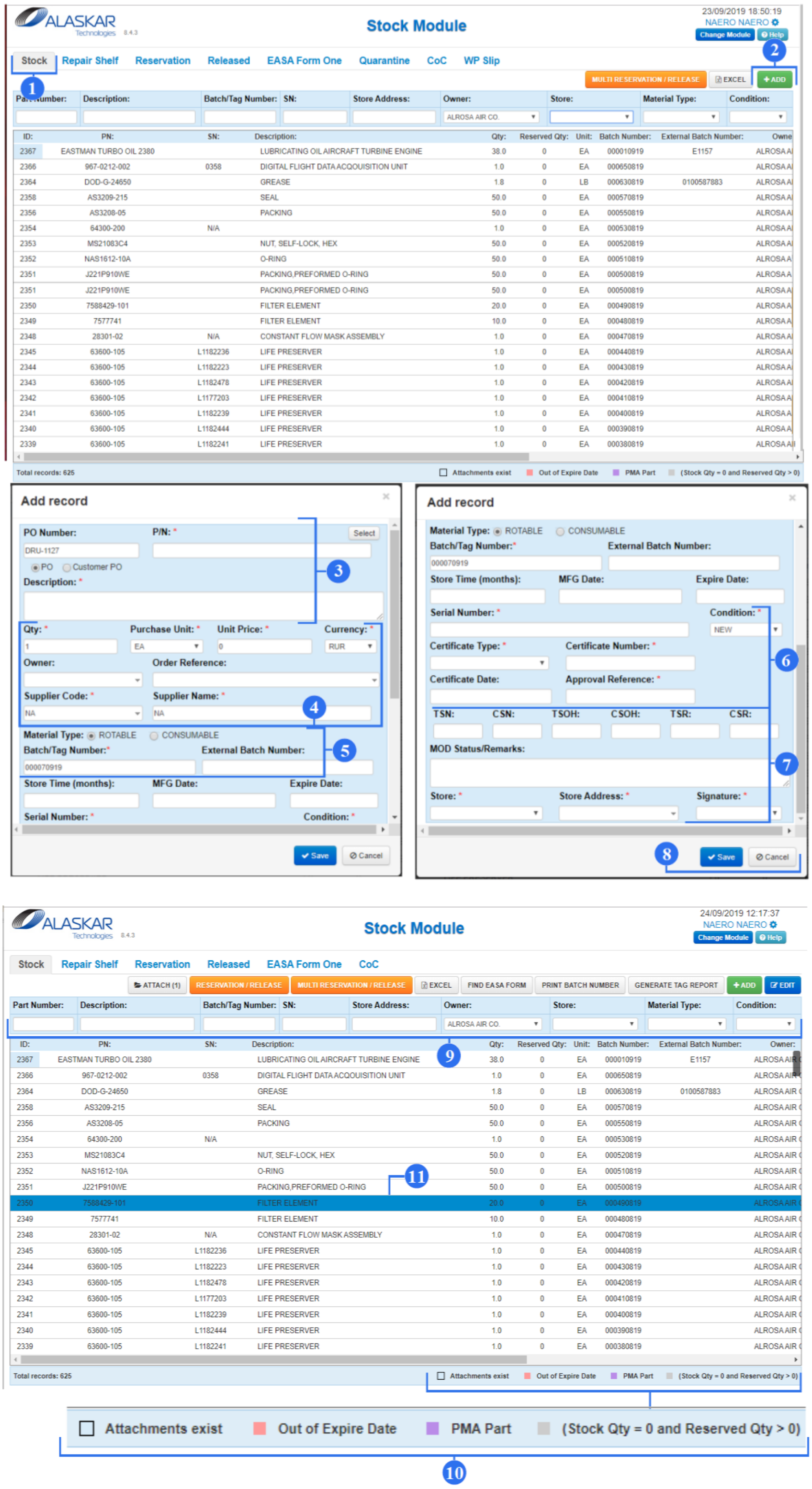
1. General information



Stock Module has a several different tabs (screens): "Stock", "Repair-Shelf", "Reservation", "Released", "Quarantine", "CoC", "WP Slip" and "EASA Form One". The "Stock" displays serviceable parts; "Repair Shelf" displays unserviceable parts; "Reservation" displays spare parts which were reserved from stock; "Released" displays spare parts which were released (in use) from stock. EASA form One and CoC allow to generate certificate of the component. In "Quarantine" tab you can see all components, that was transferred to quarantine zone. "WP Slip" allows to monitor created WPs and its materials.

1. Click on the "Stock" to begin to work with module.

2. Stock – Parts Registration.



1. To register a New Part on a Stock Module click on the “Stock” tab.

2. Push “ADD” button, then Editor will appear.

3. PO (Purchaser Order) Number will appear automatically. Enter or select part number, choose PO or Customer PO, and enter description about part number (most often the name of the part).

4. Fill the fields such as “QTY”, “Purchase Unit”, “Unit Price”, “Currency. Enter Owner and Order Reference if it is necessary. Choose Supplier Code and Supplier Name.

5. Select Material Type (Rotable or Consumable). Depending on Material Type selection Editor will change its layout and required fields marked with red asterisk. Batch Tag Number will appear automatically. If it is necessary enter external Batch Number.

6. Enter Serial number and Condition. Select Certificate Type, enter Certificate Number, Certificate Date and Approval reference.

7. Fill the fields of component maintenance start time where: TSN – Time since new, CSN – Cycles since new, TSOH – Time since overhaul, CSO – Cycles since overhaul, TSR – Time since repair and CSR – Cycles since repair.

Add Store, Store Address and Signature.

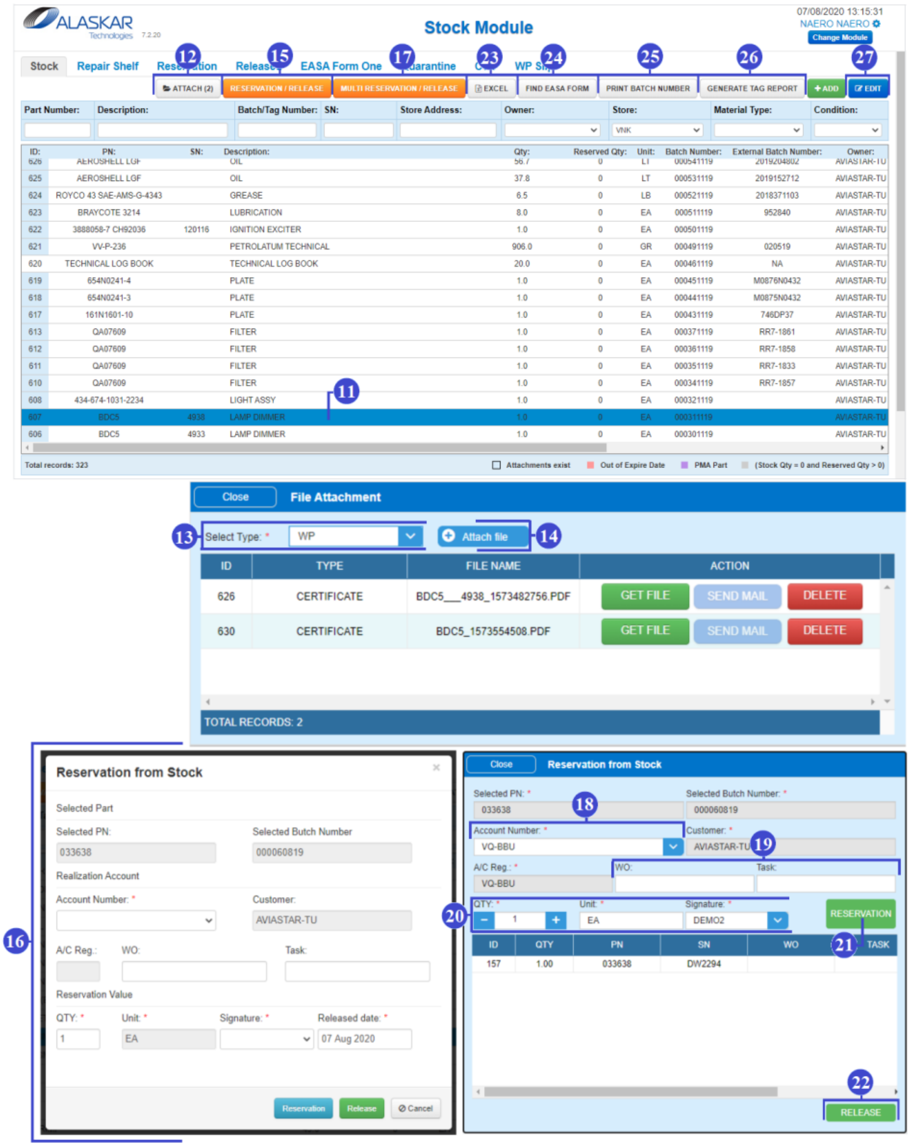
NOTE: Fields with a reference marks *(*)* are mandatory to fill.

8. Click on the blue “Save”. “Cancel” button is necessary to close the Editor.

9. You can see all save parts in the Stock Module screen. To check parts availability on Stock, use these filters.

10. All listed parts are differently coloured:

- PMA (parts manufacturer approval) items are purple.
- Expired items are red.
- Items Reserved from Stock are grey.



11. Highlight the save line and upper toolbar will appear.

12. To attach any document to the component, click on the "ATTACH". File attachment window will be open.

13. Select from the combo box a type of the file.

14. Click on the "Attach File".

15. If you want to reserve the component on the definite airplane or release him on a plane, push on the orange "RESERVATION/RELEASE" button. Editor will be open.

16. Select Account Number, aircraft registration, WO number and Task. Enter quantity, Unit and your signature. Click on the "Reservation" to reserve it on the plane. You can see this data in the "Reservation" tab. To release the component on the airplane, click on the "Release". You can see this data in the "Released" tab.

17. If you want to reserve several components on the definite airplane or release them on an airplane, push on the orange "MULTI RESERVATION/RELEASE" button. Editor will be open.

18. Select from combo box Account Number.

19. If it is necessary enter WO number or Task number.

20. Enter quantity, Unit and your signature.

21. Click on the "Reservation" to reserve components on the plane. To add more components, click on the component in the Stock List. And then press "RESERVATION" button again. You can see this data in the "Reservation" tab.

22. To release the component on the airplane, click on the "Release". You can see this data in the "Released" tab.

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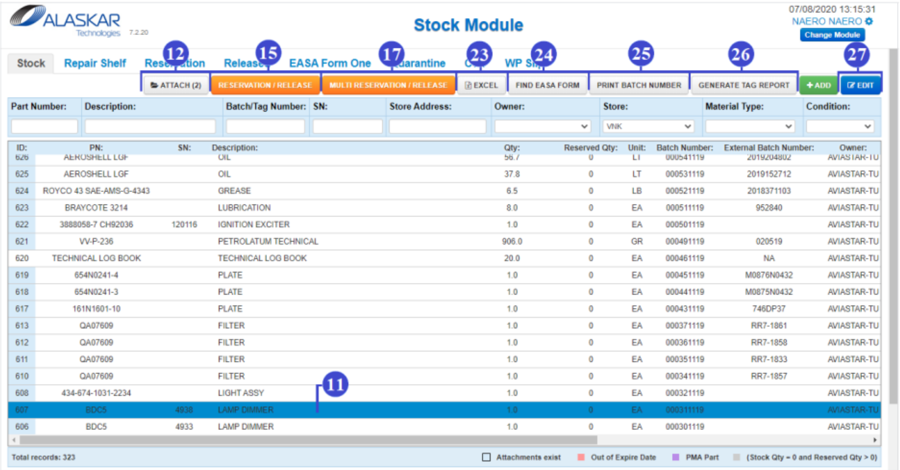

23. To transfer component data to the excel file, click on the" EXCEL" button on the upper toolbar.

24. If a component has "Rotable" status, "FIND EASA FORM" button will be appeared. It allows to transfer to "EASA FORM" tab.

25. To print batch number, push on the "PRINT BATCH NUMBER" button.

26. To create serviceable tag report, click on the "GENERATE TAG FEPORT".

27. To change data of the component after registration, click on the "EDIT" and editor will be open. Make a change and save it.

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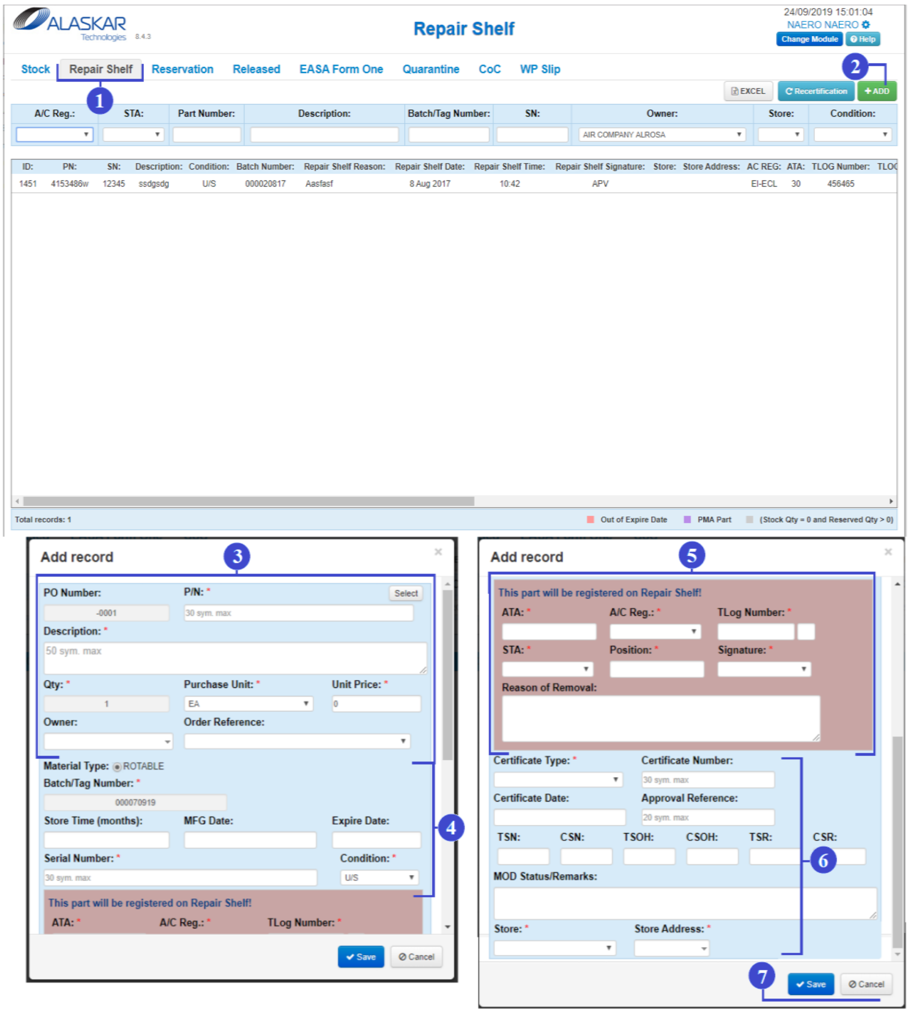
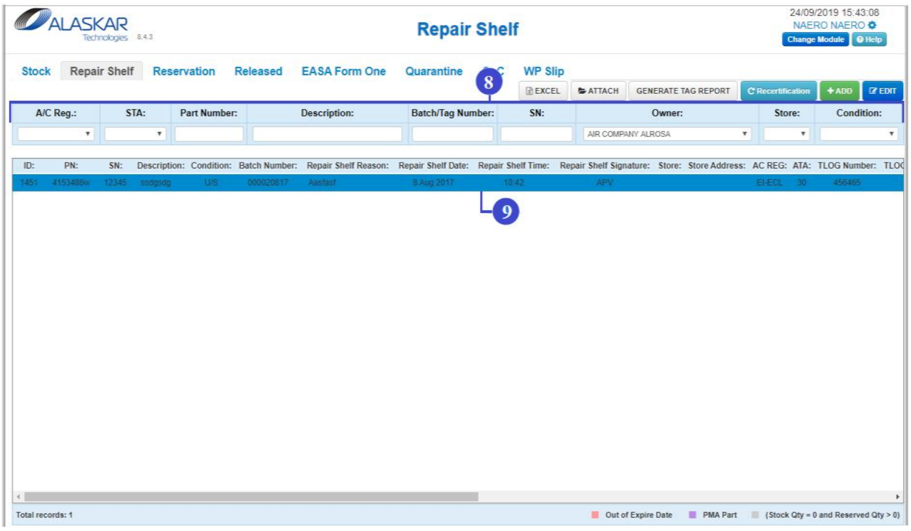
3. Repair shelf





1. To register necessary Unserviceable part (removed from AC) into Repair Shelf, push on the “Repair Shelf” tab.

2. On the upper right tool bar click on the green “ADD” button. Editor will open.

3. PO (Purchaser Order) Number will appear automatically. Enter or select part number, and enter description about part number (most often the name of the part). Fill the fields such as “QTY”, “Purchase Unit”, “Unit Price”. Enter Owner and Order Reference if it is necessary.

4. Only Rotable parts allowed for registration in Repair Shelf. Batch Tag Number will appear automatically. Enter Serial number and Condition. Condition: U/S, in this case Editor will change its layout and required fields marked with red asterisk will be changed too.

5. Fill the fields such as “ATA”, “A/C Reg”, “TLog Number”, “STA”, “Position” and “Signature”. Enter reason of removal.

6. Select Certificate Type, enter Certificate Number, Certificate Date and Approval reference. Fill the fields of component maintenance start time where: TSN – Time since new, CSN – Cycles since new, TSOH – Time since overhaul, CSO – Cycles since overhaul, TSR – Time since repair and CSR – Cycles since repair. Add Store, Store Address and Signature.

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

7. Click on the blue “Save”. “Cancel” button is necessary to close the Editor.

8. You can see all save parts in the Repair Shelf screen. To check unserviceable parts, use these filters.

9. Highlight the save line and upper toolbar will appear.

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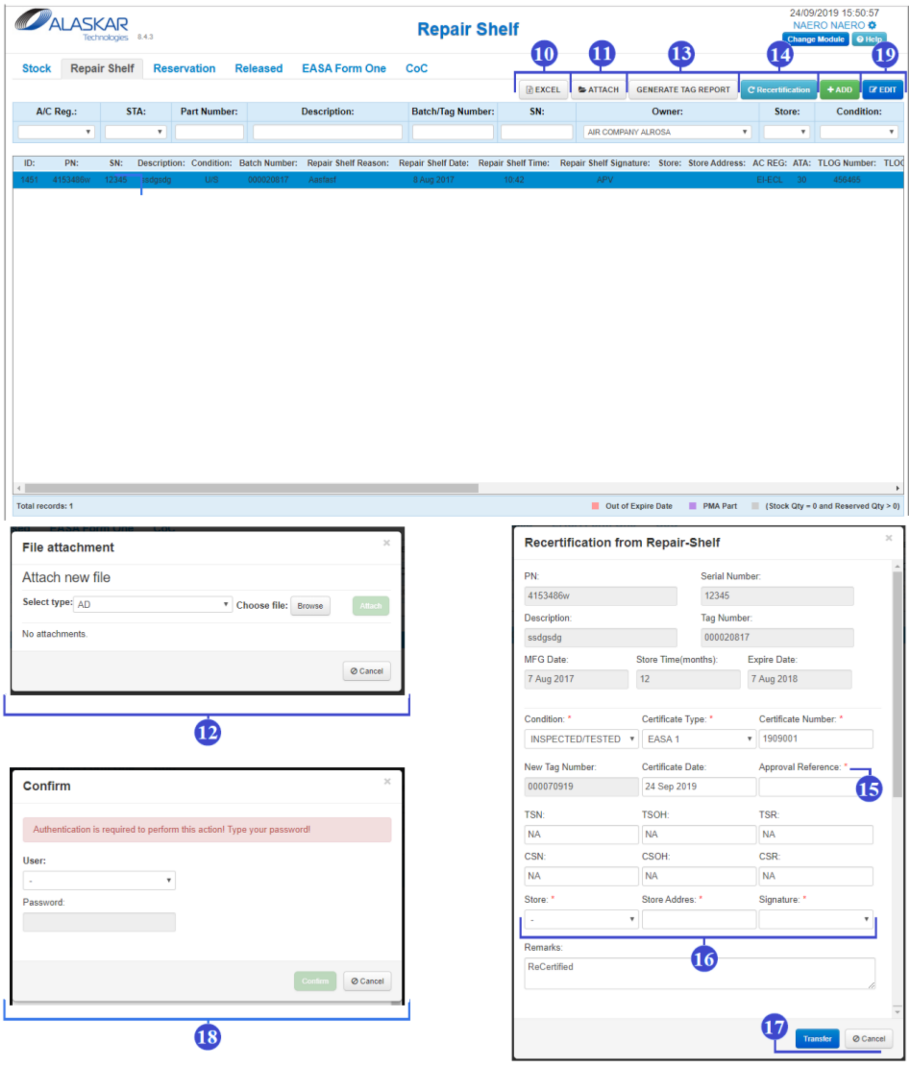

10. To transfer component data to the excel, click on the” EXCEL” button on the upper toolbar.

11. To attach any document to the component, click on the “ATTACH”. File attachment window will open.

12. Select type of the document, choose the and click on the “Attach”. “Cancel” button closes the window.

13. To create unserviceable tag report, click on the “GENERATE TAG FEPORT”.

14. To recertify unserviceable component, push on the “Recertification” button. Editor will appear.

15. Enter “Approval Reference”.

16. Select “Store”, enter “Store Address” and your signature.

If it is necessary, make a change in other fields.

17. Click on the “Transfer”. “Cancel” button closes the window.

18. Select User and enter your password. Press “Confirm”. “Cancel” button closes the window.

19. To change data of the unserviceable component after registration, click on the “EDIT” and editor will open. Make a change and save it.

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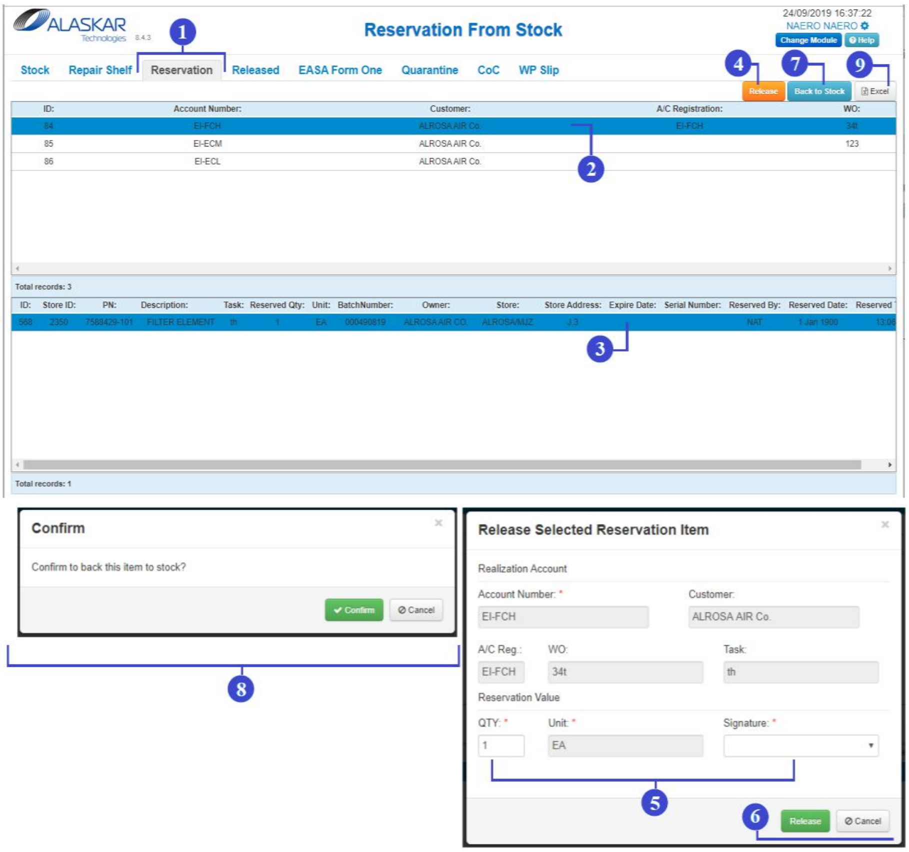
4. Reservation



1. As soon as a component was reserved in the "Stock" tab, it is transferred to "Reservation" tab. Click on the "Reservation" tab to open "Reservation From Stock" screen.

2. Select definite line (Account number that contains reservation component) and highlight it.

3. "Reservation From Stock" screen is divided in 2 windows. Lower window contains reservation component data. Highlight the line and upper tool bar will appear.

4. To write the component on the plane click on the "Release" button. Editor will open.

5. Enter quantity and your signature.

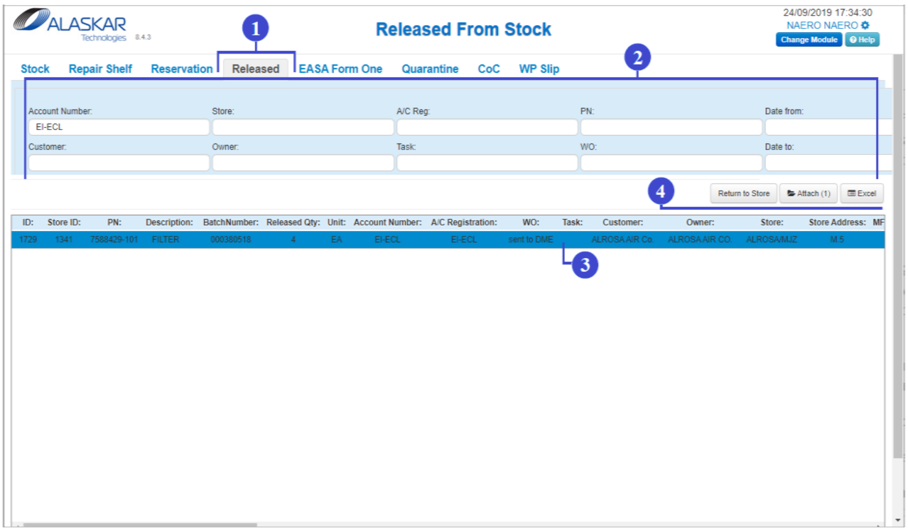
6. Push on the "Release" button.

7. If you want to return a component to stock, click on the "Back to Stock" button. "Confirm" window will appear.

8. Press "Confirm" to return the component, or press "Cancel" to close the window.

9. To transfer data to excel press "EXCEL" button.

5. Released



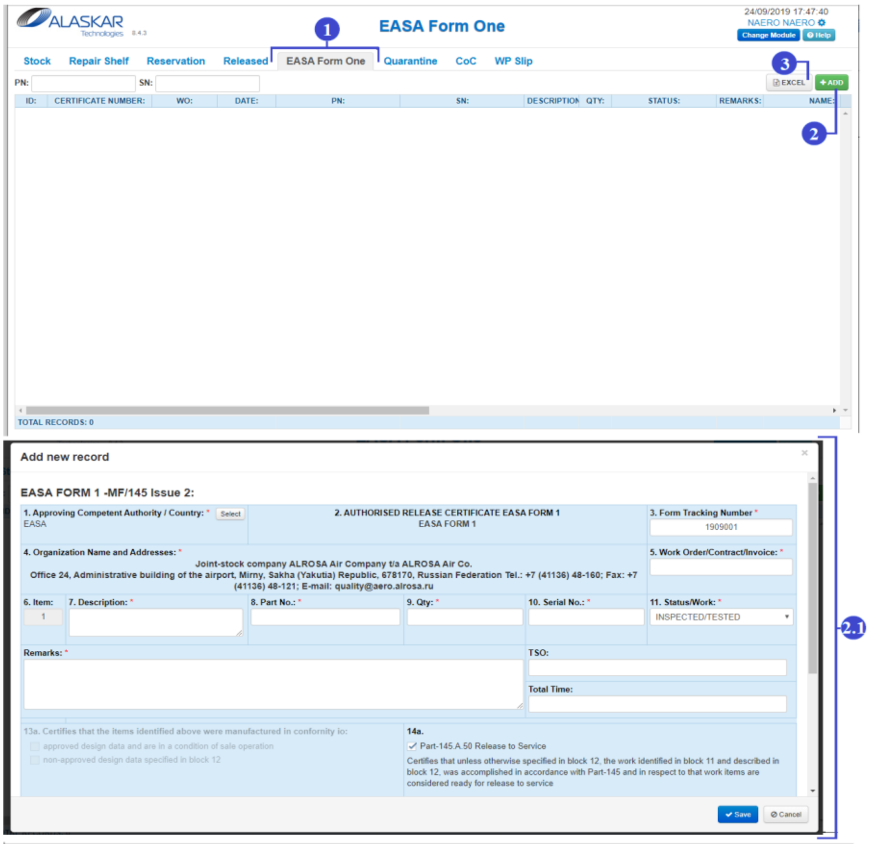
1. As soon as a component was released in the “Stock” tab or in the “Reservation” tab, it is transferred to “Released” tab. Click on the “Released” tab to open “Released From Stock” screen.

2. You can see all released parts in the “Released From Stock” screen. To monitor this data, use these filters.

3. Highlight any line.

4. To attach any document, use “Attach” button. To transfer data to excel, click on the “Excel” button. To return the component back to the store, click on the “Return to Store”.

6. EASA Form One and CoC



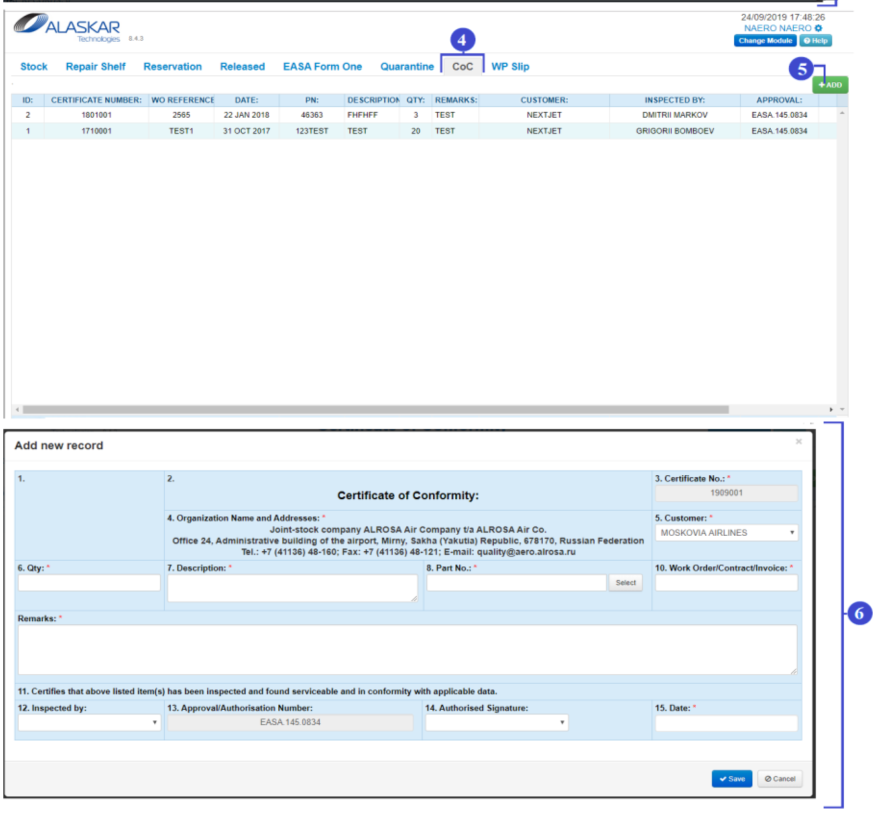
1. To generate EASA form One click on the "EASA Form One" tab.

2. To create new EASA, press "ADD.

2.1. Fill all necessary fields and click on the Save.

3. To transfer EASA Form One to excel, press EXCEL button.

Created EASA Form One can be edited or deleted.



4. To create CoC (Certificate of Conformity) click on the "CoC" tab.

5. To create new CoC, press "ADD".

6. Fill all necessary fields and click on the Save.

Created CoC can be edited or deleted.

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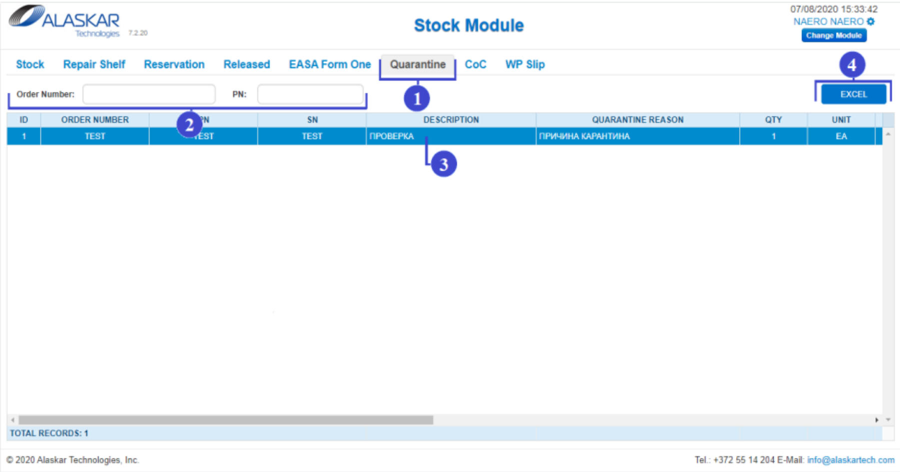
7. Quarantine



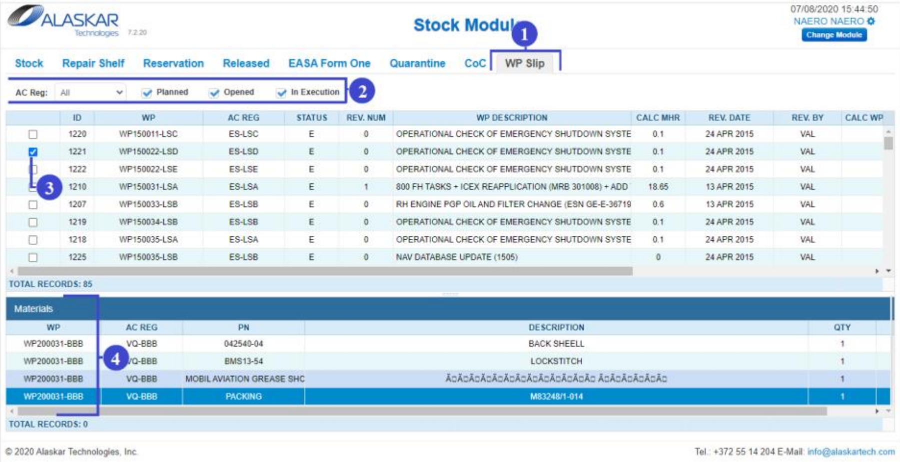
1. To see all components, that are transferred to quarantine zone, push on the “Quarantine” tab.

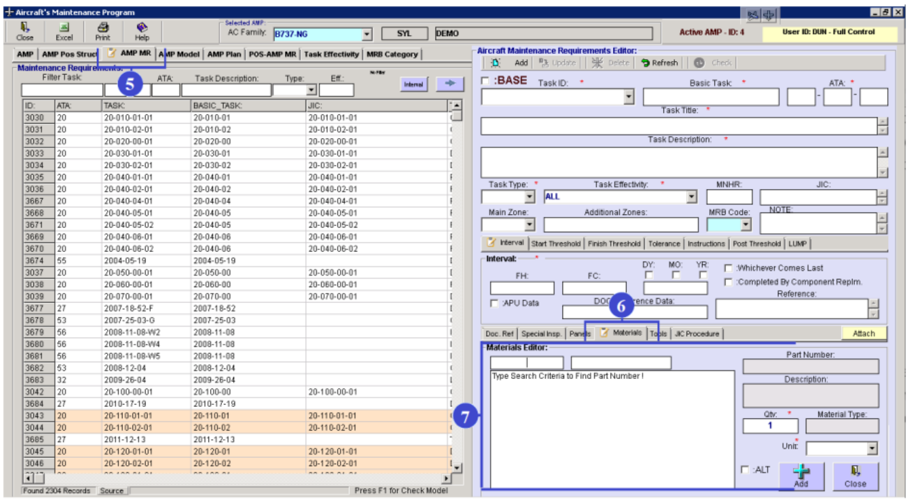
2. Use filters such as “Order Number” or “PN” to component search.

3. Select and highlight a line.

4. To transfer data to excel, click on the “Excel” button.

8. WP Slip





1. In “WP Slip” tab you can monitor Work Packages (WP) data and its materials. Click on the “WP Slip” tab.

2. Use filter such as “AC Reg” and check boxes such as “Planned”, “Opened” and “In Execution” for search.

3. Select from the whole list any WP and tick it.

4. “Materials” screen will be open. Here you can see materials, which are necessary for WP accomplishment.

NOTE: WP Slip is generated in the PART M module.

5. In “Aircraft's Maintenance Program” sub – module press “AMP MR” tab. Select necessary task.

6. In the editor push on the “Materials” tab.

7. Use editor to add some materials for task completion.

Once you create a new WP in the “Planning” sub - module with this task, you will see it in the “WP Slip” tab.