Actual User guidance

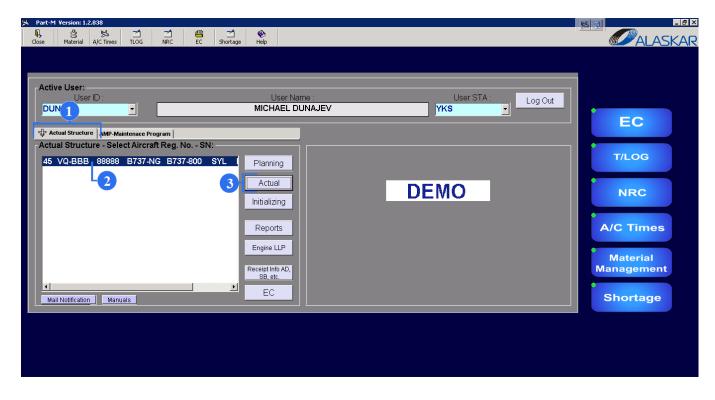


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1. Actual Overview and Work Packages Completion

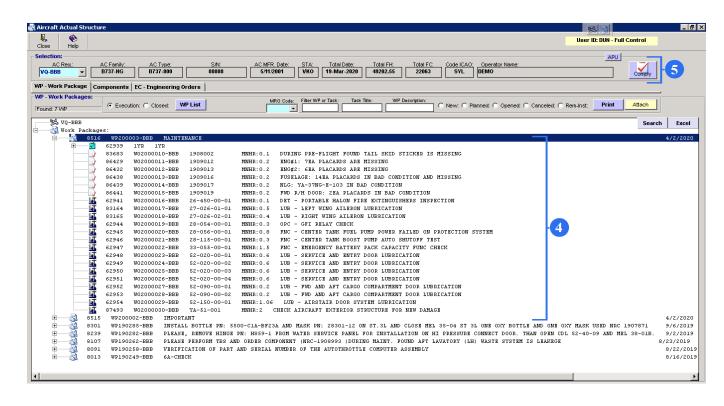


An Actual sub-module displays all actual data taken from the Initializing sub-module (not hard-time Engineering Controls and Component Position Structure), as well as provides completion of work packages/work orders, submitted to execution in the Planning sub-module

To open Actual sub-module in the initial screen of the PART M module do these steps:

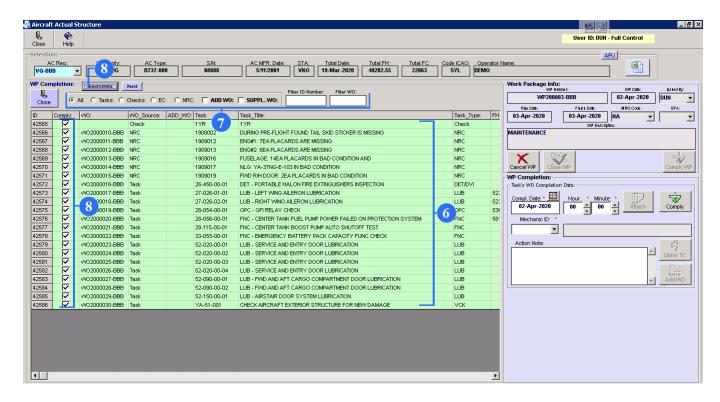
- 1. Select "Actual Structure" tab.
- 2. Highlight necessary aircraft registration.
- 3. Push "Actual" button.





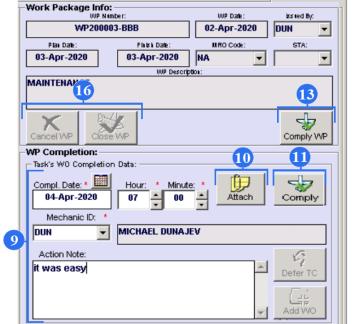
- 4. All Work Packages, consisting of checks/tasks/hard-time ECs & Components with assigned to them Work Orders, should be completed in the editor. To open it, highlight an executed Work Package.
- 5. Click on Comply button.

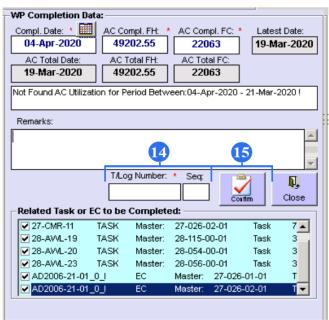


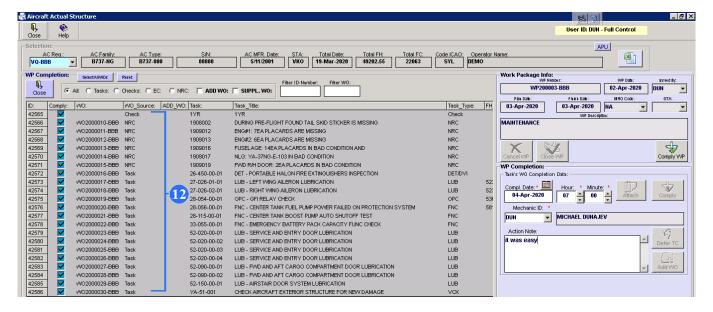


- 6. You will get a list of all items (Tasks/ Checks/ ECs/Deferred NRC Items/ Additional & Supplementary Work Orders) that constitute the selected Work Package.
- 7. Use filters to find necessary items.
- 8. To register the item completion, select item's check box in the list and work with it in the Editor. To select all the tasks, you can use "Select All WOs" button.





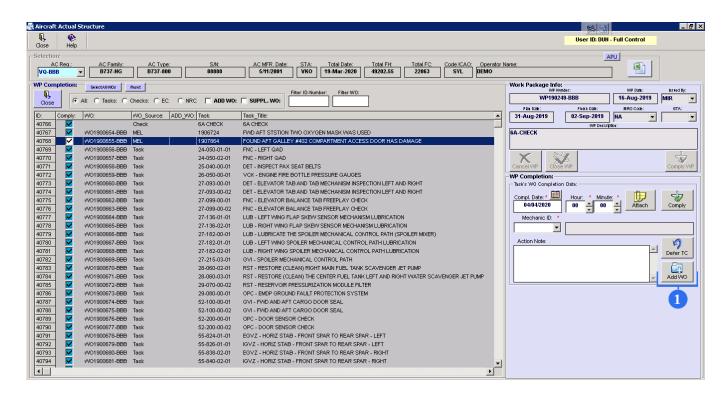




- 9. Select a Completion Date, Man-Hours/ Minutes, a Mechanic ID and Action Note..
- 10. It is possible to attach any references to the Work Order by clicking on Attach.
- 11. To complete the Work Order, click on Comply button.
- 12. All completed items turn from green to grey in the list.
- 13. When all Work Orders, constituting the Work Package, are completed, the Work Package can be submitted to completion by clicking on "Compl WP" button.
- 14. To finish the completion, fill out all required fields (T/Log Number, Remarks, Compl Date, Compl FH/FC) in the 'WO Completion Data' editor.
- 15. Click on the "Confirm". The WP will not be displayed any more.
- 16. To close the fully completed Work Package, click on the "Close WP" button. (T/Log can be 'NA'). To cancel any Work Packages, click on "Cancel WP". After cancelation, WPs are inactive in the system.

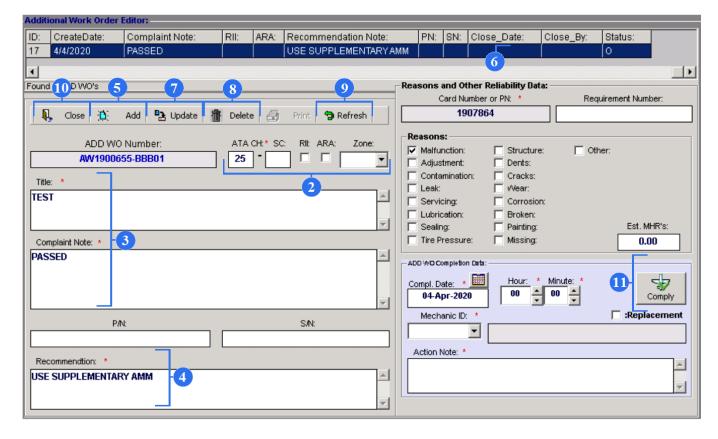


2. Additional Work Order & Deferred Task Cards



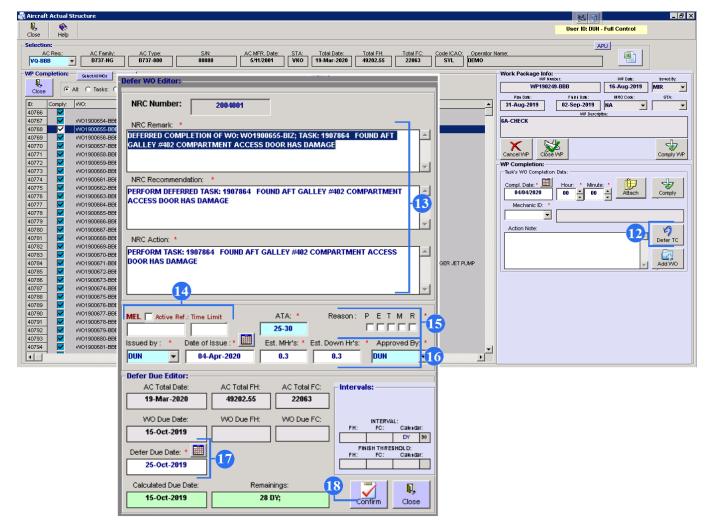
1. If during the Work Order completion, other tasks to be done have emerged, you should register an Additional Work Order by clicking on "Add WO".





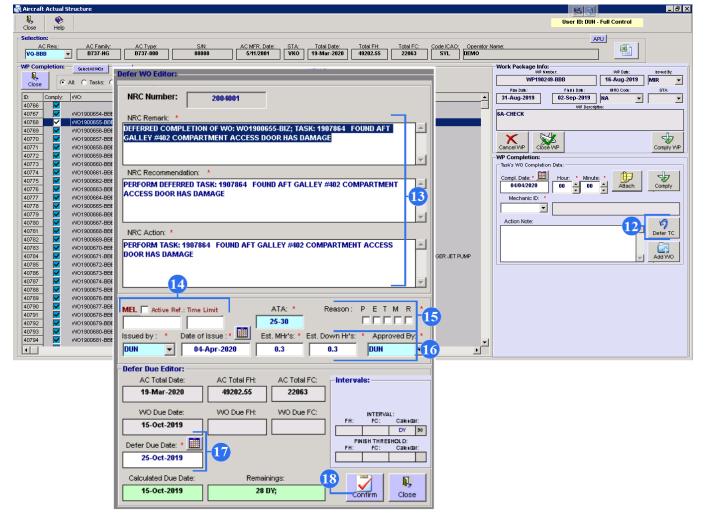
- 2. WO number will be automatically generated. Enter ATA chapter. If it is necessary check box RII (Required Inspection Item) and ARA (Additional Repair Agreement).
- 3. Fill out Task Title, Complaint Note. You can if necessary, enter part number and serial number.
- 4. Fill out Recommendation.
- 5. Click on the Add button to save.
- 6. In the upper side Additional Work Order Editor the save will be appeared. Highlight the line.
- 7. Make a change if necessary, and click on the Update.
- 8. To remove created supplementary WO, click on the Delete.
- 9. To reset all data, click on the Refresh.
- 10.To close Editor, push Close button.
- 11. To complete an additional Work Order, select a Completion Date, Man-Hours/ Minutes, a Mechanic ID; and click on Comply button.





- 12. If due to some reasons a selected task cannot be completed right now, it is possible to defer its completion by clicking on "Defer TC". Automatically the system will register a new NRC (non-routine card) for a deferred task, it is orange in the list.
- 5. NRC Remark, Recommendation and Action will be automatically entered and can be changed, if necessary.
- 6. Make references to MEL (a Minimum Equipment List) with its category.
- 7. Select reasons of the deferment:
 - P-pilot remark
 - E-lack of equipment
 - T-lack of time
 - · M-lack of materials
 - R-lack of recourses

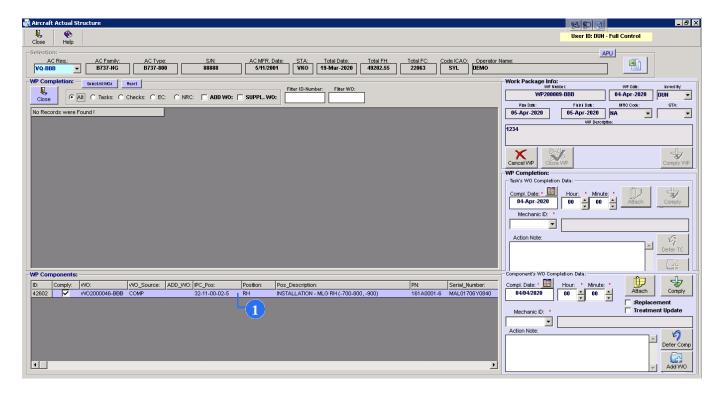




- 8. Write down estimated man hours (Est. MHr's), estimated down hours (Est. Down Hr's), a man, who issues and approves (Issued by/ Approved by).
- 9. Information in the Deferred WO Editor will be displayed automatically and cannot be changed, except the 'Defer Due FH' filed (it is calculated as 'WO Due FH' + 50 FH by default).
- 10. To save the deferment, click on, and the new NRC will be transferred to a Planning submodule ('DEF' Items).

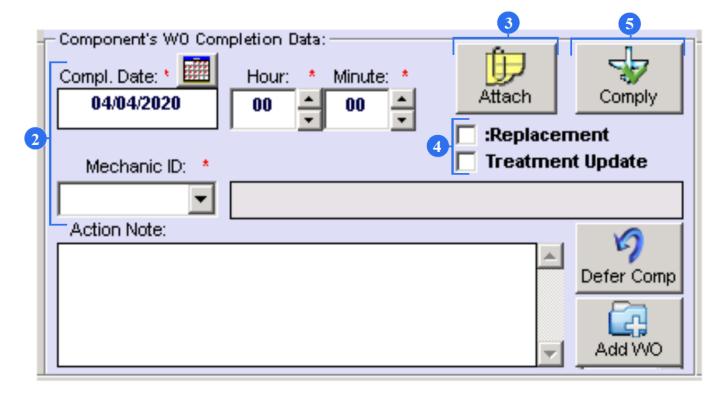


3. Components Replacement Completion



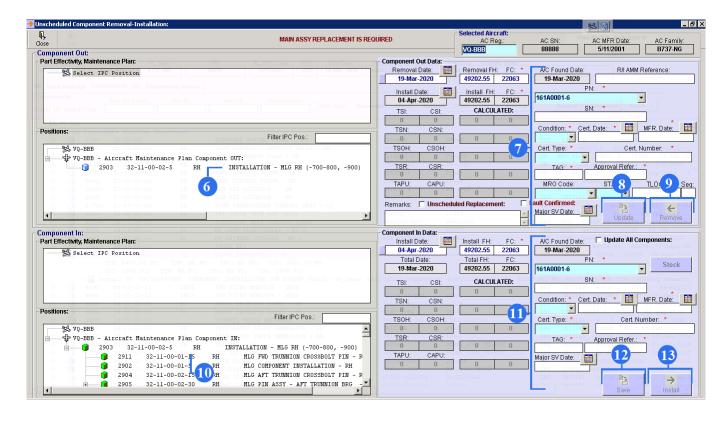
1. WP Components List displays all components with replacement, transferred to Work Order in the Planning sub-module from the 'Component Schedule' on the bottom. To register replacement completion, select component's check box in the list and work with it in the Editor.





- 2. Select a Completion Date, Man-Hours/ Minutes, a Mechanic ID.
- 3. It is possible to attach any references to the Work Order by clicking on Attach button.
- 4. Select the 'Replacement' check box, when a replacement should be done. After clicking on Comply, a 'Component Replacement Registration' Editor opens. If you view already registered component replacement, information note emerges: "Component Replacement Done". Also, you can select "Treatment Update" check box, when treatment should be done.
- 5. Click on the "Comply".



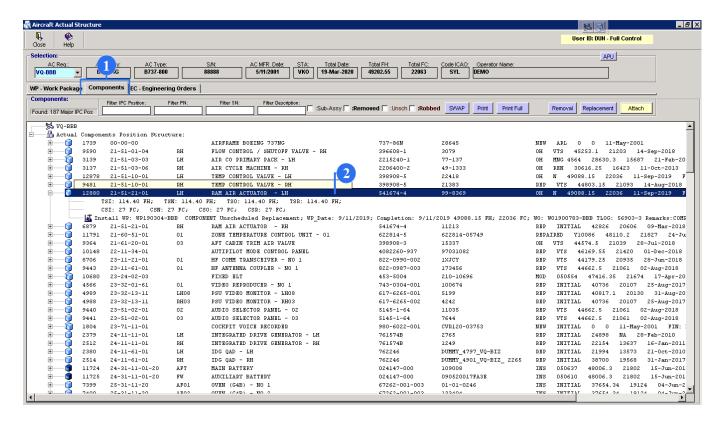


- 6. To remove a component, highlight it in the Positions window.
- 7. If it is necessary to supplement data, you can done it.
- 8. After click on the Update.
- 9. Then push Remove button.
- 10. To install the component, highlight it in the Positions window.
- 11. Supplement editor by data.
- 12. After click on the Save.
- 13. Then push Remove button.

Close the window and click again Comply button. (item 5)

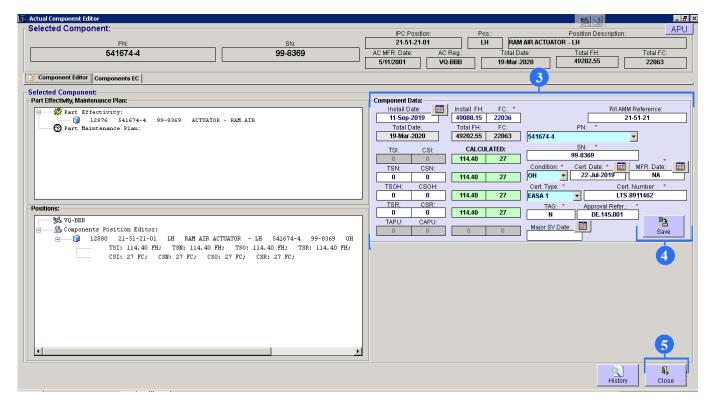


4. Components tab



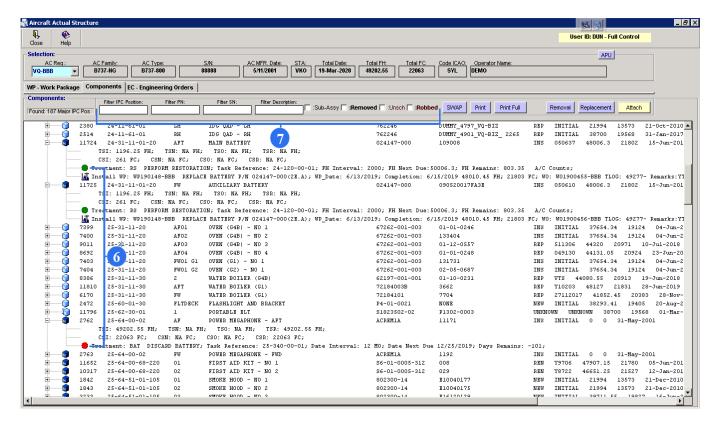
- 1. In the Aircraft Actual Structure screen select Components tab.
- 2. If some mistakes were made in the Initializing sub-module, they can be corrected here. To open an editor, right click a component. Additional data is also displayed:
 - Time (Cycles) Since Installation/ New/ Overhaul/ Repair
 - Treatments.





- 3. Data in the Actual Component Editor will be the same as in the Component Position Initializing tab (the Initializing sub-module).
- 4. To save updated information, click on the Save.
- 5. To exit the Editor, click on the Close.

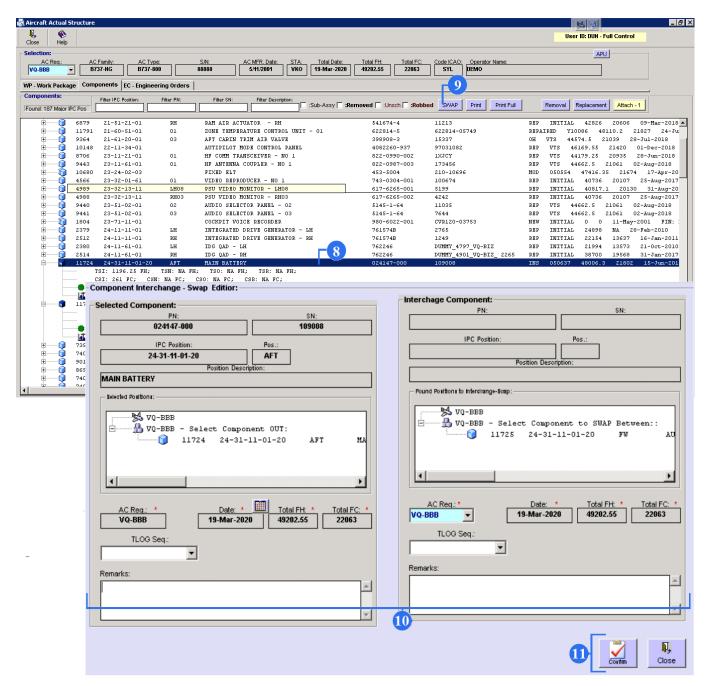




- 6. To view component's treatment, highlight it:
 - green –treatment completion is not overdue;
 - red-treatment completion is overdue.
- 7. Use filters for component search:
 - IPC Position filter
 - Part Number filter
 - Serial Number filter
 - Part Number Description filter
 - Sub-Assy
 - Removed
 - Unsch
 - Robbed

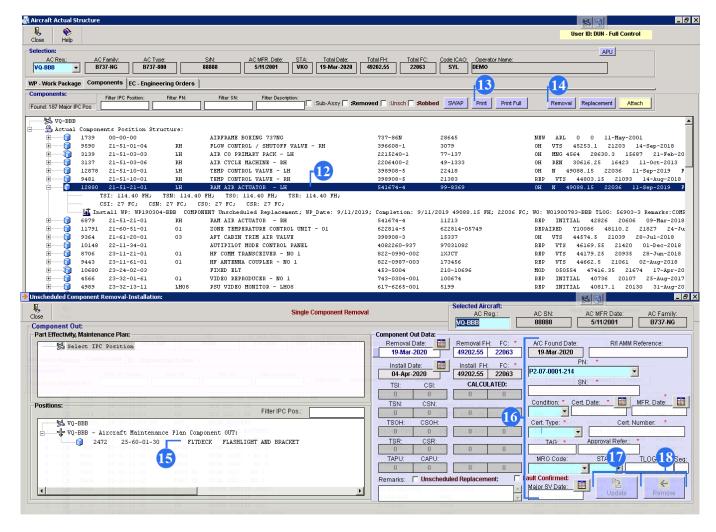
When 'Sub-Assy' check box is selected, applying filters display sub-components also; When 'Sub-Assy' check box is not selected, applying filters display main assembly's components. "Removed" field is for history info, "Unsch" field applies to removed (unscheduled) components and "Robbed" field applies to removed (robbed) components.





- 8. Two components can be swapped on each other's positions, passing through quick registration. Only components, having the one sub-components or without any, can be changed. Highlight a component.
- 9. Click on the SWAP button.
- 10. The system automatically generates an interchange component. The component can be from other aircraft also.
- 11. Click on "Confirm" to save the swapping.

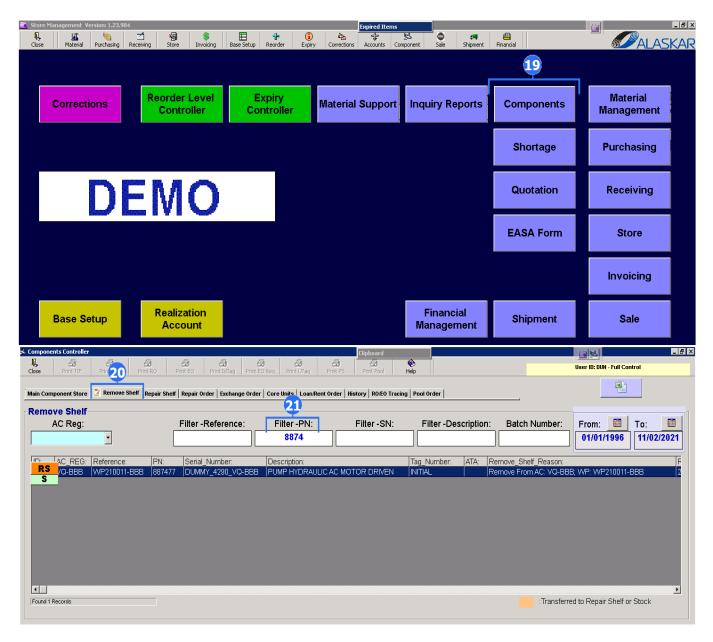




- 12. Highlight again any line.
- 13. Push Print button to print data of the component.
- 14. Click on the "Removal".
- 15. To remove the component, highlight it in the Positions window.
- 16. Supplement editor by data if necessary.
- 17. After click on the Update.
- 18. Then push Remove button.

After it you can see removed component in the "STOCK" module in the "Component" submodule in the "Remove Shelf" tab.

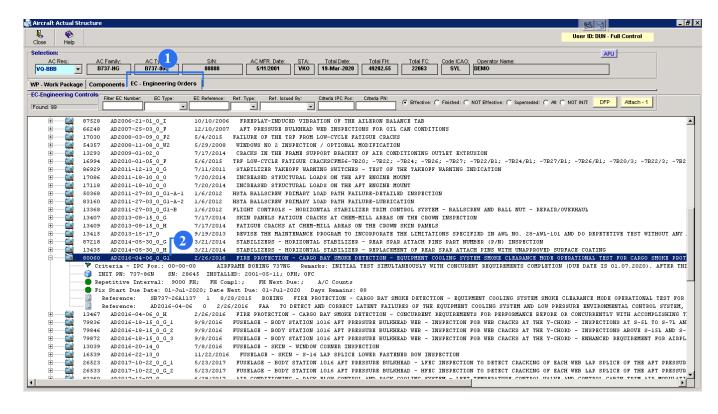




- 19. Select "Components" submodule
- 20. Push on the "Remove Shelf".
- 21. Use filter, for example "Filter PN" and find necessary component.

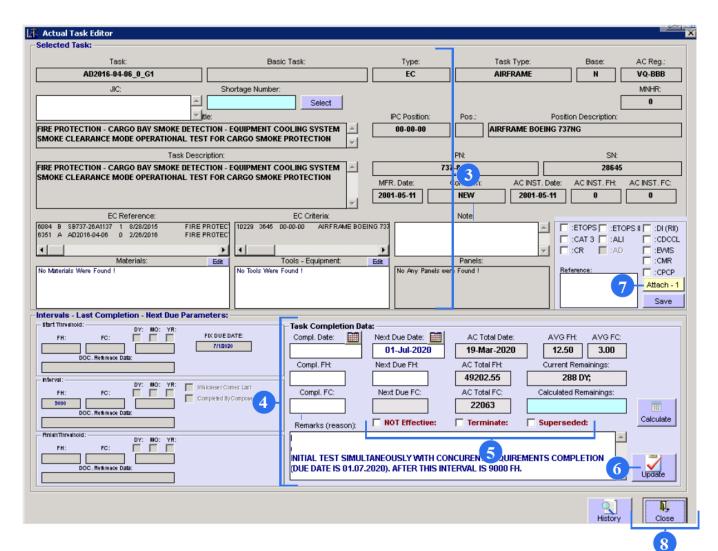


5. Actual Engineering Controls



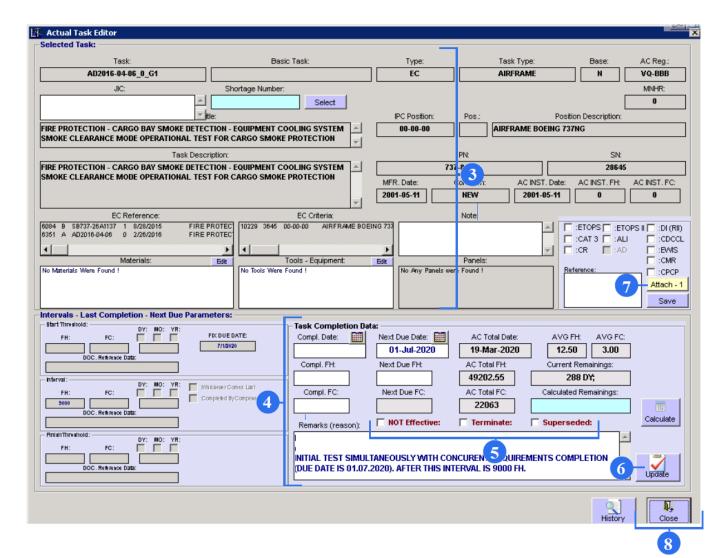
- In the Aircraft Actual Structure screen select "EC-Engineering Orders" tab.
- 2. The displayed Engineering Controls are taken from the Initializing sub-module (the EC initializing tab). If some mistakes were made in the Initializing sub-module, they can be corrected here. To open an editor, right click an Engineering Control. Additional data is also displayed:
 - IPC Position
 - Part Number
 - Repetitive Interval
 - green –completion is not overdue
 - red-completion is overdue





- 3. Data in the Actual Task Editor will be automatically generated from the EC submodule (this data cannot be changed-all fields are grey-coloured) and from the EC Initializing tab (the Initializing sub-module).
- 4. In case of incorrect data input in the EC Initializing Editor, all mistakes can be corrected in the Task Completion Data. You can also set up completion dates(FHs)/ next due dates (FHs)for not effective ECs.
- 5. Select a 'Terminate' check box, if the EC completion should be finished, but still be available for its returning back anytime. After termination, the EC will be displayed in the 'Finished' Aircraft Schedule (the Planning submodule). This option is usually used for seasonal ECs and others. Select a 'Not Effective' check box, if the EC is not effective; after this action, the EC cannot be returned back. Select "Superseded" check box and task will be closed in Planning.





- 6. To save updated information, click on Update.
- 7. It is also possible to attach any documents by clicking on Attach.
- 8. To exit the Editor, click on Close.