

# **NRC – NON – ROUTINE CARD**

## User Guidance

---

**Copyright© 2020 ALASKAR Technologies**

**Confidential Information:**

This document contains the confidential and proprietary information of ALASKAR Technologies.

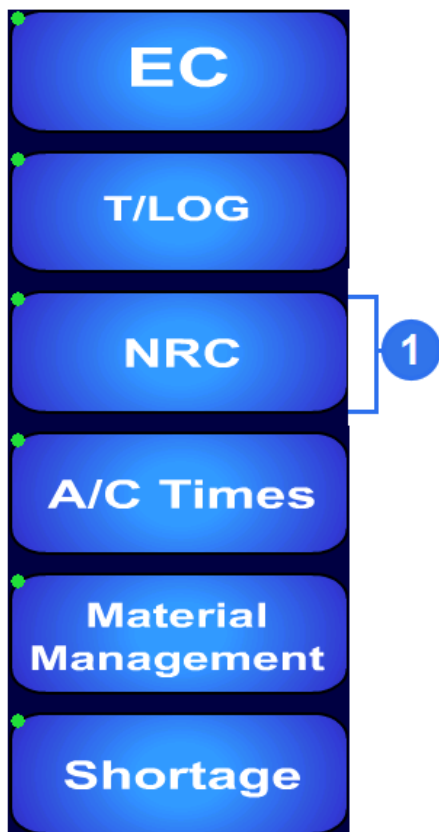
Disclosure is restricted.

---

## Contents

1. General.....	3
2. Non – Routine Card (NRC) creation.....	4
2.1. NRC creation with defect rectification.....	4
2.2. NRC creation with opening defect using MEL/CDL or other technical documentation. ....	11
2.3. NRC creation with closing deferred defect.....	21
3. NRC toolbar overview.....	26

## 1. General.



A non – routine card is registered in case of new detected defects and problems, when there is no opportunity to solve technical problem right now. To begin to work with this submodule, you need click “NRC” button (1) on the right side of the PART M module list.

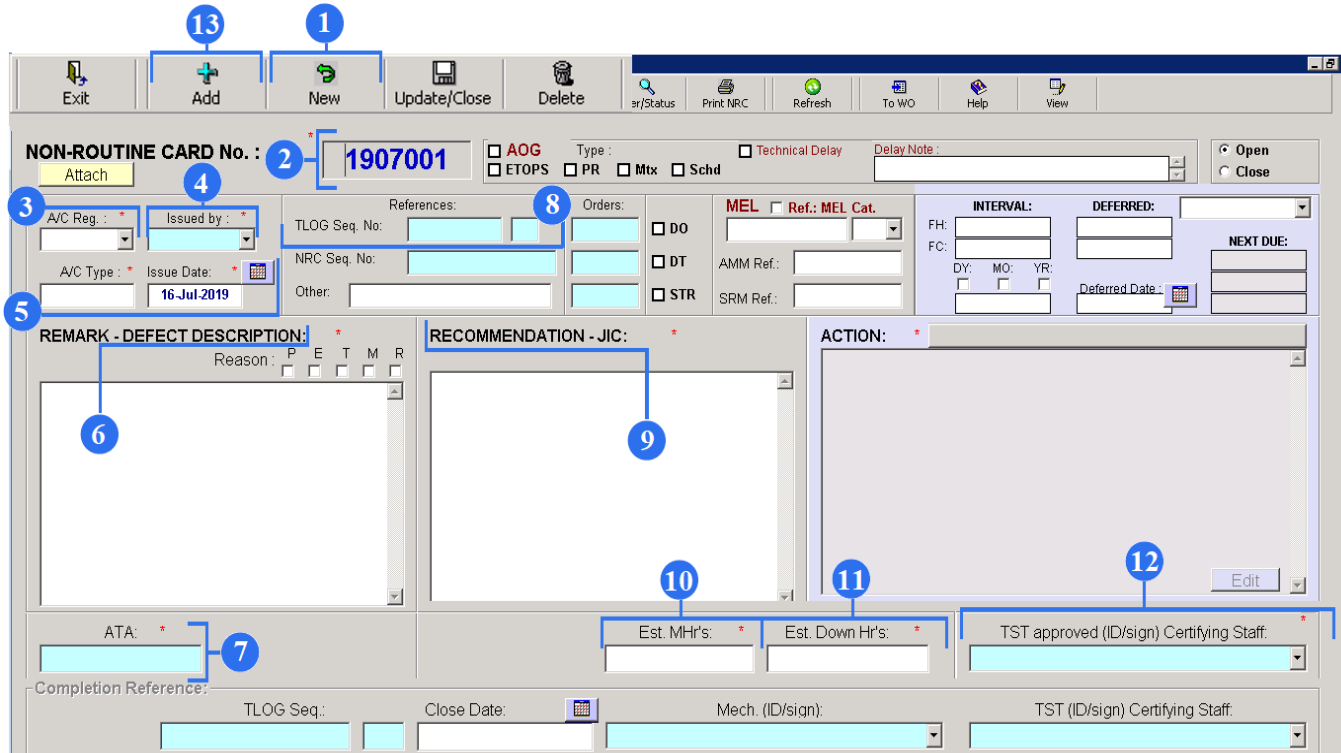
The user’s manual consists of two sections: NRC creation and NRC toolbar overview.

Non – routine card creation provides step by step overview of the new NRC creation with defect rectification, of the NRC creation using MEL/CDL and of the NRC creation with closing deferred defect.

NRC toolbar overview section gives you information how to create new NRC with other A/C registration number without exit from NRC submodule and re-enter. Also, this section allows to find any necessary information by using history filters and to find NRC maintenance history for any period.

## 2. Non – Routine Card (NRC) creation.

### 2.1. NRC creation with defect rectification.



The screenshot shows the 'NON-ROUTINE CARD' creation screen. The interface includes a toolbar at the top with buttons like 'Exit', 'Add', 'New', 'Update/Close', and 'Delete'. The main form contains several sections:

- Header:** 'NON-ROUTINE CARD No. : 1907001' (callout 2). Buttons for 'Attach' (callout 4), 'Open', and 'Close' are present.
- Form Fields:** 'A/C Reg.' (callout 3), 'Issued by' (callout 1), 'A/C Type' (callout 5), 'Issue Date' (16-Jul-2019, callout 5), 'TLOG Seq. No.' (callout 8), 'NRC Seq. No.', 'Other', 'MEL Ref.', 'AMM Ref.', 'SRM Ref.', 'Interval', 'Deferred', and 'Next Due'.
- Remarks and Actions:** 'REMARK - DEFECT DESCRIPTION' (callout 6), 'RECOMMENDATION - JIC' (callout 9), and 'ACTION' (callout 11) fields. An 'Edit' button is next to the action field (callout 12).
- Footer:** 'ATA' (callout 7), 'Est. MHR's', 'Est. Down Hr's', 'TST approved (ID/sign) Certifying Staff.', 'Completion Reference', 'TLOG Seq.', 'Close Date', 'Mech. (ID/sign)', and 'TST (ID/sign) Certifying Staff.'.

1. To create a new NRC, push “NEW” button on the upper toolbar of the NON – ROUTINE CARD screen.  
2. The NRC number will appear automatically. It is unique number which is created by NRC sub - module. It gets rid of duplicate number.

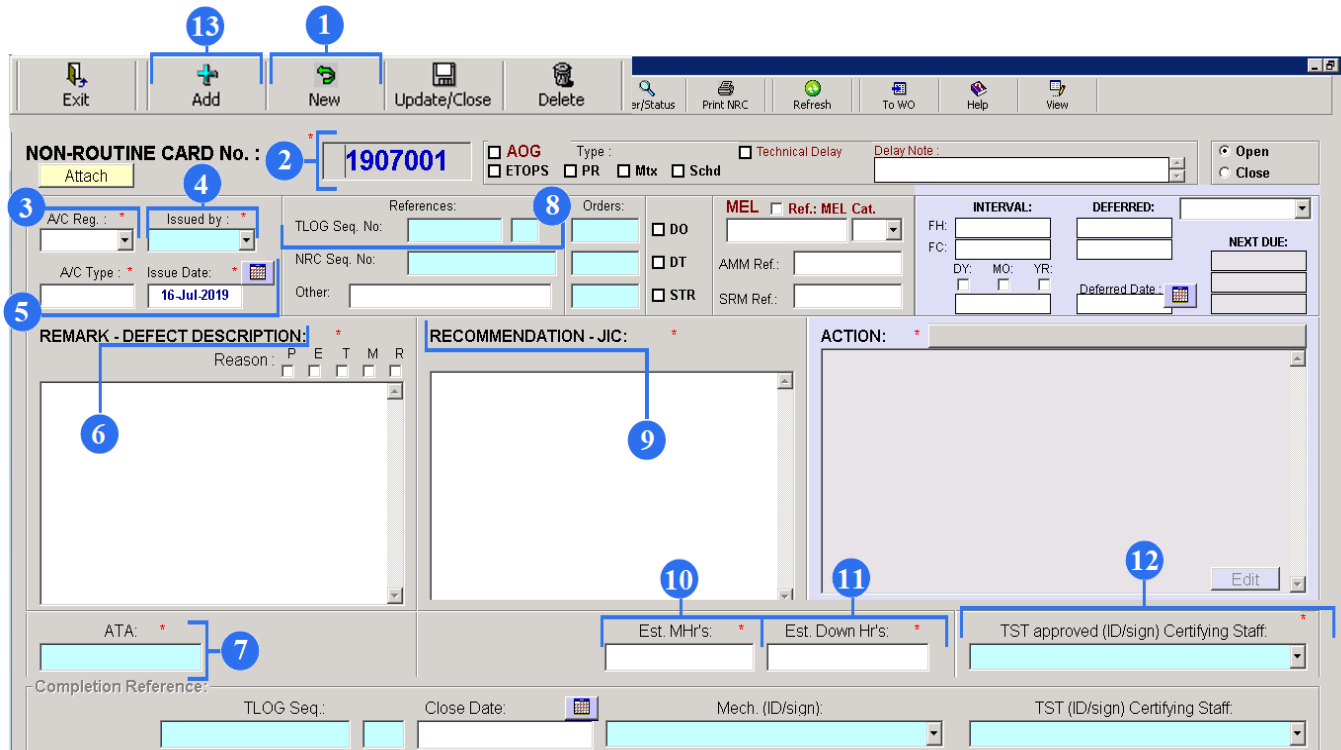
3. Select aircraft registration and aircraft type will automatically appear.

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

5. NRC Editor will automatically generate a today’s date. If the edit date is not today, use the calendar to select the correct flight date of proper aircraft.

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

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



The screenshot shows the 'NON-ROUTINE CARD' form in a software application. The form is divided into several sections:

- Header:** Includes 'Exit', 'Add', 'New', 'Update/Close', and 'Delete' buttons. The 'NON-ROUTINE CARD No.' field contains '1907001'.
- Form Fields:** Includes checkboxes for 'AOG', 'ETOPS', 'PR', 'Mtx', 'Schd', and 'Technical Delay'. There are also fields for 'Type', 'MEL', 'Ref.: MEL Cat.', 'AMM Ref.', and 'SRM Ref.'.
- Ordering Section:** Includes checkboxes for 'DO', 'DT', and 'STR'.
- Interval/Deferred Section:** Includes fields for 'INTERVAL', 'DEFERRED', 'FH', 'FC', 'DY', 'MO', 'YR', and 'Deferred Date'.
- Remark Section:** Labeled 'REMARK - DEFECT DESCRIPTION', it contains a text area with a 'Reason' dropdown (P, E, T, M, R).
- Recommendation Section:** Labeled 'RECOMMENDATION - JIC', it contains a text area.
- Action Section:** Labeled 'ACTION', it contains a text area.
- Bottom Section:** Includes fields for 'ATA', 'Est. MHR's', 'Est. Down Hr's', 'TST approved (ID/sign) Certifying Staff', 'Completion Reference', 'TLOG Seq.', 'Close Date', 'Mech. (ID/sign)', and 'TST (ID/sign) Certifying Staff'.

Numbered callouts (1-13) point to specific elements: 1 (New button), 2 (NRC No. field), 3 (A/C Reg. dropdown), 4 (Issued by dropdown), 5 (Issue Date field), 6 (Remark text area), 7 (ATA field), 8 (References field), 9 (Recommendation text area), 10 (Est. MHR's field), 11 (Est. Down Hr's field), 12 (TST approved field), and 13 (Add button).

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

8. 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 references with own numbers, then Seq field is not required).

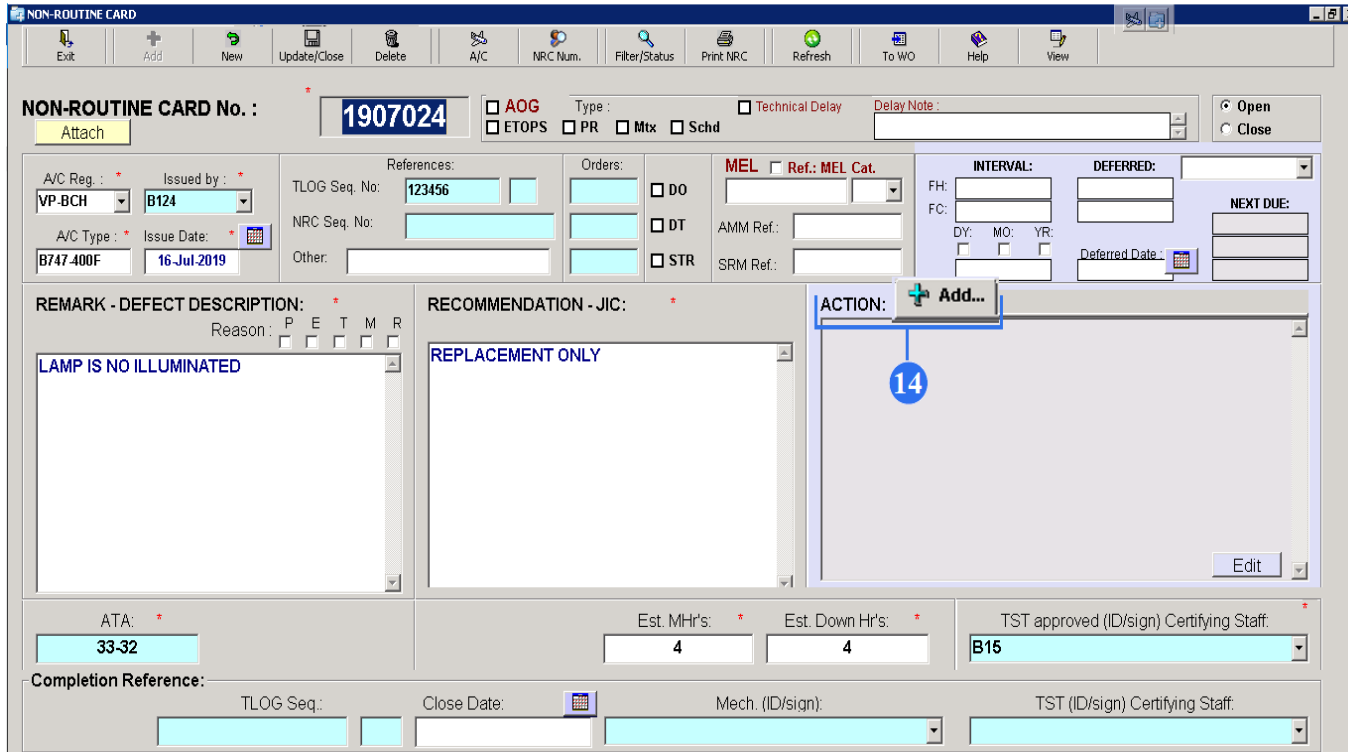
9. RECOMENDATION field is needed to record all recommendation for maintenance such as documentation references, or maintenance limitation. JIC – Job Instruction Card.

10. Enter estimated man hours (Est. MHR's).

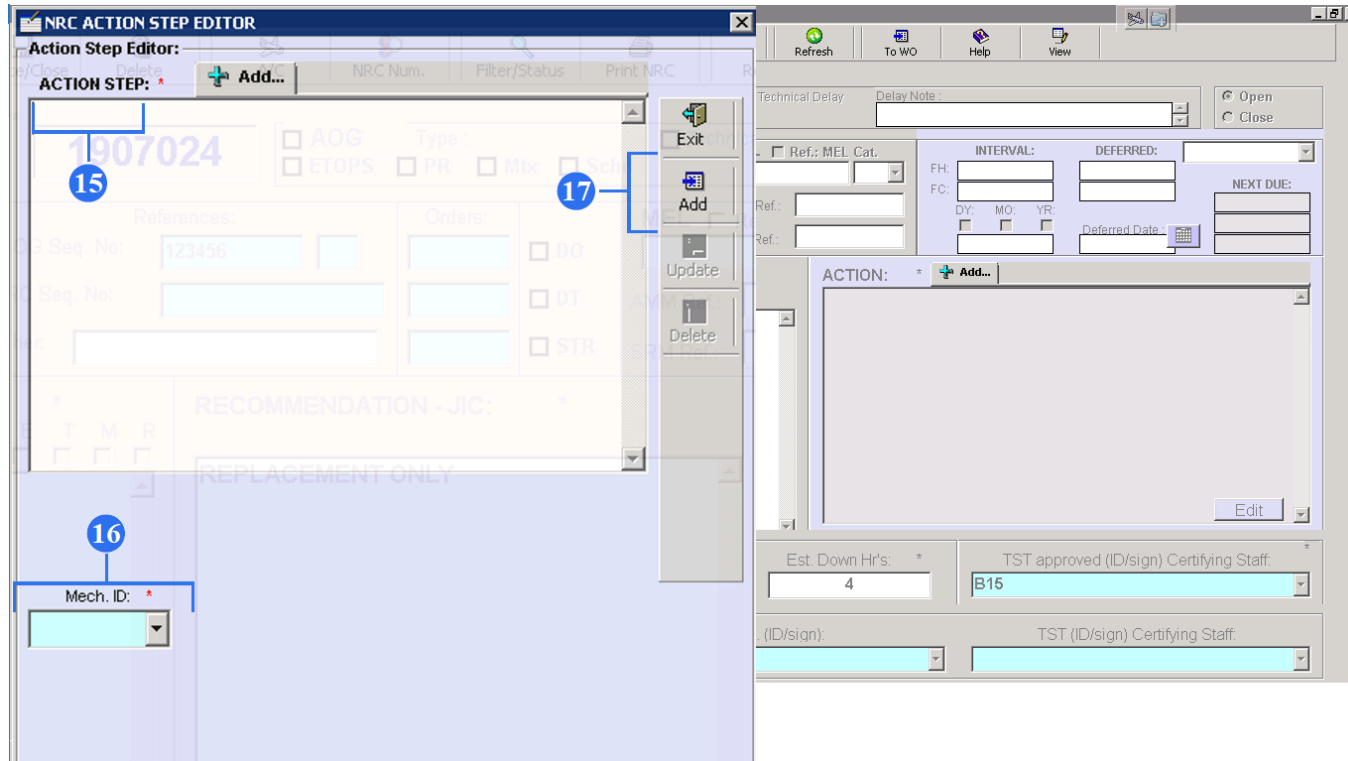
11. Enter estimated down hours (Est. Down Hr's)

12. Enter mechanical ID number to “TST approved (ID/sign) Certifying Staff” field.

13. Push “Add” button to confirm transfer current NRC to PART – M Planning Module as a new task for completion.



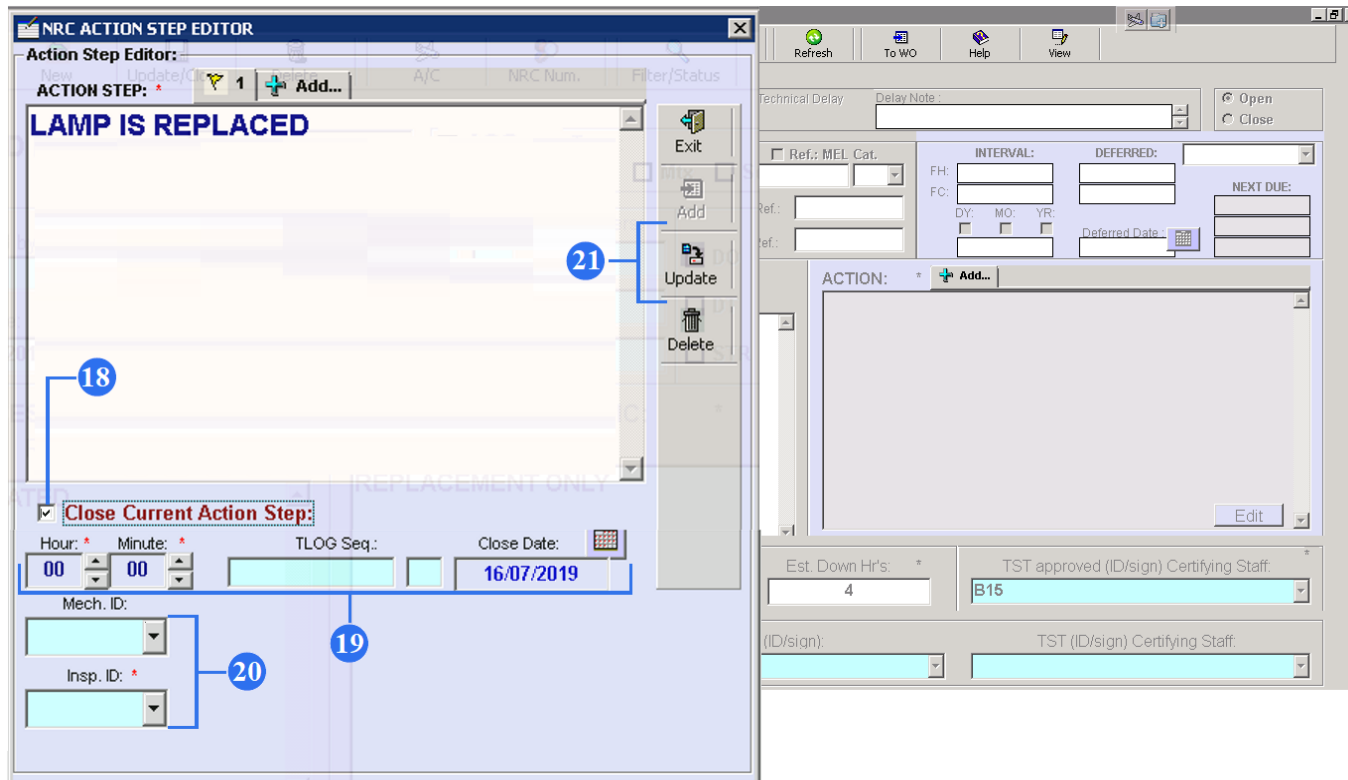
14. To record all actions taken by maintenance staff push ADD button, and NRC Action Step Editor will open.



15. Enter all actions taken by maintenance staff.

16. Enter mechanical ID number to “MECH ID” field.

17. Push “Add” button to confirm new add action.



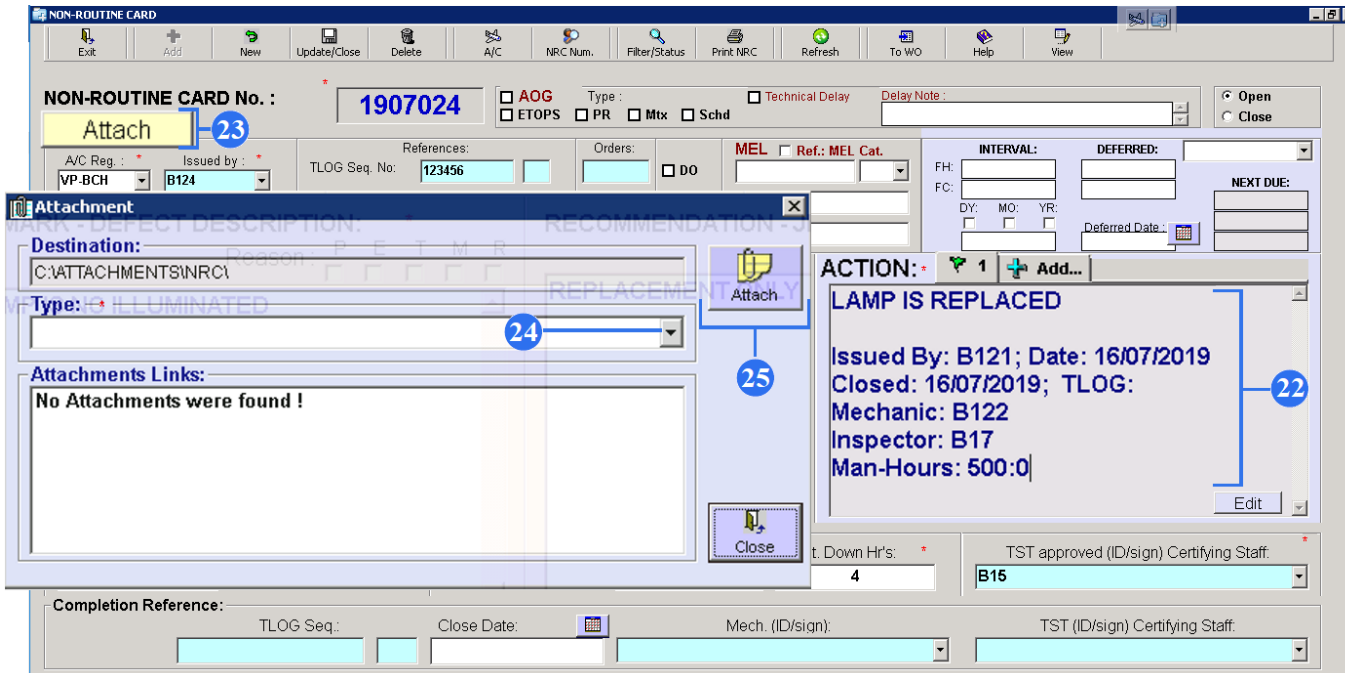
18. Tick the “Close Current Action Step” field.

19. Enter hours and minutes to display the total work time of the maintenance staff. Type the TLOG number and select the related date.

20. Enter mechanical ID number and Inspector ID number.

21. Push the “Update” button to confirm close action step.





NON-ROUTINE CARD No. : 1907024

Attach 23

A/C Reg. : VP-BCH Issued by : B124 TLOG Seq. No. : 123456

References: Orders: MEL Ref.: MEL Cat. INTERVAL: DEFERRED: NEXT DUE:

Attachment

Destination: C:\ATTACHMENTS\NRC\

Type: 24

Attachments Links: No Attachments were found !

Attach 25

ACTION: 1 Add... 22

LAMP IS REPLACED

Issued By: B121; Date: 16/07/2019  
Closed: 16/07/2019; TLOG:  
Mechanic: B122  
Inspector: B17  
Man-Hours: 500:0

Edit

Down Hr's: 4 TST approved (ID/sign) Certifying Staff: B15

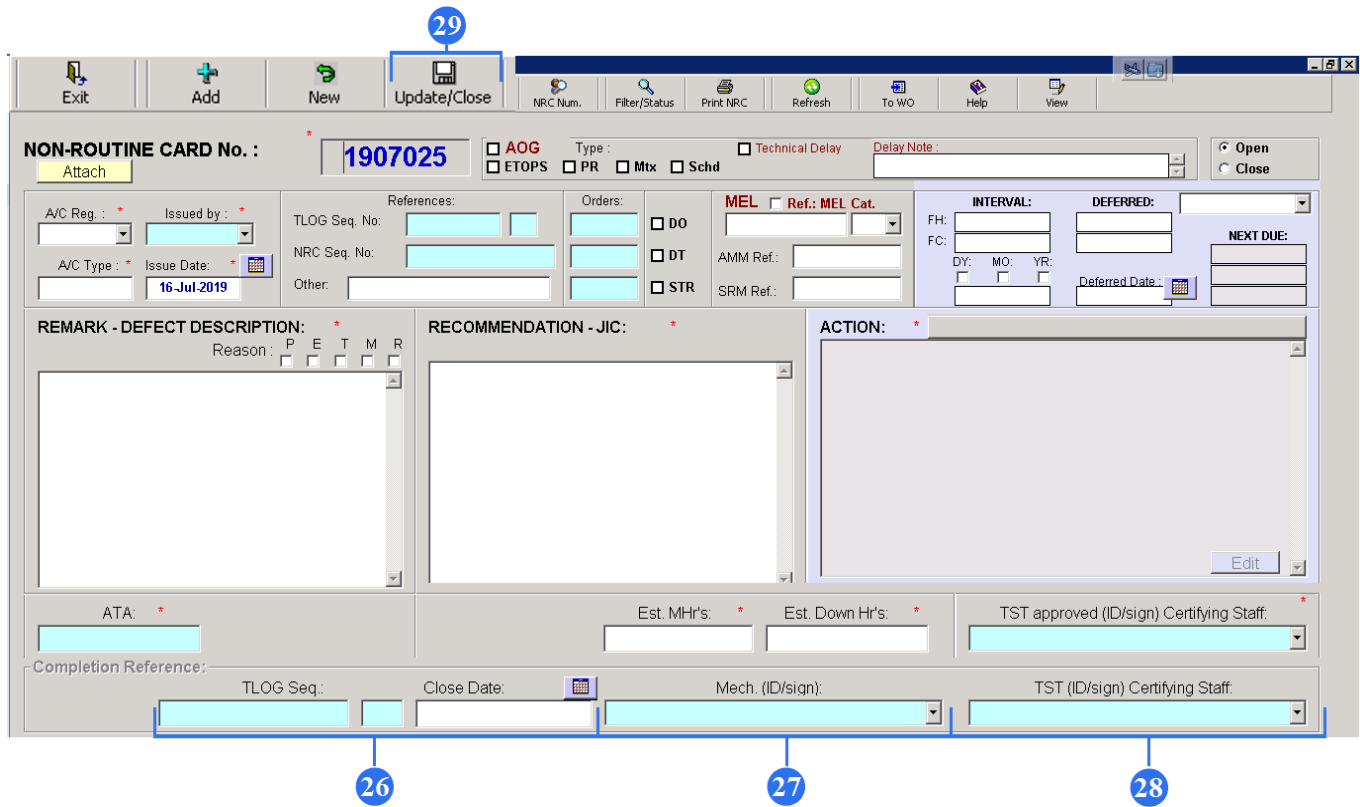
Completion Reference: TLOG Seq.: Close Date: Mech. (ID/sign): TST (ID/sign) Certifying Staff:

22. You can see the records in the “Action” field.

23. If you want to attach the defect by add information such as picture, W.O. or AMM illustration, push yellow “Attach” button.

24. Select a type of the information.

25. Push the “Attach” button and find this file in your computer memory.



The screenshot shows a software interface for a Non-Routine Card (NRC) with the number 1907025. The interface includes a toolbar at the top with buttons for Exit, Add, New, Update/Close, NRC Num., Filter/Status, Print NRC, Refresh, To WO, Help, and View. The main form is divided into several sections: a header section with 'NON-ROUTINE CARD No. : 1907025' and an 'Update/Close' button circled in blue with callout 29; a section for aircraft registration (A/C Reg.), issued by, and issue date (16 Jul 2019); a section for references and orders (DO, DT, STR); a section for MEL (Minimum Equipment List) with fields for MEL Ref., AMM Ref., and SRM Ref.; a section for interval and deferred dates; a section for remarks and recommendations (REMARK - DEFECT DESCRIPTION, RECOMMENDATION - JIC, ACTION); and a bottom section for completion reference, TLOG Seq., Close Date, Mech. (ID/sign), and TST (ID/sign) Certifying Staff. Callouts 26, 27, and 28 point to the TLOG Seq., Mech. (ID/sign), and TST (ID/sign) Certifying Staff fields, respectively.

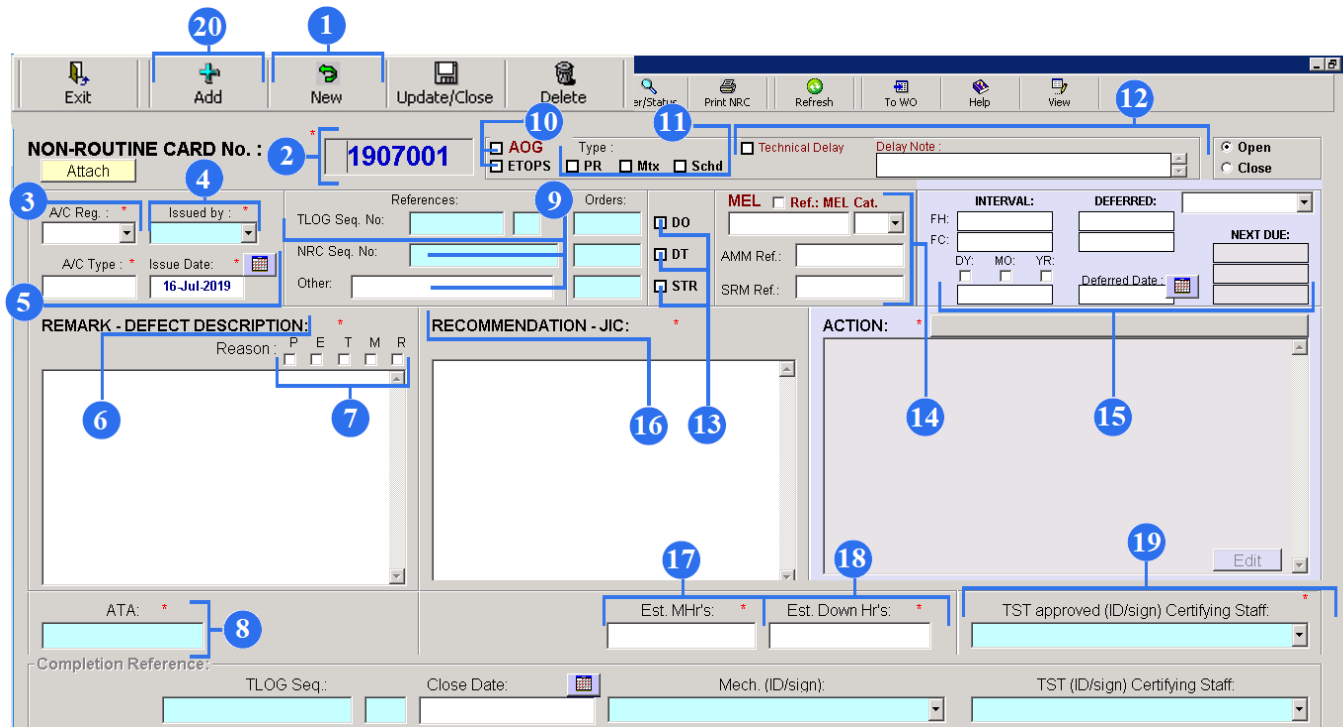
26. Enter a T/L number and its sequences. Use the calendar to select the correct flight date of proper aircraft.

27. Enter mechanical ID number to “Mech.(ID/sign)” field.

28. Enter mechanical ID number to “TST approved (ID/sign) Certifying Staff” field.

29. Push “Update/Close” button on the upper toolbar to confirm update current NRC.

## 2.2. NRC creation with opening defect using MEL/CDL or other technical documentation.



The screenshot shows the 'NON-ROUTINE CARD' form with the following callouts:

- 1: 'NEW' button in the toolbar.
- 2: 'NON-ROUTINE CARD No.' field containing '1907001'.
- 3: 'Attach' button.
- 4: 'A/C Reg.' dropdown menu.
- 5: 'REMARK - DEFECT DESCRIPTION' text area.
- 6: 'Reason' dropdown menu.
- 7: 'RECOMMENDATION - JIC' text area.
- 8: 'ATA' field.
- 9: 'Orders' section with checkboxes for DO, DT, and STR.
- 10: 'AOG' and 'ETOPS' checkboxes.
- 11: 'Type' dropdown menu.
- 12: 'View' button in the toolbar.
- 13: 'RECOMMENDATION - JIC' text area.
- 14: 'ACTION' text area.
- 15: 'ACTION' text area.
- 16: 'RECOMMENDATION - JIC' text area.
- 17: 'RECOMMENDATION - JIC' text area.
- 18: 'ACTION' text area.
- 19: 'Edit' button.
- 20: 'Add' button in the toolbar.

1. To create a new NRC, push “NEW” button on the upper toolbar of the NON – ROUTINE CARD screen.

2. The NRC number will appear automatically. It is unique number which is created by NRC sub - module. It gets rid of duplicate number.

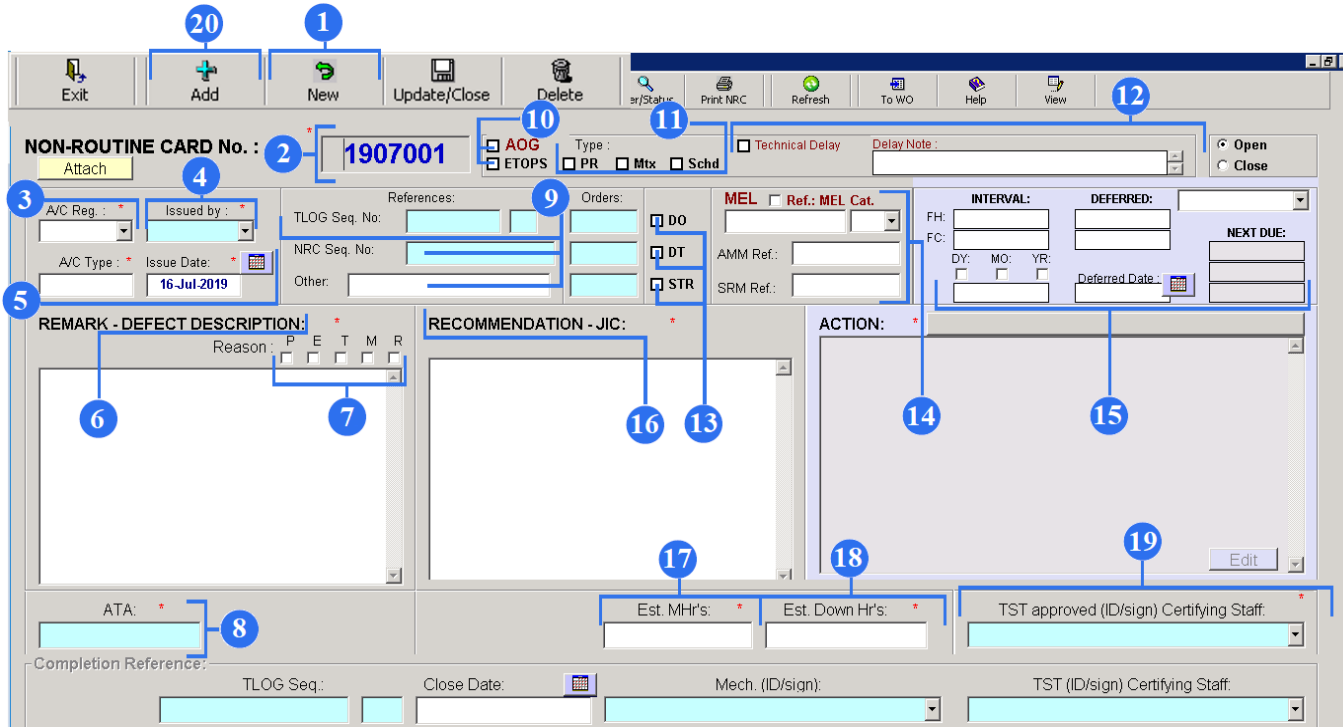
3. Select aircraft registration and aircraft type will automatically appear.

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

5. NRC Editor will automatically generate a today’s date. If the edit date is not today, use the calendar to select the correct flight date of proper aircraft.

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

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



The screenshot shows a software interface for a 'NON-ROUTINE CARD'. The form is titled 'NON-ROUTINE CARD No. : 1907001'. It includes various input fields and buttons, with blue callouts numbered 1 through 20. Callout 1 points to the 'Add' button, 2 to the 'NON-ROUTINE CARD No.' field, 3 to the 'Attach' button, 4 to the 'A/C Reg.' dropdown, 5 to the 'Issue Date' field (16-Jul-2019), 6 to the 'REMARK - DEFECT DESCRIPTION' text area, 7 to the 'Reason' dropdown (P, E, T, M, R), 8 to the 'ATA' field, 9 to the 'References' section, 10 to the 'AOG' checkbox, 11 to the 'Type' dropdown, 12 to the 'View' button, 13 to the 'RECOMMENDATION - JIC' text area, 14 to the 'ACTION' text area, 15 to the 'DEFERRED' section, 16 to the 'DO' checkbox, 17 to the 'Est. Mhr's' field, 18 to the 'Est. Down Hr's' field, 19 to the 'TST approved (ID/sign) Certifying Staff' dropdown, and 20 to the 'Exit' button.

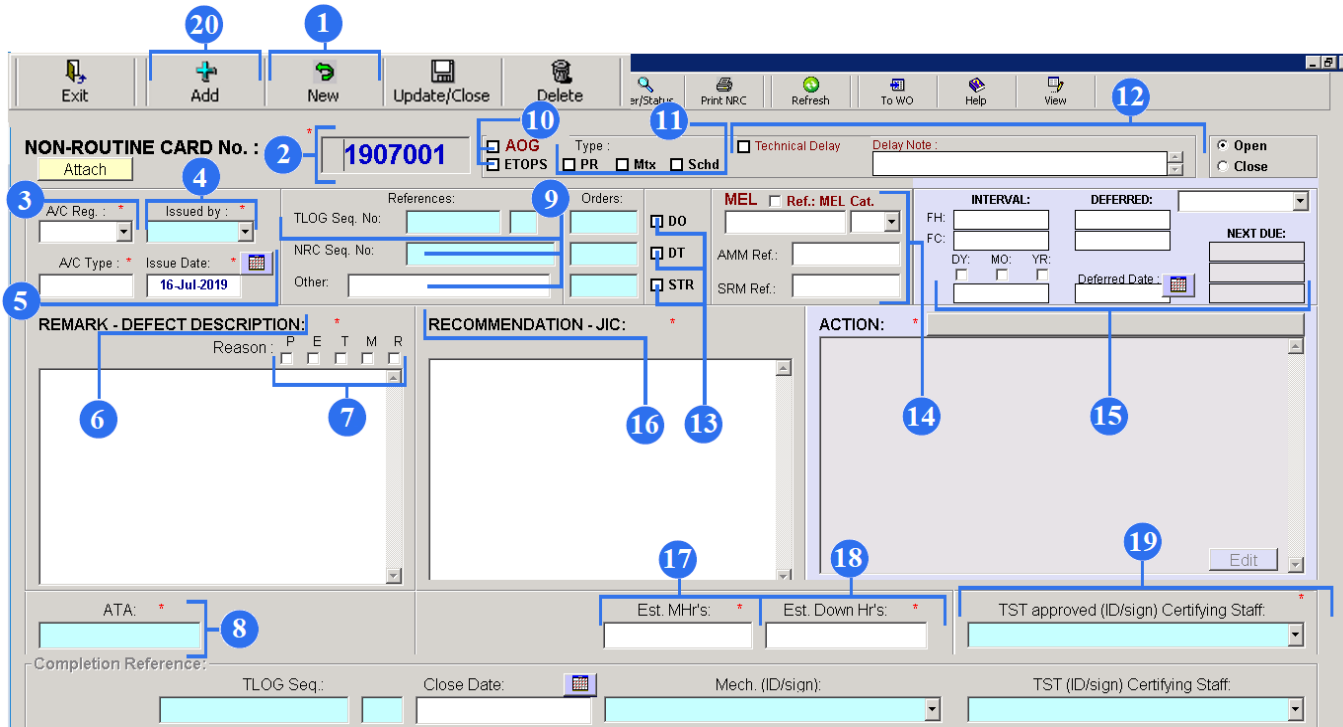
7. Select the reason of the deferred reference creation, where:

- P – pilot remark;
- E – lack of equipment;
- T – lack of time;
- M – lack of material;
- R – lack of resources.

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

9. 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 references with own numbers, then Seq field is not required).

If you want to tie defect in the actual NRC with defect of the old existing NRC, select in “NRC Seq No” field from the whole list corresponding NRC number. It helps to monitor repeating defect.



The screenshot shows a software interface for a 'NON-ROUTINE CARD'. The form is titled 'NON-ROUTINE CARD No. : 1907001'. It includes a toolbar at the top with buttons like 'Exit', 'Add', 'New', 'Update/Close', 'Delete', 'ar/Status', 'Print NRC', 'Refresh', 'To WO', 'Help', and 'View'. The main form area contains several sections: 'A/C Reg.' and 'Issued by' fields; 'TLOG Seq. No.', 'References', and 'Orders' fields; 'AOG' and 'ETOPS' checkboxes; 'PR', 'Mtx', and 'Schd' checkboxes; 'MEL' and 'Ref.: MEL Cat.' fields; 'AMM Ref.' and 'SRM Ref.' fields; 'Interval' and 'Deferred' date pickers; 'Next Due' field; 'Remark - Defect Description' and 'Recommendation - JIC' text areas; 'Action' text area; 'ATA' field; 'Est. Mhr's' and 'Est. Down Hr's' fields; 'TST approved (ID/sign) Certifying Staff.' field; and 'Completion Reference' section with 'TLOG Seq.', 'Close Date', 'Mech. (ID/sign)', and 'TST (ID/sign) Certifying Staff.' fields. Numbered callouts (1-20) point to specific elements: 1 (New button), 2 (Card No.), 3 (A/C Reg.), 4 (Issued by), 5 (Remark - Defect Description), 6 (Remark text area), 7 (Reason: P E T M R), 8 (ATA), 9 (References), 10 (AOG/ETOPS checkboxes), 11 (PR/Mtx/Schd checkboxes), 12 (View button), 13 (Recommendation - JIC), 14 (Action), 15 (Interval/Deferred), 16 (Recommendation - JIC), 17 (Est. Mhr's), 18 (Est. Down Hr's), 19 (TST approved), 20 (Add button).

“Other” field is necessary to enter document according to which the action was performed. (for example: work order, work package, operator letter)

10. If it is ETOPS flight, tick the ETOPS field. If there is non-flight defect, tick the AOG field.

11. 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.

12. 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.

13. Select status of defect, where:

- DO– deferred operation;
- DT – deferred technical
- STR – structural.

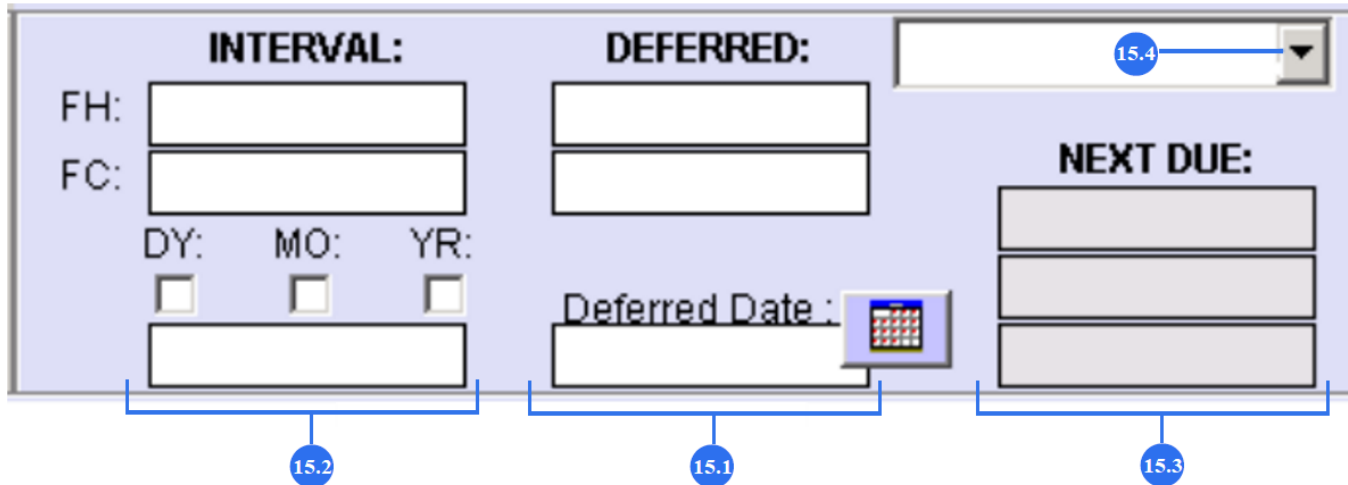
14. Tick the MEL field, write in MEL item and select MEL category (from A to D). If the defect is opened in accordance with other technical documentation such as AMM, SRM, FIM, TSM or operator letter, select N/A category. Further type the technical documentation reference.

15. This section is required to set deadlines of defects. Also, it permits to enter interval of inspection and it allows to defer the defect until the next heavy maintenance.

15.1. If you open a defect accordance to MEL or CDL, set a dead line using Calendar button (deferred date field).

If the dead line does not depend on MEL category, but it depends on amount of the flight hours or flight cycles detected in other technical documentation (for example AMM, FIM, SRM) use “DEFERRED” column to set corresponding dead line. Give an example.

SRM offers to defer the dent repair for 1500 FH. You must add 1500 FH to total flight hours, and enter this result in the first line of the “DEFERRED” column. It is the same with flight cycles.



The screenshot shows a form with three main columns: INTERVAL, DEFERRED, and NEXT DUE. The INTERVAL column has fields for FH, FC, and a date selector (DY, MO, YR). The DEFERRED column has a text input and a calendar icon. The NEXT DUE column has three stacked text input fields. A dropdown menu is located at the top right. Callouts 15.1, 15.2, 15.3, and 15.4 point to the calendar icon, the INTERVAL fields, the NEXT DUE fields, and the dropdown menu, respectively.

Give the second example.

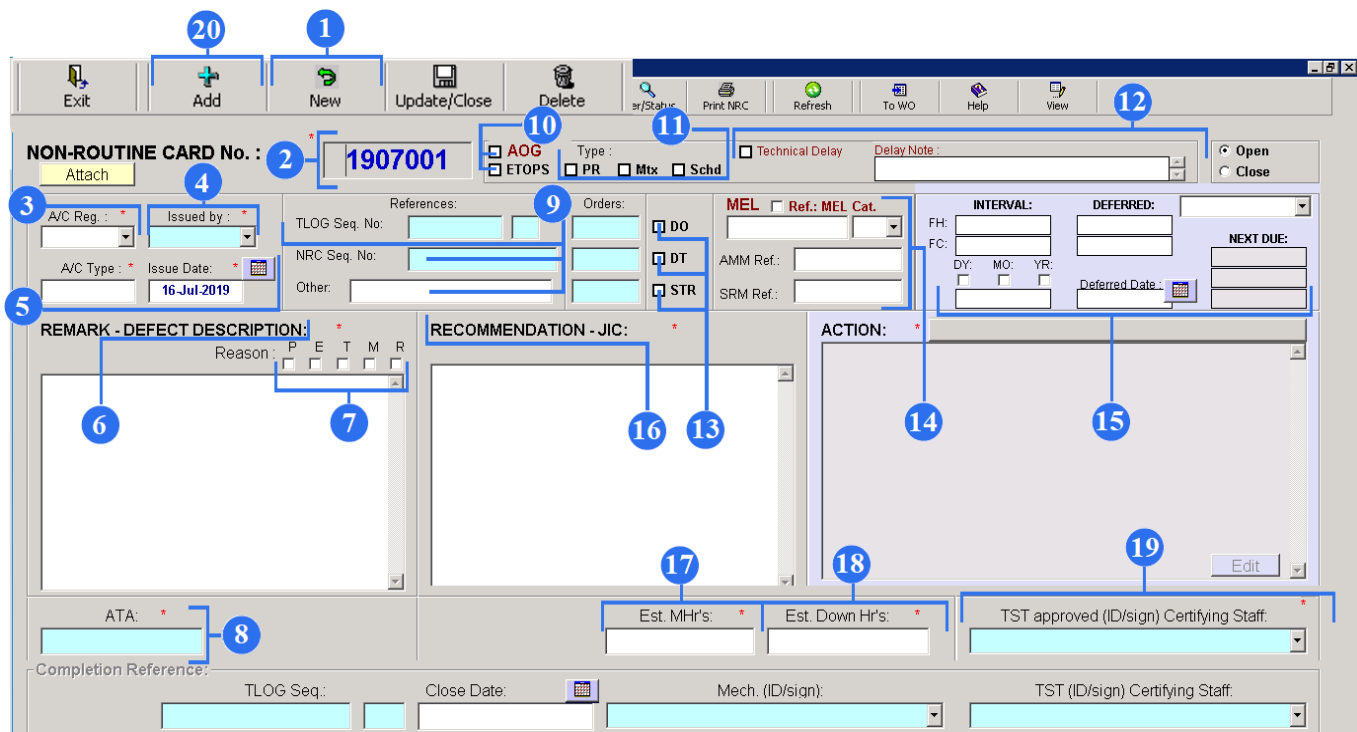
You open the defect accordance to operator letter for 5 days. Use calendar button (Deferred Date field) to set dead line.

15.2. "INTERVAL" column is used only to set interval inspection of damage within corresponding dead line.

Give an example.

SRM suggests to defer the cargo floor puncture for 1500 FH and to install high speed tape. But within 1500 FH it is necessary to check high speed tape condition every 100 FH. In this case you must add 1500 FH to total flight hours, and enter this result in the first line of the "DEFERRED" column. And you must enter 100 FH in the first line of the INTERVEL column. After it you can see data of the next due. (see figure 15.3)

15.4. If you open a defect until the next heavy maintenance push on the button with triangle and select corresponding maintenance.



The screenshot shows a software interface for a 'NON-ROUTINE CARD'. The form is divided into several sections:

- Header:** Includes buttons for 'Exit', 'Add', 'New', 'Update/Close', 'Delete', and 'View'. The 'NON-ROUTINE CARD No.' is 1907001.
- Form Fields:** Includes 'A/C Reg.', 'Issued by', 'Issue Date' (16-Jul-2019), 'TLOG Seq. No.', 'NRC Seq. No.', 'Other', 'MEL', 'Ref.: MEL Cat.', 'AMM Ref.', 'SRM Ref.', 'Interval', 'Deferred', and 'Next Due'.
- Text Areas:** 'REMARK - DEFECT DESCRIPTION' (with Reason: P E T M R), 'RECOMMENDATION - JIC', and 'ACTION'.
- Bottom Section:** Includes 'ATA', 'Est. Mhr's', 'Est. Down Hr's', 'TST approved (ID/sign) Certifying Staff', 'Completion Reference', 'TLOG Seq.', 'Close Date', 'Mech. (ID/sign)', and 'TST (ID/sign) Certifying Staff'.

Numbered callouts (1-20) point to specific elements: 1 (Add button), 2 (Card No.), 3 (A/C Reg.), 4 (Issued by), 5 (Issue Date), 6 (Remark text), 7 (Reason dropdown), 8 (ATA), 9 (References), 10 (AOG checkbox), 11 (Type dropdown), 12 (View button), 13 (JIC text), 14 (Action text), 15 (Action text), 16 (JIC text), 17 (Est. Mhr's), 18 (Est. Down Hr's), 19 (TST approved), and 20 (Add button).

16. RECOMENDATION field is needed to record all recommendation for maintenance such as documentation references, or maintenance limitation.

JIC – Job Instruction Card.

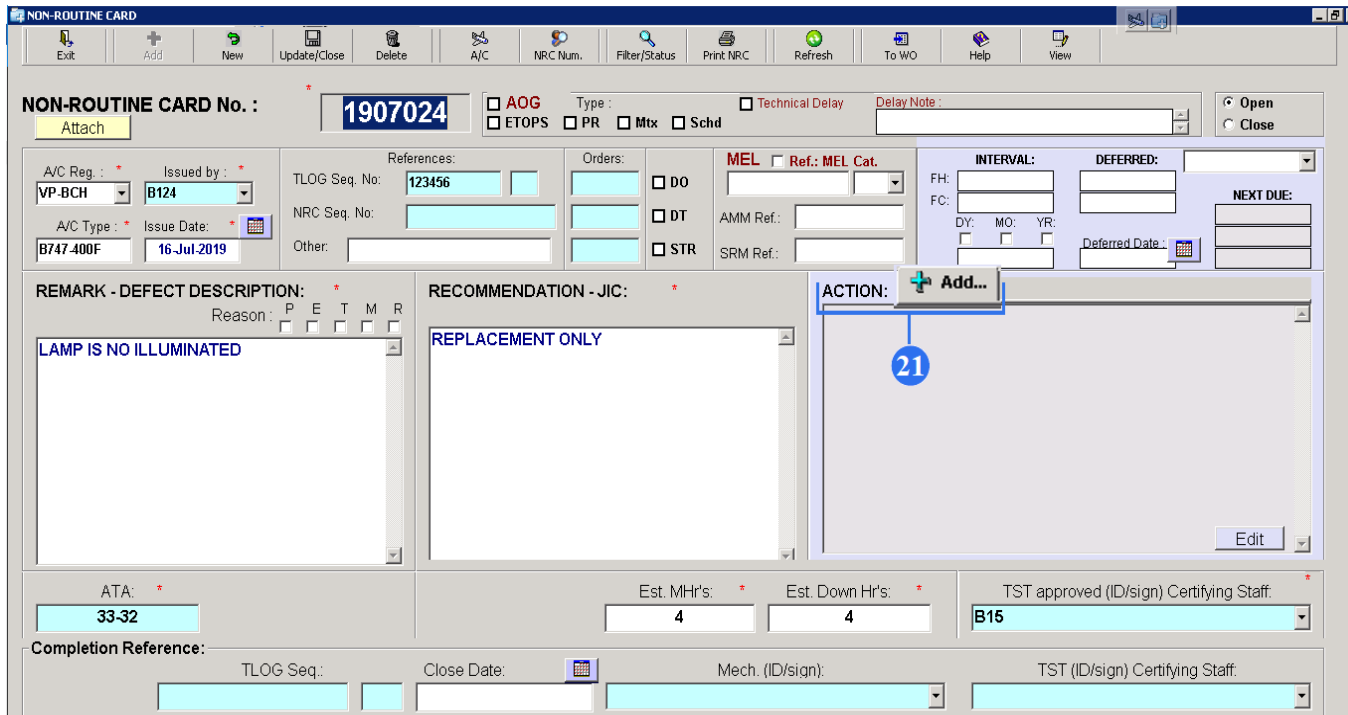
17. Enter estimated man hours (Est. Mhr's).

18. Enter estimated down hours (Est. Down Hr's)

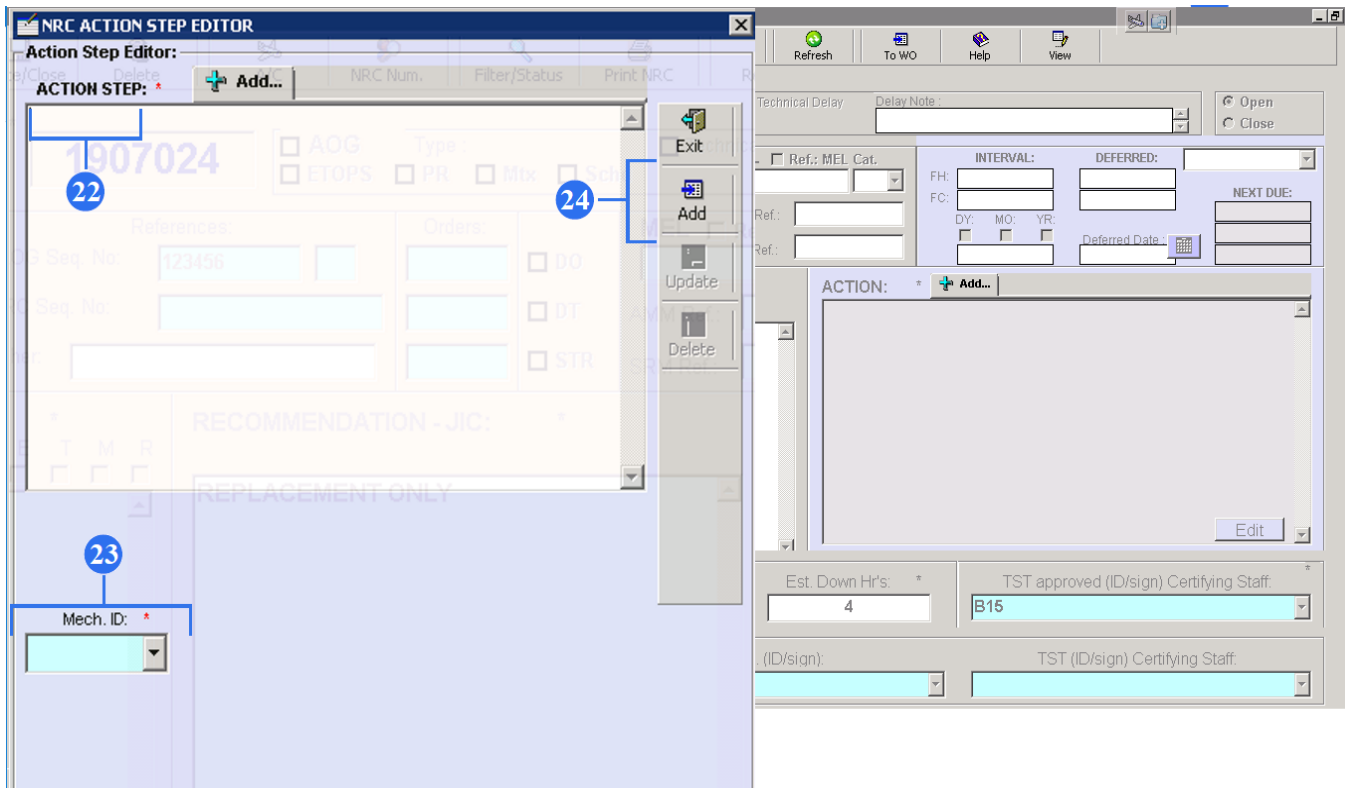
19. Enter mechanical ID number to “TST approved (ID/sign) Certifying Staff” field.

20. Push “Add” button to confirm transfer current NRC to PART – M Planning Module as a new task for completion.





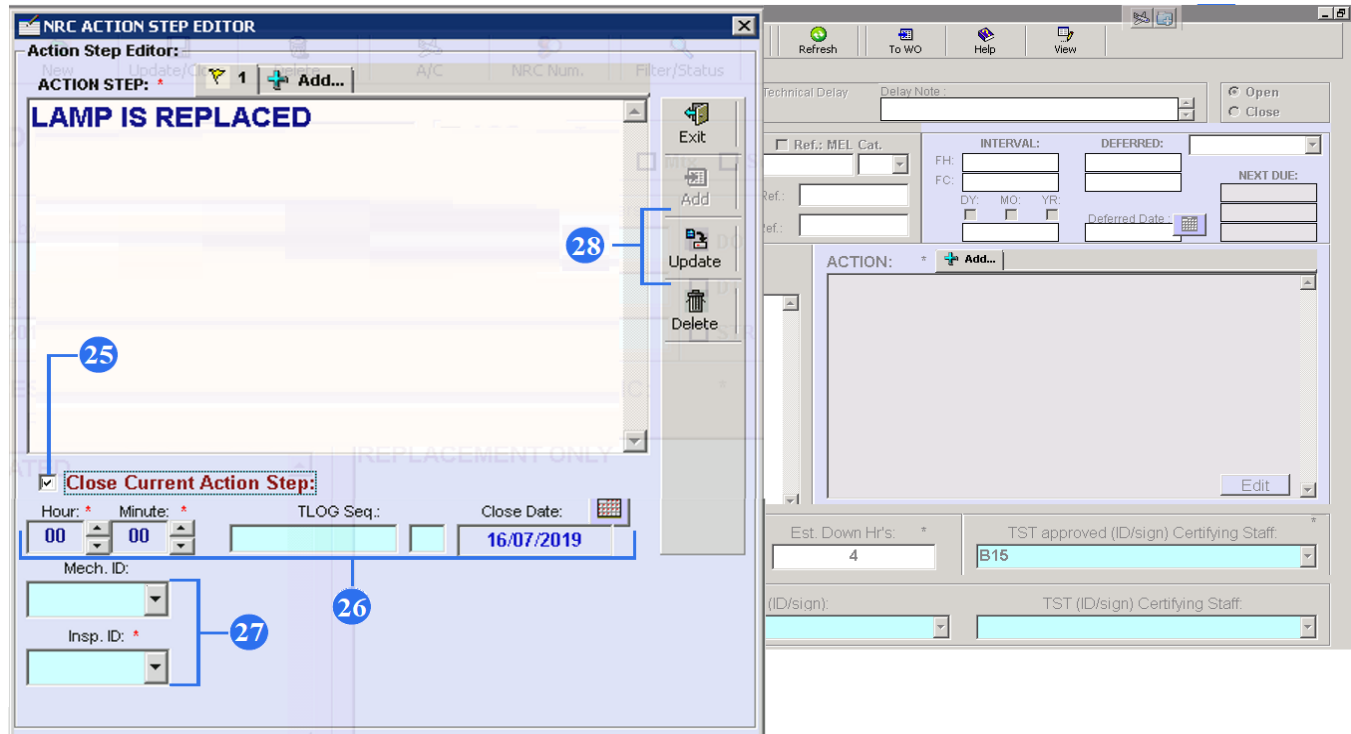
21. To record all actions taken by maintenance staff push ADD button, and NRC Action Step Editor will open.



22. Enter all actions taken by maintenance staff.

23. Enter mechanical ID number to “MECH ID” field.

24. Push “Add” button to confirm new add action.

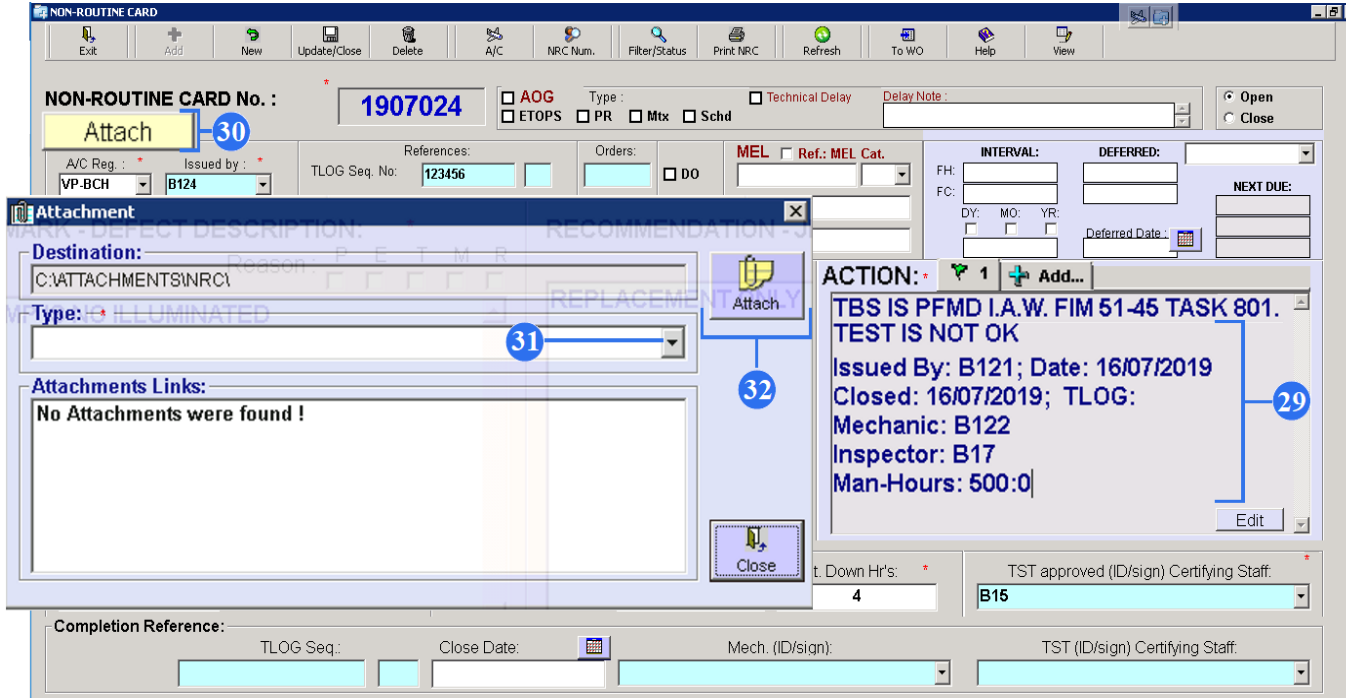


25. Tick the “Close Current Action Step” field.

26. Enter hours and minutes to display the total work time of the maintenance staff. Type the TLOG number and select the related date.

27. Enter mechanical ID number and Inspector ID number.

28. Push the “Update” button to confirm close action step.



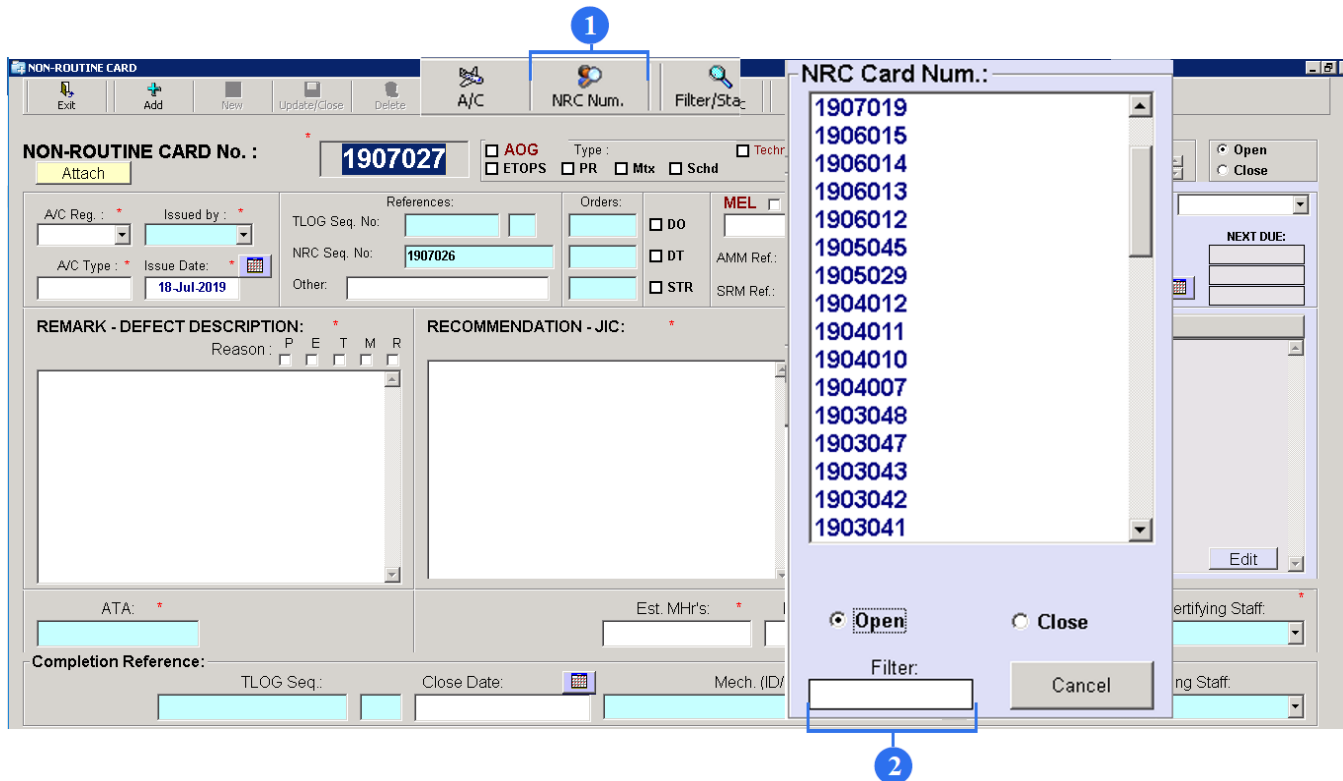
29. You can see the records in the “Action” field.

30. If you want to attach the defect by add information such as picture, W.O. or AMM illustration, push yellow “Attach” button.

31. Select a type of the information.

32. Push the “Attach” button and find this file in your computer memory.

### 2.3. NRC creation with closing deferred defect.



1. Push “NRC Num.” button on the upper toolbar, NRC Card Num will open.

2. Enter the NRC number according to which the defect was opened. Click two times on the NRC number.

NON-ROUTINE CARD

NON-ROUTINE CARD No. : **1907026**

Attach

AOG    Type :     Technical Delay    Delay Note :  
 ETOPS     PR     Mtx     Schd

Open    Close

A/C Reg. : VP-BCH    Issued by : B121    TLOG Seq. No. : vm12345    Orders:  DO    MEL  Ref.: MEL Cat. C    33-20    INTERVAL:    DEFERRED:    NEXT DUE:  
A/C Type : B747-400F    Issue Date : 18-Jul-2019    NRC Seq. No.:     DT    AMM Ref.:    FH:    FC:    DY:    MO:    YR:    Deferred Date : 28-Jul-2019    28-Jul-2019  
Other:     STR    SRM Ref.:       

REMARK - DEFECT DESCRIPTION:    RECOMMENDATION - JIC:    ACTION:

Reason:  P     E     T     M     R

LIGHT IS NOT ILLUMINATED    REPLACEMENT    TEST IS NOT OK  
TBS MUST BE CONT

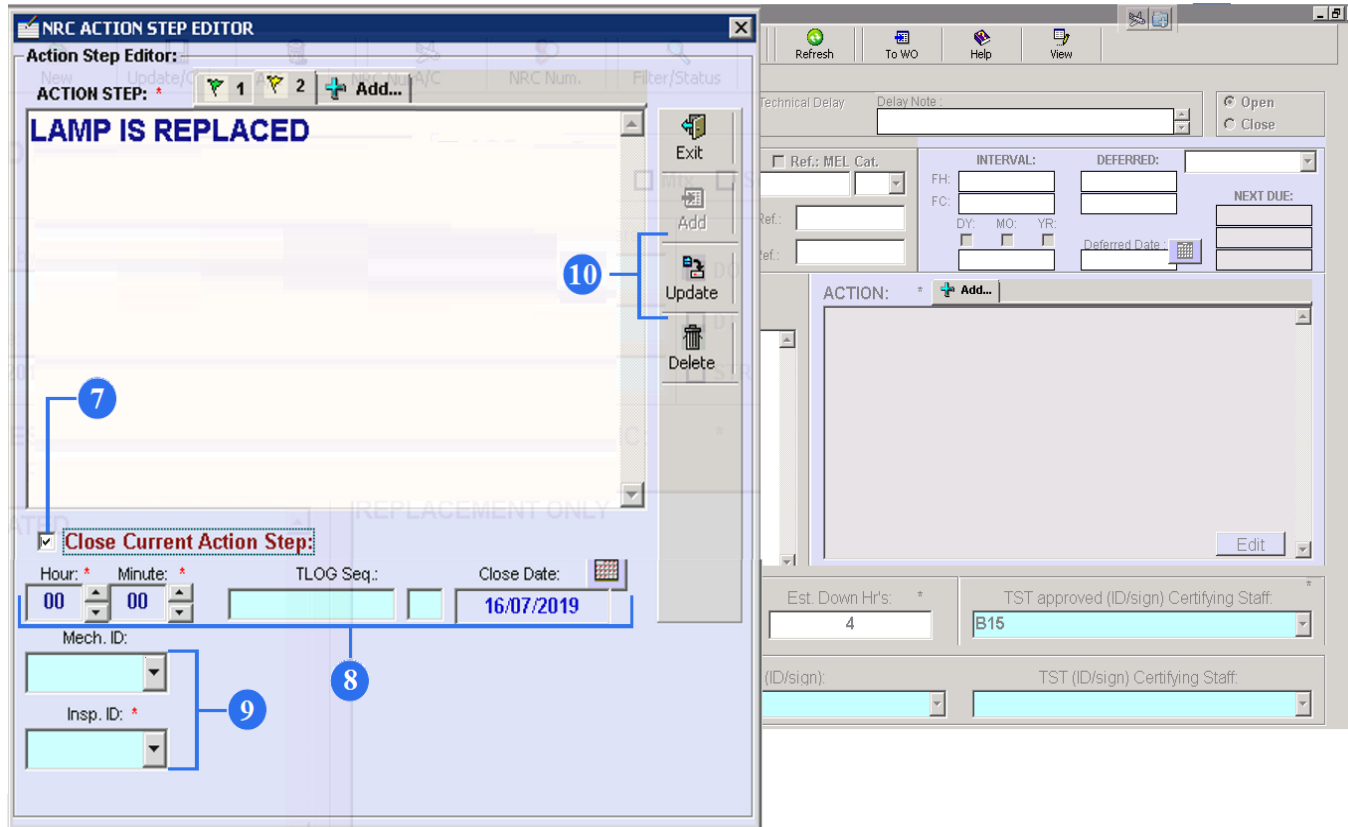
Issued By: B121; Date: 18/07/2019  
Closed: 18/07/2019; TLOG: VM12345  
Mechanic: B121  
Inspector: B15  
Man-Hours: 1:0

ATA: 33-32    Est. MHR's: 1    Est. Down Hr's: 1    TST approved (ID/sign) Certifying Staff: B15

Completion Reference:    TLOG Seq.:    Close Date:    Mech. (ID/sign):    TST (ID/sign) Certifying Staff:

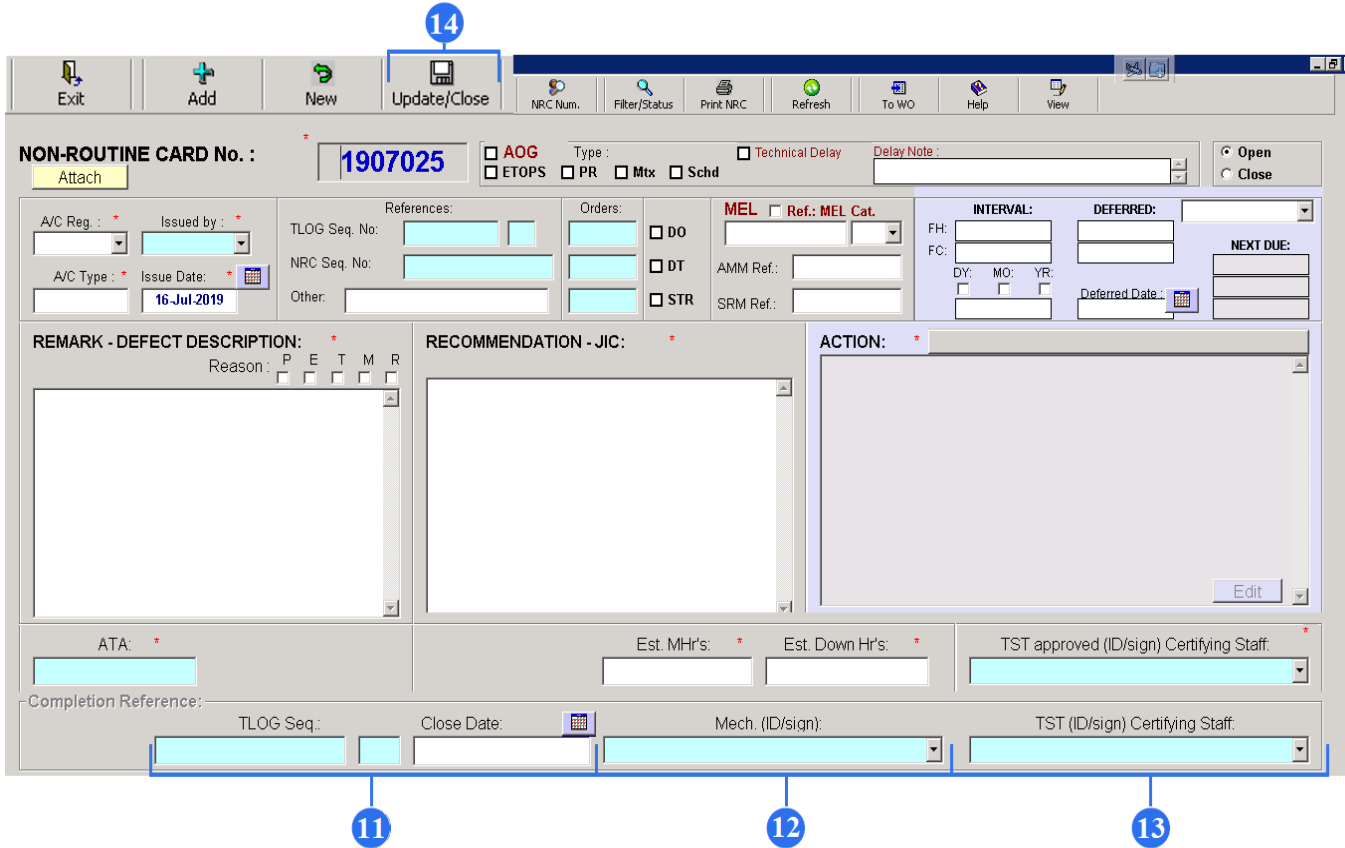
3. On the "Action" field push "Add" button to make record of maintenance action.

4. Enter all actions taken by maintenance staff.
5. Enter mechanical ID number to “MECH ID” field.
6. Push “Add” button to confirm new add action.



7. Tick the “Close Current Action Step” field.
8. Enter hours and minutes to display the total work time of the maintenance staff. Type the TLOG number and select the related date.
9. Enter mechanical ID number and Inspector ID number.
10. Push the “Update” button to confirm close action step.





The screenshot shows the 'NON-ROUTINE CARD' interface. At the top, a toolbar contains buttons for 'Exit', 'Add', 'New', and 'Update/Close'. The 'Update/Close' button is highlighted with a blue circle and the number 14. Below the toolbar, the main form is divided into several sections:

- Top Section:** 'NON-ROUTINE CARD No. : 1907025'. It includes checkboxes for 'AOG', 'ETOPS', 'PR', 'Mtx', and 'Schd'. There are also fields for 'Type', 'Technical Delay', and 'Delay Note'.
- Left Section:** 'A/C Reg.', 'Issued by', 'A/C Type', and 'Issue Date' (16-Jul-2019).
- Middle Section:** 'References' (TLOG Seq. No., NRC Seq. No., Other), 'Orders' (DO, DT, STR), 'MEL Ref.', 'AMM Ref.', and 'SRM Ref.'.
- Right Section:** 'INTERVAL' and 'DEFERRED' fields, 'NEXT DUE' field, and 'Deferred Date'.
- Bottom Section:** 'REMARK - DEFECT DESCRIPTION', 'RECOMMENDATION - JIC', and 'ACTION' text areas.
- Footer Section:** 'ATA', 'Est. MHR's', 'Est. Down Hr's', 'TST approved (ID/sign) Certifying Staff', 'Completion Reference', 'TLOG Seq.', 'Close Date', 'Mech. (ID/sign)', and 'TST (ID/sign) Certifying Staff'.

Callouts are placed as follows:

- 11: Points to the 'TLOG Seq.' field in the footer.
- 12: Points to the 'Mech. (ID/sign)' dropdown in the footer.
- 13: Points to the 'TST (ID/sign) Certifying Staff' dropdown in the footer.
- 14: Points to the 'Update/Close' button in the toolbar.

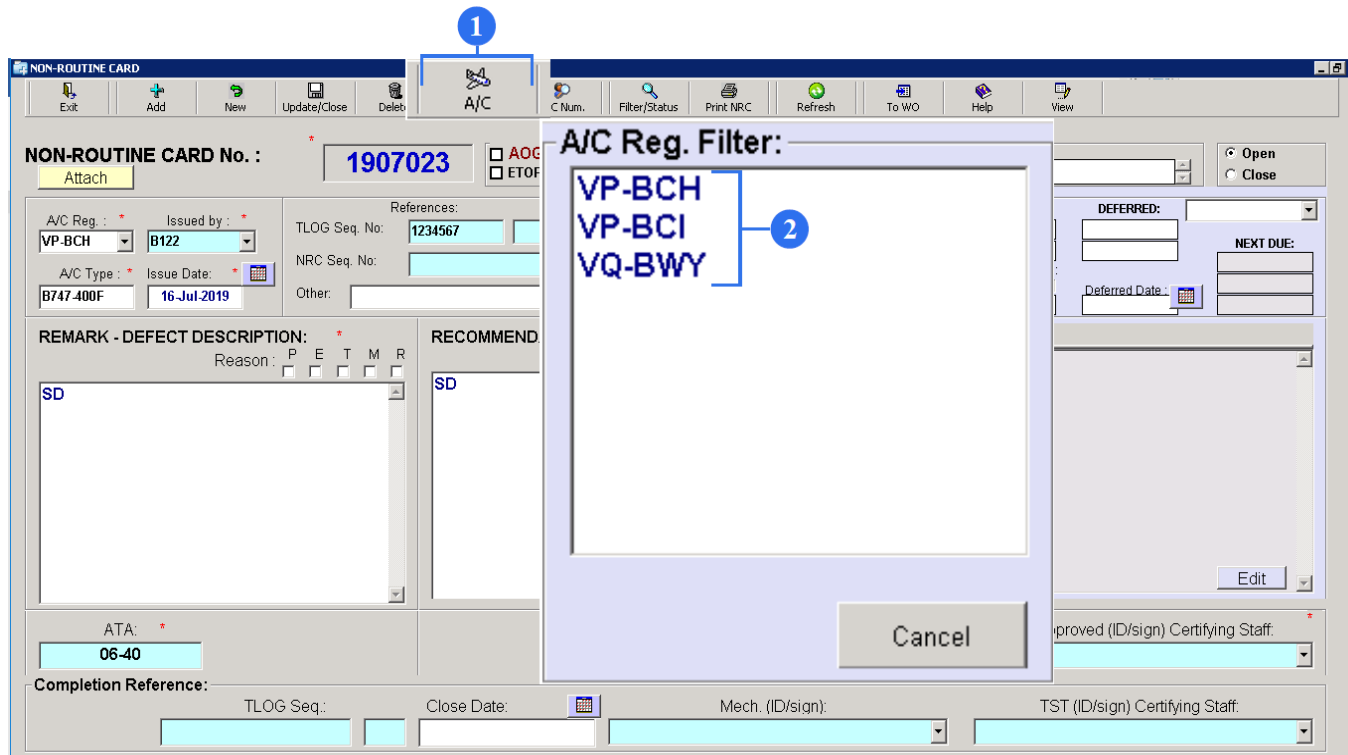
11. Enter a T/L number and its sequences. Use the calendar to select the correct flight date of proper aircraft.

12. Enter mechanical ID number to “Mech.(ID/sign)” field.

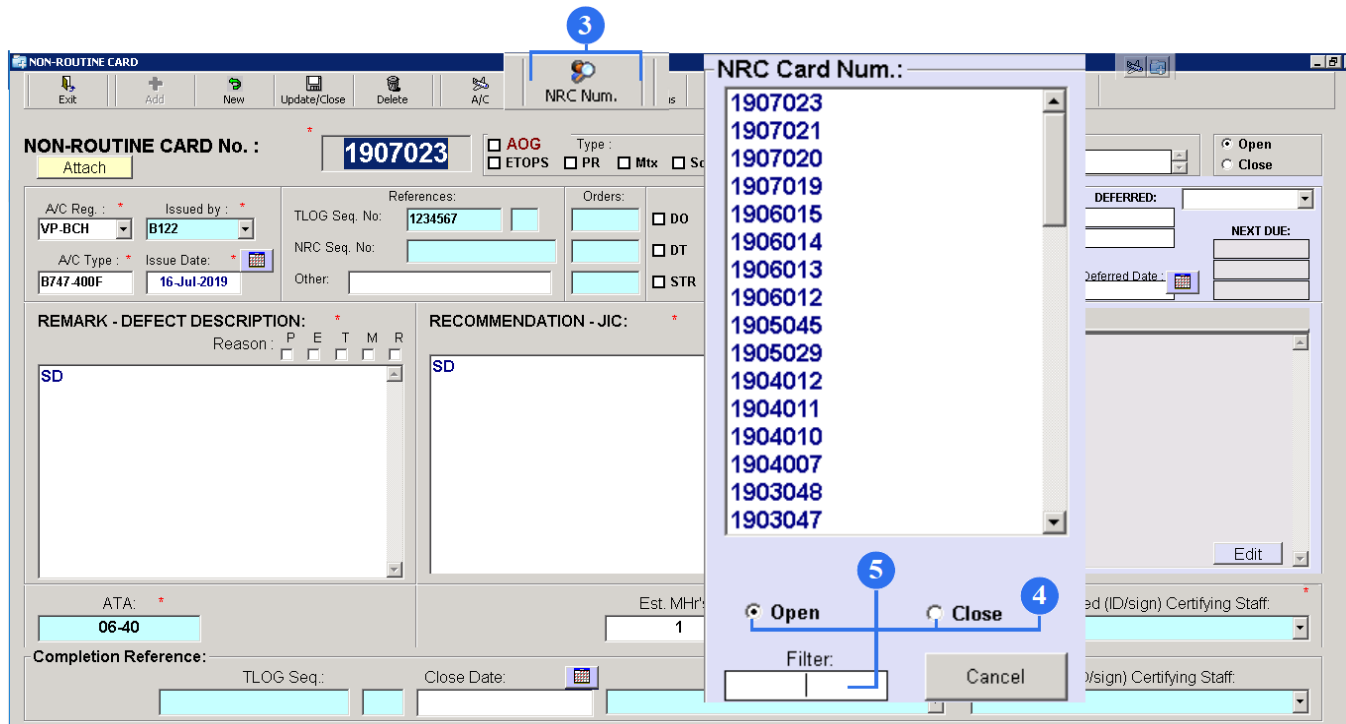
13. Enter mechanical ID number to “TST approved (ID/sign) Certifying Staff” field.

14. Push “Update/Close” button on the upper toolbar to confirm update current NRC. Current NRC will be terminated in PART -M Planning Module

### 3. NRC toolbar overview.



1. If you want to create new NRC with other A/C registration number, no need to exit from NRC submodule and re-enter. Push “AC Select” button.
2. From the whole list highlight other A/C registration and click two times.

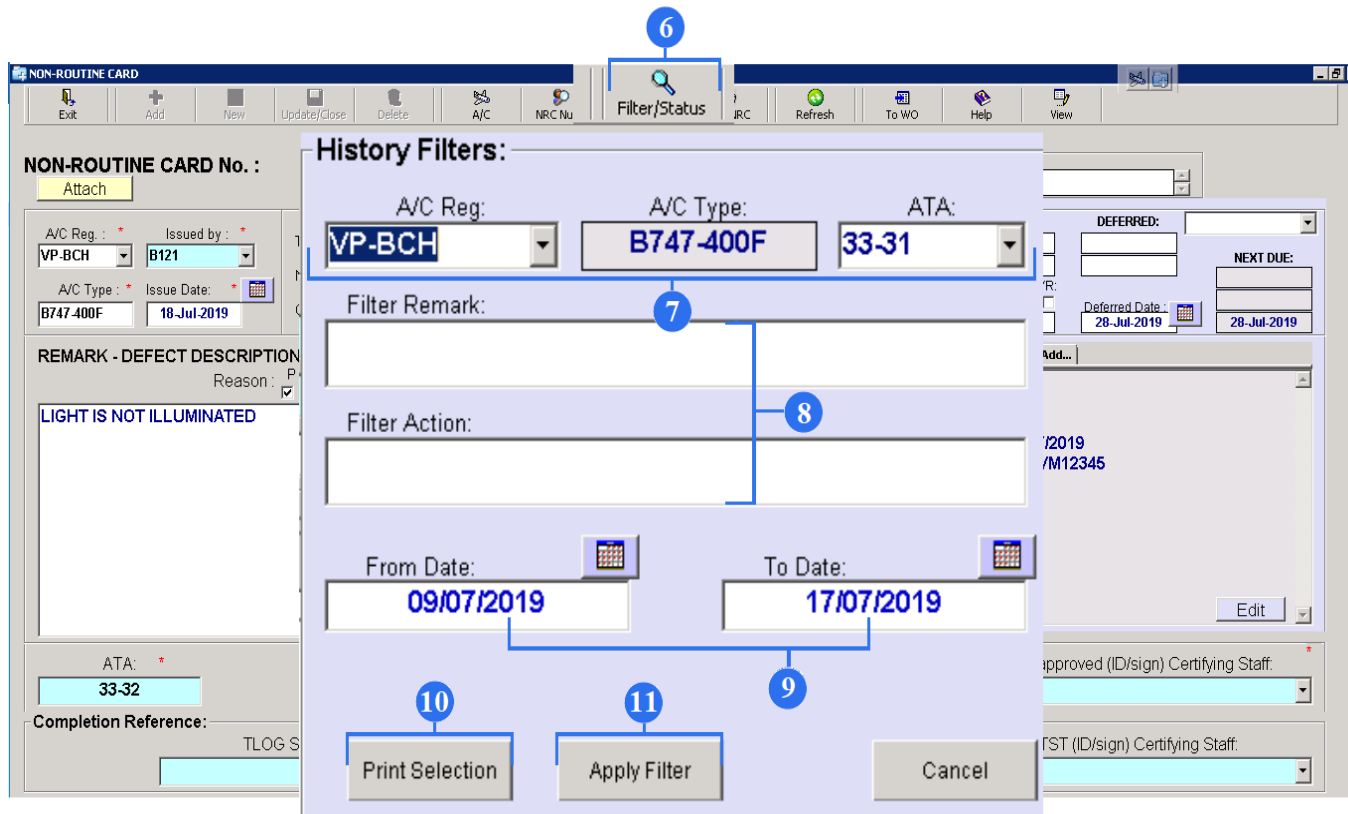


3. Push “NRC Num.” button on the upper toolbar, NRC Card Num will open.

4. Use filters to select open or close NRC.

5. Enter the NRC number according to which the defect was opened or was closed. Click two times on the NRC number.

NRC screen with related number will open.



6. If you want to find any necessary information by using history filters click on the “Filter/Status” button.

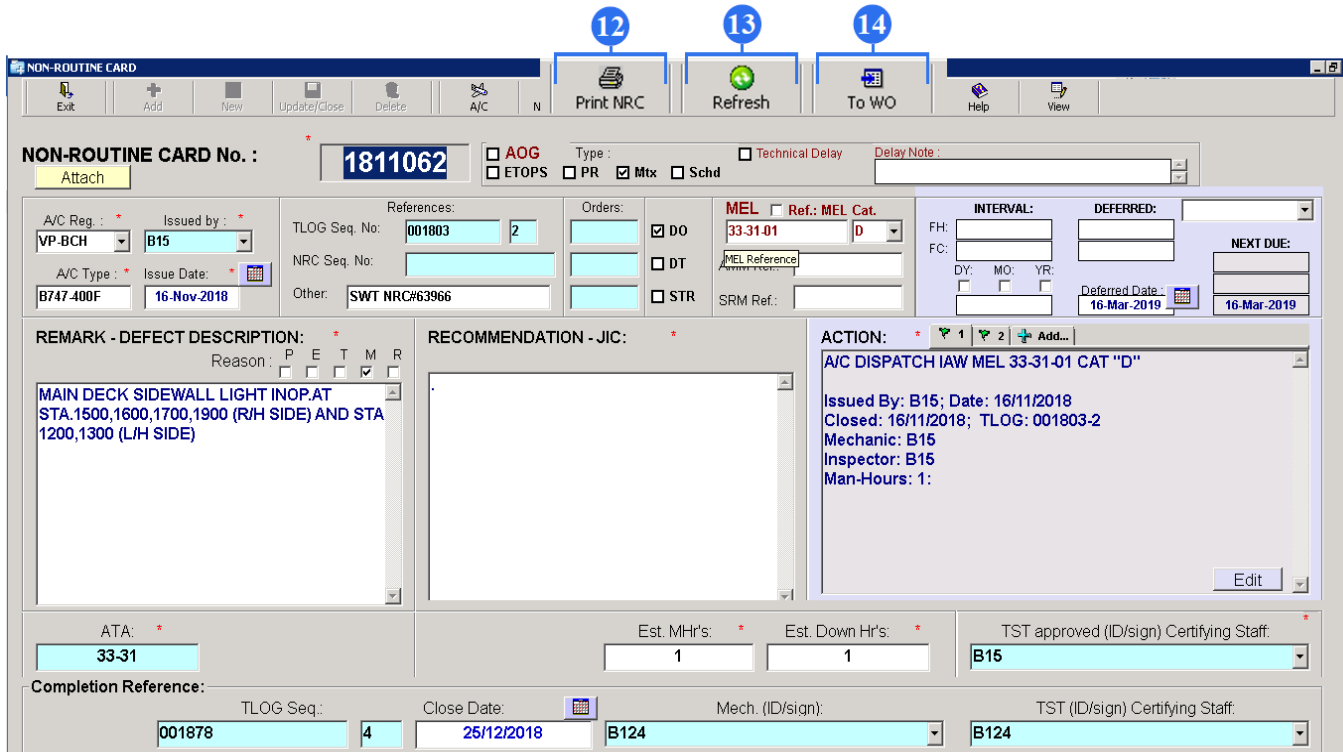
7. Select A/C registration and ATA number.

8. Use Remark and Action filters to find NRC to find by words.

9. Select time interval.

10 Push “Print Selection” button if you want to print data.

11. Push “Apply Filter” button to open NRC data.



12. If you want to print current push “Print NRC” button.

13. If you want to refresh NRC screen during NRC creating push “Refresh” button.

14. After completion of the NRC creation with MEL you can push “WO” on the toolbar 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.

**15**

**NON-ROUTINE CARD**

Exit Add New Update/Close Delete A/C NRC Num. Filter/Status Print NRC Refresh To WO Help **View**

**NON-ROUTINE CARD No. :** **1811062**  AOG Type:  Technical Delay Delay Note:   Open  Close

Attach  ETOPS  PR  Mtx  Schd

A/C Reg. : Issued by : VP-BCH B15  
A/C Type : Issue Date : B747-400F 16-Nov-2018

References: TLOG Seq. No: 001803 2  
NRC Seq. No:   
Other: SWT NRC#63966

Orders:  DO  DT  STR

MEL  Ref.: MEL Cat. 33-31-01 D  
AMM Ref.:   
SRM Ref.:   
Interval: FH:   
FC:   
DY: MO: YR:   
Deferred Date: 16-Mar-2019  
NEXT DUE: 16-Mar-2019

REMARK - DEFECT DESCRIPTION: Reason: P E T M R  
MAIN DECK SIDEWALL LIGHT INOP.AT STA.1500,1600,1700,1900 (R/H SIDE) AND STA 1200,1300 (L/H SIDE)

RECOMMENDATION - JIC:

ACTION:   
A/C DISPATCH IAW MEL 33-31-01 CAT "D"  
Issued By: B15; Date: 16/11/2018  
Closed: 16/11/2018; TLOG: 001803-2  
Mechanic: B15  
Inspector: B15  
Man-Hours: 1

ATA: 33-31 Est. MHR's: 1 Est. Down Hr's: 1 TST approved (ID/sign) Certifying Staff: B15

Completion Reference: TLOG Seq.: 001878 4 Close Date: 25/12/2018 Mech. (ID/sign): B124 TST (ID/sign) Certifying Staff: B124

15. To monitor absolutely all creating NRC you can click on the “View” on the upper toolbar and NRC list will open.

The screenshot shows the 'NON-ROUTINE CARD' application window. At the top is a menu bar with options like Exit, Add, New, Update/Close, Delete, A/C, NRC Num., Filter/Status, Print NRC, Refresh, To WO, Help, and View. Below the menu bar is the 'NRC List' section, which includes search filters for AC Reg, NRC Number, ATA/MEL Ref., and Remark - Defect Description. There are also checkboxes for status filters: Technical Delay, ETOPS, Open, MEL, Closed, PR, MT, and SCH. An 'Excel' button is located in the top right of this section. A table below the filters lists NRC entries with columns for ID, NRCNUMBER, AC\_TYPE, AC\_REG, ISSUED\_BY, ISSUED\_DATE, MEL\_Ref, MEL\_Cat, TLOG\_Num\_Ref, TLOG\_Seq\_Ref, NRC\_Ref, and Other\_Ref. Callout 16 points to the 'Filter - AC Reg' dropdown. Callout 17 points to the search input fields. Callout 18 points to the status filter checkboxes. Callout 19 points to the 'Excel' button. Below the table is a smaller version of the search filters. Callout 20 points to a zoomed-in view of the table's first two rows. At the bottom is the 'Editor' window, which has fields for 'Type' (with options PR, Mbx, Schd, and Unconfirmed Failure), 'Technical Delay' (checkbox), and 'Delay Note' (text area). Callout 21 points to the 'to Editor', 'Save', and 'Cancel' buttons.

16. Select aircraft registration.

17. You can find the definite NRC using NRC number or ATA/MEL number, also you can use the text from the REMARK field.

18. Use these filters to accurate find NRC.

19. To transfer save NRC to excel, push “Excel” button.

20. To make changes to any saved NRC, move the cursor over the selected line and click on two times. Editor window will appear.

21. You can use different ticks or “Delay Note” field to make a change and push “Save” button, but to change other NRC fields click on the “to Editor” to transfer to NRC screen. Make a change and push the “Update” button on the upper screen to save changes.

“Cancel” button is needed to close Editor window.