# T/LOG – Technical Log

User guidance

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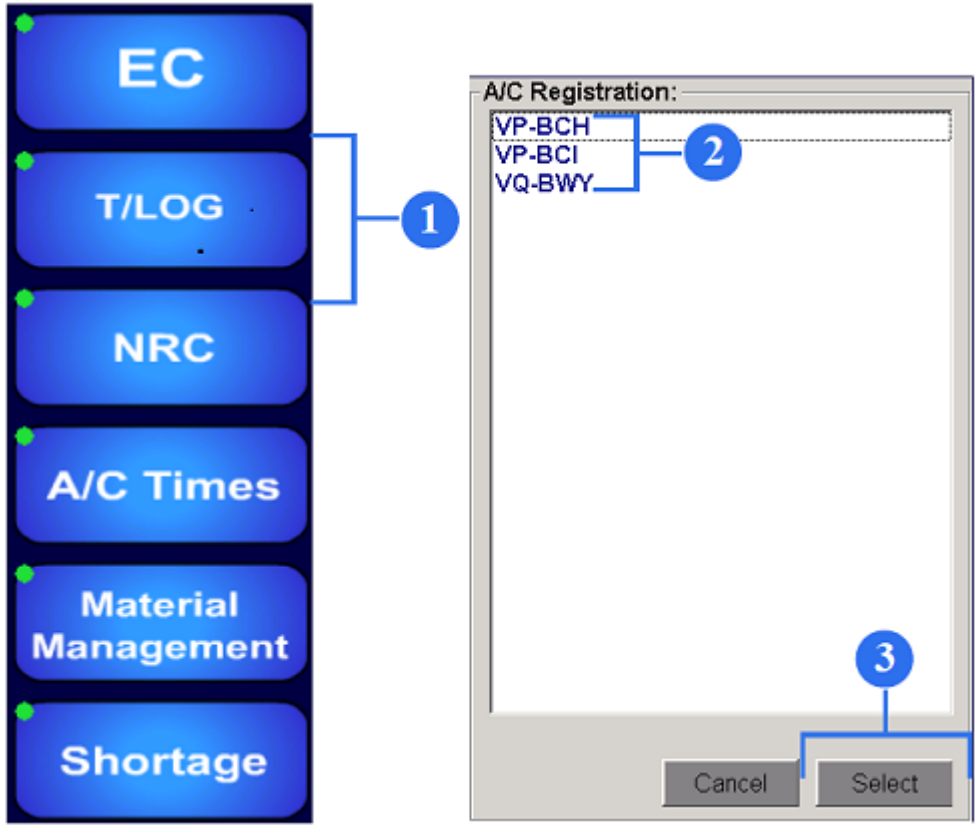
# 1. General Information




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) on the right side of the PART M module list. 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.

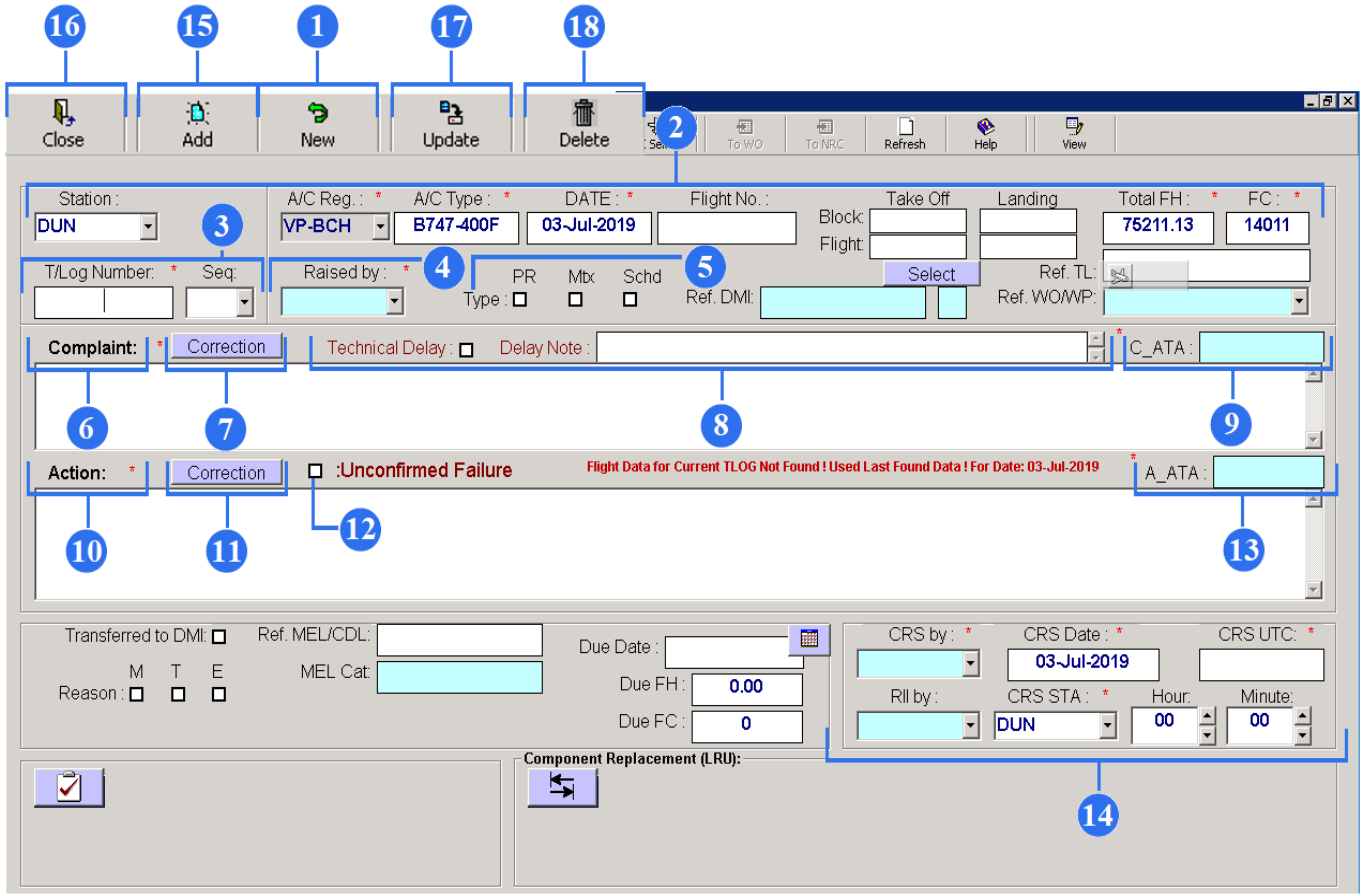
Technical Log Creation provides step by step overview of the new T/Log creation with defect rectification, of the T/Log creation with MEL/CDL and of the T/Log creation with closing reference DMI number.

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.

# 2. Technical Log Creation

## 2.1 T/Log creation with a defect rectification



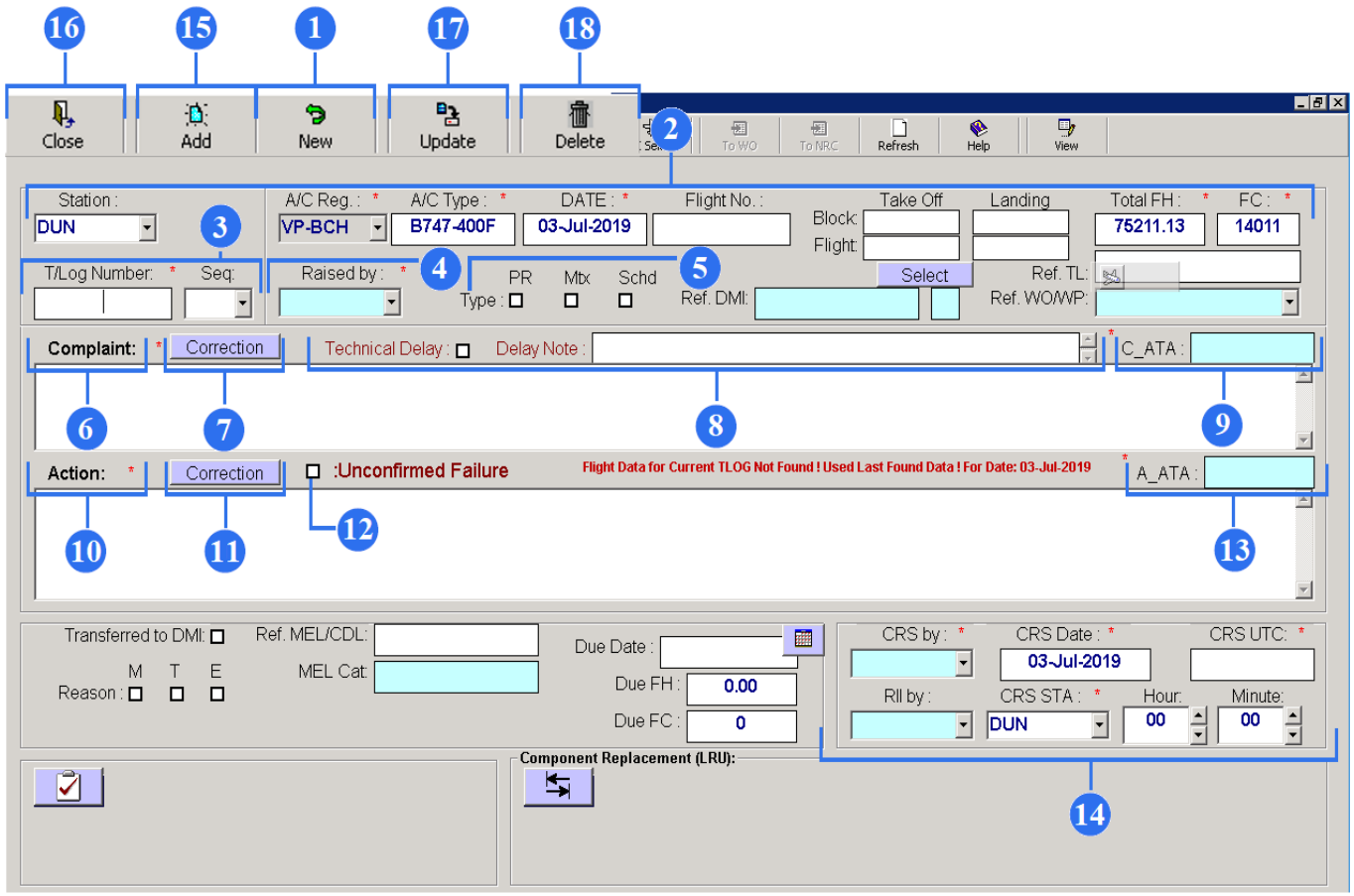

1. To create a new T/L, push NEW button on the upper toolbar of the Technical LOG screen.

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.



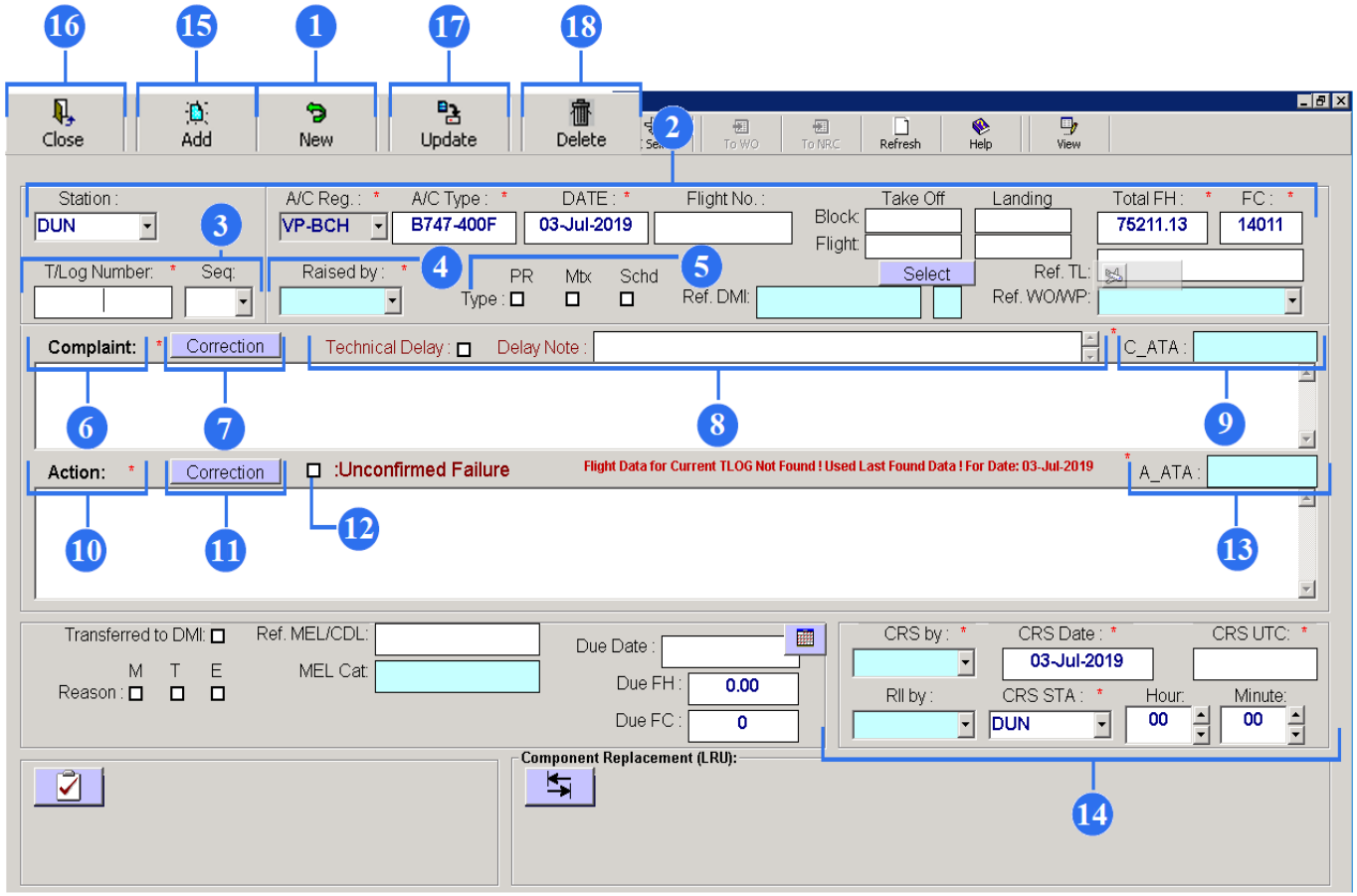

6. Complaint field is needed to record all pilot remarks or remarks, that was found during maintenance.
7. After TLOG registration completion it will not be possible to remove the text from Complaint field or Action field. Use the Correction button to correct the text.

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.

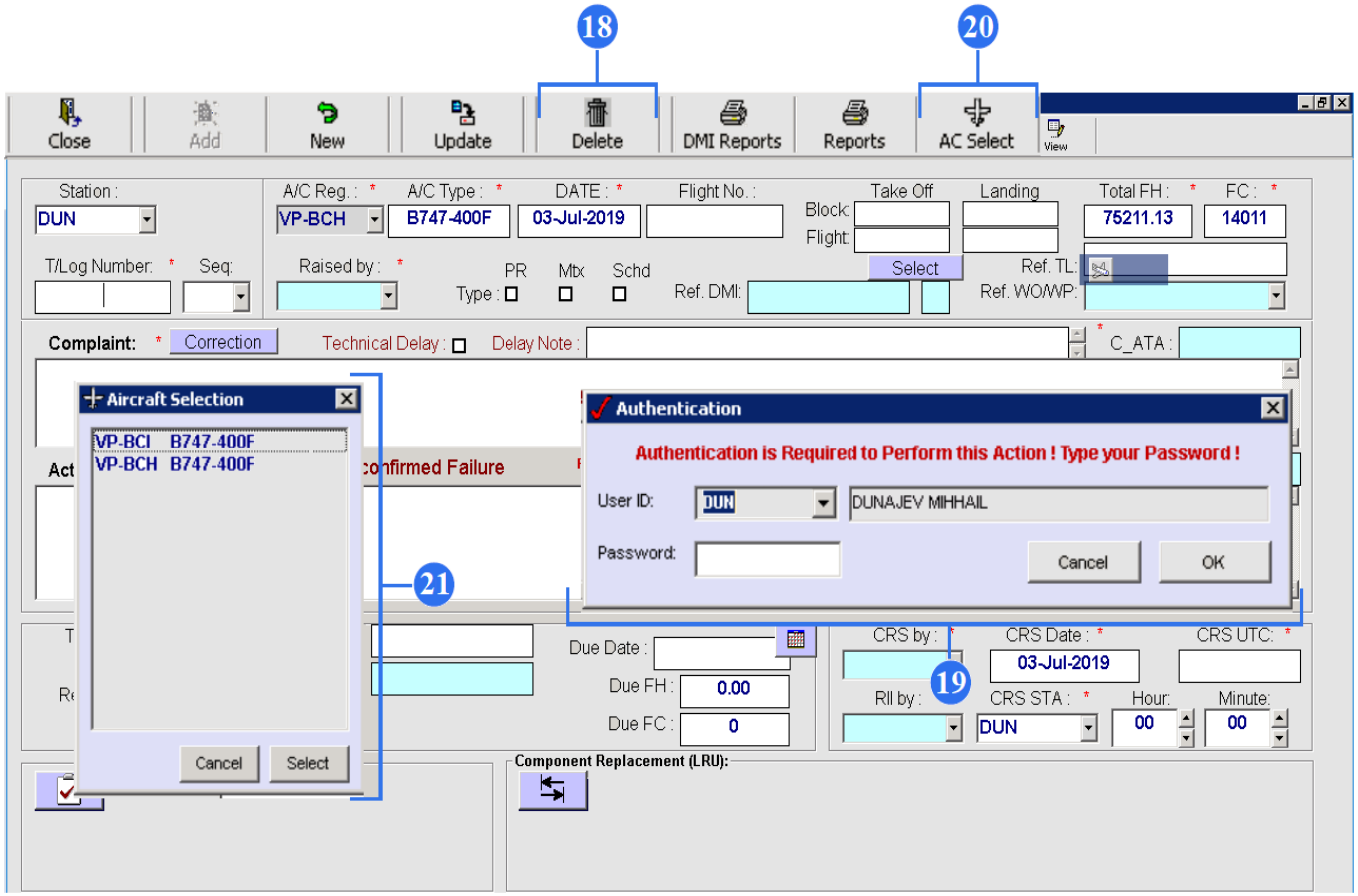



15. On the upper toolbar push the Add button to save a new created Tech Log.

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.



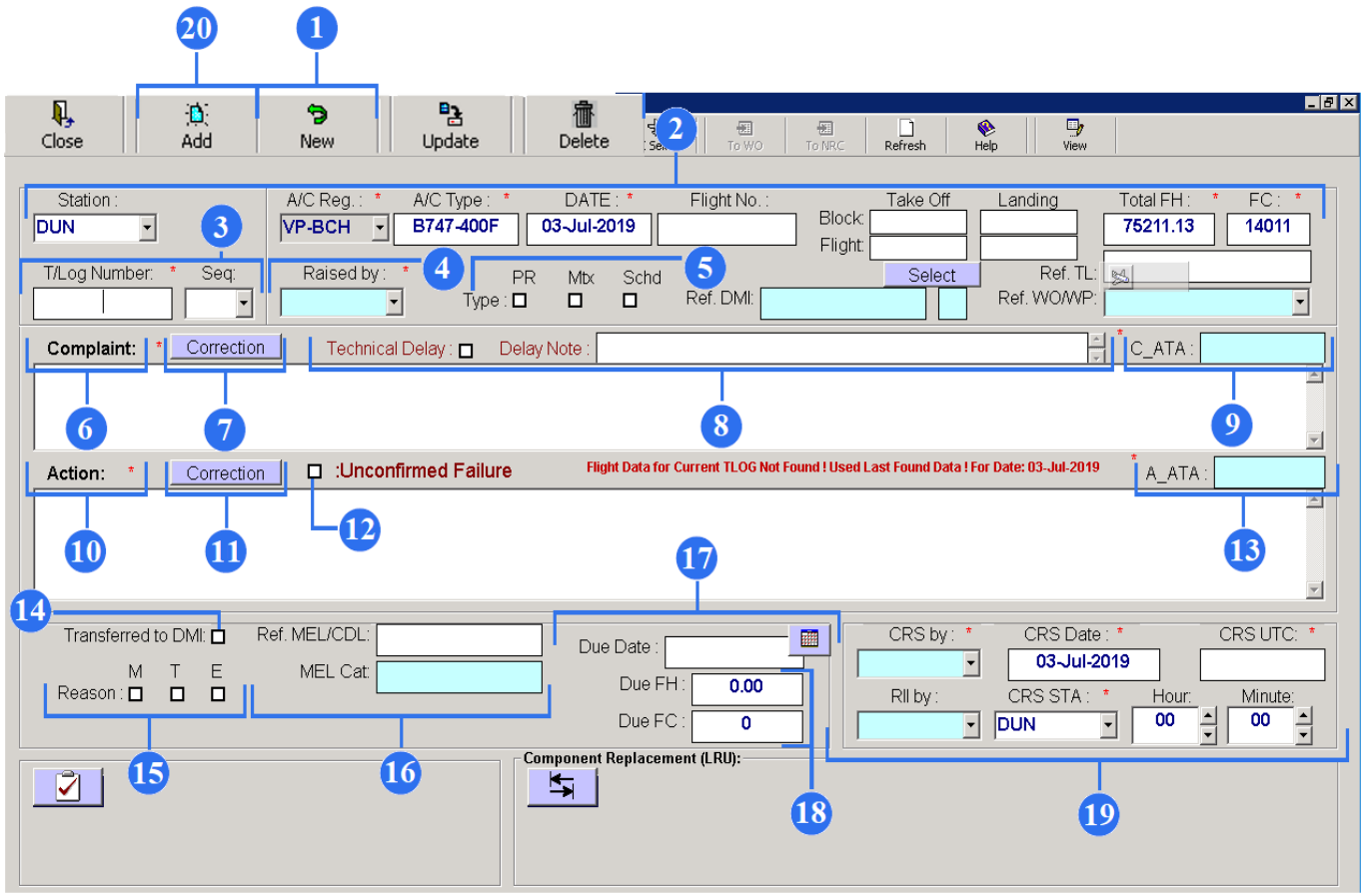

19. But you need an authentication for this action: enter your id and password in the authentication screen.

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.



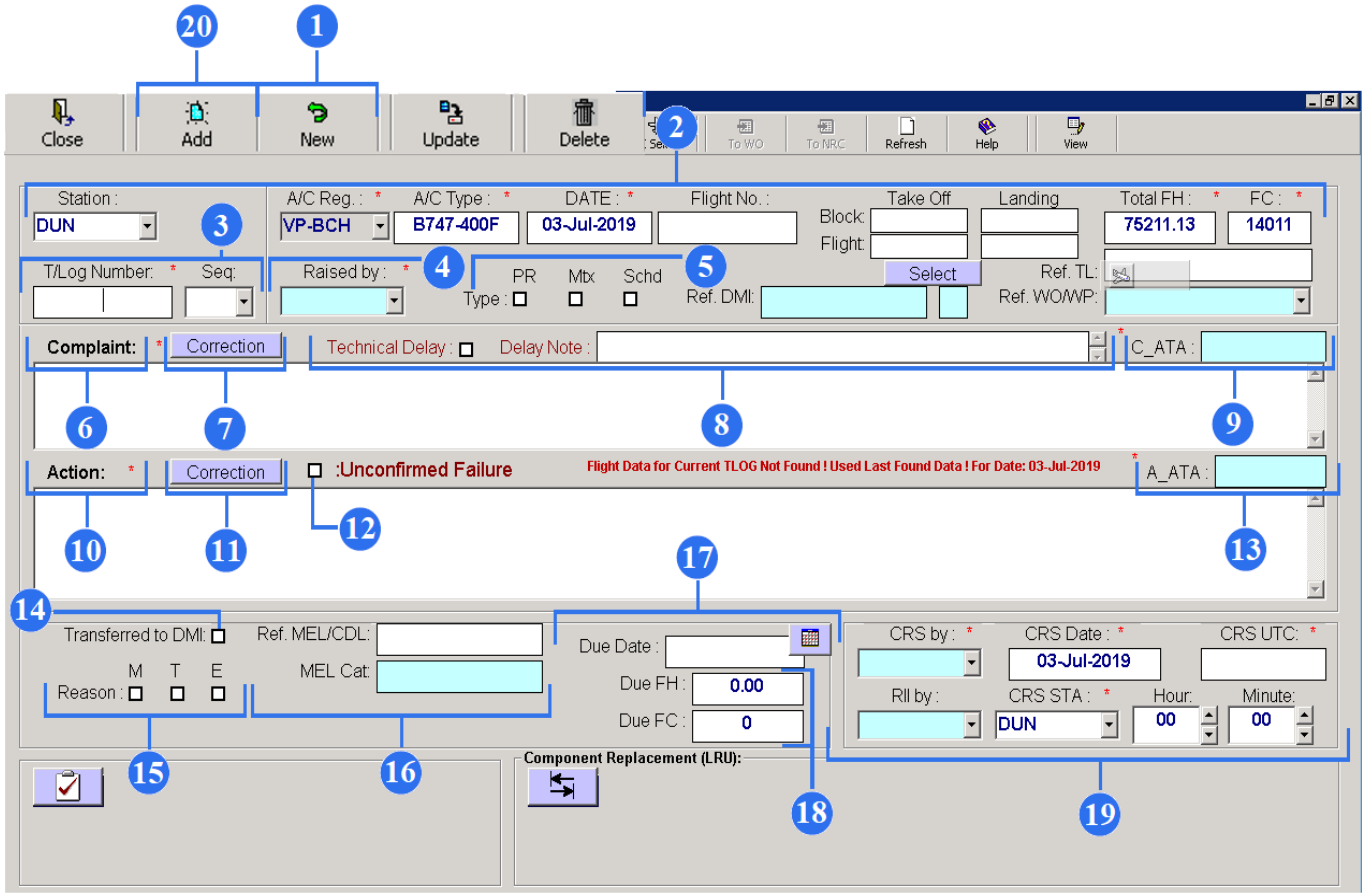

1. To create a new T/L, push NEW button on the upper toolbar of the Technical LOG screen.

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.

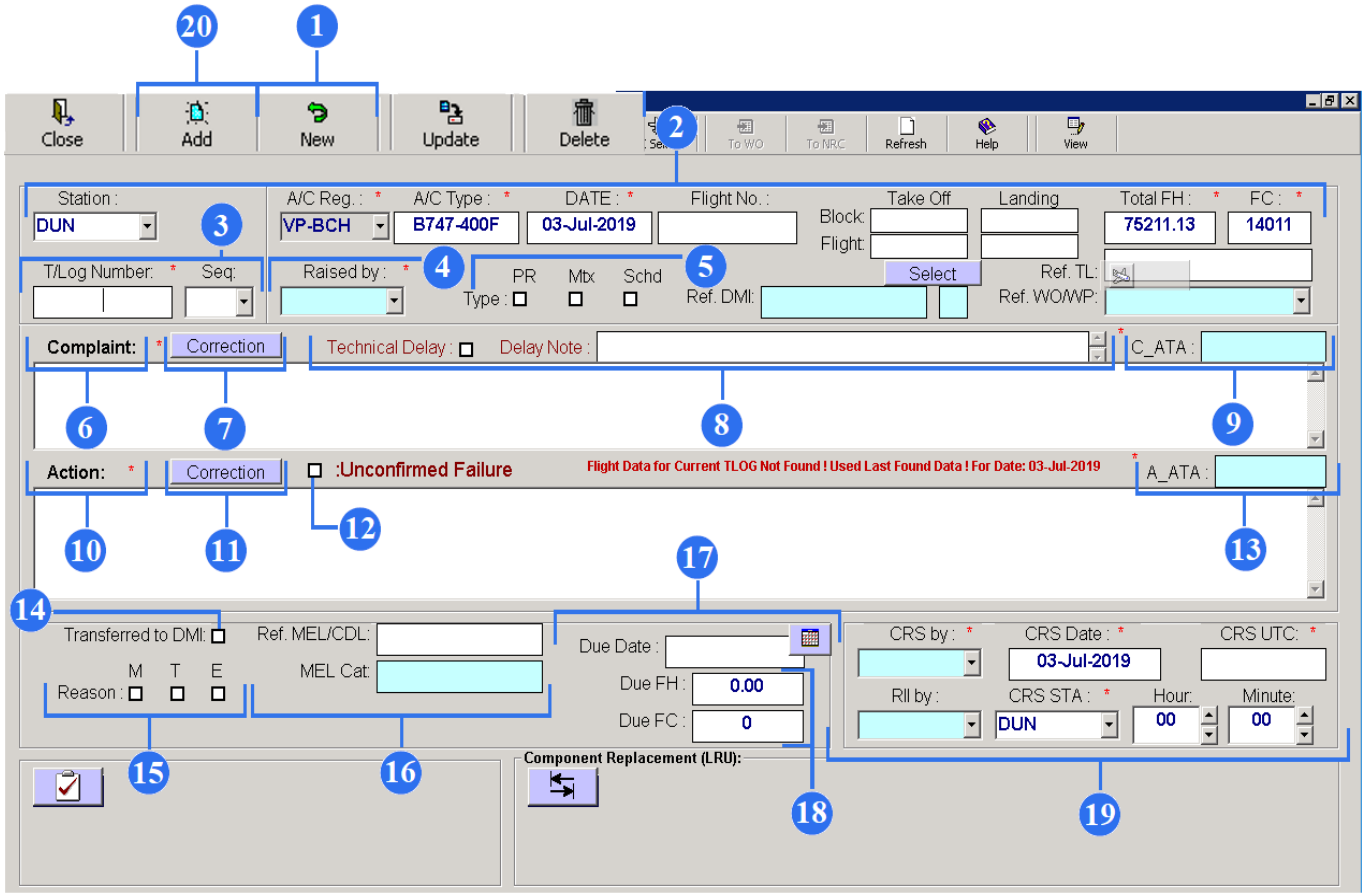
8. If a complaint is serious and an aircraft needs to be delayed due to some technical reasons, tick the ‘Technical Delay’ and make a Delay Note.

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).

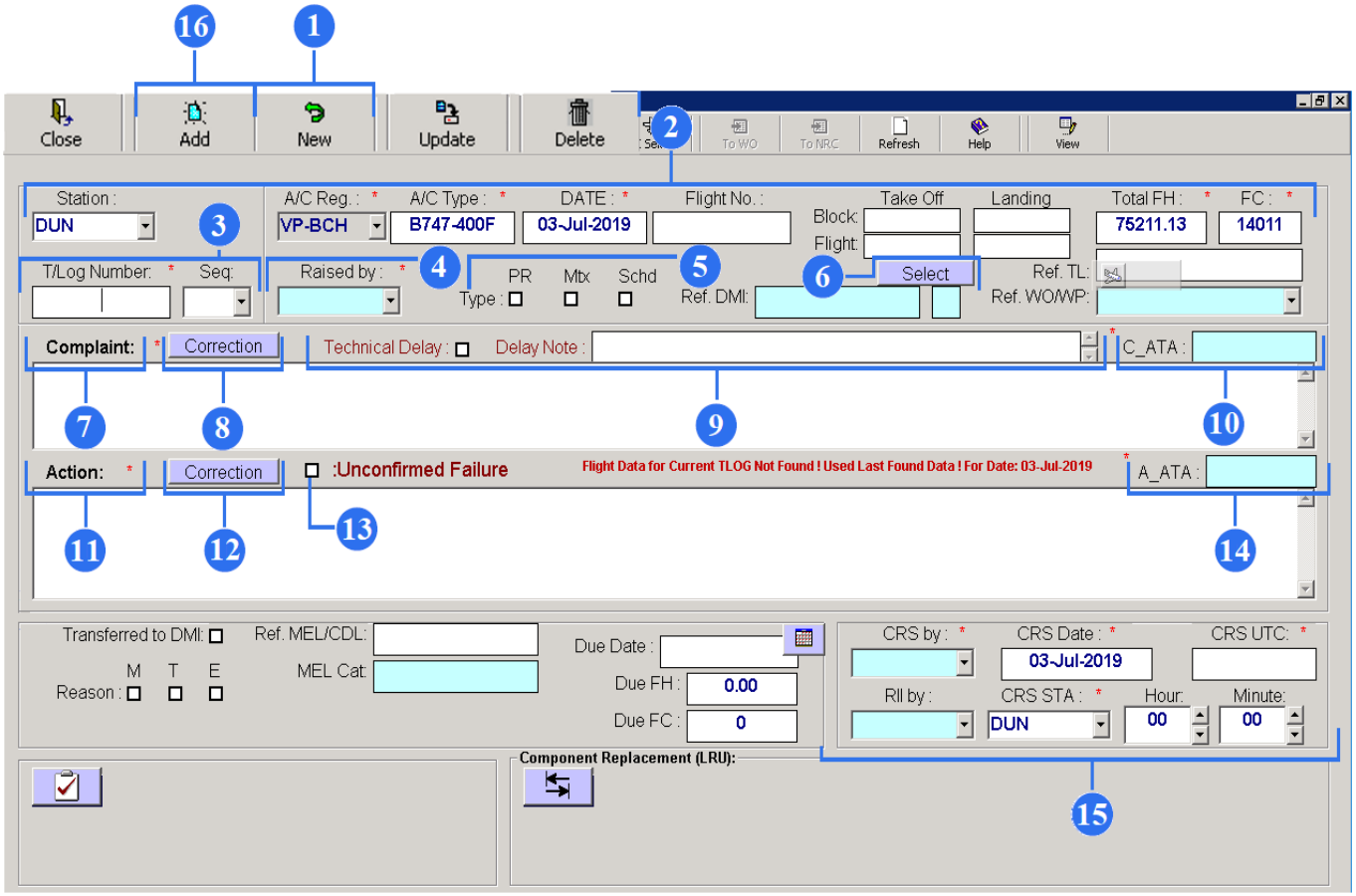
17. To set a dead line, click on Calendar button and a Date Calendar will open. Select a due date.

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.

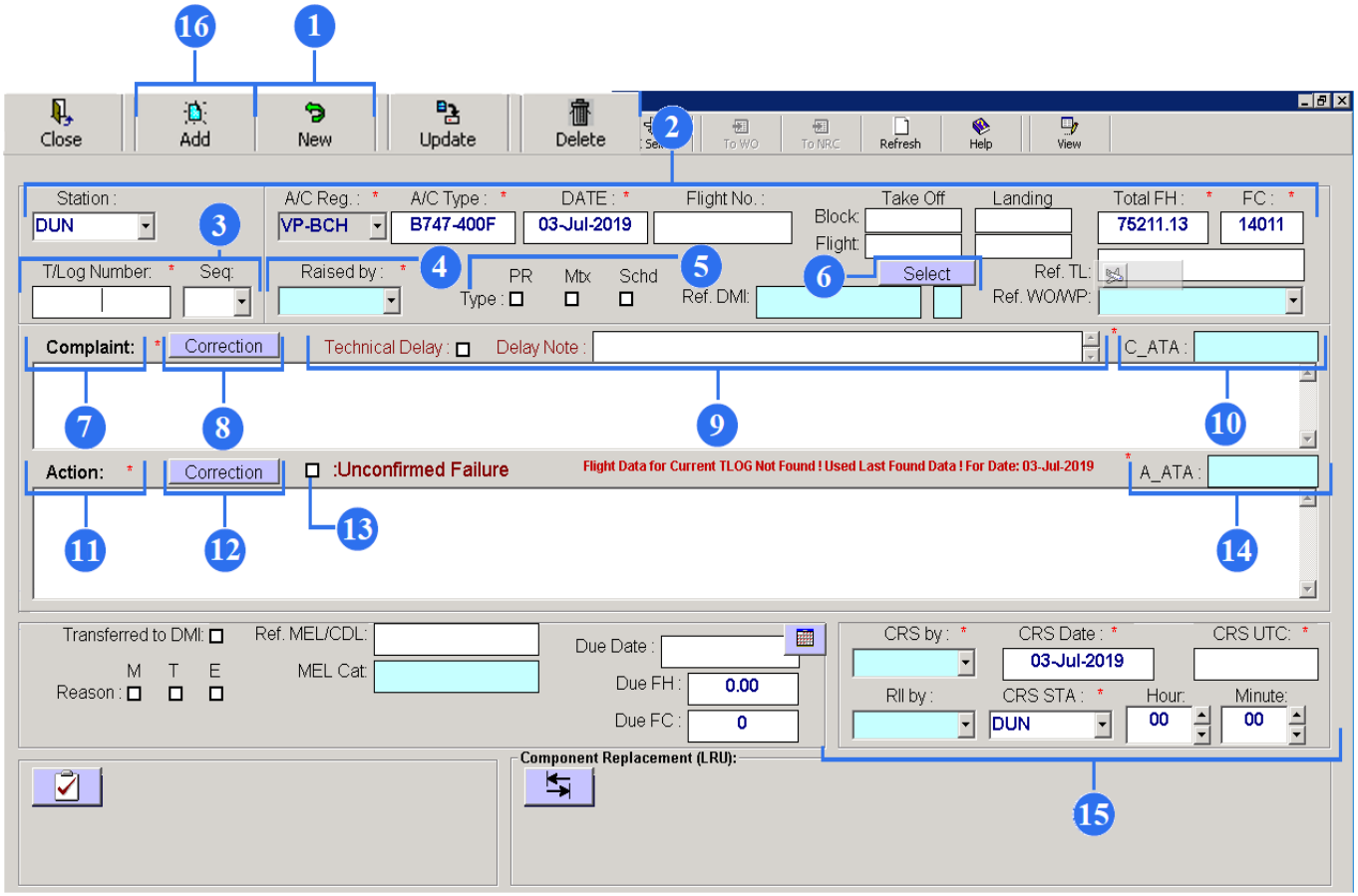



1. To create a new T/L, push NEW button on the upper toolbar of the Technical LOG screen.

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.



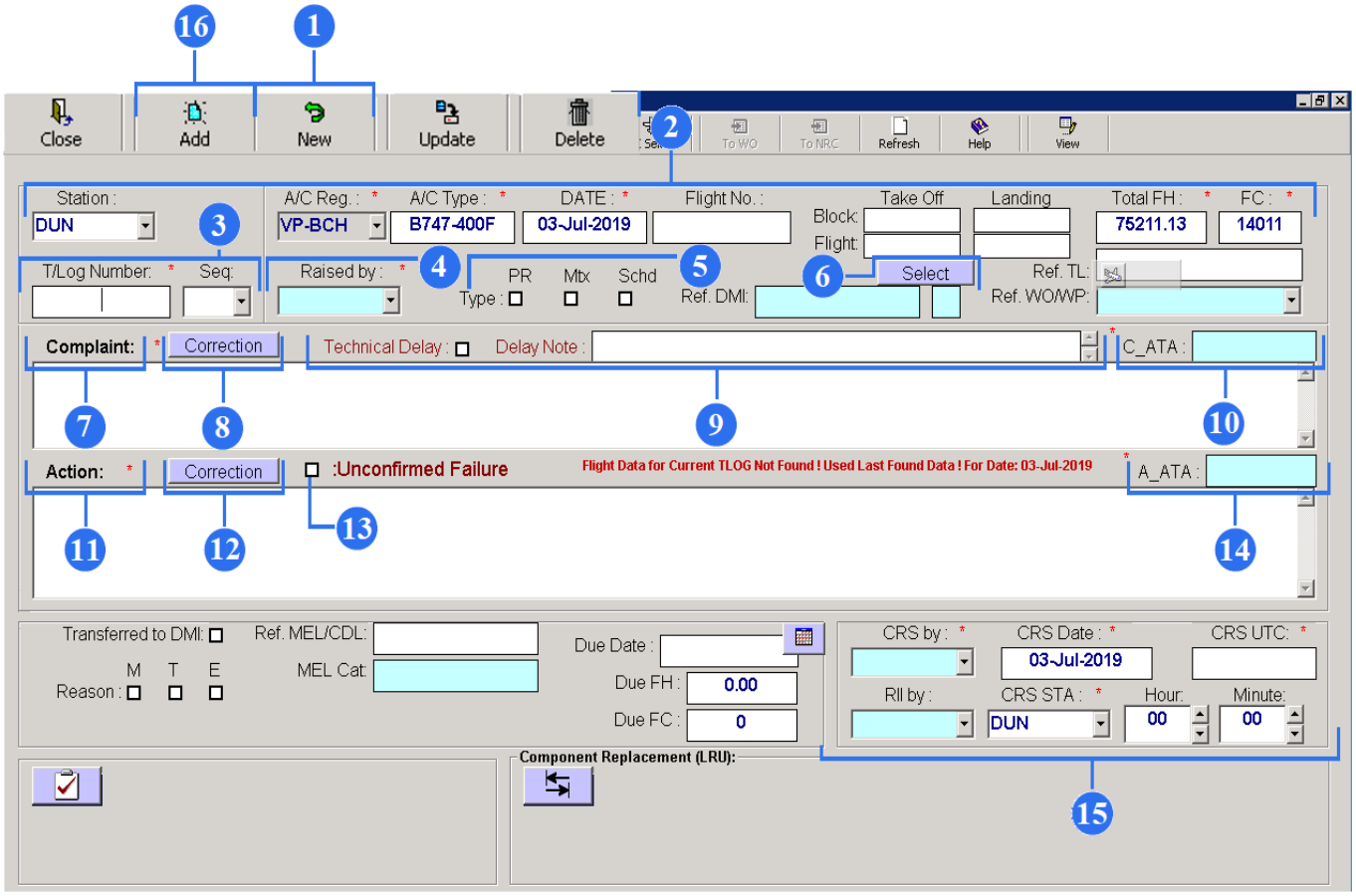

5. Tick PR or Mtx or Schd field, where
-PR – Pilot Remarks. Pilot makes report about fault in TLB before departure or after arrival.
-Mtx–Maintenance Remarks. Fault report is made in TLB by maintenance staff.
-Schd–Schedule Remarks. It means defect rectification, or troubleshooting procedure during ground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

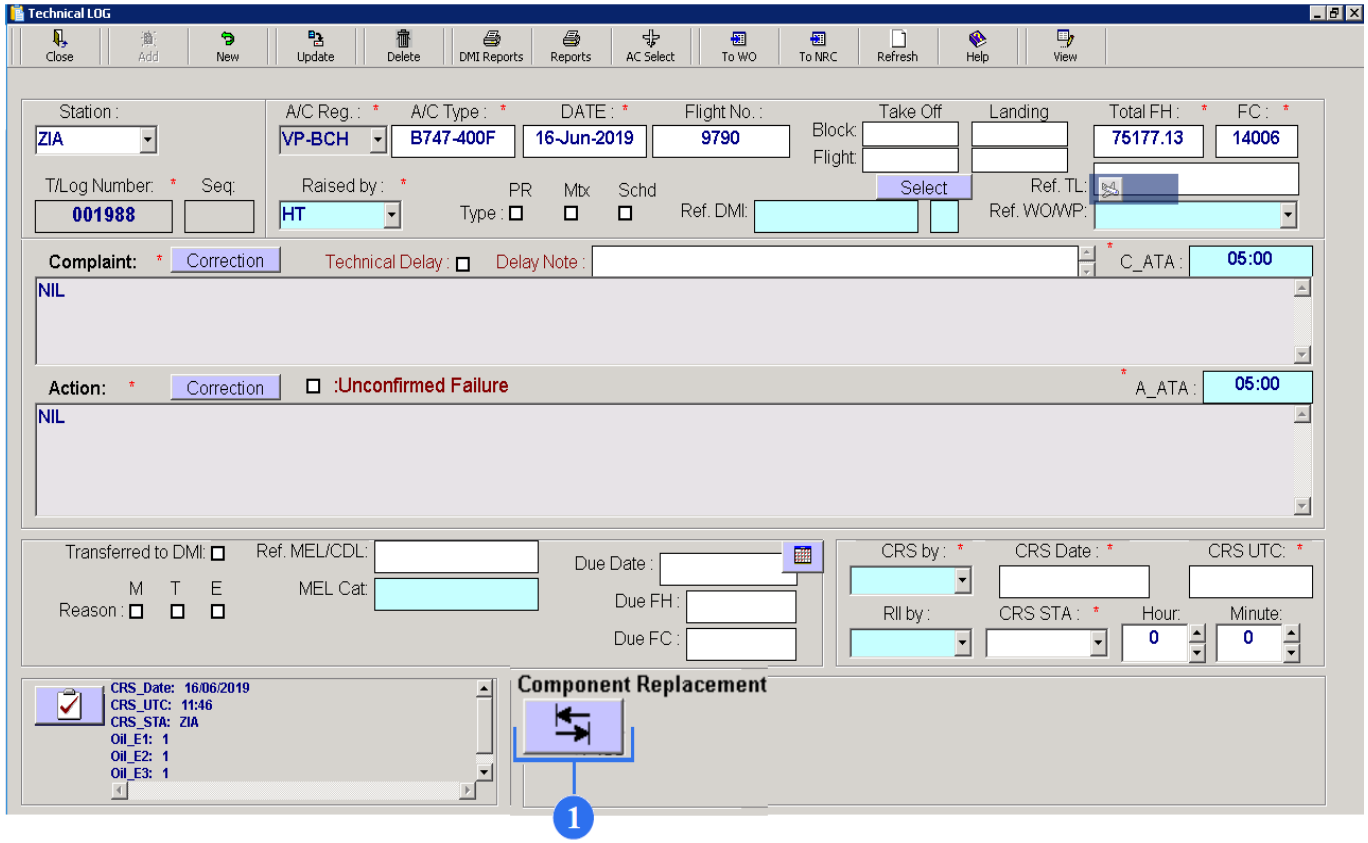
15. Enter mechanical ID number to “CRS by” field, type CRS date and CRS time (in UTC). If another person was involved in the work, you can note additional signature in the “RII by field”. Type the airport station, where CRS was issued. Also, you can enter hours and minutes to display the total work time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

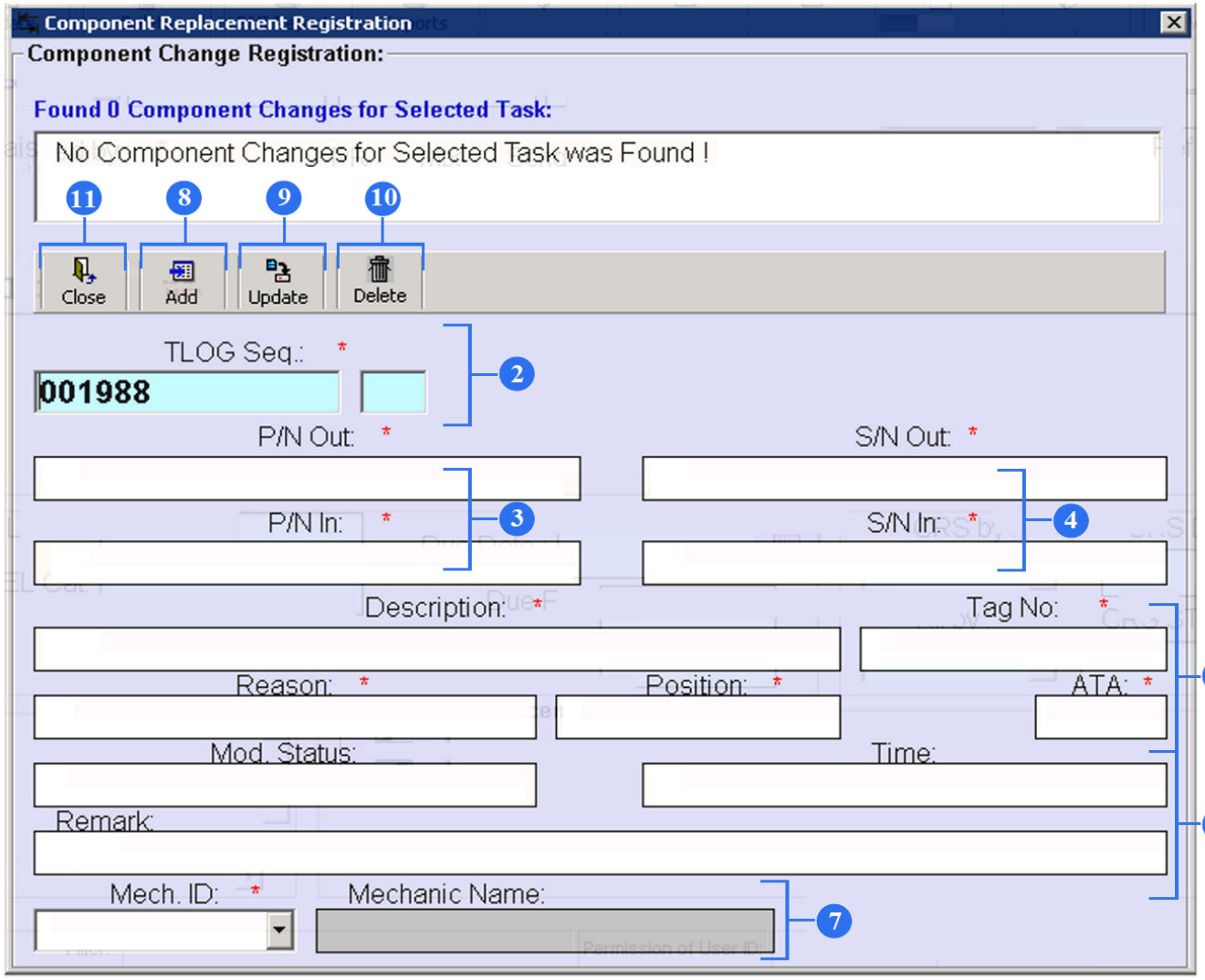
**ATTENTION: It is comfortable to use NRC submodule if you have multistage troubleshooting within deadline of defect. You can tie references between each other. Use the T/Log for defect rectification at once, or to open defect while single step operation.**

# 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.

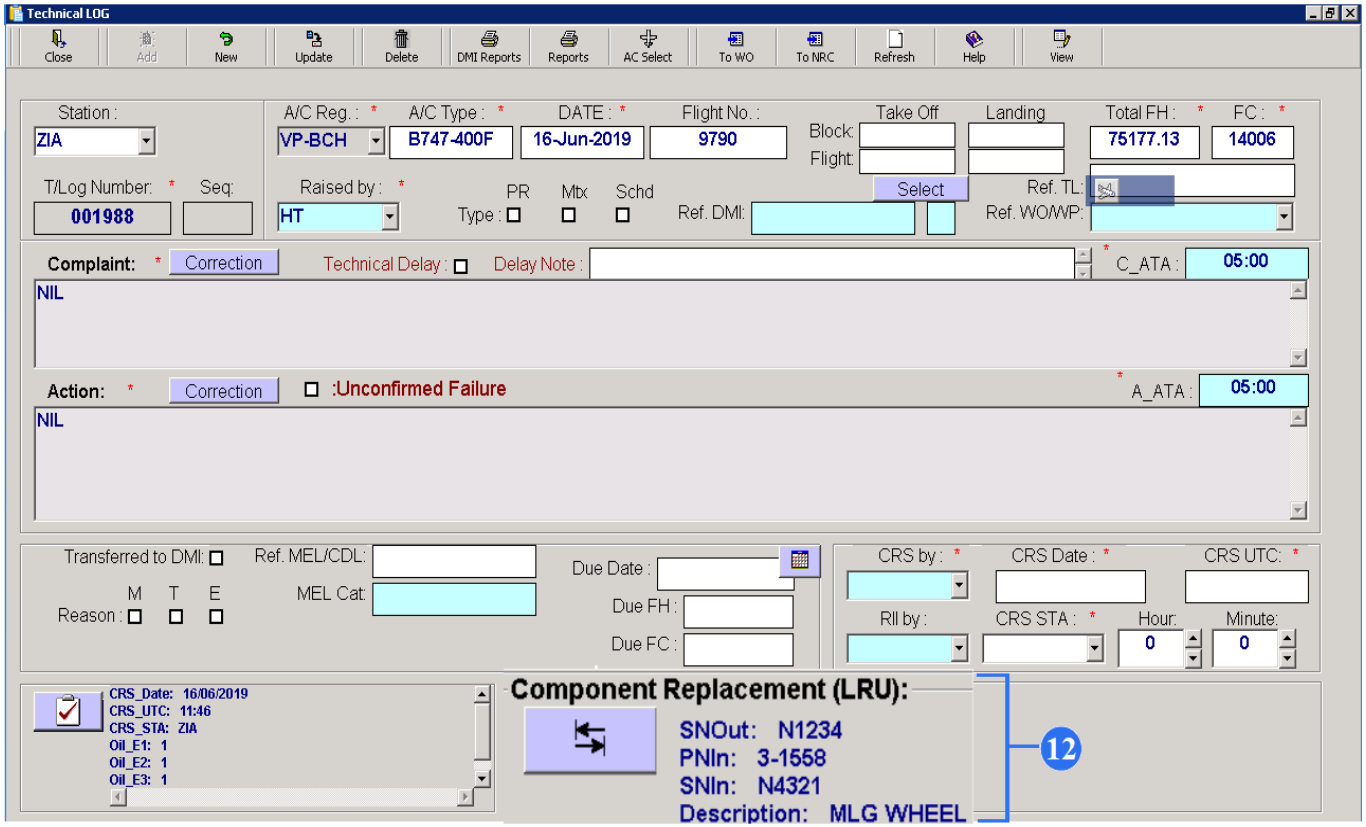
7. Select from the whole list the mechanical ID number. Name of mechanic will be appeared automatically.

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.

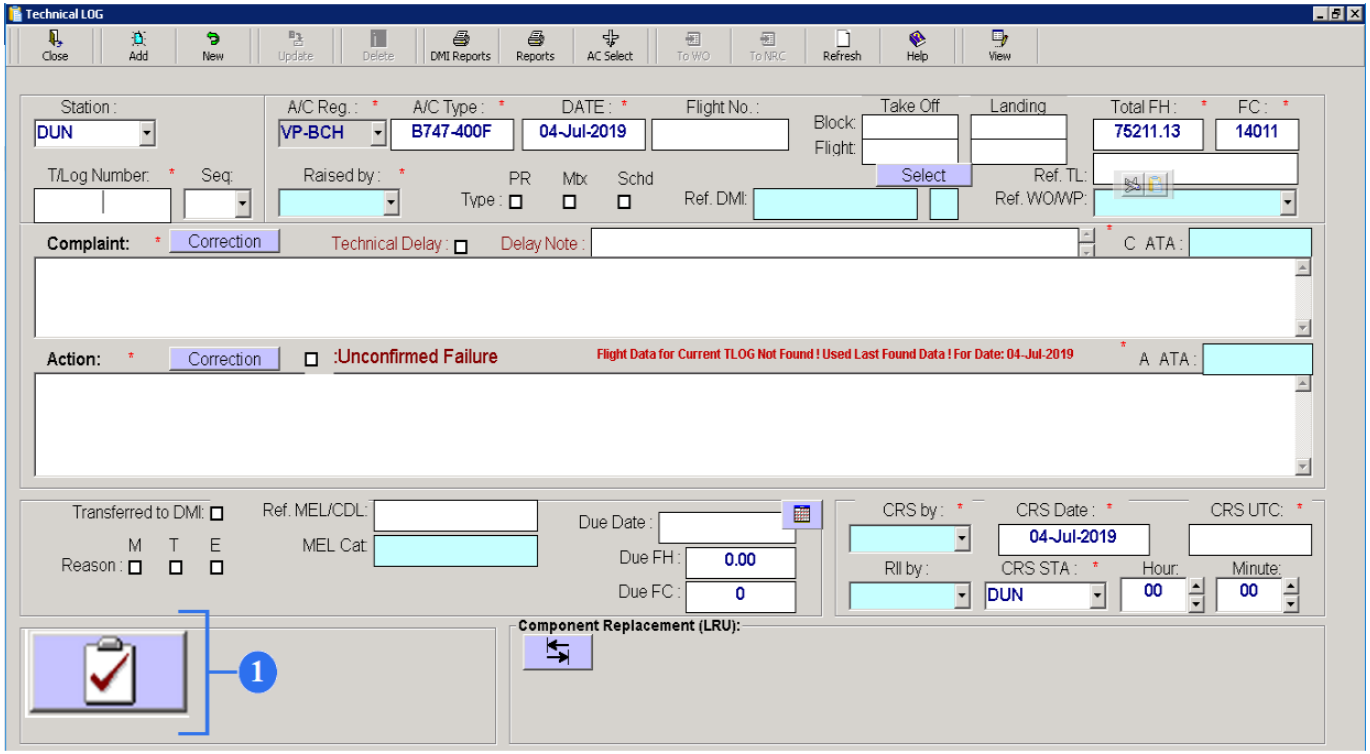
10. If you want to remove save data, highlight the line and click “Delete” button.

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



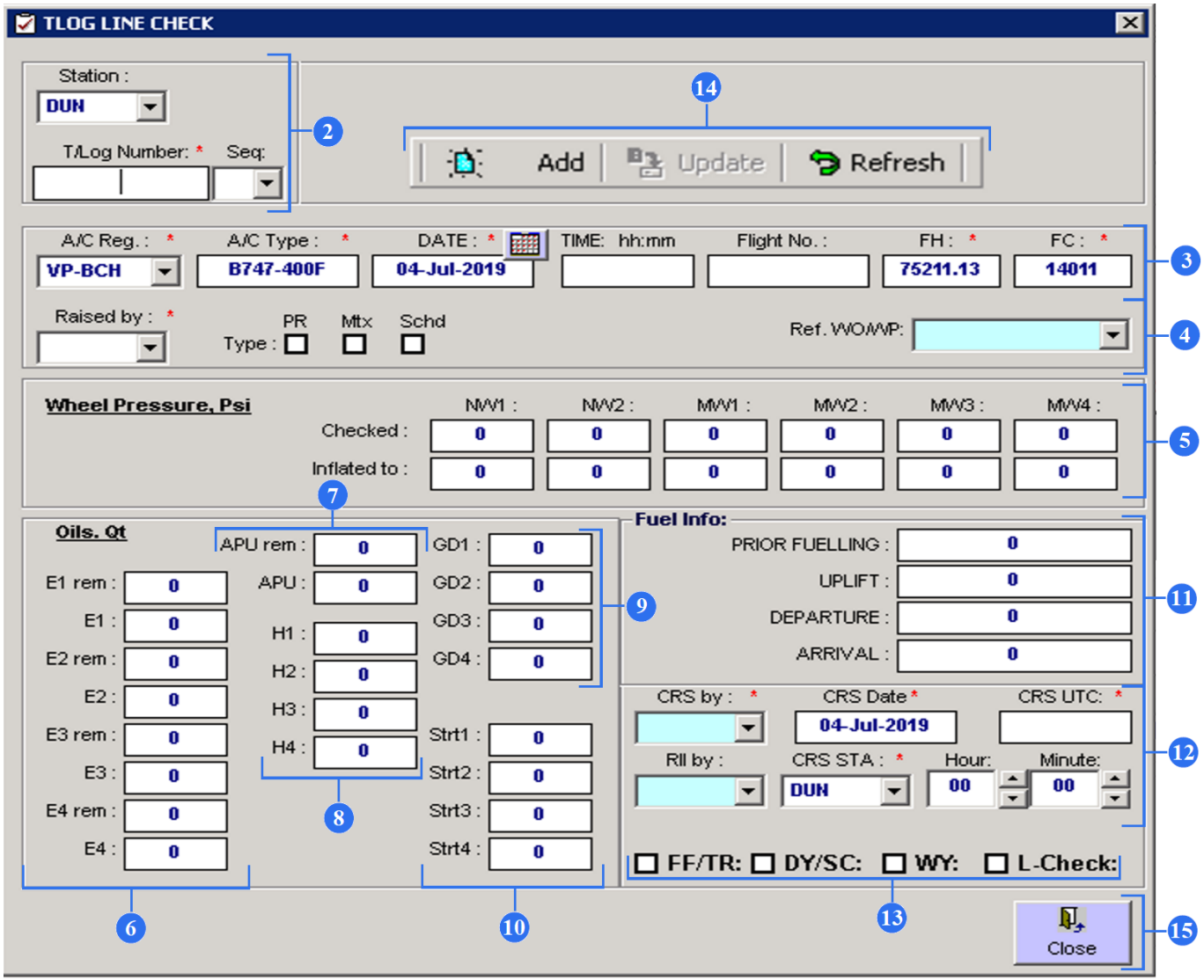

12. Also you can see component replacement data on the Technical LOG screen near Component replacement button.

# 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:

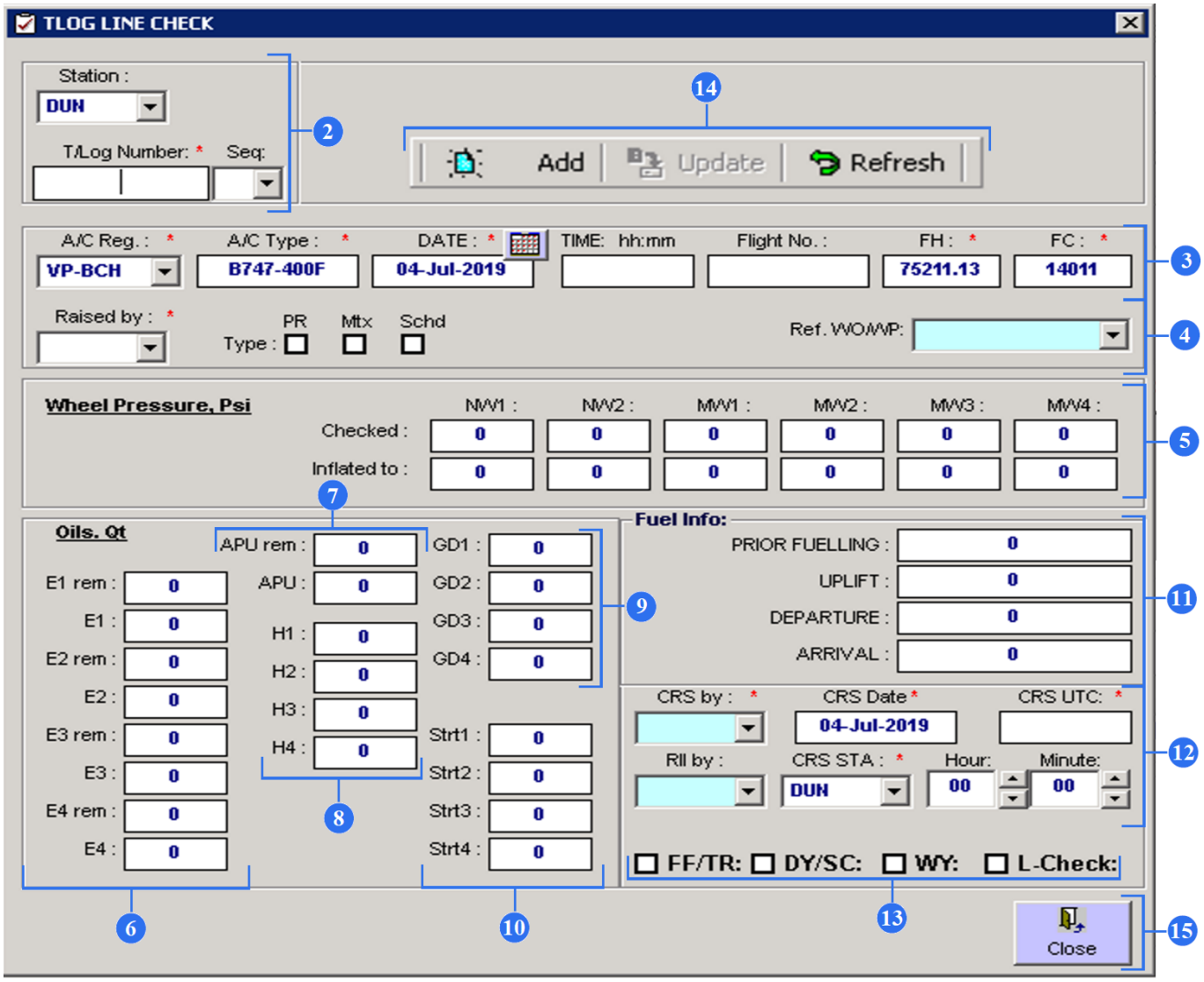
-PR – Pilot Remarks. Pilot makes report about fault in TLB before departure or after arrival.

-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:

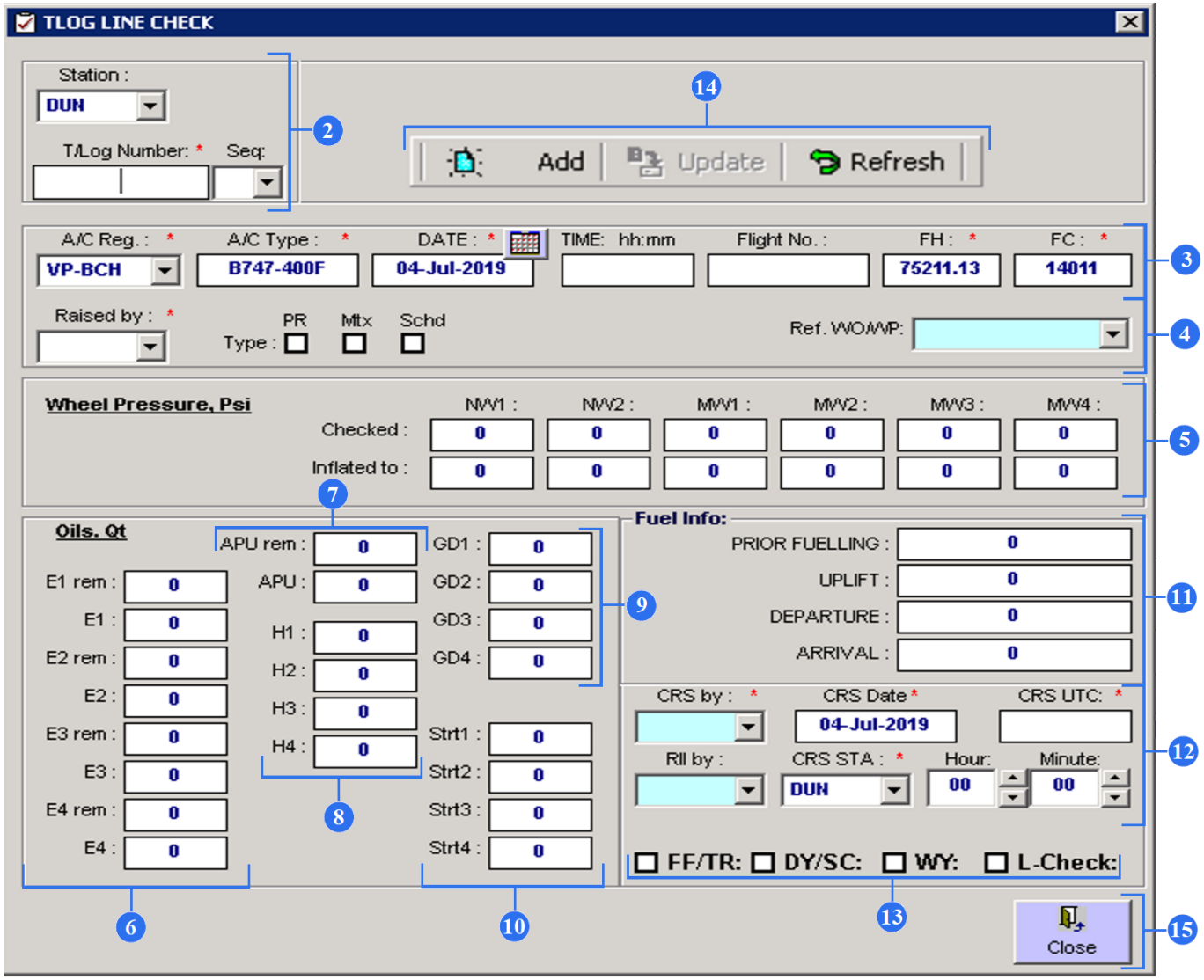
-PRIOR FUELLING –remain of fuel on the board.

-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

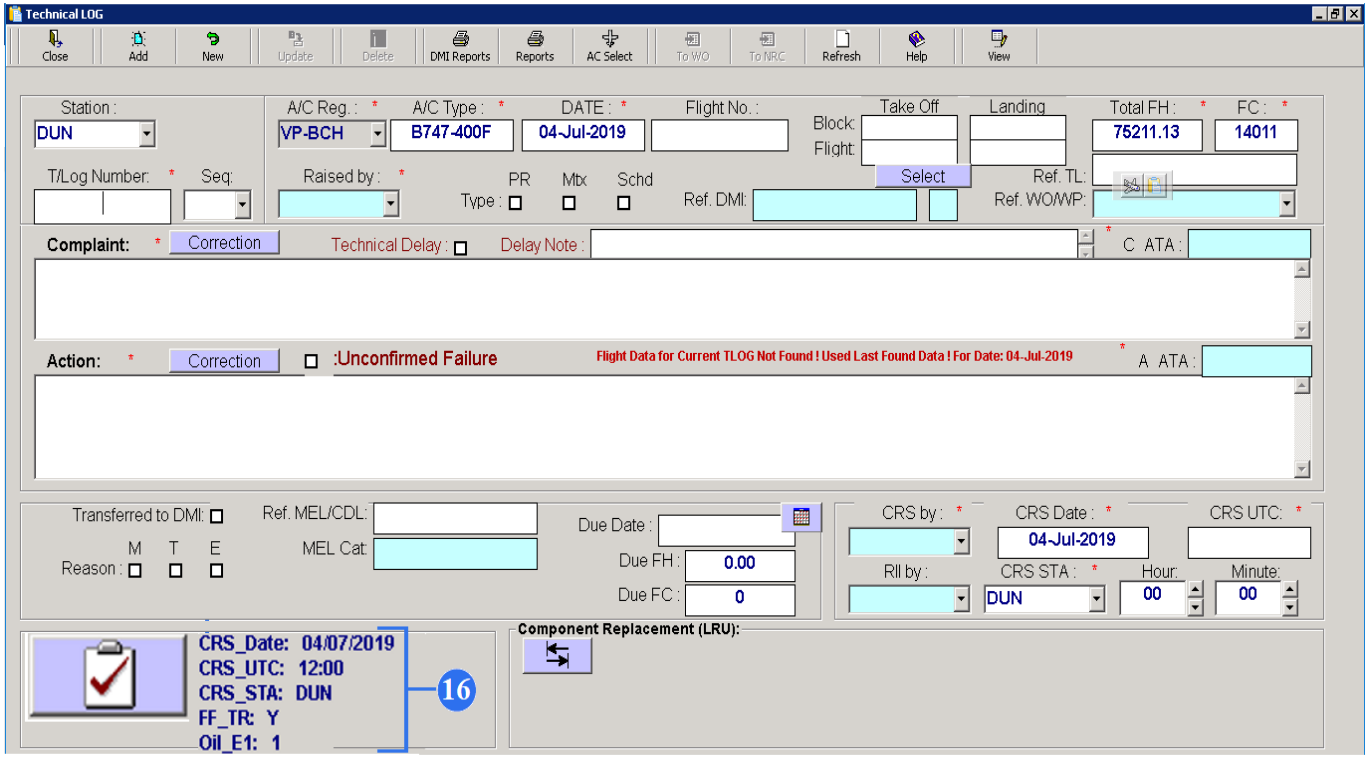
-DY/SC – daily check

-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.

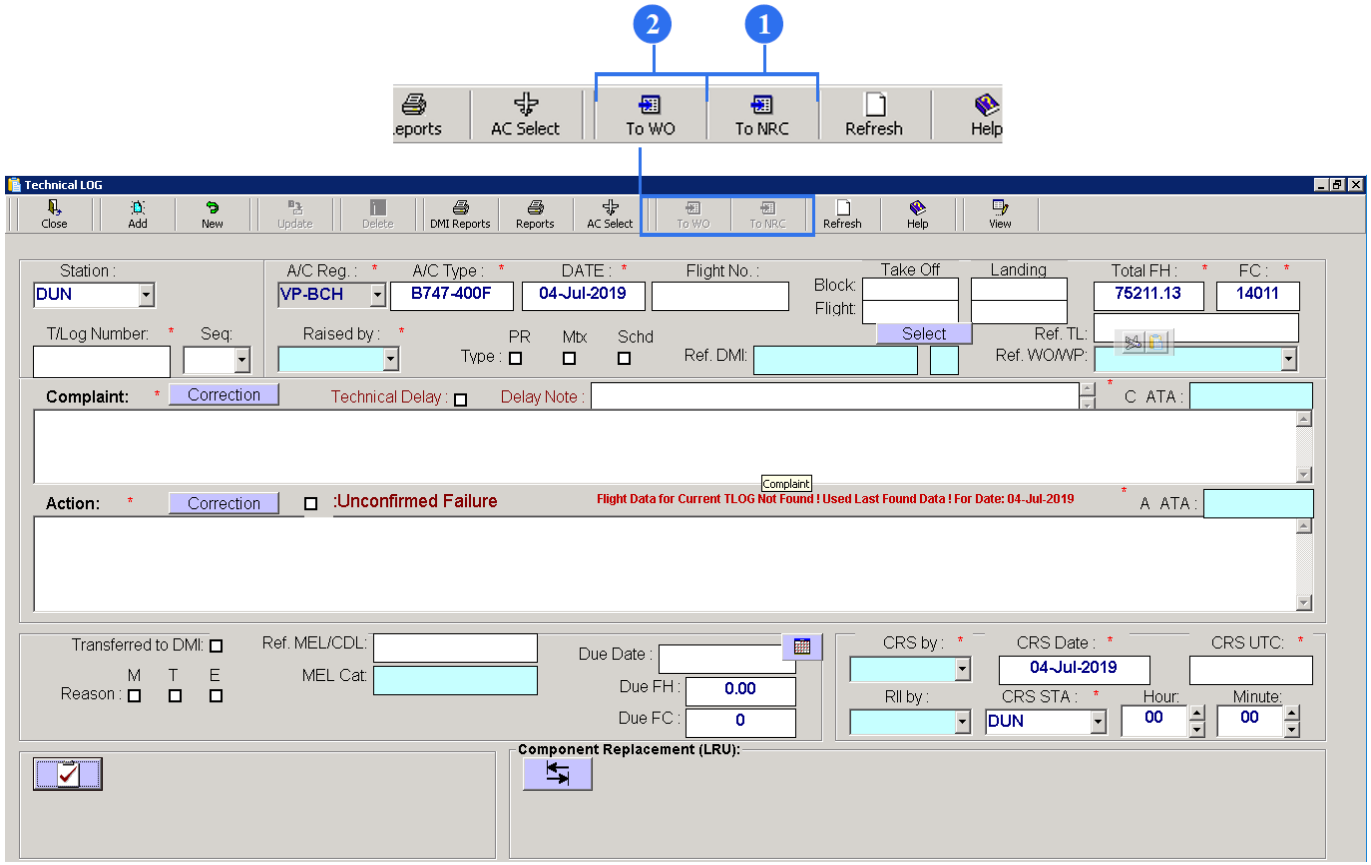
15. To close TLOG LINE CHECK window, push “CLOSE” button on the right bottom side of the window.




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.

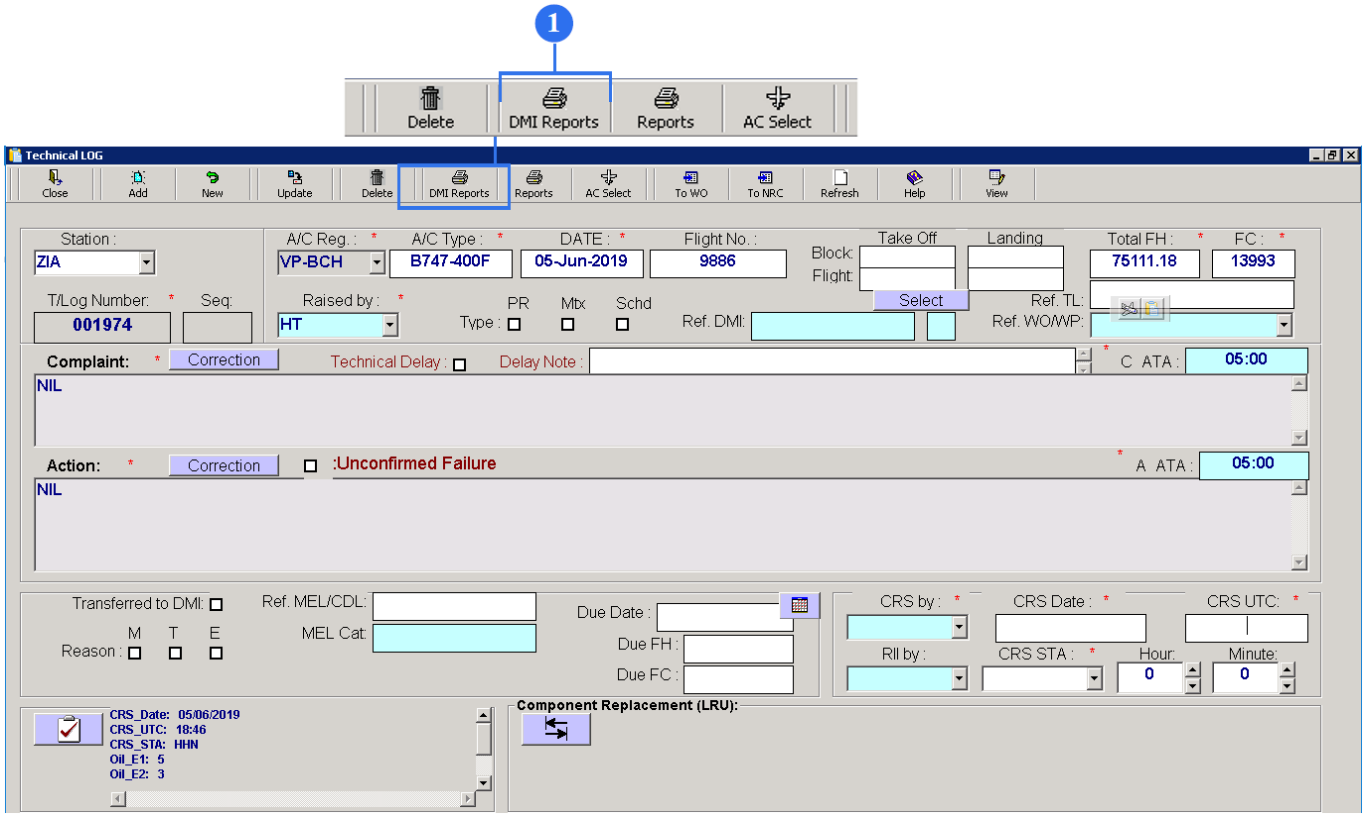
While T/Log creating with MEL/CDL (see unit 1.2) you can use transfer to NRC function or transfer to WO function.



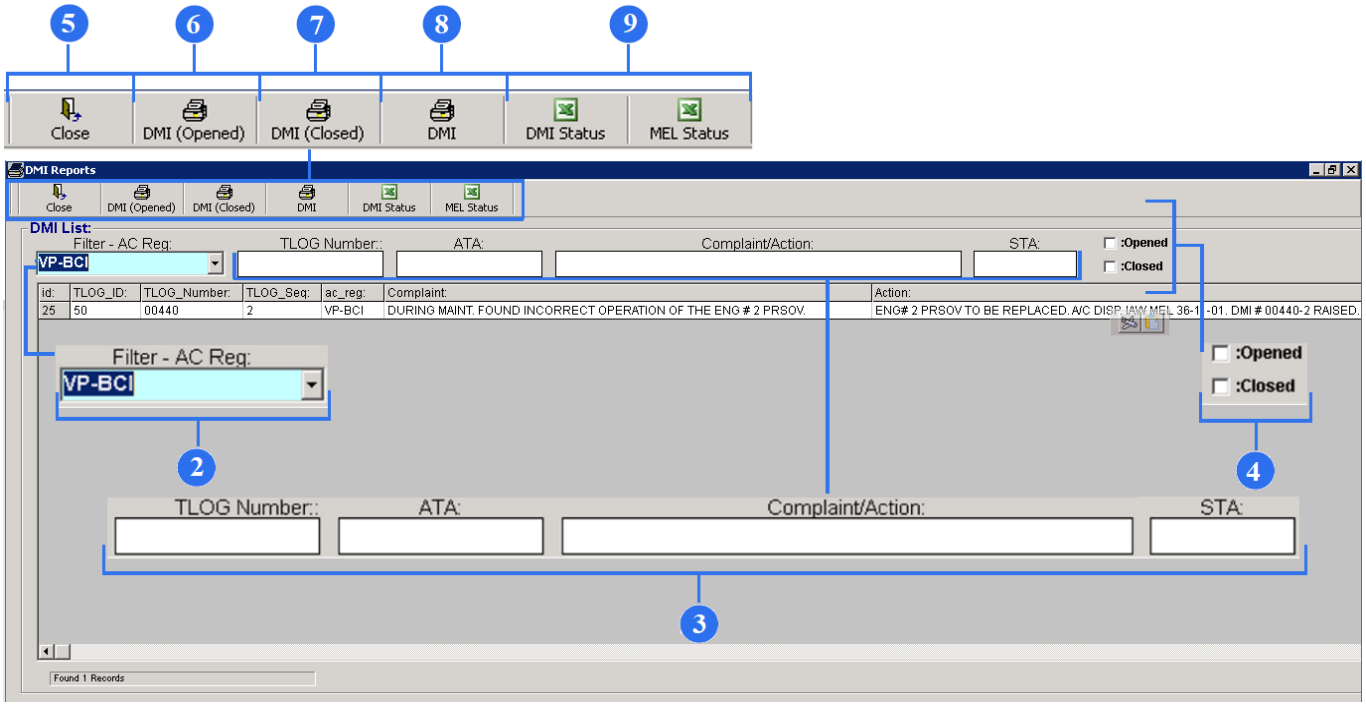

1. After completion of the T/LOG creation with MEL/CDL you can push “To NRC” on the toolbars to begin to work with NRC submodule. It is comfortable to plan defect rectification with multistage troubleshooting within deadline of defect. Also, after “To NRC” click NRC will be displayed in the “Planning”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

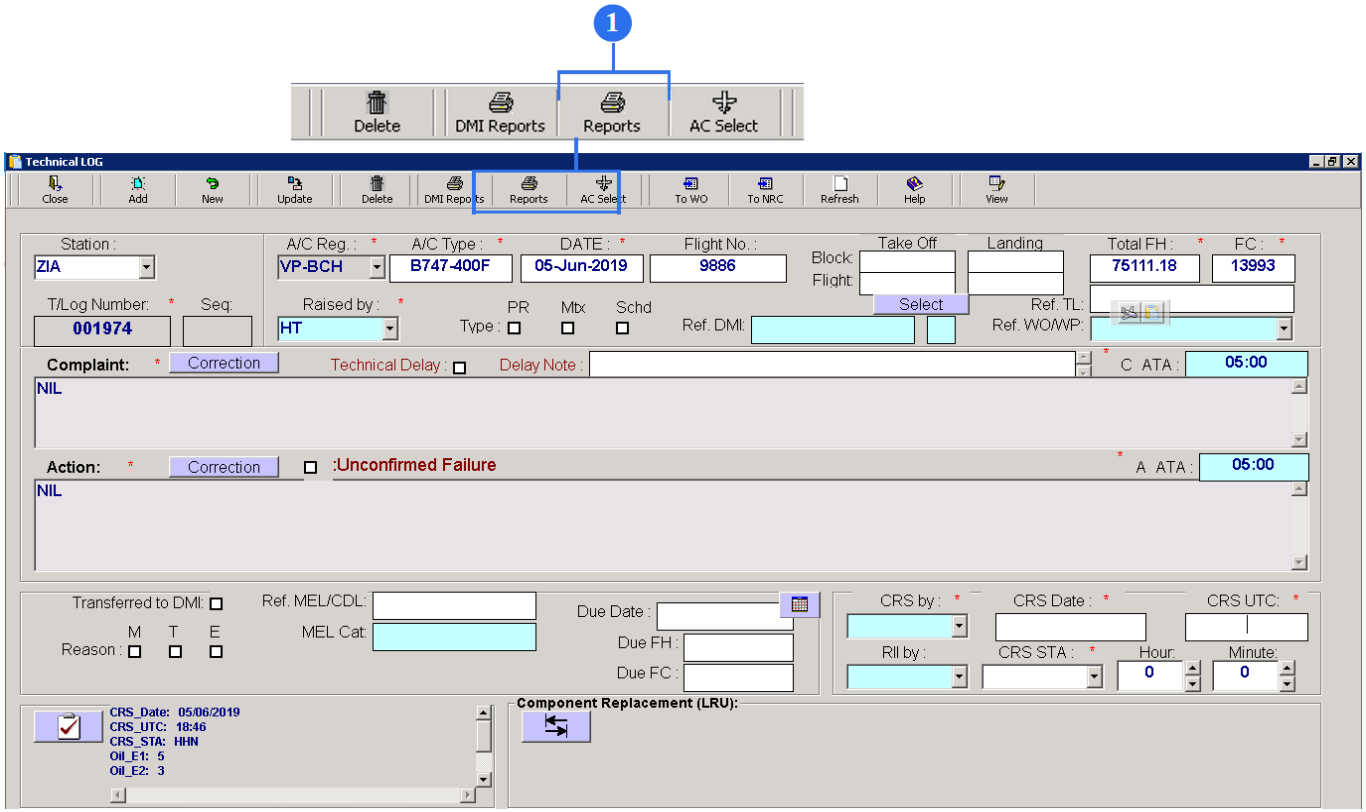
7. If you want to print all closed defects, click the DMI (Closed) button.

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.

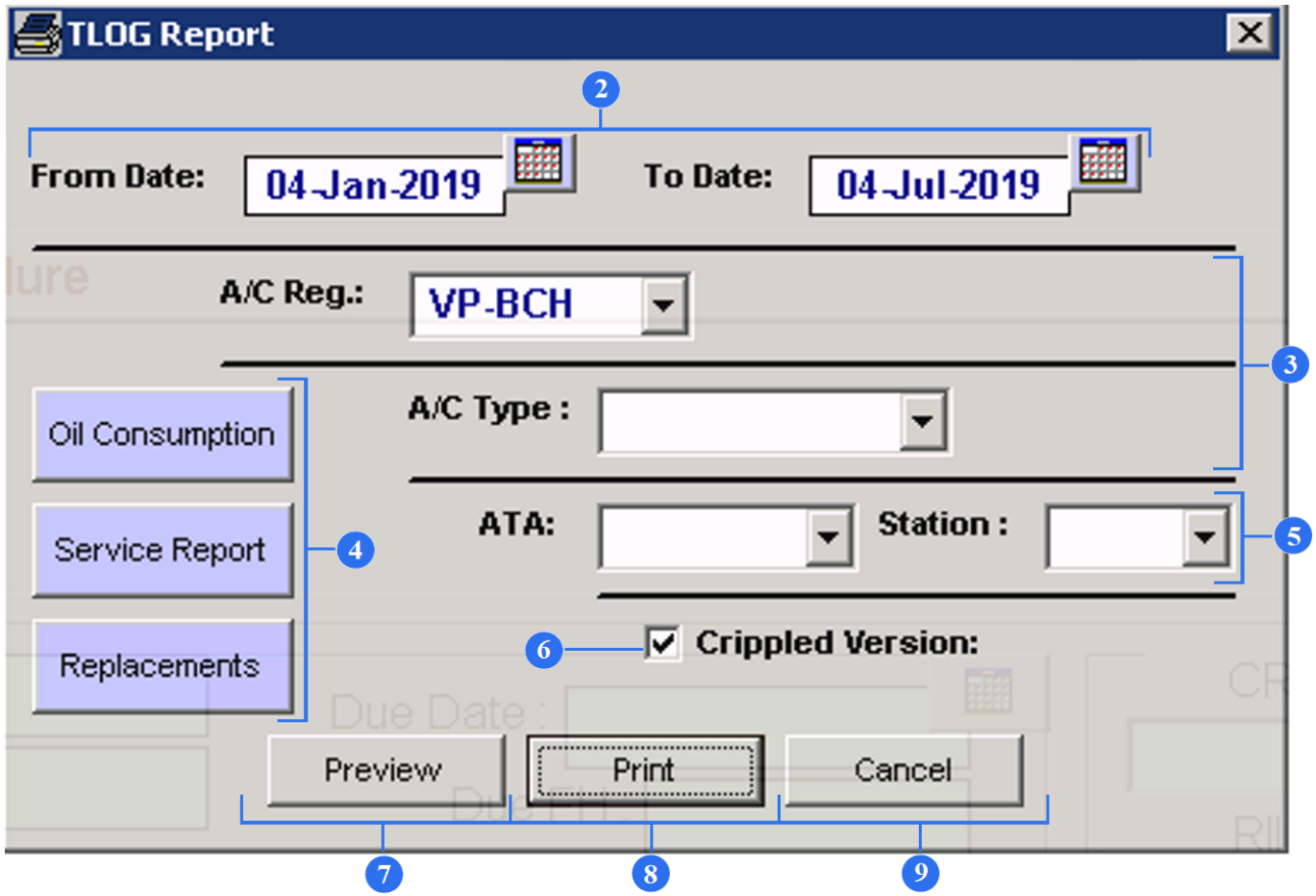
**NOTE: From the whole of the defect list grey lines mean closed defects, and white lines are open defects.**

# 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.

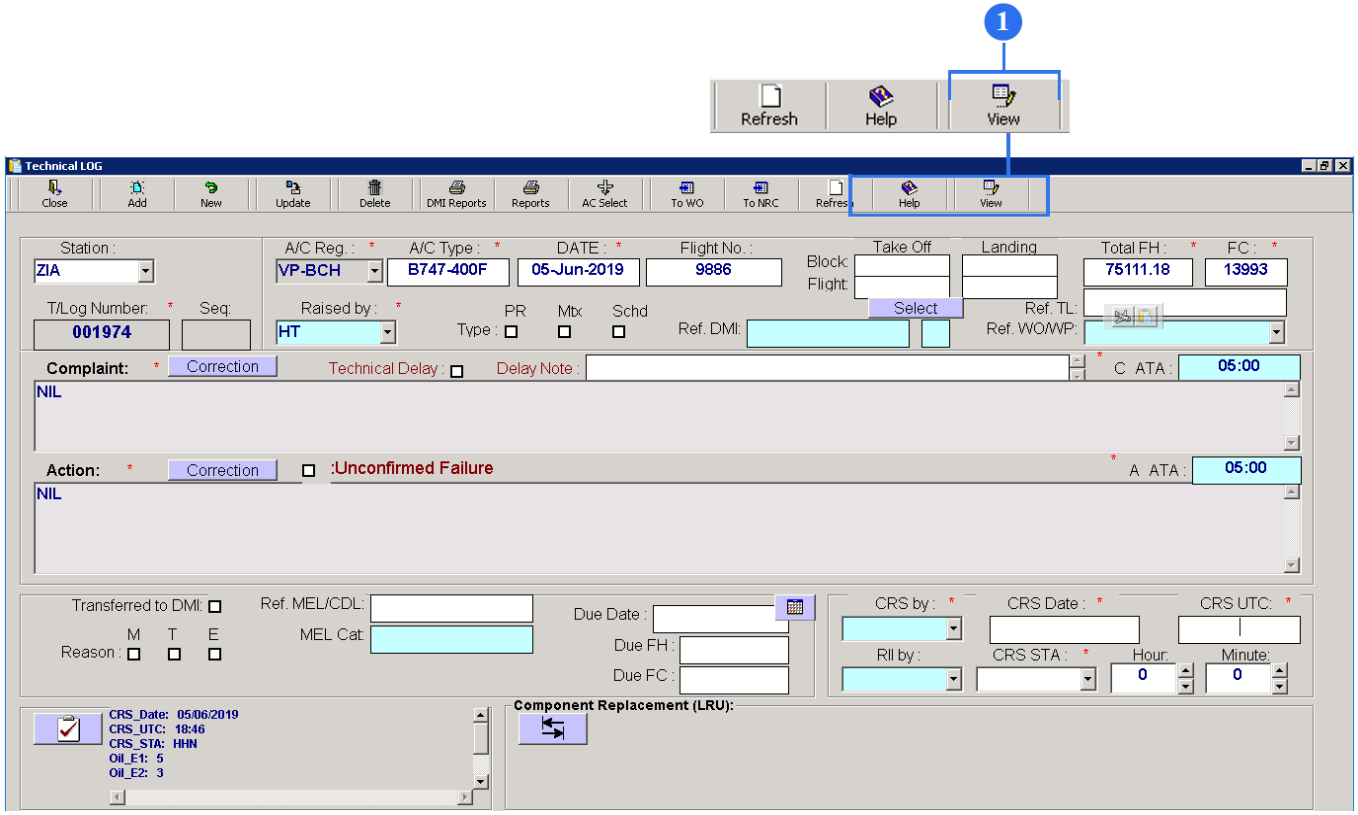
6. If you want to see shortened report tick the “Crippled Version”. To see the full report of the component replacement (with action text for example) remove the tick.

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

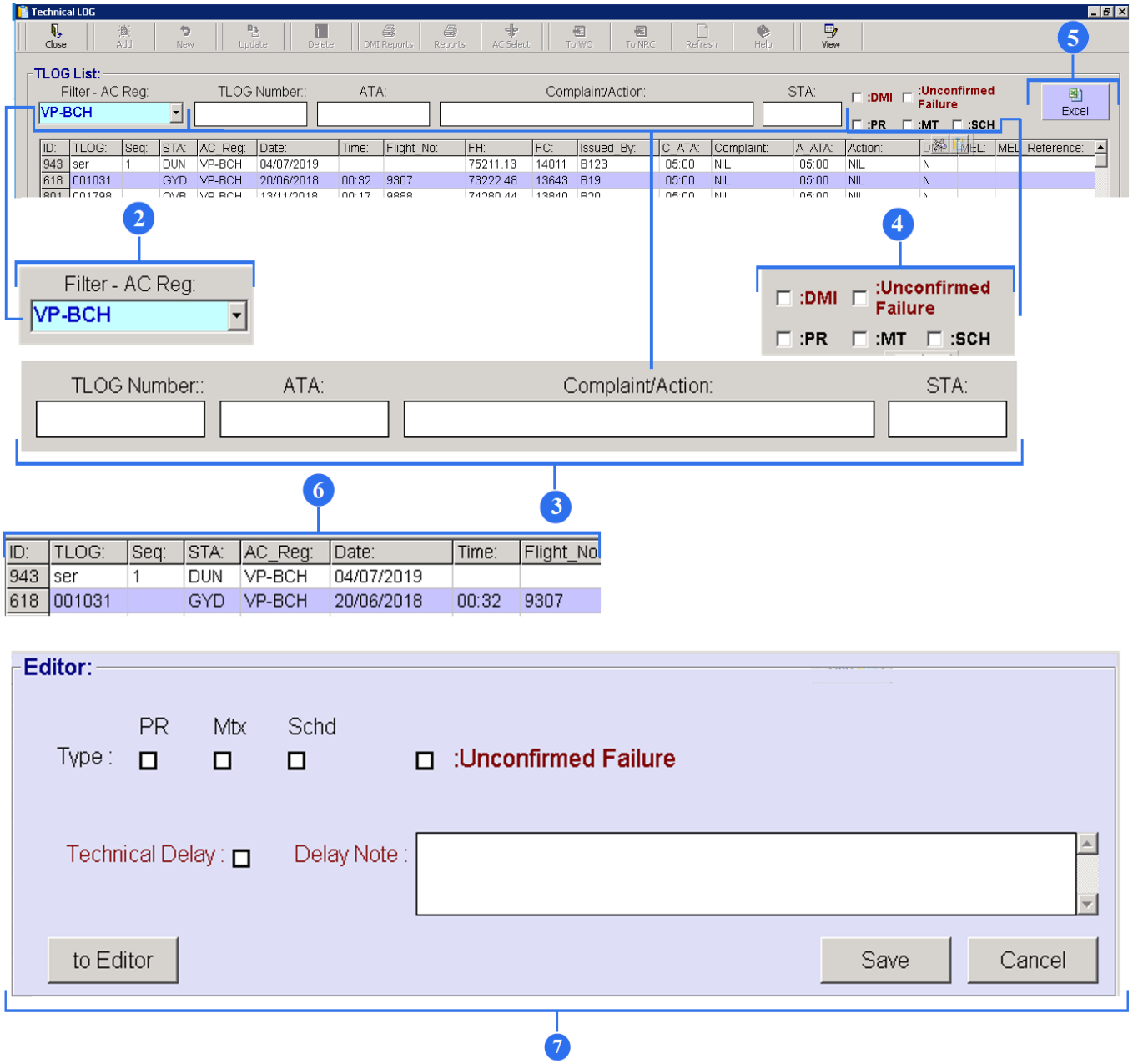
8. Push “Print” button to print file immediately.

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.




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.