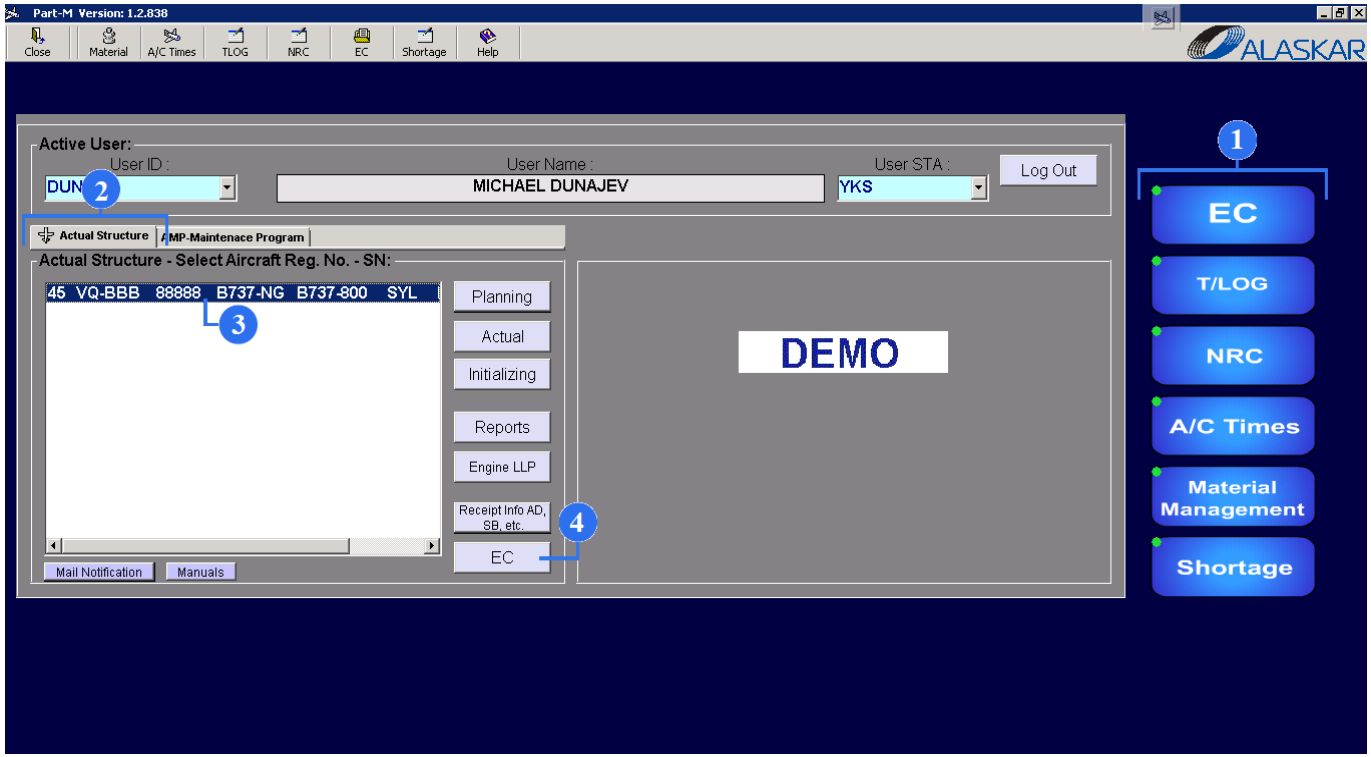
Engineering Controls

User guidance

Contents

1. Receipt Engineering Info

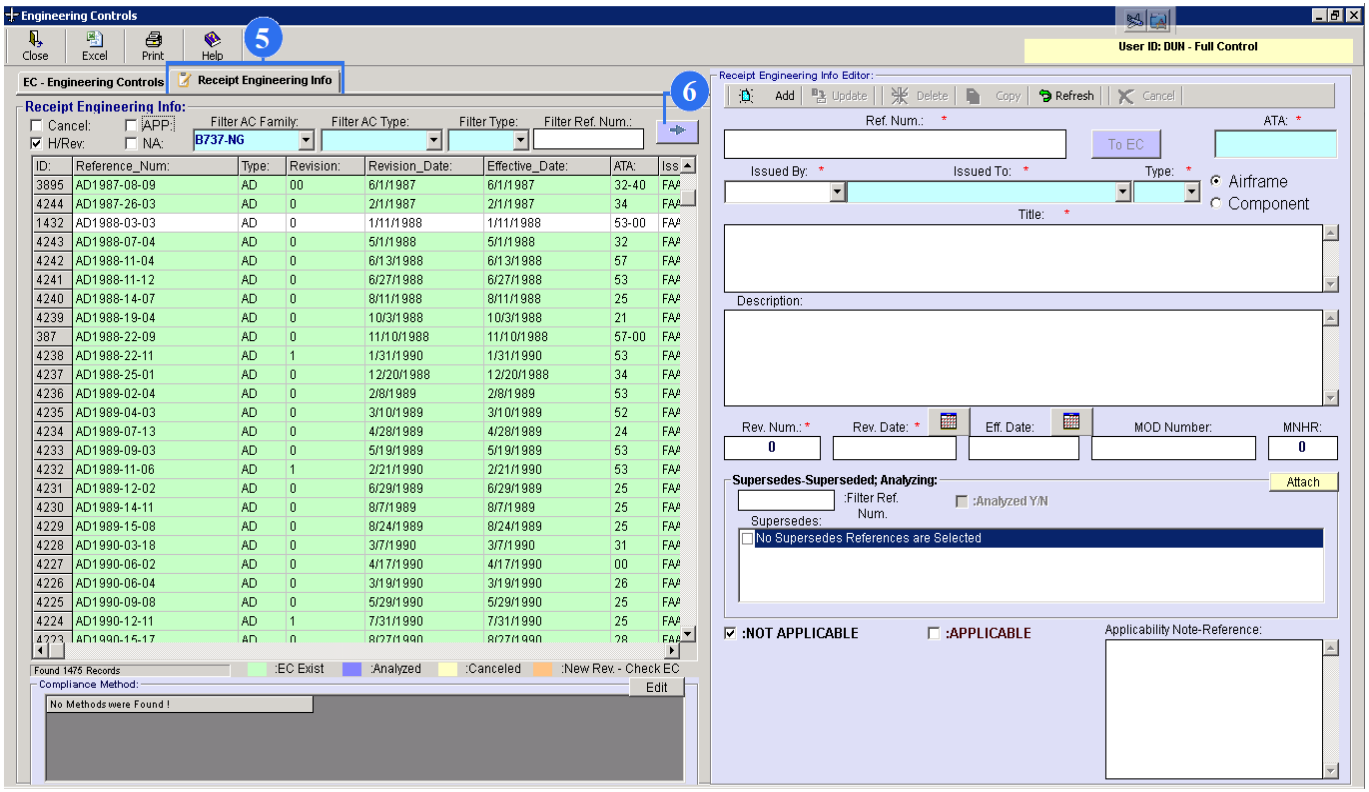


1. To open EC submodule click on the blue EC button.

2. Also, you can select “Actual Structure” tab.

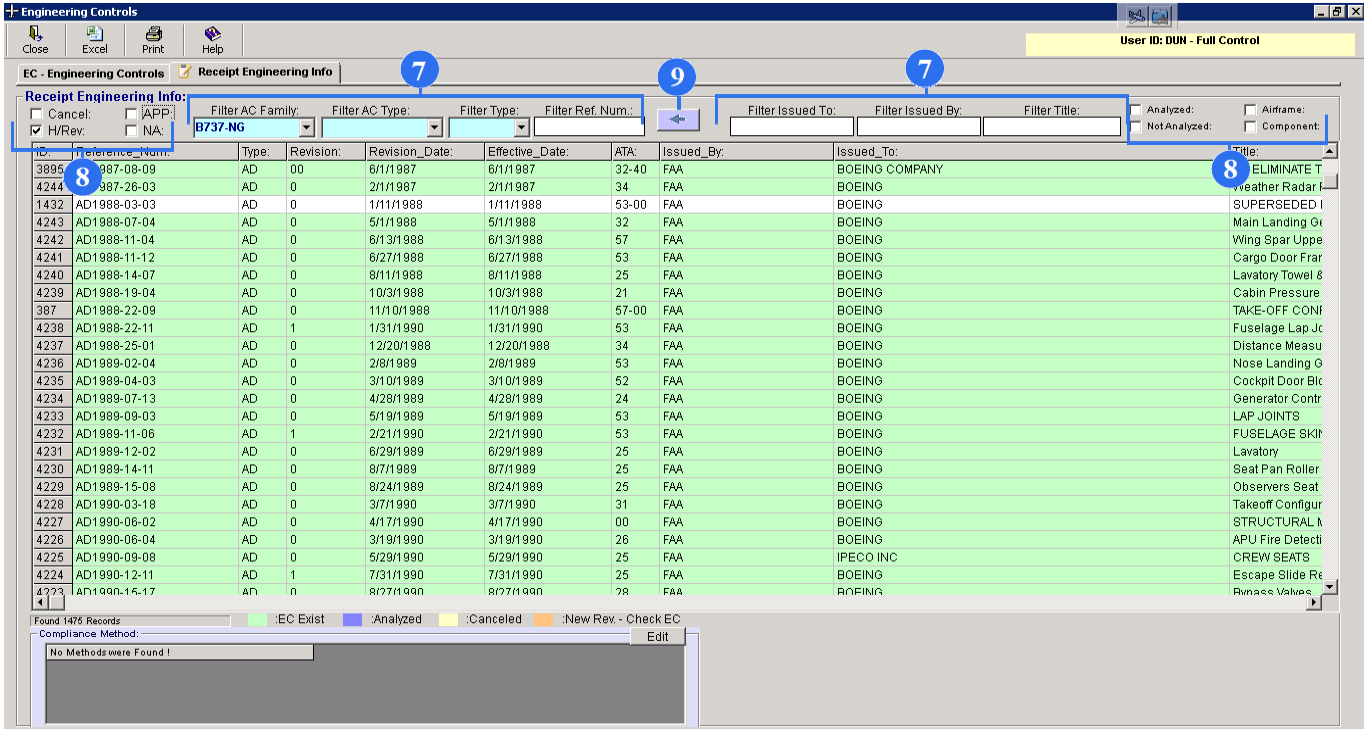
3. Select aircraft registration.

4. And push EC button.



5. A Receipt Engineering Info tab registers all incoming Airworthiness Directives, Service Bulletins, Service Letters and other documents issued by the aviation authorities and manufacturers. Click on the Receipt Engineering Info tab.

6. To view the whole list of filters, click on the button with right arrow.

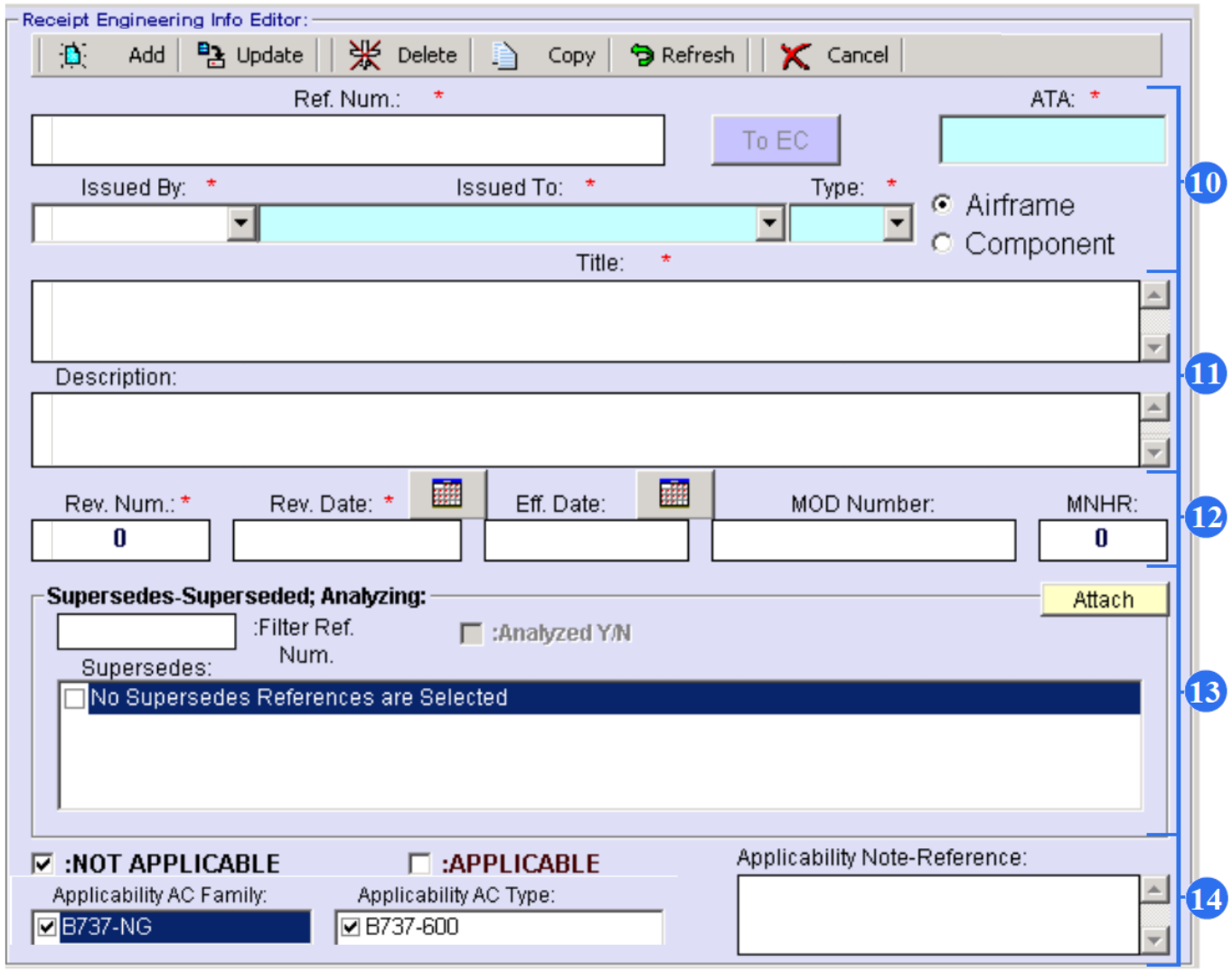


7. To find a necessary document, use filters:

- Aircraft Family filter
- Aircraft Type filter
- Reference Number filter
- Type filter
- Issued To ... filter
- Issued By... filter
- Title filter

8. Tick the H/Rev (High Revision Date Only) field to view only the latest updated documents; Tick APP(Applicable), NA (Not Applicable) fields to view applicable or not applicable documents to your aviation park. Also, tick the Analyzed/Not Analyzed/Airframe/Component.

9. To view a Receipt Engineering Info Editor again, click on the button with left arrow.

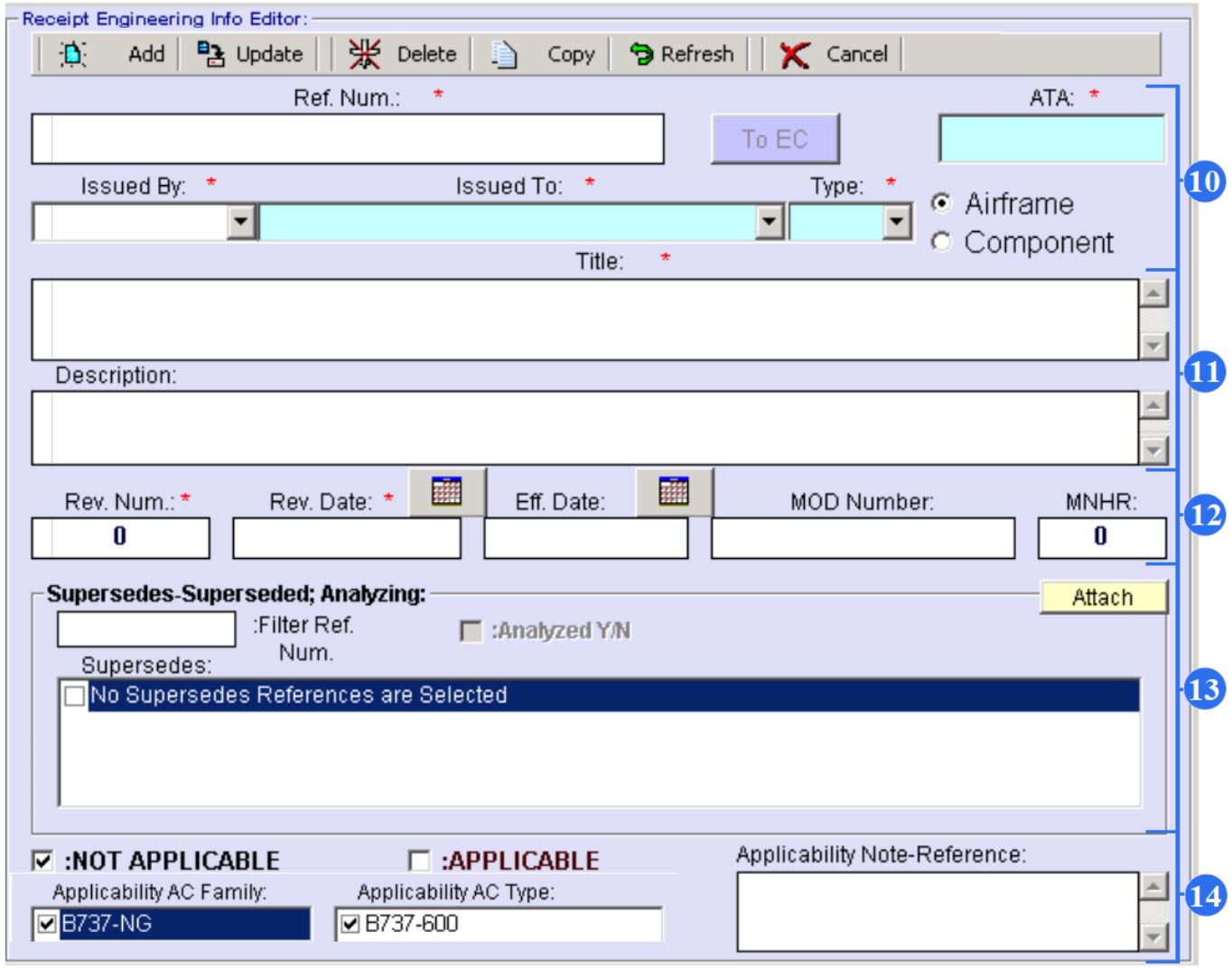


10. Enter a Reference Number, an ATA chapter, who issued and to whom it was issued, a type of the document and check box Airframe or Component.

11. Write down a Title and a Description.

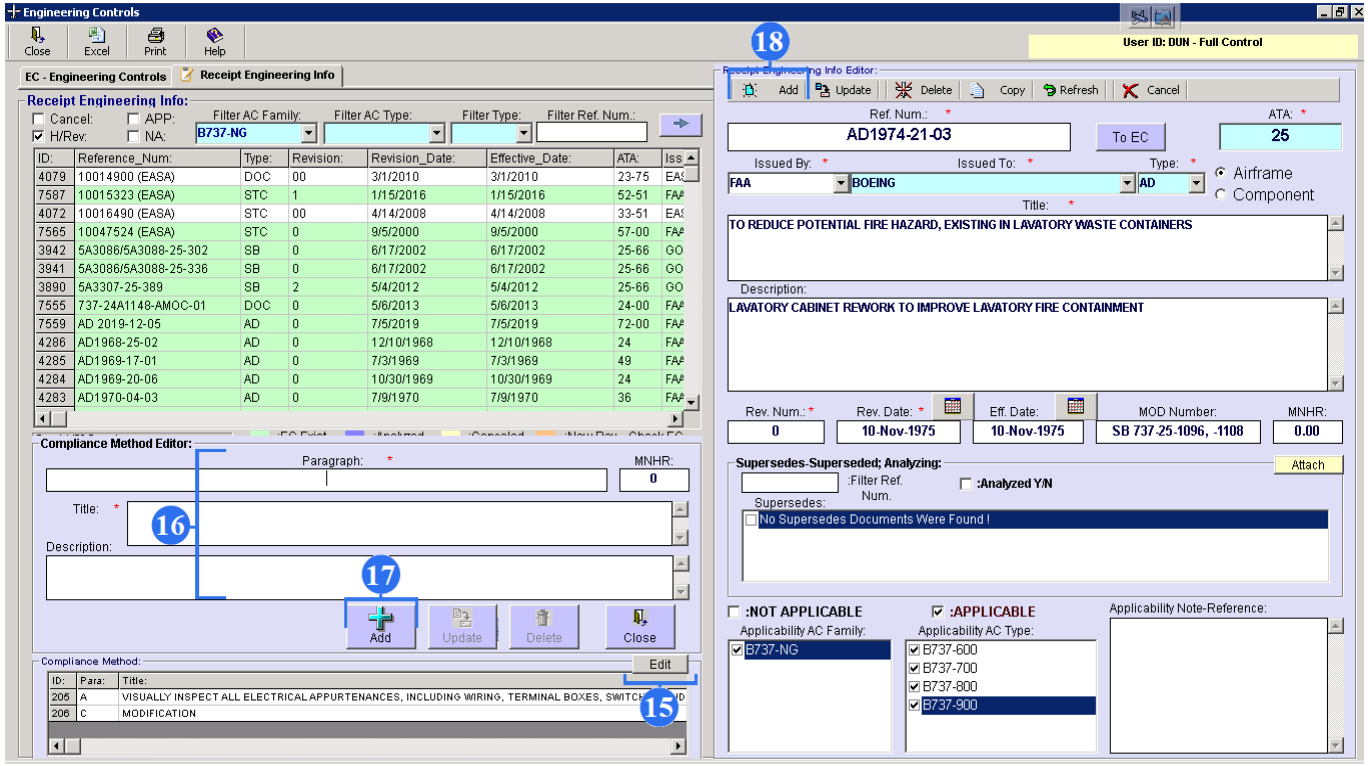
12. Type a Revision Number; select a Revision Date, an Effective Date, MOD Number and MNHR (man-hour).

13. If there is a newly issued document, concerning the same information as the already existing document, this document must be superseded by the new one. To register supersession, use a Supersedes-Superseded editor. In the Filter Reference Number field enter an existing document, and then select the document that supersedes the old document.



13. To attach any documents from your computer, click on the 'Attach' button. In the Attachment Editor write down the file Destination on your computer, select its type and click on Attach.

14. Tick an appropriate field: the NOT APPLICABLE field or the APPLICABLE field. If the document is applicable to your aviation park, select an Aircraft Family and Aircraft Type.

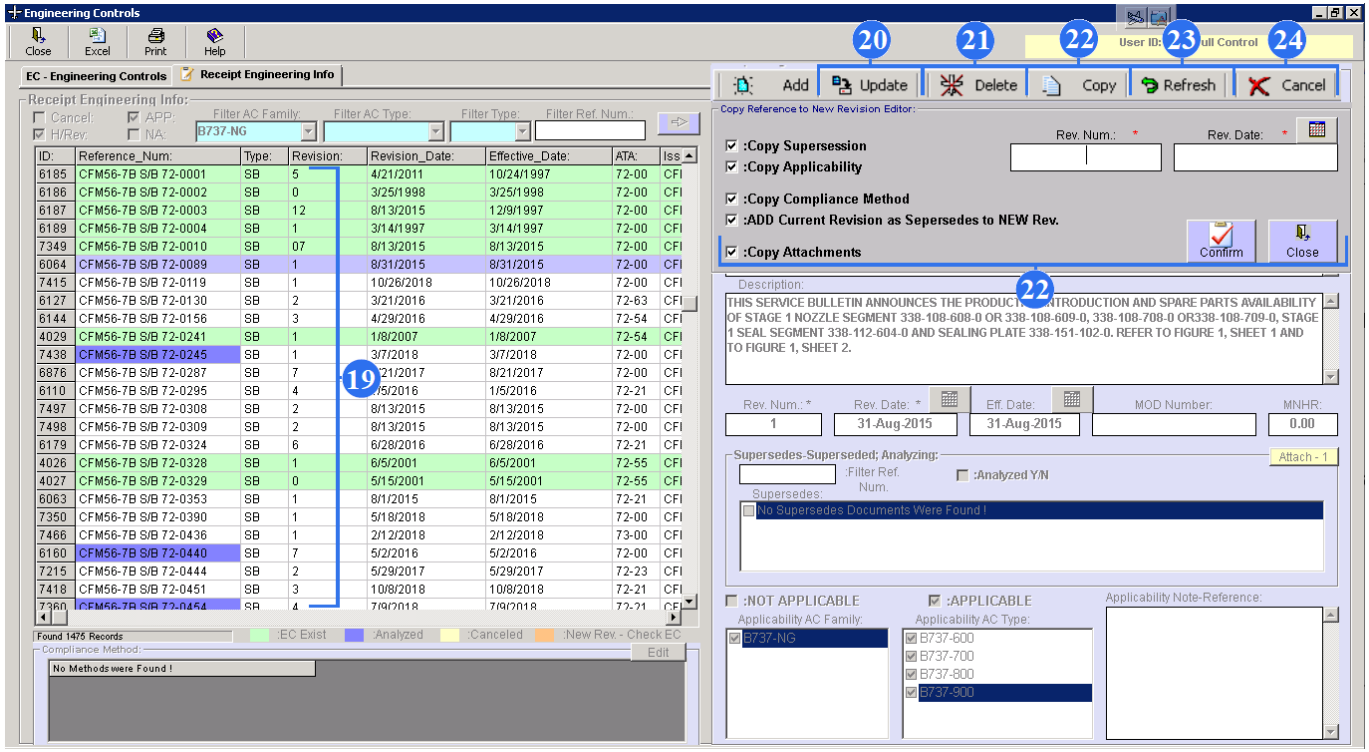


15. To divide the compliance of the document into several steps, use a Compliance Method Editor. Click on the Edit button to add a step of compliance.

16. Fill out the Paragraph, Title, MNHR and Description fields

17. Click on Add button. Saved data can be removed and updated.

18. To save a new document, click on the save in the Receipt Engineering Info Editor.



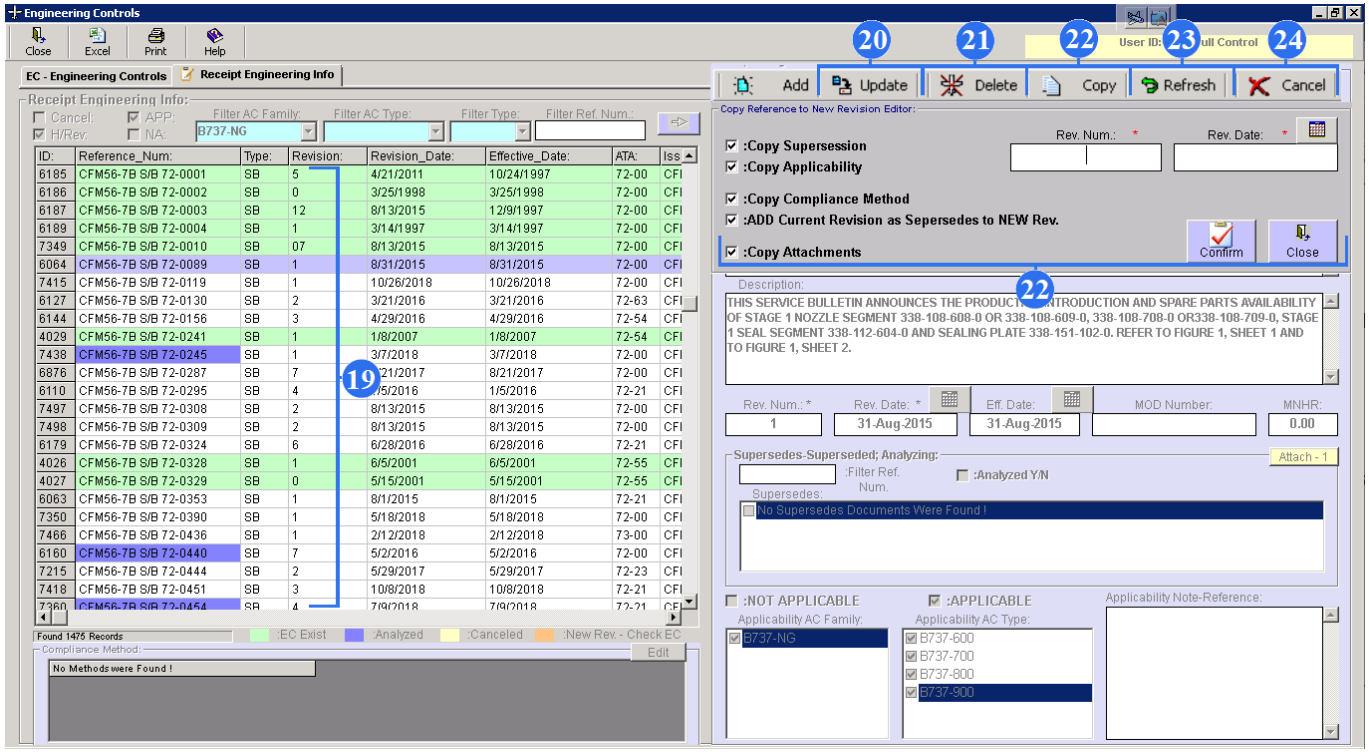
19. All incoming documents are differently coloured:

- Green means that the document has issued Engineering Control (company's internal document);
- Orange means that there is a newly registered revision of the document (copy of the document), but it has no issued Engineering Control;
- White means that the document has no issued Engineering Control.

Highlight any document.

20. You can make a change and click on the Update.

21. To remove the document click on the Delete button.

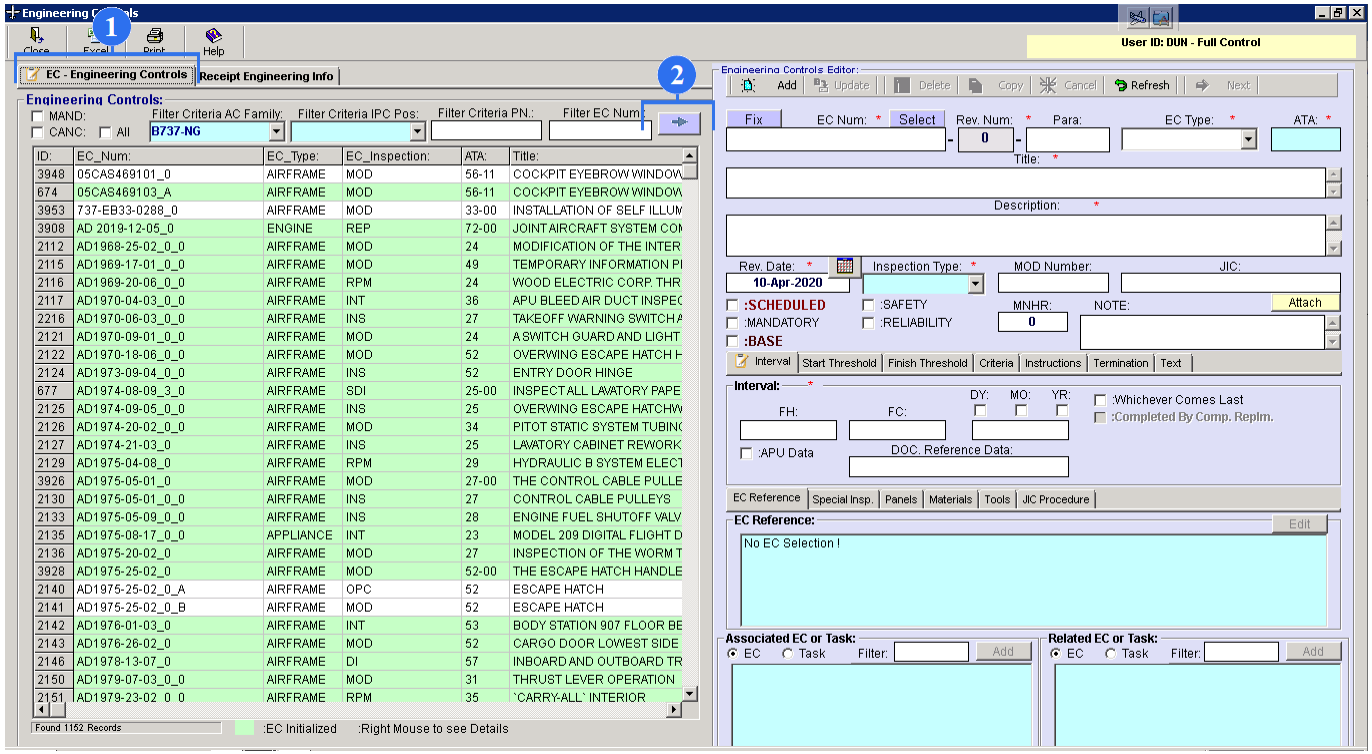


22. Instead of new document registration, concerning quite the same information as already existing document, you may copy the information from the existing document to the new one by clicking Copy. Select necessary items. The copy will be orange in the list and can be easy updated.

23. Click on Refresh to reset all entered data.

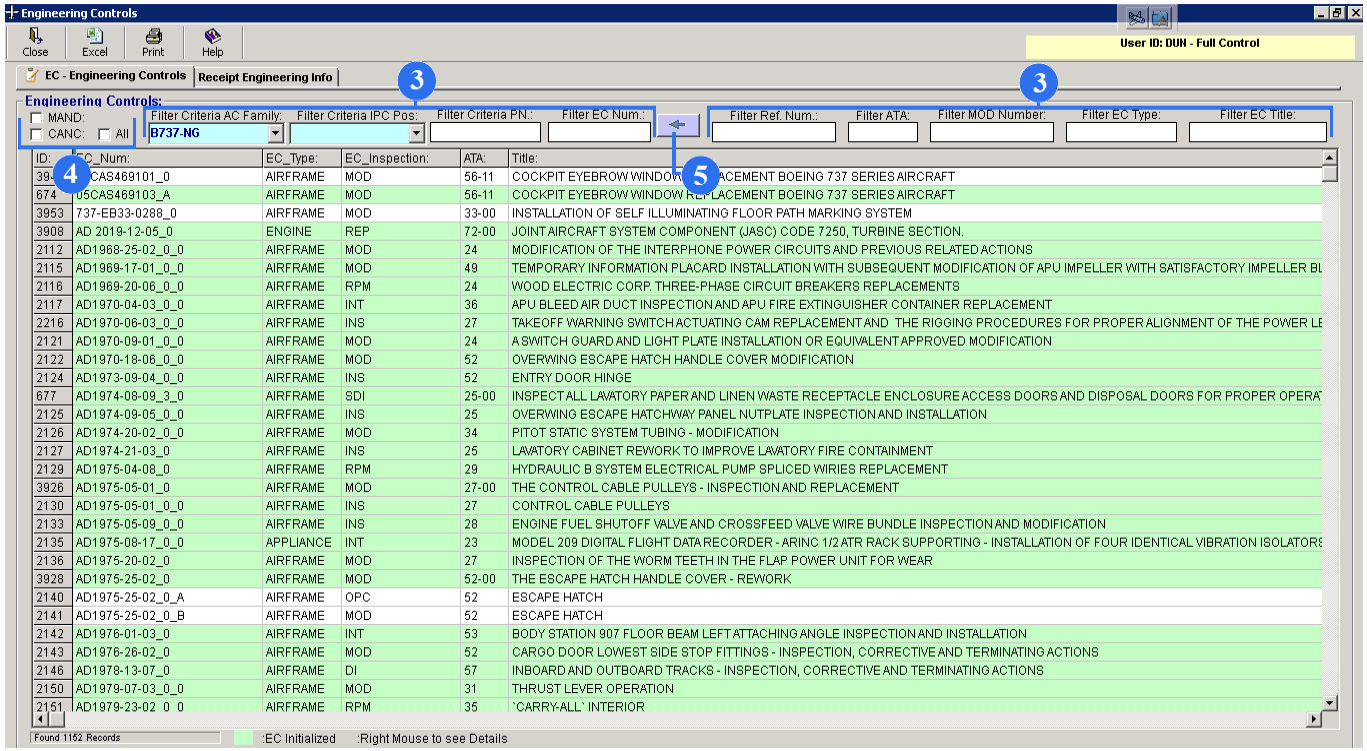
24. To confirm cancellation of Selected Document Reference Number push Cancel button.

2. Engineering Controls



1. An Engineering Controls tab registers internal documents of the company, according to documents, issued by the aviation authorities and manufacturers and registered in the Receipt Engineering Info tab.

2. To view the whole list of filters, click on the button with right arrow.

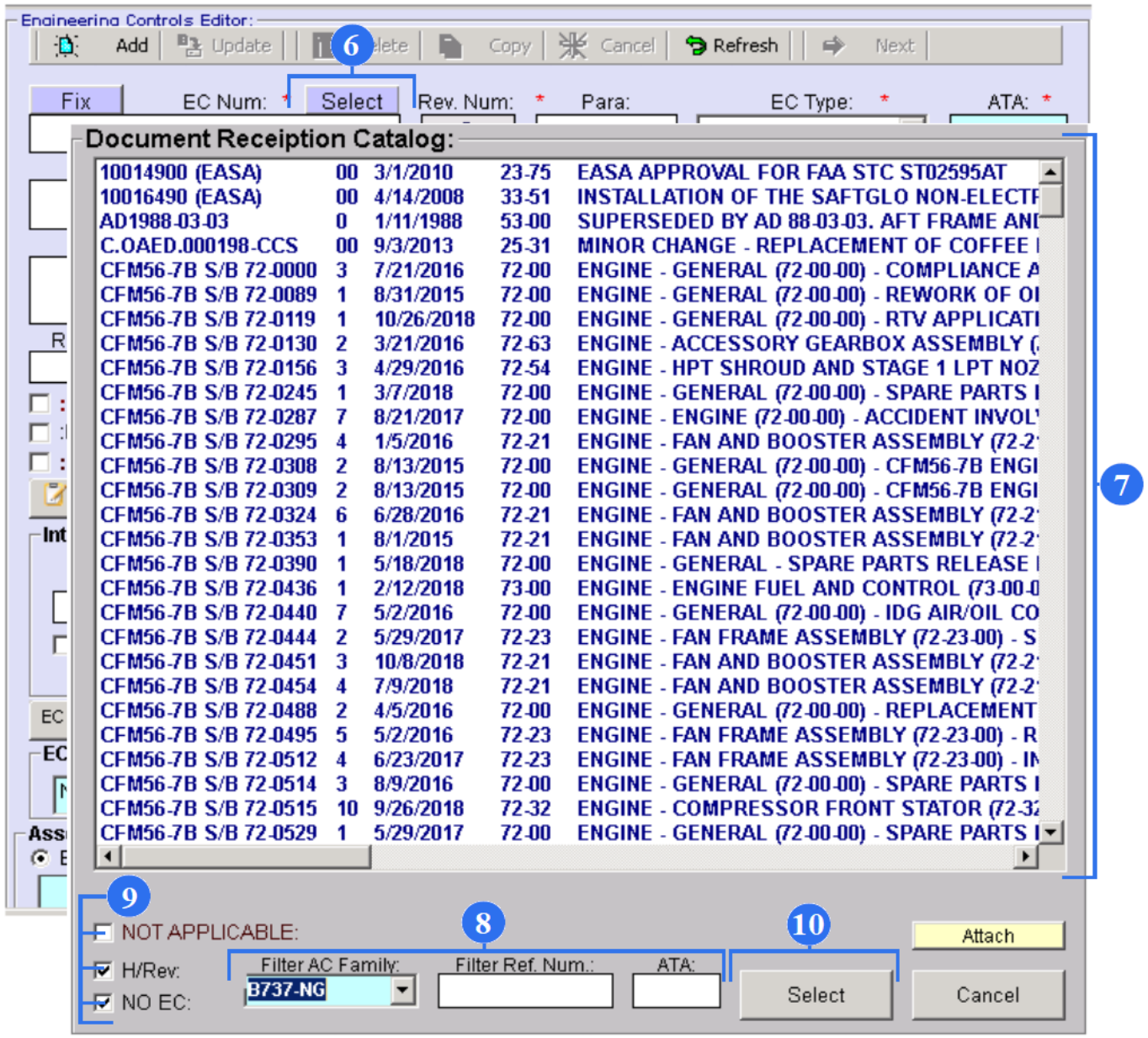


3. To find a Engineering Control, use filters:

- Criteria AC Family filter
- Criteria IPC position filter
- Criteria part number filter
- Filter EC number
- Reference number
- ATA filter
- MOD number filter
- EC type filter
- EC title filter

4. Check box MAND or CANC or ALL if you want to see only mandatory EC or cancelled EC or both mandatory and cancelled EC.

5. To view an Engineering Control Editor again, click on the button with left arrow.



6. To create new Engineering Controls for registered Service Bulletins, Airworthiness Directives and other documents, click on the Select button.

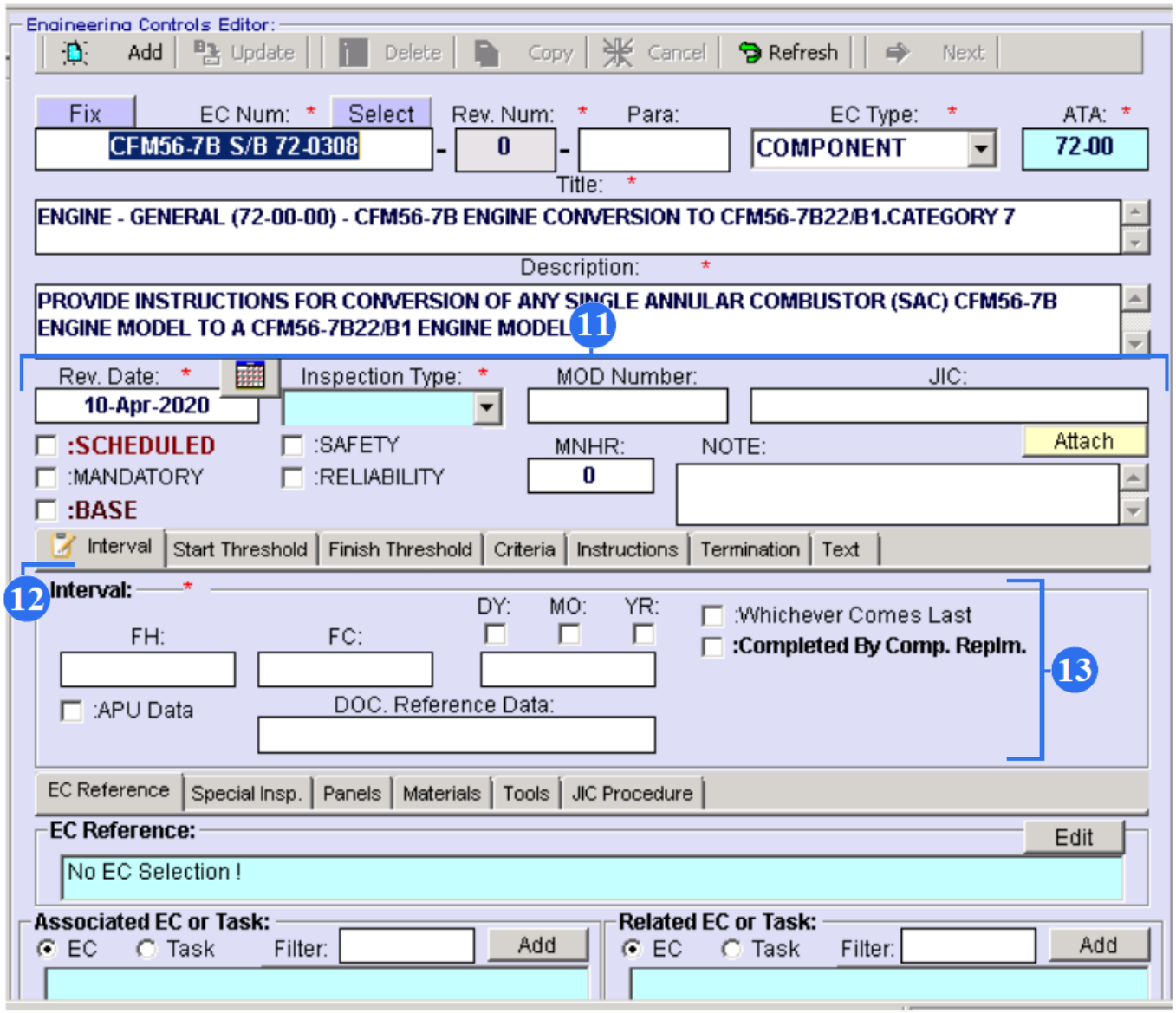
7. Choose an Engineering Control Number from the Document Receiption Catalog. If the 'NO EC' field is selected, the list of all registered receipts (in the Receipt Engineering Info tab) for which internal company's documents have not been added yet, will be displayed.

8. Use filters to find a document from the Document Receiption Catalog:

- Aircraft Family filter
- Reference Number filter
- ATA

9. Tick the H/Rev (High Revision Date Only) or No EC (No Engineering Control) to view documents with High Revision Date or without Engineering Control relatively. Also, you can check box NOT APPLICABLE.

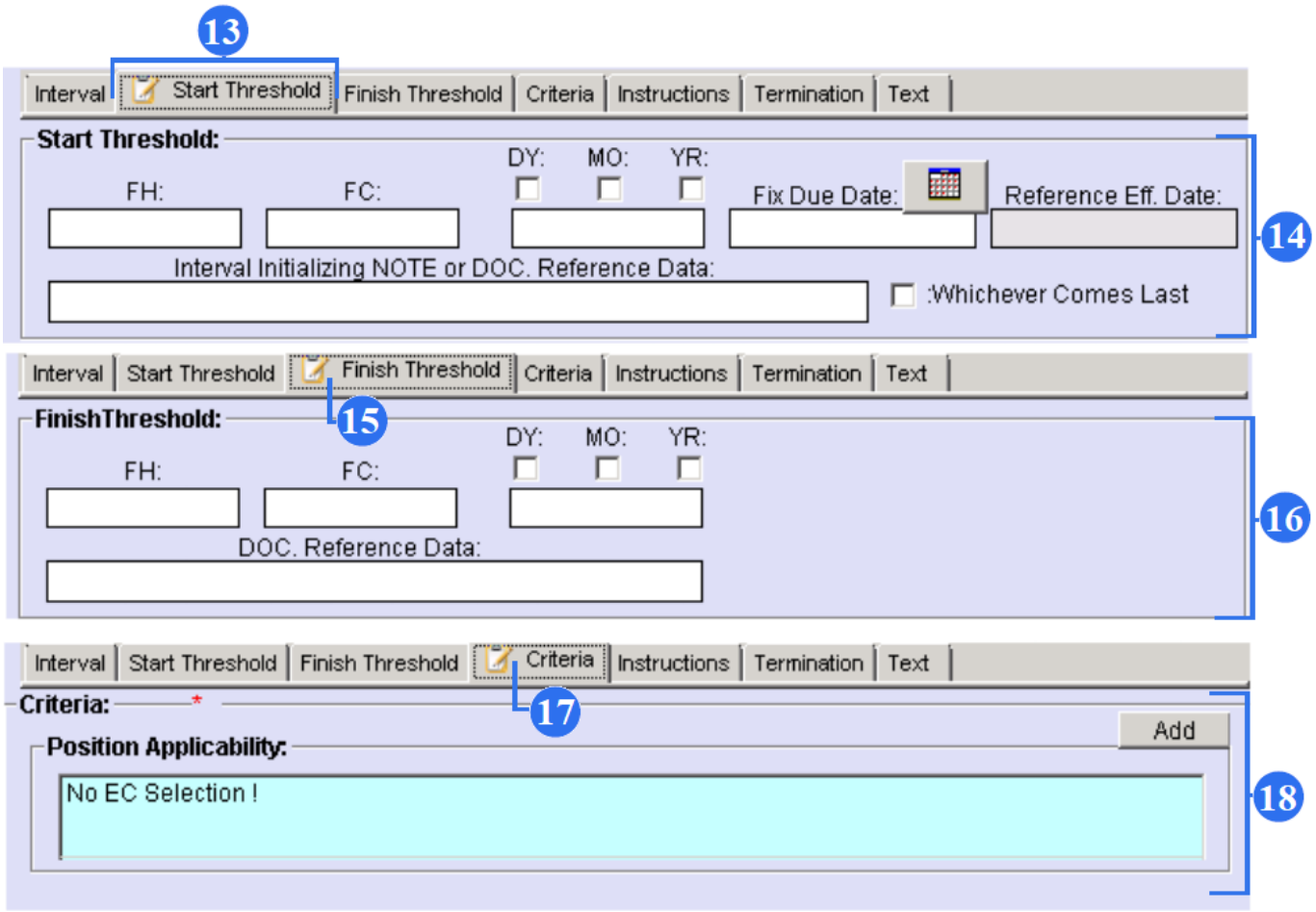
10. Push Select button.



10. Select an Inspection Type from a combo box. To view the description of abbreviations, press the F1 button. Type date, a MOD (Modification) Number, a JIC (Job Instruction Card), MNHR (Man-hour), and make notes. Select Engineering Control traits (Scheduled/ Mandatory) and on what it effects (Aircraft Safety/ Reliability). If it is 'Scheduled', the document will be automatically added to the INITIALIZANG sub-module. If the Engineering Control should be a part of Base Maintenance, tick the BASE field.

11. Select Interval tab.

12. To set up a certain interval for repetitive Engineering Controls, type FH (flight hours)/ FC (flight cycles) /DY (days)/ MO (months)/ YR (years). Tick the 'Whichever Comes Last' field, if there are several parameters and the Engineering Control should be repeated only when the last parameter is reached. Tick the 'Completed By Component Replm' field, if component replacements are required for the Engineering Control completion. Do not forget to make References.



13. Select Start Threshold tab.

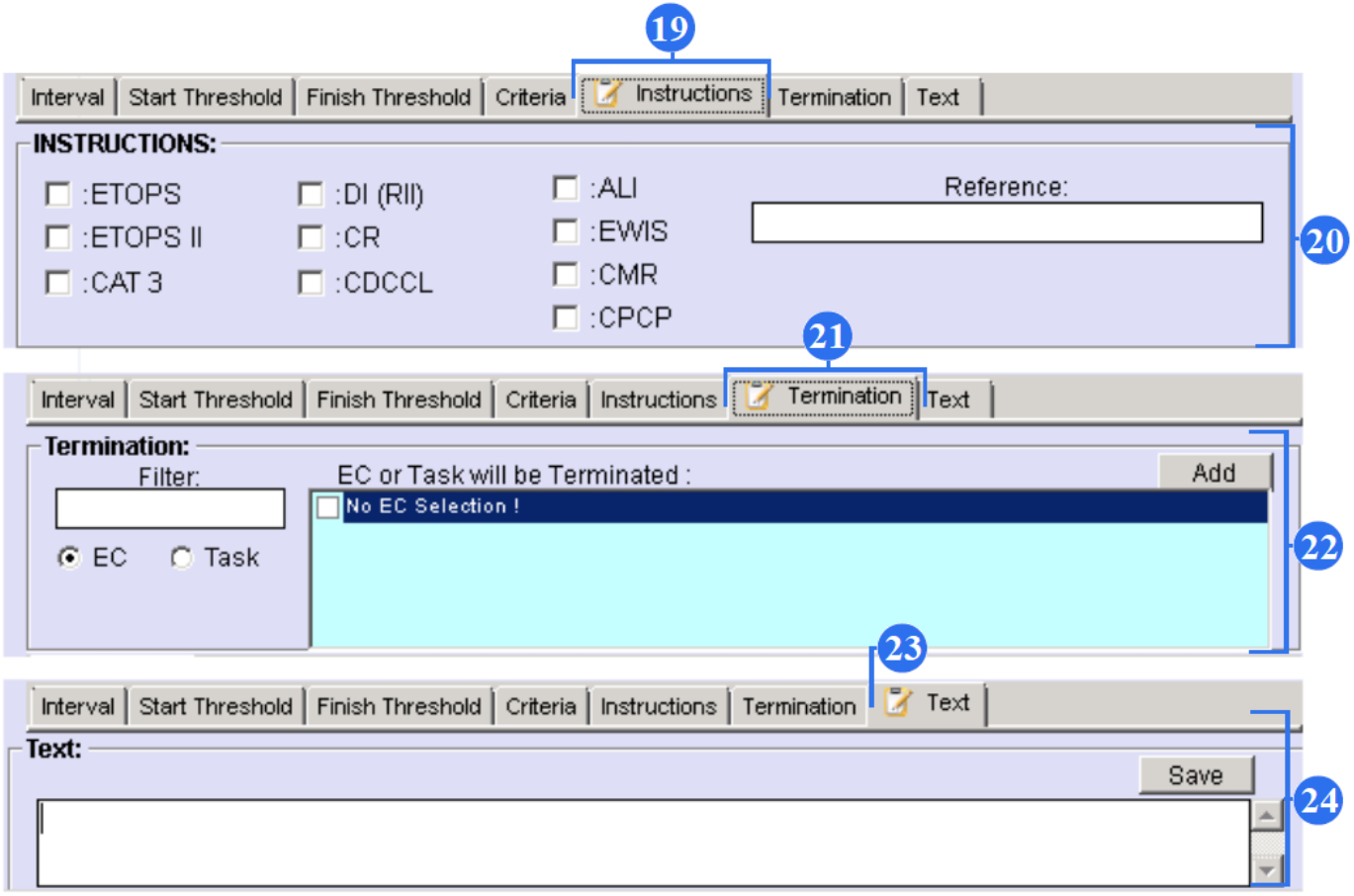
14. To set up a Start Threshold, type FH (flight hours)/ FC (flight cycles) /DY (days)/ MO (months)/ YR (years). Choose due date and enter reference data. Only when the set parameters are reached, the Engineering Control starts to be carried out.

15. Select Finish Threshold tab.

16. To set up a Finish Threshold, type FH (flight hours)/ FC (flight cycles) /DY (days)/ MO (months)/ YR (years). Only when the set parameters are reached, the Engineering Control automatically is ceased.

17. Select Criteria tab.

18. Type Position Applicability and click on the Add.



19. Select Instructions tab.

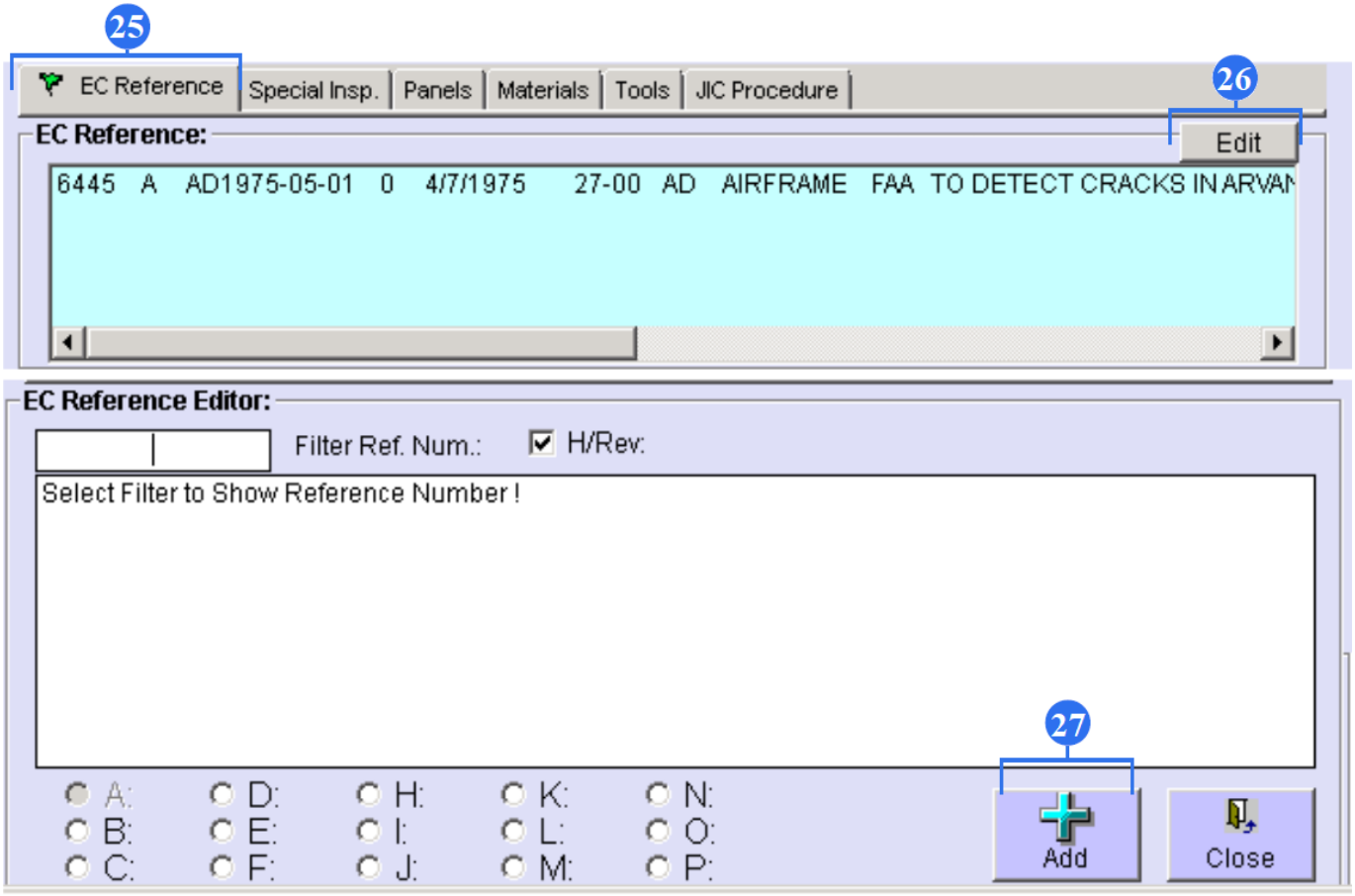
20. When the Engineering Control goes necessarily with instructions, you should mark the required instruction. Also, you can add references.

21. Select Termination tab.

22. Select EC or Tasks that must be terminated and click on the Add. Use filter for search.

23. Select Text tab.

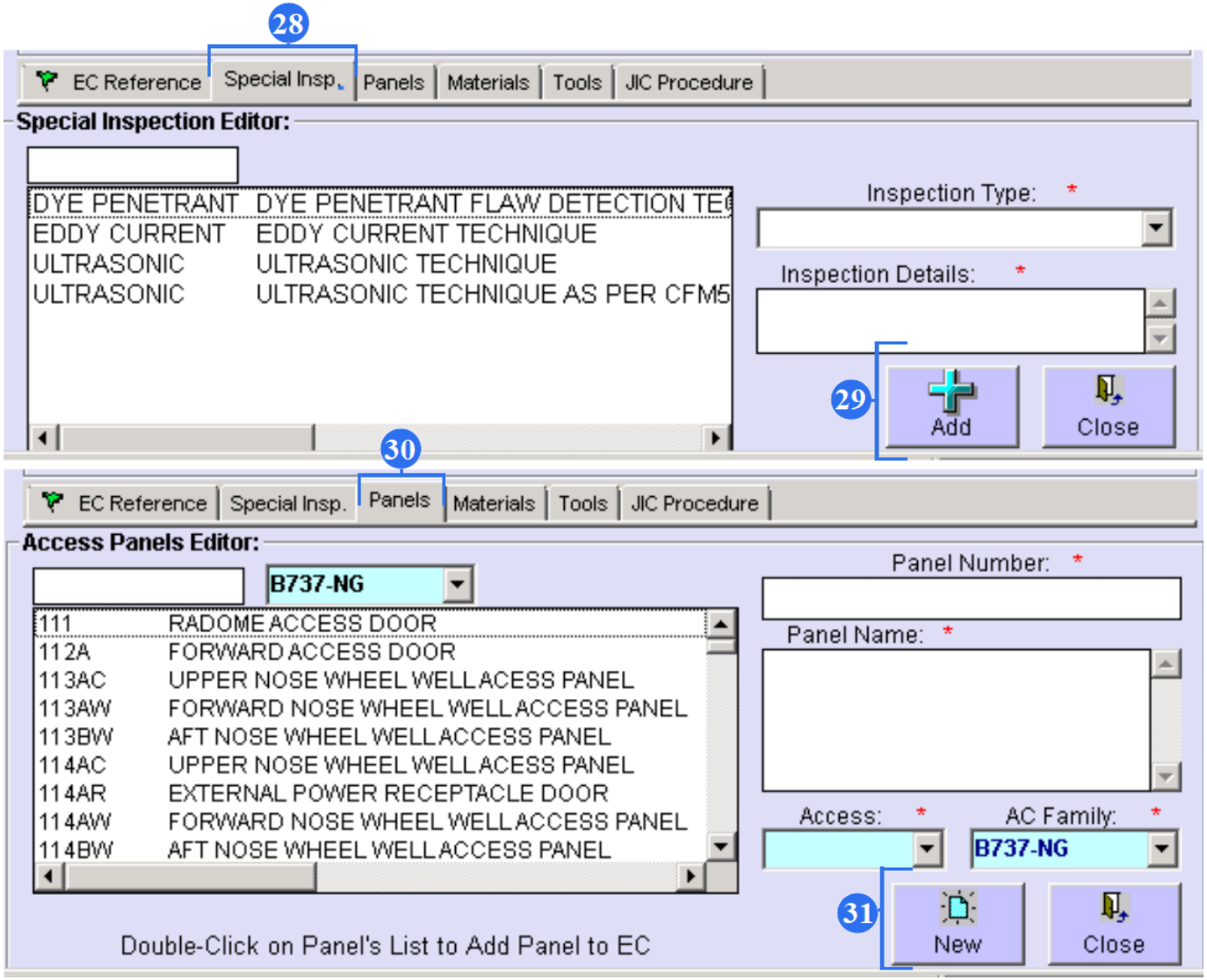
24. Enter necessary text and click on the Save.



25. Select EC Reference.

26. To add information, click on the Edit button.

27. In the Document Reference Editor enter a reference with the next available letter of the alphabet (on the screenshot - ‘B’), and then click on to save the reference. After saving, the reference will be added to the list of EC References.

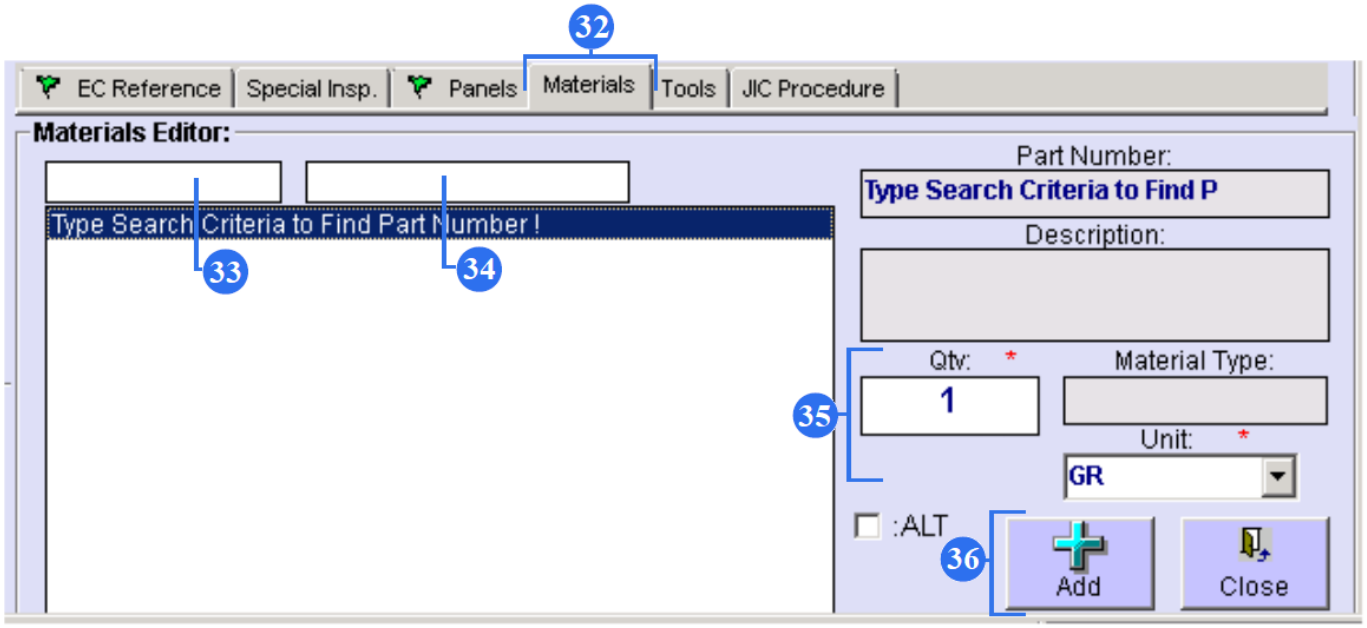


28. Select Special Insp tab.

29. Enter Inspection Type and Inspection Details. Click Add button.

30. Select Panels tab.

31. Enter Panel Number, type Panel Name. Select Access and AC Family. Push on the New button.



32. Select Materials tab.

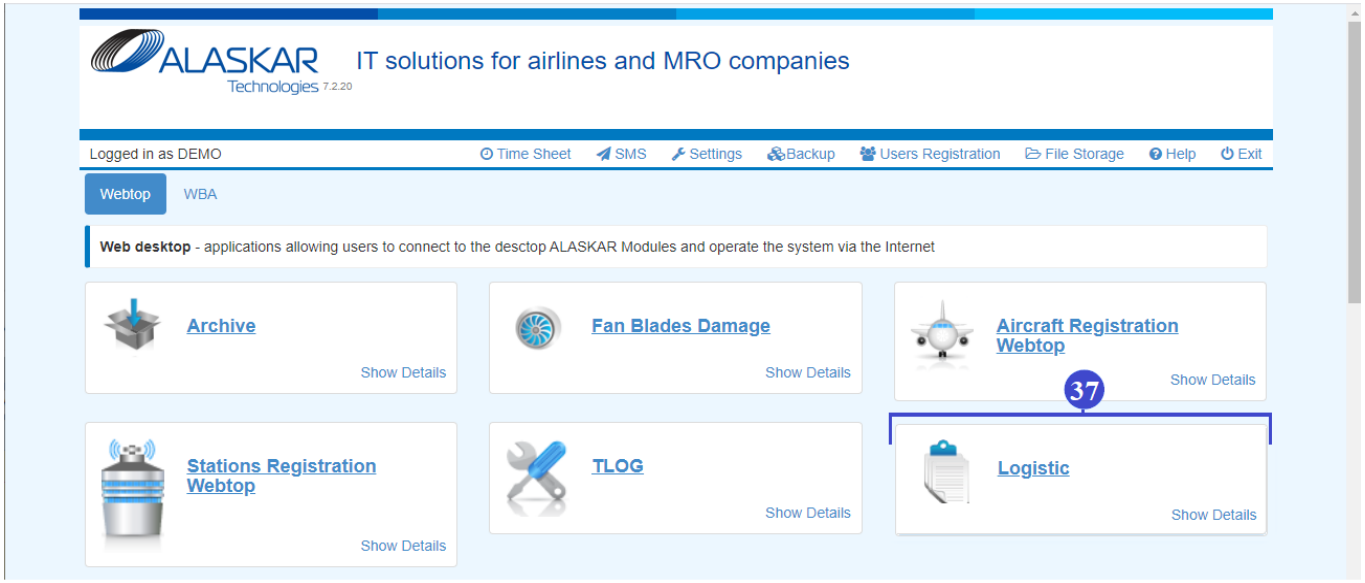
33. Type part number of the search criteria and press Enter button on your keyboard.

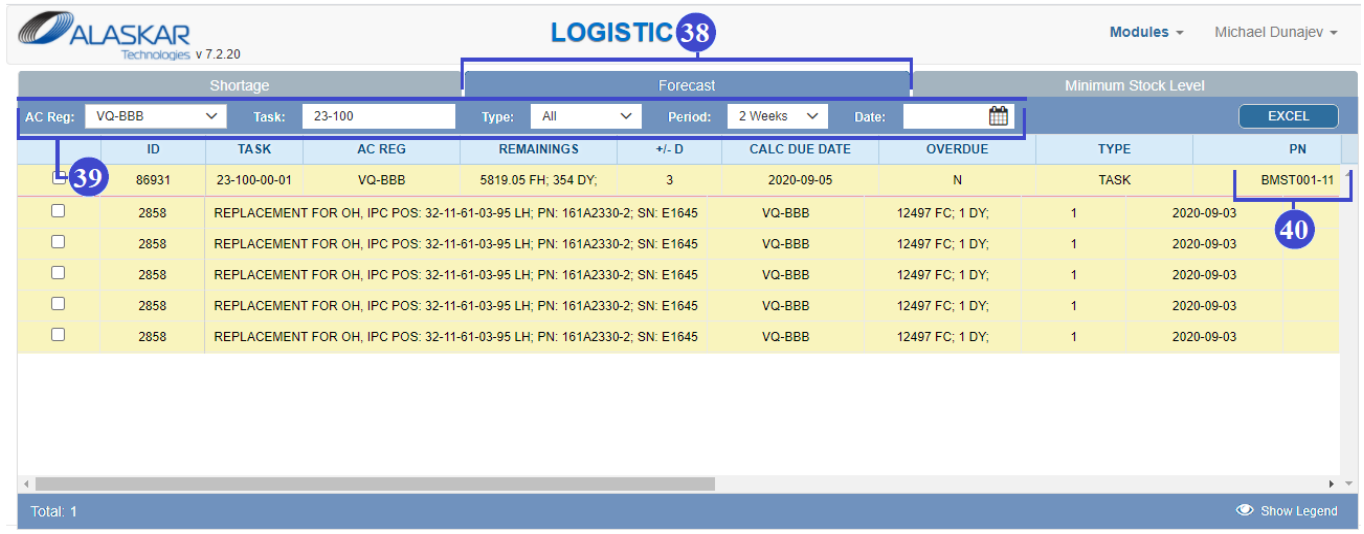
34. Type description of the search criteria and press Enter on your keyboard.

Select from the whole list necessary material and double click. “Part Number” and “Description” fields will be filled out.

35. Type quantity and how it is measured (“Unit” field).

36. Push “Add” button to save recommendation tool.



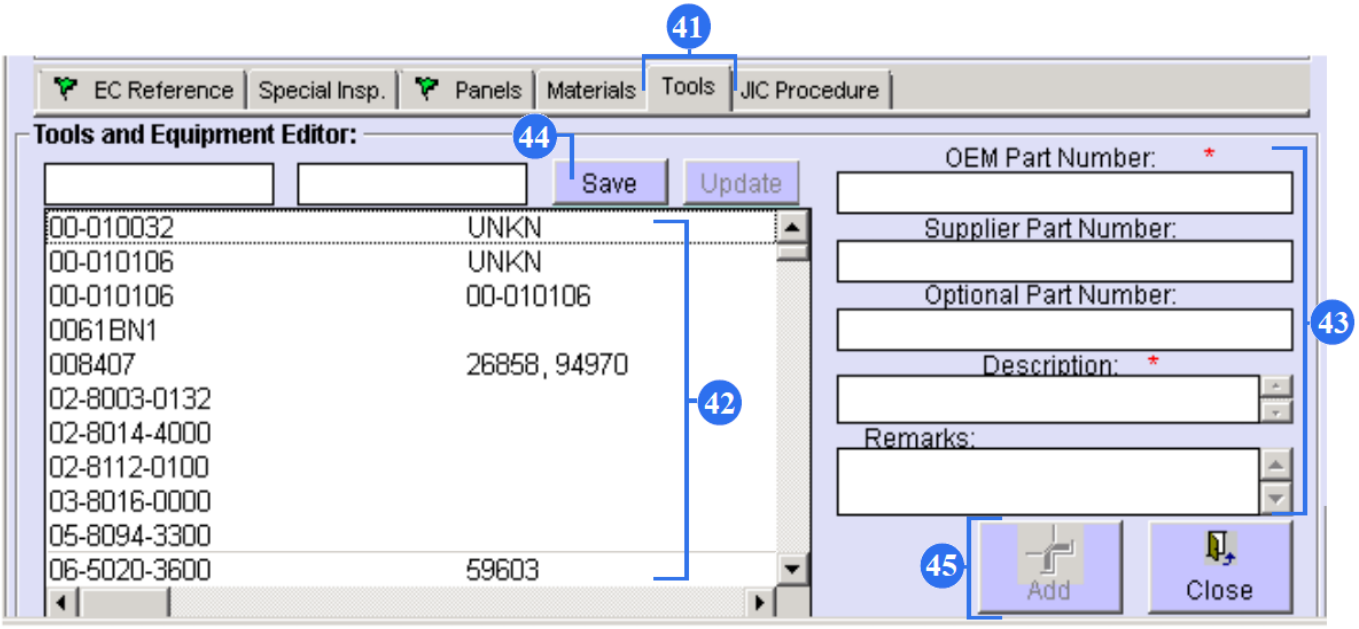


37. You can see this data in the “Logistic” module of WEB Version. Push on the “Logistic”.

38. From the three columns select “Forecast” column.

39. Use the filters such as “A/C Reg”, “Task”, “Type”, “Period” and “Date” to find a EC number.

40. You can see in the “PN” column materials data, which were added in the EC submodule under “Materials” tab.



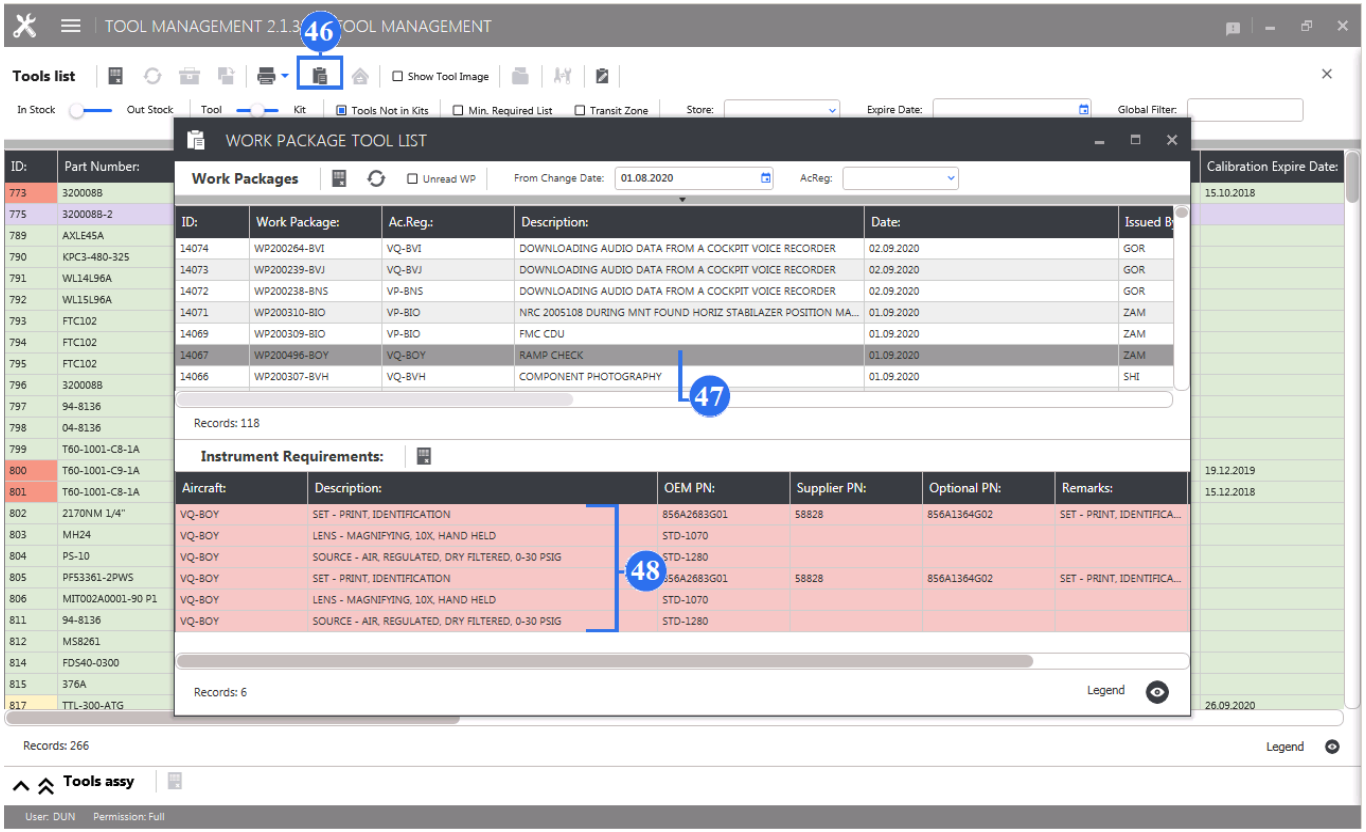
41. Select Tools tab.

42. From the whole list select associated tool.

43. If tool data is absent in the list, use these fields to enter new tool to the list.

44. Push “Save” button to save new tool data.

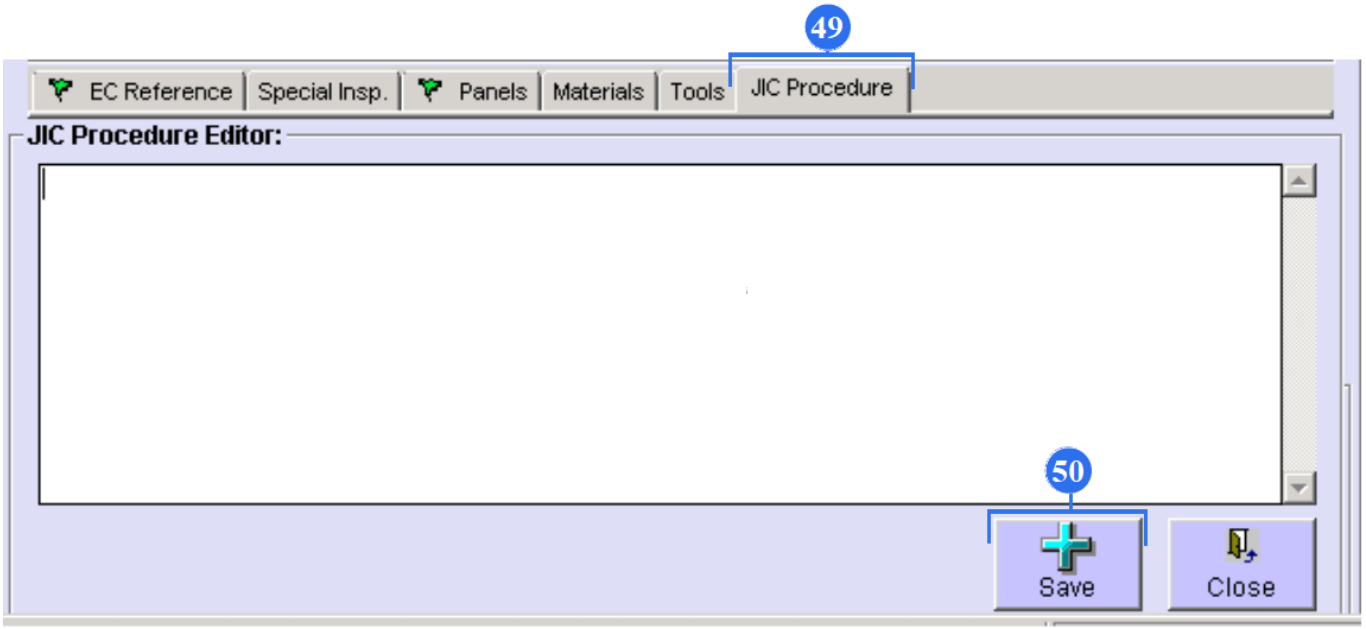
45. Press “Add” button.



46. You can see this data in the “Tool Management System” module of Desktop Version. On the upper tool bar press button and “WORK PACKAGE TOOL LIST” screen will be open.

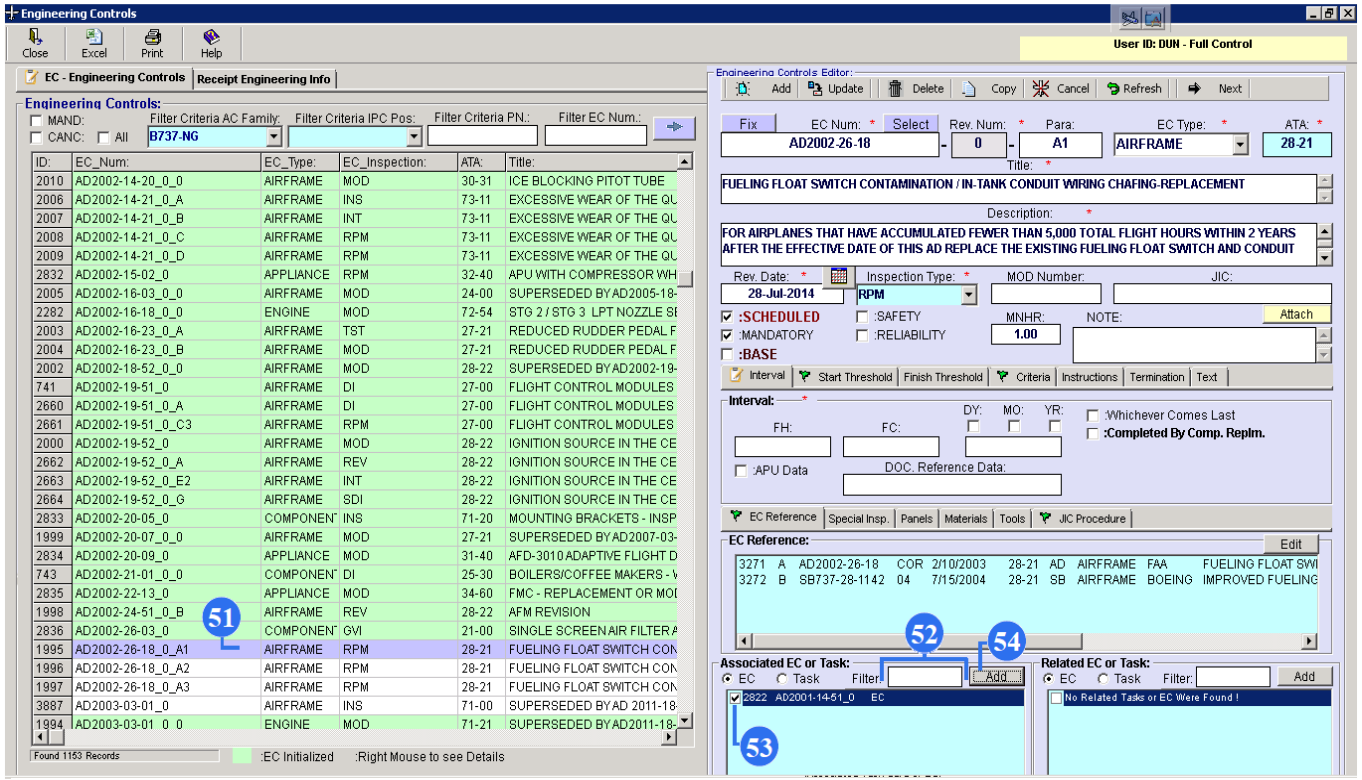
47. From the whole list select necessary Work Package and highlight it. WPs are created in the “Planning” submodule.

48. If in the EC you have registered a tool in the “Tool” tab of the “EC” submodule and the EC is included in the work package, then you can see the set of tools in the “Instrument Requirements” window.



49. Select JIC Procedure tab.

50. Use the field to create job instruction and click on the Save.



If the completing EC involves completing other tasks or other EC, do these steps.

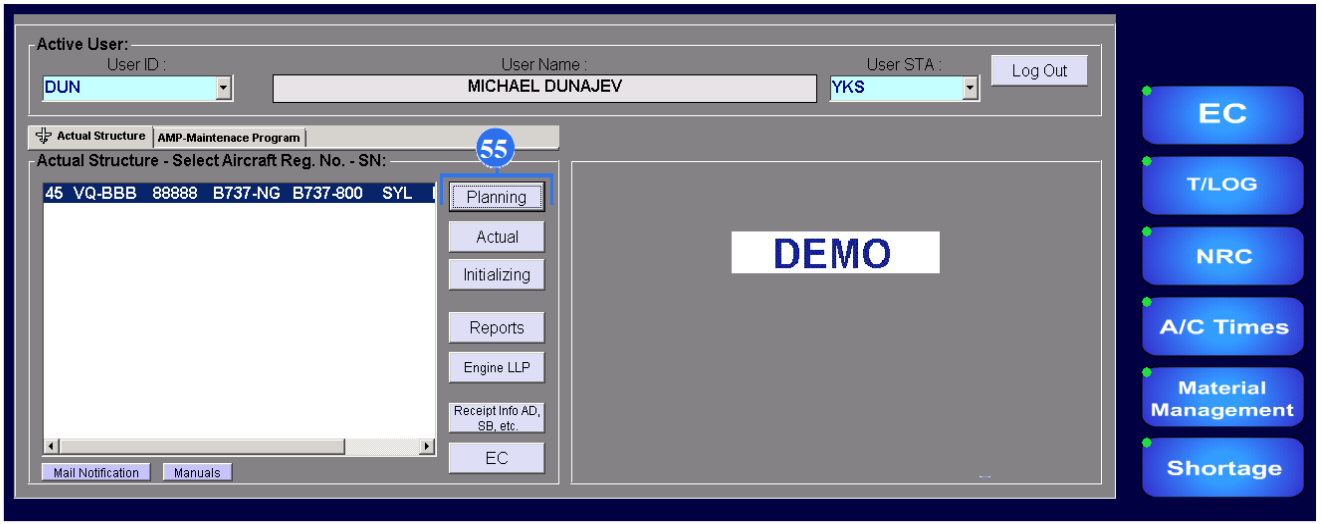
51. Select the EC and highlight it.

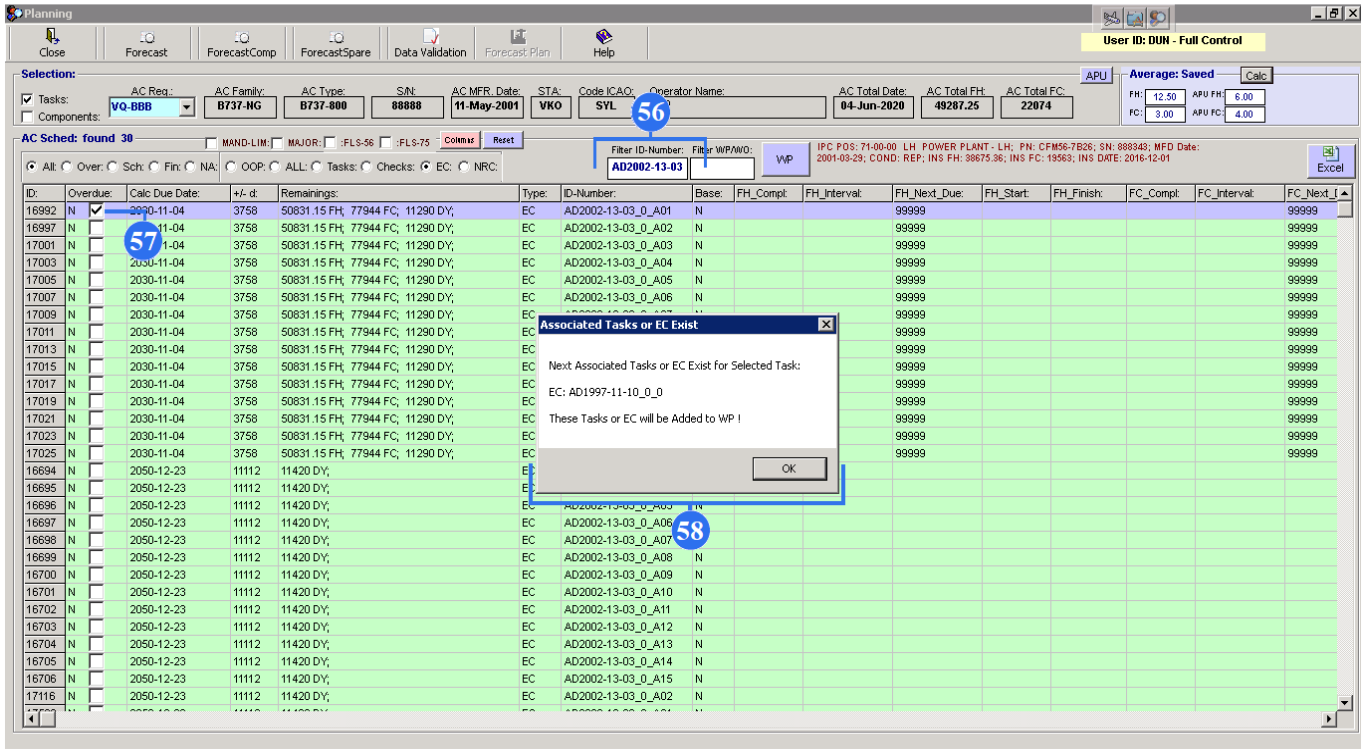
52. In the “Associated EC or Task” editor use Filter field to enter task or EC. Push Enter button on your keyboard.

53. Task or EC appear in the window. Check box it.

54. Click Add button. Don’t forget to push Update button in the Editor.

Associated tasks or EC will be added to WP automatically in the Planning submodule.



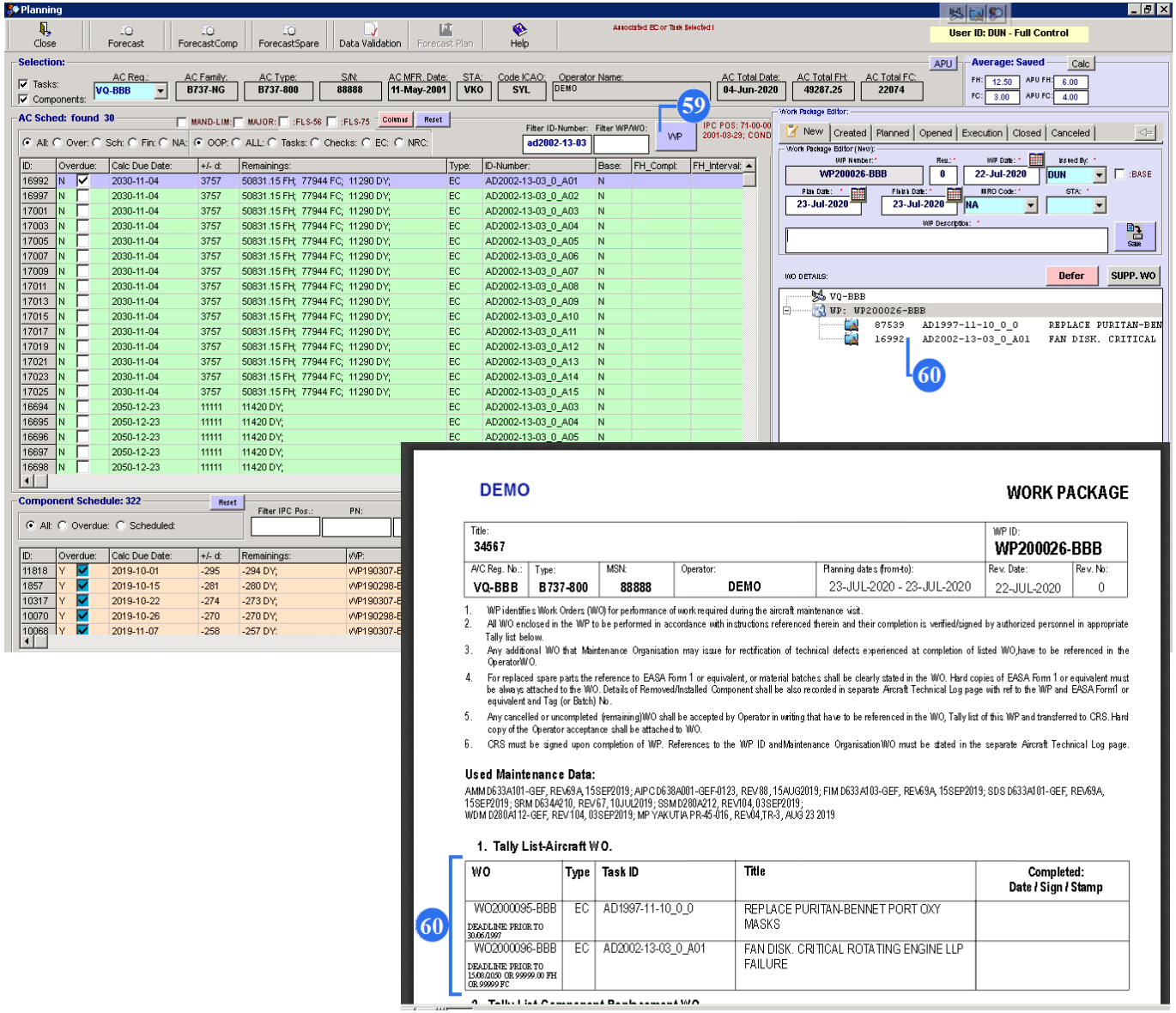


55. In the PART M module click on the Planning button.

56. Use Filter ID Number field to enter number of EC.

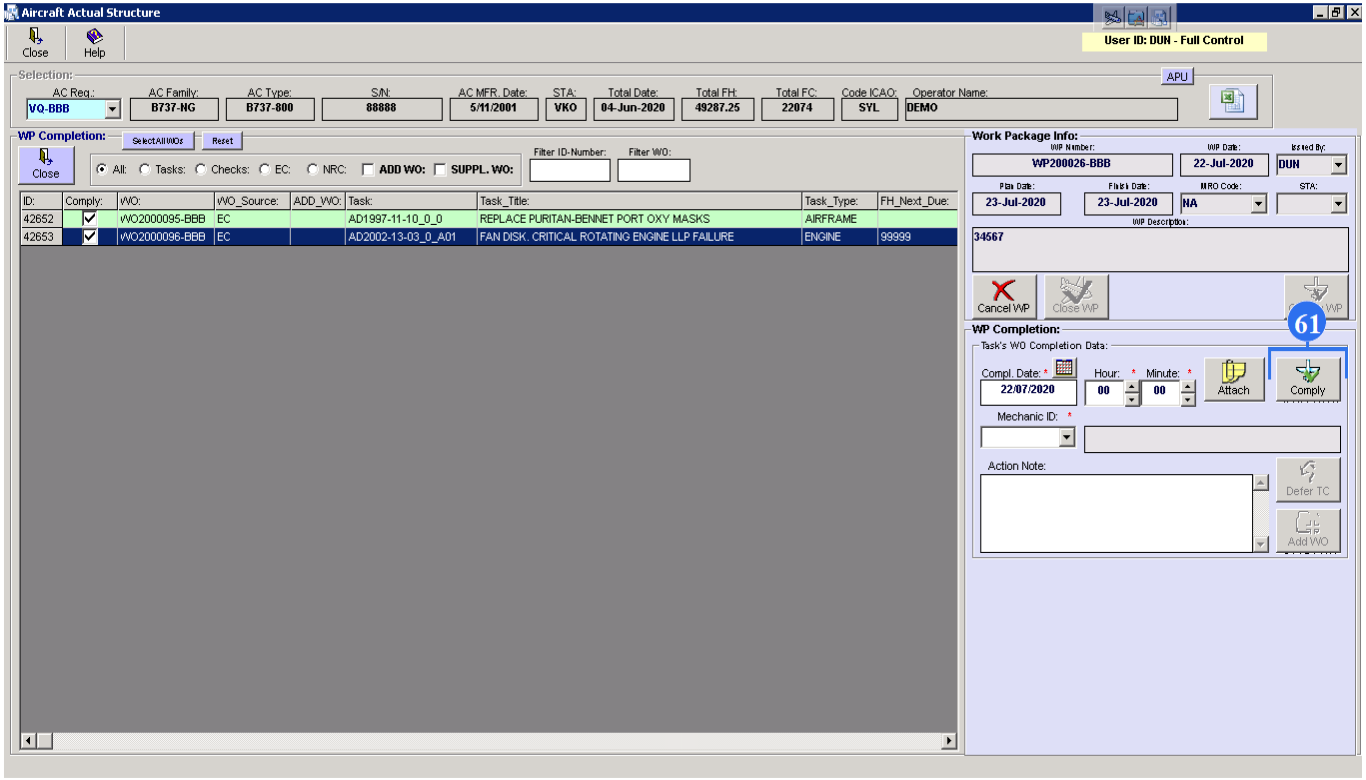
57. Check box the line with EC.

58. You can see “Associated Tasks or EC Exist” window. Window suggests to add associated task or EC to WP. Click OK.

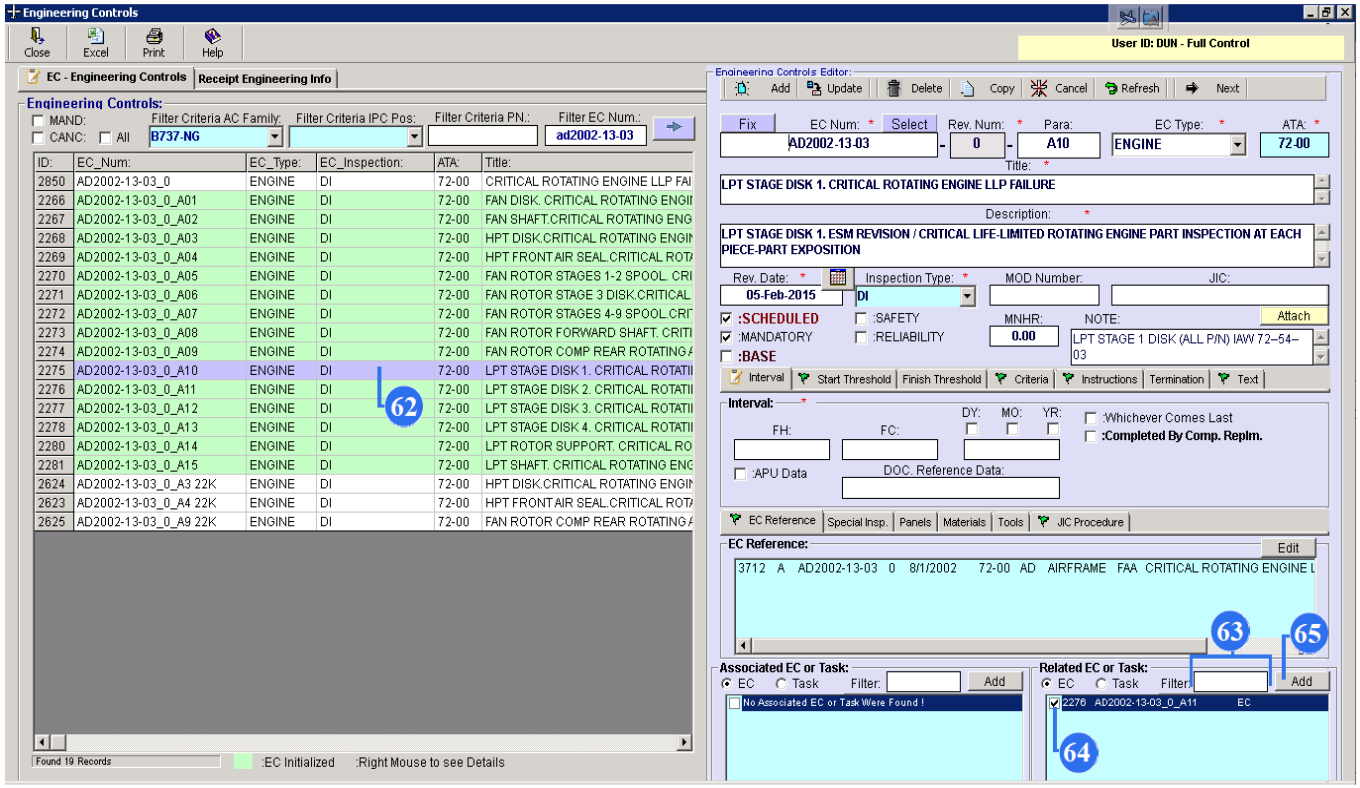


59. Push WP button.

60. You can see added associated task or EC to WP, which will be added as a separate WO.



61. In Actual submodule you can complete WP. In Editor you can complete WO with EC and you can do complete of WO with associated task or EC.



If the completing EC contains other tasks or EC, do these steps.

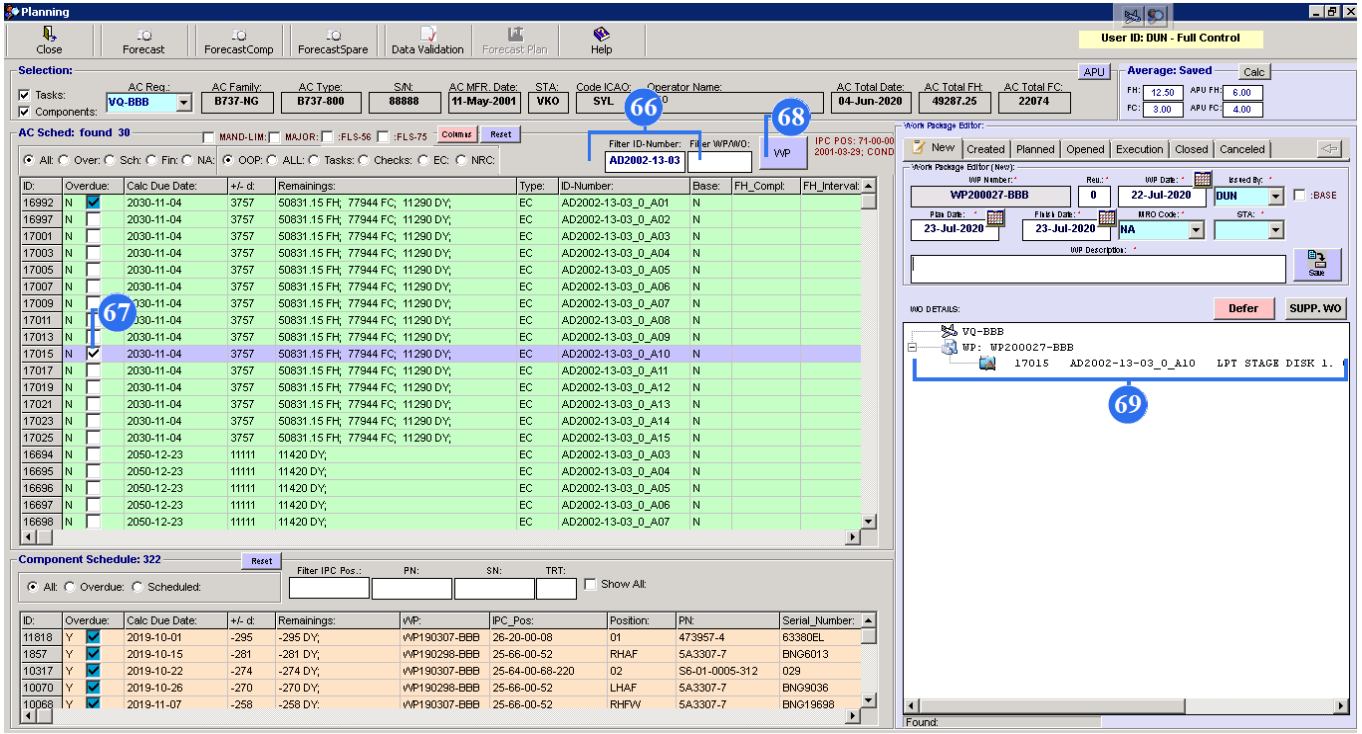
62. Select the EC and highlight it.

63. In the “Related Task or EC” editor use Filter field to enter task or EC. Push Enter button on your keyboard.

64. Task or EC appears in the window. Check box it.

65. Click Add button. Don’t forget to push Update button in the Editor.

Related task or EC will be completed in Actual submodule.

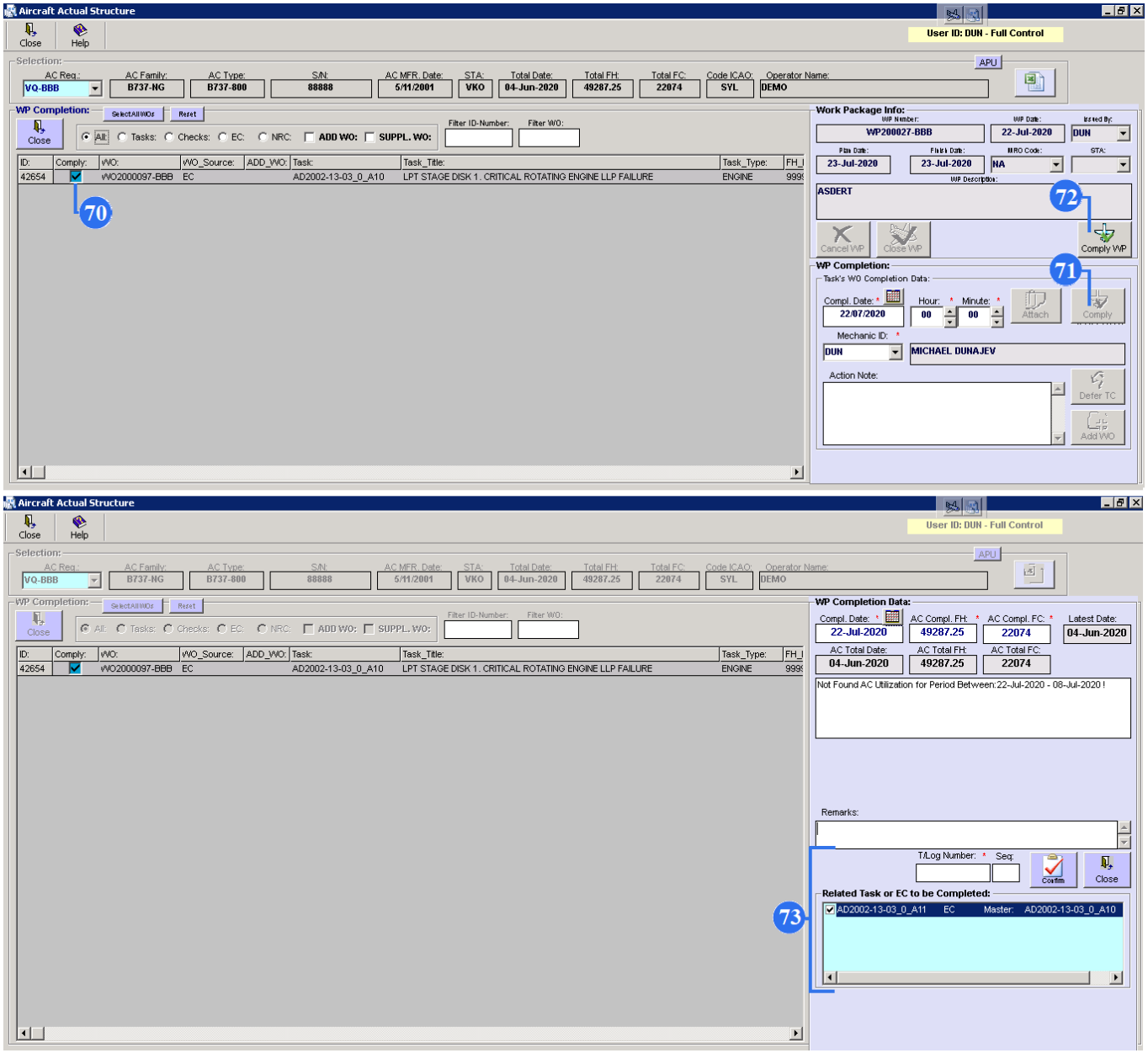


66. In Planning submodule use Filter field to enter EC number.

67. Check box the line.

68. Push WP button.

69. Note, that related task or EC will not be added to WP.

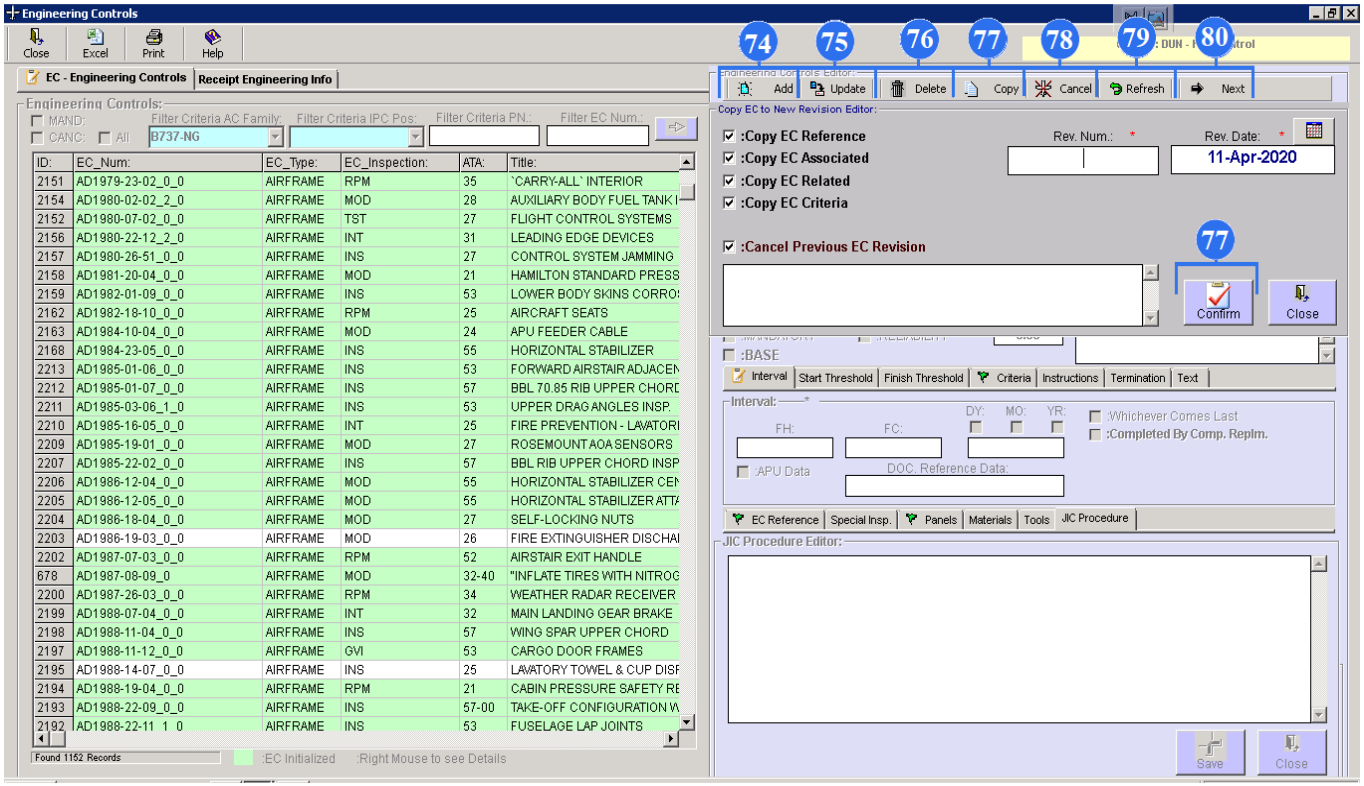


70. In Actual submodule you can complete WP. Check box the EC. Editor will appear.

71. Click on the Comply button (you complete the WO).

72. Click on the Comply WP (you complete the WP).

73. “Related Task or EC to be Completed” field suggests you complete related task or EC. Enter Tlog number and click Confirm.



74. To save EC click on the Add. Highlight the saved EC.

75. You can make a change and click on the Update.

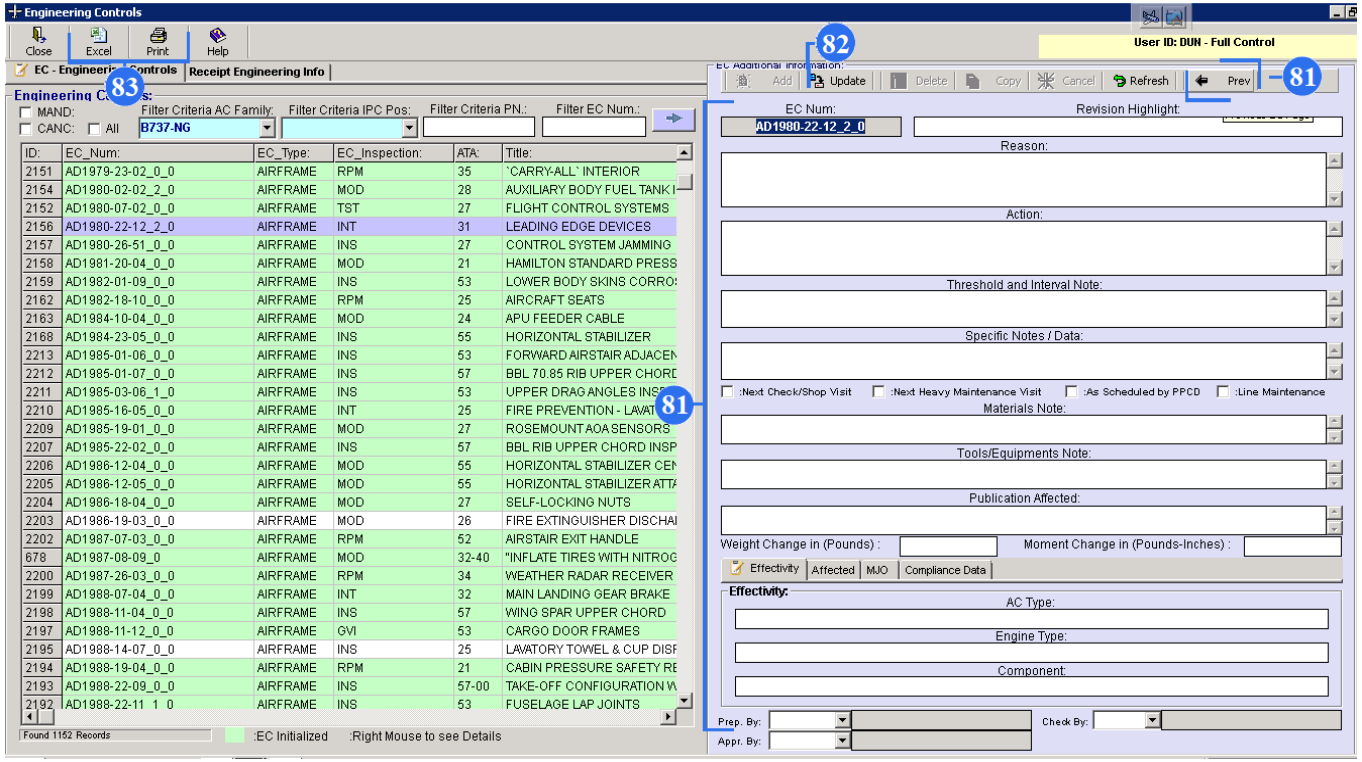
76. To remove the EC click on the Delete button.

77. Instead of new EC registration, concerning quite the same information as already existing document, you may copy the information from the existing EC to the new one by clicking Copy. Select necessary items. The copy will be orange in the list and can be easy updated.

78. To confirm cancellation of Selected Document Reference Number push Cancel button.

79. Click on Refresh to reset all entered data.

80. To add EC extra information click on the Next.



81. Type all necessary information in their fields.

82. Click on the Update.

83. Also you can print Engineering Order, or transfer data to excel.