# RAMCOAVIATION SOLUTION VERSION 5.9 USER GUIDE FLIGHT OPERATIONS

# ramco

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### **ABOUT THIS MANUAL**

This manual briefly describes the basic processes and functions in Ramco Aviation Solution.

#### WHO SHOULD READ THIS MANUAL

This manual is intended for users who are managing the Aviation industry processes and are new to Ramco AviationSolution. This manual assumes that the user is familiar with the Aviation Industry nomenclatures and systems based software.

#### HOW TO USE THIS MANUAL

Ramco Aviation Solution provides extensive Online Help that contains detailed instructions on how to use the application. Users are suggested to use this manual for specific references, along with the Online Help. This manual contains enough information to help the users perform the basic tasks and points toward the Online Help for more detailed information.

#### HOW THIS MANUAL IS ORGANIZED

The User Guide is divided into 6 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 provides an overview of the entire **Flight Operations** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the Scheduled Airlines Operations Management sub process.

Chapter 3 focuses on the **Contracted Flight Operations** sub process.

Chapter 4 focuses on the Flight Log Management sub process.

Chapter 5 focuses on the **Occurrence Management** sub process.

Chapter 6 focuses on the Line Planning and Control sub process.

Chapter 7 focuses on the Crew Information sub process.

The Index offers a quick reference to selected words used in the manual.

#### **DOCUMENT CONVENTIONS**

- The data entry has been explained taking into account the "Create" business activity. Specific references (if any) to any other business activity such as "Modify" and "View" are given as "Note" at the appropriate places.
- Boldface is used to denote commands and user interface labels.

Example: Enter **Company Code** and click the **Get Details** pushbutton.

Italics used for references.

Exan e: See Figure 1.1.

• The icon is used for Notes, to convey additional information.

#### **REFERENCE DOCUMENTATION**

This User Guide is part of the documentation set that comes with Ramco Aviation Solution.

The documentation is generally provided in two forms:

- The Documentation CD in Adobe<sup>®</sup> Systems' Portable Document Format (PDF).
- Context-sensitive Online Help information accessible from the application screens.

#### WHOM TO CONTACT FOR QUERIES

Please locate the nearest office for your geographical area from www.ramco.com for assistance.

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# INTRODUCTION

Aircraft flight schedules form one of the key inputs for maintenance planning. The visibility of the flight operation plan is vital for the planner to schedule the grounding times. Besides, most of the maintenance activities that need to be carried out are scheduled based on the aircraft usage.

The **Flight Operations** business process facilitates the user in capturing the routing plans of aircraft, and in recording the journey logs along with PIREPS.

The Flight Operations business process comprises the Scheduled Airlines Operations Management, Contracted Flight Operations Management, Flight Log Management, Occurrence Management and Maintenance Operations Review sub processes. Flight Operations activities can be categorized into:

- Scheduled Airlines Operations Management
- Setting up contracted Flight Operations
- Recording Flight Log
- Reporting and processing occurrences
- Maintenance Operations Review

Airline operation has two other distinct aspects, strategic and tactic. The strategic aspect of schedule development and flight assignment and the tactical aspect of day-to-day aircraft assignment are covered under the **Scheduled Airline Operations Management** sub process. The sub process enables you to define flight code, define flight schedules and define routing plan by allocating aircraft registration numbers against flight codes for a date range as part of routing plan.

The **Contracted Flight Operations Management** sub process enables you to manage the various transactions related to flight operations and billing process subsequent to setting up of a flight contract. Also, this sub process acts as a master to set up master data. It facilitates the generation of a Flight Sheet which contains flight or journey related information used for the billing purposes. Based on the billing and usage parameters set, a bill to the customer is raised called the flight invoice.

The **Flight Log Management** sub process extends support for recording the journey details of the flight, the technical information of the aircraft and the processing of any discrepancies reported. Discrepancies on an aircraft are reported at various stages, as part of work order reporting or when a journey log or an aircraft maintenance execution is recorded for a flight. Such discrepancies can either be resolved immediately or deferred to a later date.

The **Occurrence Management** sub process deals with the process of reporting the various occurrences and incidents during flight of an aircraft or during maintenance activities at maintenance bases. You can approve the occurrence report and process the approved occurrence report.

The **Maintenance Operations Review** sub process provides a snapshot of the maintenance status of the entire fleet of aircraft. It proves immensely useful to maintenance heads as they can have a quick glance at the entire aircraft of the organization unit from the maintenance perspective in one place.

# AIRLINE OPERATIONS MANAGEMENT

The operational plan for commercial airline operations includes building up the flight network between the various stations that need to be serviced. Besides the business requirements, the maintenance needs of the operational fleet and the capability and capacity of the available field maintenance facilities play a critical role in configuring the flight routes, the frequency of operations and the type of aircraft that will be engaged. The Airline Operations Management sub process provides support to functions such as flight assignments and aircraft routing.

**Flight Assignment** business component enables you to define flight code, define flight schedules and define routing plan by allocating aircraft registration numbers against flight codes for a date range as part of routing plan. You can determine the expected utilization of an aircraft based on the real-time flight schedules available.

### 2.1 MANAGING AIRLINE OPERATION

Airline operation has two distinct aspects. The strategic aspect of developing flight schedules is called flight assignment. The tactical aspect of implementing the scheduling into actual flight journey is called aircraft routing.

#### 2.1.1 SCHEDULING FLIGHT JOURNEY

#### **Creating flight code**

Flight code is a unique identifier for a flight of an aircraft between two stations. The flight code is a combination of flight number and/or leg number along with other attributes of a flight like departure station, standard departure gate, arrival station standard arrival gate, standard departure time, standard arrival time, estimated travel duration and planning region along with maintenance events to be carried out at the start and end of the flight.

- 1. Select Create Flight Code under the Flight Assignment business component. The Create Flight Code page appears. *See Figure 2.1.*
- 2. Use the **Reference Time Zone** drop-down list box and select "UTC" or local time zone of the login user as the reference time zone.

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#		Flight #	Leg #	From Station		Std. Departure Gate #	To Station				
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2				AIR INDIA STATION	*		AIR INDIA STATION				
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Edit Ad	dition	al Model Effectivity				Edit Alternate Station					

Figure 2.1 Creating flight code

- 3. Enter the **Flight #** and **Leg #** to identify the flight number and leg number for the journey.
- 4. Enter **From Station** and **To Station** to specify the starting station and the destination station of the flight.
- 5. Enter the Std. Departure Gate # and Std. Arrival Gate #.
- 6. Enter Standard Departure Time and the Estimated Travel Duration of the journey.
- 7. Enter the time unit in which the duration is measured, by selecting appropriate value from the **Time Unit** drop-down list box.
- 8. Use the **Start Maint. Event** drop-down list box to specify the maintenance event to be performed before the start of the journey. The system provides the options "Pre-Flight Checks" and "In-Transit Checks".
- 9. Use the **End Maint. Event** drop-down list box to specify the maintenance event to be performed at the end of the journey. The system provides the options "In-Transit Checks" and "RON Checks".
- 10. Use the **Crew Change?** drop-down list to specify whether any cabin crew change has been planned during the journey.
- 11. Click the **Create Flight Code** pushbutton to record the flight code details
  - Note: The flight number and leg number is a unique combination that identifies a flight journey.

#### **Creating a flight schedule**

Flight scheduling refers to the creation of schedules for flight services for a date range. This activity allows you to define the days of operation of different flights, for a specified date range for which the schedule is active. You can set different scheduling options for each flight and leg number combination, and associate a flight departure time applicable for the schedule period for each day of the week based on the selected scheduling option.

1. Select the **Create Flight Schedule #** link under the **Flight Assignment** business component. The **Create Flight Schedule #** page appears. See Figure 2.2.

In the Schedule Date Range group box,

- 2. Enter the date from which the schedule will be active, in the **From Date** field.
- 3. Enter the date till which the schedule will be active, in the **To Date** field.
- 4. Set the **Repeatable** drop-down list box to "Yes" or "No", to specify whether the flight schedule is repeatable for the same date range in the subsequent 10 years.
- 5. In the Schedule Details multiline, enter the Flight # and Leg #.

Create Flight Schedule #							<b>≣</b> ≭		? 🕼				
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2		Daily	,										
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	Create Flight Schedule #												
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#### Figure 2.2 Creating flight schedule

- 6. Use the **Sch. Option** drop-down list to specify the option for scheduling the flights. Set the scheduling option to one of the following:
  - Daily Select this option if you wish to set the same departure time for all the days of the week for the schedule period.
  - Alternate Select this option if you wish to set the same departure time for alternate days of the week starting from the day of the week for which user has entered the departure time.
  - Others Select this option if you wish to set different departure times for preferred days of the week for the schedule period.
- 7. Enter the standard departure time to be associated to each day of the week in the Sunday, Monday, Tuesday, Wednesday, Thursday, Friday and Saturday fields.
  - Note: If you have set the scheduling option as "Others", ensure that at least one of the fields from **Sunday** to **Saturday** is entered.

- Note: If all the fields from Sunday to Saturday are left blank and if the Sch. Option is set as "Daily", the system automatically assigns the Std. Departure Time, specified in the Create Flight Code activity, to all the days of the week. If Sch. Option is set as "Alternate", then the system automatically assigns the "Std. Departure Time" specified in the Create Flight Code activity to all the alternating days of the week starting from Sunday.
- 8. Click the Create Flight Schedule # pushbutton, to create the flight schedule.
  - Note: For a flight schedule assigned with this weekly pattern, the aircraft will fly on the days of the week identified here for the period for which the schedule is active.

#### 2.1.2 ANALYZING FLIGHT MAPPING

You can determine the expected utilization of an aircraft based on the real-time flight schedules available. The planner with the available flight schedule details virtually assigns the aircraft to Trip #, by analyzing the accumulated FH / FC of the aircraft. Assigning aircraft virtually to Trip # enables generating aircraft utilization for maintenance forecasting, while ensuring minimal variation in the utilization of all the aircraft.

The **Analyze Flight Mapping** activity allows mapping aircraft virtually to Trip # based on the aircraft data like cumulative flying hours and flying cycles calculated using the flight schedule details. You can unassign the aircraft mapped to the Trip #. You can also swap between two aircraft and plan maintenance activity for the aircraft using this page.

1. Select Analyze Flight Mapping under the Flight Assignment business component. The Analyze Flight Mapping page appears. *See Figure 2.3*.



#### Figure 2.3 Mapping aircraft

- 2. Select the **Mapping** tab to map / unmap / swap an aircraft.
- 3. Select the **Notes** tab to record notes for an aircraft.

#### **Mapping aircraft**

This tab allows you to map or unmap an aircraft to or from the Trip #. You can also swap between two aircraft. This page also allows the planner to plan maintenance activity for an aircraft for a selected period of time.

#### **Assigning aircraft**

- 1. Select the Mapping tab in the Analyze Flight Mapping page. See Figure 2.3.
- 2. Select the Aircraft Reg # to be mapped to the Trip # and select the Trip #.
- 3. Select "Assign" in the Mapping Type drop-down list box.
- 4. Enter the date range in **From Date** and **To Date** during which mapping is to be done.
- 5. Click the **Map Aircraft** pushbutton to map the aircraft to Trip #.

#### Viewing aircraft mapping details

- 1. Select "Aircraft Reg #" in the **Display Option** drop-down list box in the header.
- 2. Select "FH" or "FC" in the Parameter drop-down list box and select the Display Month.
- 3. Click the **Get Details** pushbutton.

The system displays the Trip # concatenated with expected utilization FH / FC in bracket against Aircraft Reg # against the respective date column, as 'F2 72 (04:00)'. 'F2 72' is Trip #, '04:00' will be the expected FH for the particular date.

#### **Unassign aircraft**

- 1. Select the 'Aircraft Reg #' which is required to be unassigned in the Mapping tab.
- 2. Select "Unassign" in Mapping Type drop-down list box
- 3. Enter the date range in From Date and To Date during which aircraft is to be unassigned.
- 4. Click the Map Aircraft pushbutton to unassign the aircraft.

#### Swap aircraft

- 1. Select the 'Aircraft Reg #" in the Aircraft Reg # drop-down list box in the Mapping tab, which is required to be swapped.
- 2. Select the 'Aircraft Reg #" in 'Swap Aircraft' drop-down list box, which will be swapped.
- 3. Select "Swap" in Mapping Type drop-down list box.
- 4. Enter the date range during which aircraft need to be swapped.
- 5. Click the Map Aircraft pushbutton to swap the aircraft.

#### Plan maintenance activity for aircraft

- 1. In the **Mapping** tab, select the 'Aircraft Reg #" in Aircraft Reg # drop-down list box, which is required to be set for maintenance activity.
- 2. Select "Maint" in Mapping Type drop-down list box.
- 3. Enter the date range during which aircraft needs to be set for maintenance activity.
- 4. Click the Map Aircraft push button to set the aircraft for maintenance.

#### **Recording notes**

In this tab, you can record any remarks / notes against an aircraft for a selected date. On entering the notes against an aircraft, an 'asterisk' (\*) representing the notes is displayed at the end of the value displayed in the multiline for the selected aircraft and date. The notes entered can be deleted, if required.

1. Select the **Notes** tab in the **Analyze Flight Mapping** page. See Figure 2.4.

Mapping Notes		
Aircraft Reg #	Date III Save Delete	Notes Enter any remarks to record notes against selected aircraft

#### Figure 2.4 Mapping aircraft

- 2. Select the Aircraft Reg # against which you wish to record notes.
- 3. Select the date range for which notes are to be entered.
- 4. Enter any remarks in **Notes** field.
- 5. Click the **Save** pushbutton to record notes against the aircraft.
- 6. You can delete the notes using the Delete pushbutton.

#### 2.1.3 DEFINING AIRCRAFT ROUTE

Aircraft routing involves assigning aircraft registration numbers to the flight and/or flight schedule based on its operating dates. Activating or scheduling the flight and/or flight schedule happens automatically as part of assigning the aircraft registration number. Aircraft routing can be performed for a flight code or for a flight schedule.

1. Select Maintain Aircraft Routing under the Flight Assignment business component. The Maintain Aircraft Routing page appears. See Figure 2.5.

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- 5	earch Cri	tena	Display Options Flight Schedule # Flight # Aircraft Reg # From Station Routing From Date	Flight #		Get Details	Planning Region Trip ≠ Leg ≠ To Station <b>Routing To Date</b>	2016-21-05	Ē		
- A	ircraft Ro	outing Details	+00011						<b>T</b>		Q
=	8	Leg # 👂	Aircraft Reg # 🔎	From Date	To Date	Flight Schedule # 🔎	Trip #				
1		1		2016-04-04	2016-08-04	101	12				
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#### Figure 2.5 Defining aircraft route

2. Enter the filter criteria such as Display Options, Flight Schedule #, Routing From Date and Routing To Date.

In the Search Criteria group box,

3. Click the **Get Details** pushbutton to retrieve aircraft routing details, if any, for the specified search criteria.

In the **Routing Plan Details** group box, the system displays the **Gantt Chart** depicting the routing plan, if it exists. The system displays the details of all the flights that are scheduled between the dates specified in the **Routing From Date** and **Routing To Date** fields.

#### **Routing by flight code**

In the Aircraft Routing Details multiline,

- 1. Enter the **Flight #** and **Leg #**.
- 2. Enter the registration number of the aircraft to be assigned to the flight, in the Aircraft Reg # field.
- 3. Enter the From Date and To Date to specify the date range for which the aircraft assignment has to be defined for the flight.
- 4. Click the Maintain Aircraft Routing pushbutton to update the aircraft routing details.

The system assigns the specified aircraft registration numbers to the flight and leg combination for the specified date range

#### **Routing by Flight Schedule #**

In the Aircraft Routing Details multiline,

- 5. Enter the Flight Schedule #, From Date, To Date and Aircraft Reg # fields.
- 6. Click the **Maintain Aircraft Routing** pushbutton to update the aircraft routing details

The system automatically assigns the aircraft registration number to the flights and legs that are part of the given flight schedule for the specified date range, based on the schedule.

#### **Re-assign / Un-assign aircraft registration number**

If the aircraft registration number assigned for routing becomes non-available due to accident or unexpected grounding for maintenance activities, the aircraft registration number can be replaced with a new aircraft registration number, or removed from the routing plan for a date or a date range.

In the Edit Routing Options group box,

- 7. Enter the **Replacement Aircraft Reg #**, to specify the new aircraft registration number that is to be assigned to the flight.
  - Note: If the **Replacement Aircraft Reg. #** is specified, ensure that at least one aircraft registration number is selected in the **Aircraft Routing Details** multiline
- 8. Use the **Replacement Type** drop-down list box to specify the replacement type of the aircraft. Set the field to one of the following options:
  - "Reassign" Select this option if you wish to modify the assignment of the aircraft registration number of the flight.
  - "Unassign" Select this option if you wish to remove the assignment of the aircraft registration number of the flight.
  - Note: If the Replacement Type is set to "Reassign", ensure that Replacement Aircraft Reg #
  - Note: Also, ensure that the **Replacement Aircraft Reg #** is not assigned to any other flight and leg number combination, for the routing period.
- 9. Enter the **From Date** and **To Date** to specify the date range for which the replacement of the aircraft registration number is to be done.
- 10. Click the Maintain Aircraft Routing pushbutton to update the aircraft routing details.

#### 2.1.4 MANAGING AIRCRAFT ASSIGNMENTS

This activity enables you to assign a particular aircraft for a customer job against a contract.

1. Select Maintain Aircraft Assignments under the Flight Assignment business component. The Manage Aircraft Assignment page appears. See Figure 2.6.



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1			External	~	AC	CSCUI		Regul	*	400007	Customer 8	Active	~	Shared	
2			External	•	AC	CSC01		Regul	*	400007	Customer 8	Active	*	Shared	
3			External	~	AC	SFS		EMS	*	400007	Customer 8	Active	*	Exclusive	
4			External	~					*			Active	*		
5			External	~	AC	CSC01		Regul	*	400007	Customer 8	Active	۲	Shared	
	(m)		External	~					~			Active			

#### Figure 2.6 Managing aircraft assignments

2. Select the **Manage** radio button if you wish to assign an aircraft or edit details or select the View radio button if you wish to view details of the aircraft assignments.

#### In the Search Criteria group box,

- 3. Enter the Aircraft, Assign Valid from/to and the Status of the assignment based on which you wish to retrieve details in the multiline.
- 4. Use the **Additional Search** drop-down list box to provide any additional search criteria based on which you wish to retrieve details in the multiline.
  - Note: The system displays the "Additional Search" drop-down list box only if the "View" radio button is selected.
- 5. Click the **Search** pushbutton to retrieve the search results in the multiline.

#### In the Aircraft Call Sign Assignments multiline:

- 6. Enter the **A/C Reg. #** of the aircraft for which assignment is made.
- 7. Enter the **Eff. from Date** and **Eff. from Time** to specify the date range and the time period for which the assignment is valid.
- 8. Enter the reference number by which the customer aircraft is tracked in the **Customer Call Sign** field.
- 9. Specify whether the assigned aircraft is exclusive for the customer or is on a shared basis A/C Assign. Type column.
- 10. Enter a unique effective code for each of the aircraft level combinations defined in the aircraft details of the contract in the **Line #** column.
- 11. Enter the **Charter Type** to which the flight contract or the flight belongs to, against which aircraft assignment is made

# CONTRACTED FLIGHT OPERATIONS

In the aviation industry, subsequent to setting a flight contract (agreement entered by the charter companies with customers to meet their specific requirements in which the customers hire or rent an aircraft to fly to a specific destination on a certain day(s), subject to terms and conditions), there are various flight operation related transactions and billing activities.

The flight contract is subject to terms and conditions based on various aspects like for example if the aircraft provided is with or without crew, in some cases only the crew will be provided, whether the maintenance of the aircraft is to be borne by the charter company or the customer, the pricing components that go into a contract price. There is flexibility to make a flight contract with general terms and conditions or to set up a customer specific contract.

The **Flight Operations Setup**, **Flight Contract**, **Flight Sheet** and **Flight Billing** business components facilitates the management of such contracted flight operations.

The **Flight Operations Setup** business component essentially acts as a master to define and maintain master data for such flight operations. The quick codes required for this feature has been managed under Category master business component.

The **Flight Contract** business component enables the creation of a flight contract and allows management of all the flight contract information including approving and closing of a contract.

The **Flight Sheet** business component enables the generation of a document called Flight Sheet which contains information of flight / journey or any other related information for submission which is used for billing purposes.

The **Flight Billing** business component is associated with the bill that is to be raised to the customer with whom the contract has been entered by the charter company for the service provided

## **3.1 DEFINING MASTER DATA FOR FLIGHT OPERATIONS**

The **Flight Operations Setup** business component essentially acts as a master to define and maintain master data for such flight operations. The quick codes required for this feature has been managed under **Category** master business component.

#### 3.1.1 FLIGHT OPERATIONS SETUP

#### **Defining billing heads**

This activity enables you to identify, maintain and define the heads under which billing is to be done for flight operation- related transactions. Billing heads under which various charges are to be billed to on the customer can be defined using this page and the required billing heads can be added in the flight contract as applicable.

1. Select the Manage Billing Heads activity under the Flight Operations Setup business component. The Manage Billing Heads page appears. See Figure 3 1.

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#		Billing Head	Description	Charge Type	U	Unit		Status		Created by	Created Date	Last Modified by	Last Modified Date						
1		Demob Fee	Demobilization Fee	Fixed Amount	v 0	One Time	•	Active	*	DMUSER	22/12/2013								
2		Exclusive Fee	Exclusive Fee	Std. Rate	✓ P	Per Month	¥	Active	*	DMUSER	03/06/2014								
3		Fixed Monthly	Fixed Monthly Charges	Std. Rate	✓ P	Per Month	¥	Active	*	DMUSER	27/09/2017								
4		Mob Fee	Mobilization Fee	Fixed Amount	v 0	One Time	•	Active	*	DMUSER	22/12/2013	DMUSER	22/12/2013						
5		Mobili Fees	M Fees	Fixed Amount	v 0	One Time	¥	Active	~	DMUSER	19/06/2018								
6		Moblization fee	Moblization fee	Fixed Amount	v 0	One Time	•	Active	~	DMUSER	14/08/2017								
7		Per day charges	per day charges	Std. Rate	✓ P	Per Day	•	Active	~	DMUSER	25/07/2018	DMUSER	25/07/2018						
									Save	Billing Heads									

Figure 3.1 Manage Billing Heads

To define Billing Heads,

- 2. Select the **Manage** radio button and provide the **Invoice Element** and the **Charge For** for which you wish to specify billing heads in the **Define Billing Head For** group box.
- 3. In the **Billing Heads Info.** multiline provide **Billing Head** and its **Description** under which billing is made. and enter the **Billing Category**, **Flight Category**, **Flight Ops. Type**, **Charge Type**, **Unit**, **Expense Acc. Usage** and the **Activity Ops. Code** and other details and click the **Save Billing Heads** pushbutton to save details of billing heads.

To view details of Billing Heads,

4. Select the **View** radio button and enter details in the **Search Criteria** group box and click the **Search** pushbutton to view the relevant details in the **Billing Heads Info.** multiline.

#### 3.1.2 MANAGING ACTIVITY OPERATIONS CODE

This activity enables you to identify, maintain and define those activities performed by the crew at employee level and flight level.

1. Select the Manage Activity Ops. Code activity under the Flight Operations Setup business component. The Manage Activity Ops. Code page appears. See Figure 3 2.



*		lanage Activity O	ps. Code										= x	F	₽ ←	?	Q K
	fine A	tivity for															
		Act. Reporting	Level Employee	•													
		Crew	Type Co-pilot	×v			Мар	ping Sta	itus Active	•			Search				
-	tivity	Ops. Code Info.															
	4	1 -4/4 > >>	+ 🗇 🕇 🏹							人口の	XCI×	# # II AI		Ŧ			Q
=		Activity Ops. Code	Description	Crew Type	Unit		Mapping St	atus	Created by	Created Date	Last Modified by	Last Modified Date					
1		IFR	IFR Operations	Co-pilot 🗸	Hours	~	Active	~	DMUSER	2013-22-12							
2		tim	Timber Logging	Co-pilot 🗸	<b>×</b> s	~	Active	*	DMUSER	2013-22-12							
3		Tim 1	Timber Logging	Co-pilot	s	~	Active	~	DMUSER	2013-22-12							
4		Tim2	Timber Logging	Co-pilot	s	×	Active	<u> </u>	DMUSER	2013-22-12							
5				The uni	t of meas	sure	ment of										
				the Billin	na Heads	s											
						-											
							S	ave Ac	tivity Ops. Cod	es							
								_									

Figure 3.2 Manage Activity Ops. Code

In the **Define Activity** For group box:

- 2. Select the Act. Reporting Level whether at employee level or flight level, the assigned Crew Type and the Mapping Status of the activity operating code and click the Search pushbutton to retrieve details in the multiline.
- 3. Click the **Save Activity Ops. Codes** pushbutton to save all the activity operation code against the activity reporting level and the mapping status specified.

#### 3.1.3 MANAGING DUTY TYPES

In this activity you can define and maintain codes for duties that are to be performed by the crew relating to the flight operations.

1. Select the Manage Duty Types activity under the **Flight Operations Setup** business component. The Manage Duty Types page **appears**. See Figure 3 3.

★ Ill Manage Duty Types     Ill ≭ = □															+	? [	0 K
- Search	Criteria																
Duty Te	Cr	ew Type Co-pilot	×				St	atus Active	Ŧ		Search						
	pe mo.												_				
• •	1 - 5 / 5 🕨 🕨	+ 🗗 🕇 🏹							人里國	N X Z 🗎 🛛				•			Q
# 8	Duty Type	Description	Crew Type		Units	5	Status	Created by	Created Date	Last Modified by	Last Modified Date						
1 8	123	Night Aided2	Co-pilot	~	Hours	~ 4	Active 🗸	DMUSER.	2013-22-12								
2 8		Co Pilot Night Unaided	Co-pilot	~	Hours	~ 4	Active 🗸	DMUSER	2013-22-12								
3 8	The code i	dontifying	Co-pilot	~	Hours	~ /	Active 🗸	DMUSER.	2013-22-12								
4 8	The code i	dentifying	Co-pilot	~	Hours	~ /	Active 🗸	DMUSER.	2013-22-12								
<b>5</b> ii	the duty t	/pe	Co-pilot	~	Hours	~ 4	Active 🗸	DMUSER	2013-22-12								
6 8	<u> </u>			~	Hours	~ 4	Active 🗸										
							Sav	e Duty Types									

Figure 3.3 Manage duty Types

In the Search Criteria group box,

- 2. Enter the **Crew Type** and the **Status** of the duty type for which you wish to retrieve details in the **Duty Types Info**. multiline.
- 3. Click the Save Duty Types pushbutton to save the details of the duty types.

## 3.2 RECORDING DETAILS OF FLIGHT CONTRACT

A **Flight Contract** refers to the agreement entered by the charter companies with customers to meet their specific requirements in which the customers hire or rent a plane to fly to a specific destination on a certain day(s), subject to a terms and conditions. These flights can be used for a variety of purposes, like timber logging, fire fighting, oil exploration in deep sea moving passengers, or emergency air transport, urgent or time-sensitive cargo, air ambulance and any other form of ad hoc air transportation like rescue during flood.

The aircraft are provided with cabin crew and any supplies, like meals, requested as part of the flight contract.

The flight contract is subject to terms and conditions based on various aspects like for example if the aircraft provided is with or without crew, in some cases only the crew will be provided, whether the maintenance of the aircraft is to be borne by the charter company or the customer, the pricing components that go into a contract price.

You have the flexibility to make a flight contract with general terms and conditions or be setup as a customer specific contract.

The **Flight Contract** business component enables the creation and management of all flight contract information and allows you to approve or short close a flight contract.

#### 3.2.1 MANAGING FLIGHT CONTRACT

This activity enables you to keep a record of all the essential flight contract information. With the help of the various tab pages you will be able to record information relating to a flight contract. The various tab pages in this activity are as follows.

1. Select the Manage Flight Contract activity under the Flight Contract business component. The Manage Flight Contract page appears. See Figure 3.4.

Manage Flight Contract						× 🖬		€ 1	2			
Contract Details												
Contract # <b>9</b> 514-422-7239	0 🔘 Create Contract 💿 Modify Contract	t Get										
Main Info. Aircraft Details Aircraft C	Crew Info.											
- Contract Info.												
Contract Type Custom	mer Specific Select this radio	Contract Category	Completed	•	Status	Approved						
Contract Date 2012-0	03-06 button to create a	mmencement Date	2012-03-06	[11]	Completion Date	2019-03-06						
Effective from 2012-03	3-06 Dutton to cleate a	Effective to			Revision Comments							
Charter Type EMS	new contract	User Status		•	Cust. Service Rep. 👂	00001736						
Rev. Assign. Unit AVEOS	S •	Cost Center 👂	054646		Analysis / Sub Analysis 👂	1110	A1	00				
Billing Currency CAD	•	Charter Category	Dry	•	Contract Scope	00001736						
Terms of Extension		Return Remarks										
Customer Info.												
Customer # 👂 400007	7	Customer Name	Customer 8		Customer Call Sign 👂	AC						
Contact Person JOHN		Email			Phone #	400007						
Cust. Contract # / Rev.# 514-422	22-7239 0	Cust. Contract Rev. Date		iii	Revision Notes							
+ Revision Details												
		Save Cor	ntract Info.									
Confirm												
Edit Pricing & Invoicing Info.	Edit Additional Info.	Upload Documents View Associated Docs.										

#### Figure 3.4 Manage Flight Contract

#### In the Contract Details group box,

- 2. Select the **Create** radio button if you wish to create a contract.
  - Note: Ensure that when this radio button is clicked, you do not enter contract # in the "Contract # / Rev #" field.

- 3. Select the **Modify** radio button if you wish to edit the details of a contract.
- 4. Click the **Get** pushbutton to retrieve the details of the contract.
- 5. Enter the **Contract #** for which you wish to modify details.
- 6. Select the Main Info. tab to record contract details.
- 7. Select the <u>Aircraft Details</u> tab to record aircraft details.
- 8. Select the <u>Aircraft Crew Info.</u> tab to record details of aircraft crew.
- 9. Click the Save Contracts Info. pushbutton to save the "Main Info." details against the specified Contract #.
- 10. Click the **Confirm** pushbutton to confirm a contract.
- 11. Click the **Cancel** pushbutton to cancel a contract.

#### **Recording main information**

The **Main Info.** tab page appears by default on launch of the **Manage Flight Contract** activity in the **Flight Contract** business component.

This section enables you to record all the main information relating to the flight contract, like for example contract information and customer information.

1. Select the **Main Info.** tab page in the **Manage Flight Contract** activity under the **Flight Contract** business component. The **Main Info.** tab appears. *See Figure 3.5.* 



#### Figure 3.5 Manage Flight Contract

#### In the Contract Info. group box,

- 2. Enter the date on which the contract is entered in the **Contract Date** field, the date from which terms of the contract are valid in the **Commencement Date** field and the **Completion Date**.
- 3. Enter the type of lease in the Charter Type field and provide any further information in Contract Scope field.

#### In the Customer Info. group box,

4. Enter the unique reference number by which a customer is tracked in the **Call Sign #** and provide the Customer # and other contact details of the customer.

#### In the Revision Details group box,

5. Enter the starting date from which the revised contract is effective in the Revision Effective from field and provide Revision Comments on creation of new revisions.

6. Click the **Save Contract Info.** pushbutton to save the main information of the flight contract against the Contract # / Revision # generated.

#### **Recording aircraft information**

This section helps you to record all information pertaining to the aircraft to be chartered flight.

1. Select the **Aircraft Details** tab page in the **Manage Flight Contract** activity under the **Flight Contract** business component. The **Aircraft Details** tab page appears. *See Figure 3.6.* 

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#			Aircraft Model #	Aircraft Reg. # 🔎	Nos	A/c Assign. Type		Effective from	Effective to	Coverage Notes	Primary Field Base 👂	Field Base Desc.	Subst. Allowed?	Primary Sub	st. Model # 🔎	
1			000	1101	1.	Adhoc Flying	•	2016-26-02	2016-26-02		A320	MAS	No	•		
2							*							•		
3							¥	_						r		
			ass <	igned to this	contra	act									>	
									Save Aircraft De	etails						

#### Figure 3.6 Aircraft Details tab page

- 2. Enter the Aircraft Model #, Aircraft Reg. #, whether the assigned aircraft for the charter is exclusive for the customer or is on a shared basis in the A/C Assign Type column.
- 3. Enter the date range from and up to which the assigned chartered flight is effective in the **Effective From** and **Effective To** columns.
- 4. Select Yes or No to indicate whether substitute or alternate aircraft is allowed in the contract in the **Subst. Allowed?** column and enter the model # of the aircraft which will be the substitute or alternate aircraft for the given contract in the Primary Subst. Model # column.
- 5. Click the **Save Aircraft Details** pushbutton to save the aircraft details to the contract.

#### **Recording aircraft crew information**

This section enables you to define information pertaining to the crew associated to the charter flight. For example the type of crew, aircraft assigned to the crew, units and so on.

1. Select the **Aircraft Crew Info.** tab page in the **Manage Flight Contract** activity under the **Flight Contract** business component. The **Aircraft Details** tab page appears. *See Figure 3.7*.

Mair	n Info. Aircraft Details Airc	craft Crew	v Info.											
	Rate Defn. at	Contract Lev	vel	<b>v</b>										
<b>—</b> A	ircraft Crew Info.													
44	<pre>4 1 -1/1 &gt; &gt;&gt; + -</pre>	- 0 *	T Tx					人山	07		× C	All	T	Q
#	Crew Type No.	s. Crew	v Assign. Type	Crew Specs.	Charge Basis		Curence	/	Unit		Rate Per No. / Unit	Pricing Notes	Effective from	Effective to
1	Co-pilot	1.00 Full T	Time 🗸		Additional	~	CAD	~	Days	~	234.00			
2		_	*			~	CAD	~		*				
	Indicates the													
	number of													
	resources													
	associated with													
	the crew type	-												>
					Save A/c	Crew	Info.							

#### Figure 3.7 Aircraft Crew Info. tab page

2. Use the drop-down list box to select the **Rate Defn. at** to indicate the level at which rate is defined for the contract, whether contract level or aircraft level.



#### In the Aircraft Crew Info. group box,

- 6. Enter the classification to which the crew belongs in the **Crew Type** column and provide other details relating to the crew charges like **Charge Basis**, **Currency**, **Unit**, and the date range within which the associated crew personal type is valid in the **Effective From** and **Effective To columns** in the multiline.
- 7. Click the Save A/C Crew Info. pushbutton to save all the aircraft crew details against the Contract # / Revision #.

## **3.3 APPROVING OR CLOSING A FLIGHT CONTRACT**

This activity enables you to approve or short close a flight contract.

1. Select the Approve / Close Contract activity in the Flight Contract business component. The Approve / Close Contract page appears. See Figure 3.8.

*	) Aj	oprove / Close	e Flight Cor	ntract									자 볼 다	+ ? 🗔 (	ĸ
- Sea	ch Cr	teria													
		C	ontract # ACC	04012015			Contra	ct Based	•			Aircraft Based	<b>T</b>		
		Custon	ner Based				Add	I. Search 💌			Rev.	Valid from / to	(TT)	<b></b>	
								Search							
- Con	ract I	Details													
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	•	1 - 2 / 2 🕨 🕨	+01	T <sub>x</sub>				7		≝ x4 ¢		All	<b></b>	Q	
#		Contract #	Revision #	Customer #	Customer Name	Aircraft Model #	Aircraft Reg. #	Reasons for Return / Closure	Termination Date	Remarks	Status	Rev. Effective from	Rev. Effective to	Charter Type	
1		AC04012015	0	Customer 9	400007	A310					Approved	2015-01-04	2016-31-01	Regular	
2		AC04012015	1	Customer 9	400007	A310					Approved	2016-01-02		Regular	
3															
								<						>	
			Ap	prove				Return				C	lose		

#### Figure 3.8 Approve / Close Flight Contract

#### In the Search Criteria group box,

2. Enter the **Contract #** and the other details based on which you wish to retrieve records in the multiline and click the **Search** pushbutton.

#### In the Contract Details multiline,

- 3. Enter a textual description of the **Reason for Return / Closure**, the date on which the flight contract is closed in the **Termination Date** column and the **Remarks** associated with the contract.
- 4. Click the **Approve** pushbutton to approve the selected flight contract.
  - Note: You can approve only those contract # / Revision # for which status is "Confirmed".
- 5. Click the **Return** pushbutton to return the flight contract.
  - Note: You can return only those contract # / Revision # for which status is "Confirmed".
- 6. Click the **Close** pushbutton to terminate the contract.
  - Note: You can approve only those contract # / Revision # for which status is "Approved".

# **3.4 MANAGING FLIGHT SHEET**

A **Flight Sheet** contains information of each flight journey that is recorded through EFB (Electronic Flight Bag) or a Journey Log which is used for billing purposes. This activity enables you to generate a Flight Sheet document. You can record various flight sheet details like usage, no. flight hours, activity info. crew charges and based on the options set (in the "Set Sales Process Parameter" activity of the "Customer" business component and the numbering type defined in the "Define Process Entities" activity of the "Common Master" business component) a flight sheet is generated to be used for flight contract billing.

You can record all the information by means of the different tab pages available in this screen whose functions are as below:

**Main Info.** - To record all the main information against a Flight Sheet like the aircraft, customer details, contract and billing remarks.

**JL Usage Info.** - To record all the journey log usage details which includes journey legs and usage information in billing units against a Flight Sheet like journey leg details with from and to time and date ranges and rounding off on journey legs.

**Parameter Info.** - To record all the parameters of the contract associated with the flight sheet like the billing parameters including the values thereof.

**No flight Info.** - To manually record and save no flight reason codes with billing implications on a Flight Sheet. For Example no flight reason could be bad weather, maintenance check and so on.

**Duty Info.** - To record all the personnel duty information employee-wise pertaining to the journey like employee and crew details.

**A/C Activity Info.** - To record all aircraft-related activities performed by the employee for the respective number of hours. Eg. Timber logging, firefighting.

**Emp. Activity Info.** - To record information relating to the employee-related activities with respect to the number of hours engaged.

**Crew Charges** - To record all the crew charges incurred during the journey for example food and accommodation charges incurred for the crew.

**Other Charges** - To record any other charges relating to the journey.

Additional Info. - To record all the additional charges or charges that are not included in the flight contract like for example Airport charges, tax, waiting charges and so on.

#### 3.4.1 RECORDING FLIGHT SHEET INFORMATION

This activity enables you to generate a Flight Sheet document for the purpose of flight contract billing.

1. Select the **Manage Flight Sheet** activity in the **Flight Sheet** business component. The Manage Flight Sheet page appears. *See Figure 3.9.* 

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Manage Flight Sheet								⊐/\$		+	?
Flight Sheet #	Date from / to / UTC Z	one 2018-01-01	2018-12	2-01			Status				
Customer Name	Contract # / Rev. # / Lin	e #					Charter Type				
lain Info. JL Usage In	r Info.	A/C Activity Info.	Emp. Activity Info.	Crew Charges	Other Charges	Additional Info	<b>.</b>				
-Flight Sheet Info. I he system generated t Flight Sheet number will be di	splayed	Us	er Status	•	]		Source				
Billing		Return	Remarks			Fligh	t Ref. Doc. #				
Aircraft Into.  Aircraft Reg. # P  A/C Assign. Type  Customer Info.	V	Aircraft	Model #			Repla	ced A/C # P				
Customer Call Sign $p$	•	Custom	er#P	-		Contract #	# / Rev. # <b>P</b>				
Billing Head Summary											
I						🗏 🗏 🔟 🕹 All		•			¢.
Billing Head Billing Category Chi	arge Type Unit	Qty	Billable Qty No	on-Billable	Currency	Value	Contracted?	Rer	narks		
4											
			Save Main Info.								

#### Figure 3.9 Manage Flight Sheet

- 2. Select the Main Info. tab to record all the main information against a Flight Sheet.
- 3. Select the <u>JL Usage Info.</u> tab to save all the Journey Log Usage details against a Flight Sheet.
- 4. Select the Parameter Info tab to save all the parameter details against a Flight Sheet.
- 5. Select the <u>No Flight Info.</u> tab to save all the information when the flight is not in use against a Flight Sheet.
- 6. Select the <u>Duty Info</u> tab to save all the employee duty related information against the Flight Sheet.
- 7. Select the A/C Activity Info. tab to save all information relating to the aircraft-activity against the Flight Sheet.
- 8. Select the Emp. Activity Info tab to save all the details of employee-activity against the Flight Sheet.
- 9. Select the <u>Crew Charges</u> tab page to save details of crew charges against the Flight Sheet.
- 10. Select the Other Charges tab page to save any other charges against the Flight Sheet.
- 11. Select the Additional Info. tab page to save any information pertaining to additional charges against a Flight Sheet.
- 12. Click the **Confirm** pushbutton to confirm the Flight Sheet.
- 13. Click the **Cancel** pushbutton to cancel the flight sheet.

#### **Recording main information**

To record all the main information against a Flight Sheet like the aircraft, customer details, contract and billing remarks:

1. Select the Main Info. tab page in the Manage Flight Sheet activity under the Flight Sheet business component. The Main Info. tab page appears. *See Figure 3.10*.

# ramco



Main Info. JL Usage Info. Parameter Info. No F	Flight Info. Duty Info.	A/C Activity Info.	Emp. Activity Info.	Crew Charges	Other Charges	Additional Info	D.		
Flight Sheet Info.									
Flight Sheet Date		Use	er Status	-	r		Source		
Billing Remarks		Return F	Remarks			Fligh	nt Ref. Doc. #		
- Aircraft Info.									
Aircraft Reg. # 👂		Aircraft	Model #			Repla	ced A/C # 👂		
A/C Assign. Type	•								
Customer Info.									
Customer Call Sign 👂	The unit of more	om	er # 👂			Contract #	# / Rev. # 👂		
Charter Type	The unit of meas	surement <sub>er (</sub>	Category	•	•		Line #		
Billing Head Summary	of the billing he	ads							
•• • [No records to display] • •• + 🗇 🝸 🔽	4				Z ⊞ x* C 4			<b>•</b>	Q
# Billing Head Billing Category	Charge Type Unit	Qty.	- Billable Qty No	n-Billable	Currency	Value	Contracted?	Remarks	
1 🗖									
4									۱.
			Save Main Info.						
1									
Upload Documents		Vi	iew Associated Documen	s	Co	nfirm Cancel			
Record Statistics							-		

#### Figure 3.10 Main Info. tab page

#### In the Flight Sheet Info. group box,

2. Enter the date on which flight sheet was created in the **Flight Sheet Date** field, the **User Status**, **Flight Sheet Doc. #** and other details

#### In the Aircraft Info. group box,

3. Enter the Aircraft Reg.# and other details of the aircraft for which you wish to record main information.

#### In the Customer Info. multiline,

4. Enter the code identifying the customer's job in the **Customer Call Sign** field and provide the **Customer #** and **Charter Type**.

#### In the Billing Head Summary multiline,

- 5. Enter any comments or additional information pertaining to billing in the Remarks column
- 6. Click the **Save Main Info.** pushbutton to save all the main information against the Flight Sheet # generated.
- 7. Click the **Confirm** pushbutton to confirm single / multiple flight sheets.
- 8. Click the Cancel pushbutton to cancel single / multiple flight sheets.

#### **Recording journey log usage information**

To record all the journey log usage details which includes journey legs and usage information in billing units against a Flight Sheet like journey leg details with from and to time and date ranges and rounding off on journey legs.

 Select the JL Usage Info. tab page in the Manage Flight Sheet activity under the Flight Sheet business component. The JL Usage Info. tab page appears. See Figure 3.11.

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Hight Sheet #       FS-00061-2013       Date from /to / UTC 2me 0/206/2017       0/306/2017       UTC #S       Status Freek         Customer Name Customer 8       Contract # /Rev. # TRJPS/2       2       Charter Type Regular         Lin Info.       U Usage Info.       Dus Hight Info.       Dury Info.       A/C Activity Info.       Eme. Activity Info.       Crew Charges       Additional Info.         Rev. Info.       U Usage Info.       Display Info.       Dus Fight Info.       Dury Info.       A/C Activity Info.       Eme. Activity Info.       Crew Charges       Additional Info.         Rev. Info.       U Usage Info.       Display Info.       Dus Fight Info.       Dus Fight Info.       Dus Fight Info.       Eme. Activity Info.       Eme. Activity Info.       Eme. Activity Info.         Jubage Info.       Display Info.         Jubage Info.       Display Info.         Jubage Info.       Select this checkbox to apply JL revisions       Save Usage Info.       Save Usage Info.       Save Usage Info.		e riight s	Sheet									44	4 1 2	→ → 1	/2 그4 🖶 덛	•	? 🖪
Cutomer 8       Contract # /ke; # TBFS/2       2       Charter Type Regular         India Mark 100 Cutomer 8       Contract # /ke; # TBFS/2       2       Charter Type Regular         Rev. Info:       I Usage Info: 0       Rev. Info:       Usage Parameter Info:       No. of Tigs         Parameter Info: 0       Usage Parameter Info:       Image Parameter Info:       Image Parameter Info:       Image Parameter Info:         Parameter Info: 0       Billing Parameter Per Tig       Image Parameter Info:	Flight	Sheet # F	5-000061-2013		Date from	n / to / LITC Zon	ne 02/06/201	17	03/06/2017		UTC#\$			Status	Fresh		
Info:       1. Usage Info:       Parameter Info:       No Fight Info:       Dury (not with the field of the	Custom	er Name C	ustomer 8		Co	ntract # / Rev.	# TRIPS/2		2		010#9			Charter Type	Regular		
Clear grant       Description       Parameter Info.       Dury fund.       Dury f	Main Info		Daramati	or Info	No Flight Info	Duby Info	A/C Activi	ibu Tofo Emp Aci	inity Info	Crow Charges	Other Char		Additional Tof				
Linear to be a made in the mate in the mater in the	Rev Info	L Usage II	nito. Paramete	er mio.	NO Flight Into.	Usage Paran	meter Info -	ity into. Emp. Ac	livity mito.	Crew Charges	Other Charg	les P	Audicional Ini	0.			
Accesse       Description       Description       Description         Build Particular       No. of Trips       Image: Control Particular         Journey Detail       Image: Control Particular       Image: Control Particular         Image: Control Particular       Image: Control Particular       Image: Control Particular         Image: Control Particular       Image: Control Particular       Image: Control Particular         Image: Control Particular       Image: Control Particular       Image: Control Particular         Image: Control Particular       Image: Control Particular       Image: Control Particular         Image: Control Particular       Image: Control Particular       Image: Control Particular         Image: Control Particular       Image: Control Particular       Image: Control Particular         Image: Control Particular       Image: Control Particular       Image: Control Particular         Image: Control Particular       Image: Control Particular       Image: Control Particular         Image: Control Particular       Image: Control Particular       Image: Control Particular         Image: Control Particular       Image: Control Particular       Image: Control Particular         Image: Control Particular       Image: Control Particular       Image: Control Particular         Image: Contro Particular       Image: Control Partin Particular	T	II Usage Info	. 0				Billing Para	ameter PerTrin					Time	Ref Per Trin			
Journey Log #       Amd #       Journey Log #       Start Time Ref.       From Date - UTC       From Time - UTC       End Time Ref.       Journey Log #       Add #       Journey Log #	Pa	rameter Info	n 0				No. o	of Trips	1				mile	Kei. Pei Inp			
I	Journey Deta	ails					1101 0		-								
L       Dir.?       Journey Log #       Amd. #       Journey Leg #       Start Time Ref.       From Date - UTC       From Time - UTC       End Time Ref.       To Date - UTC       To Time - UTC       Value (In Hours)	<ul> <li>↓ 1 - 2</li> </ul>	/2 <b>F</b>	+	* T T.					<u>ل</u>		<b>∄</b> ≫ €	₽ ₽			V		Q
Image: Select this checkbox to apply JL revisions       Select this checkbox to apply JL revisions    Save Usage Info.		Dir.?	Journey Log #	Amd. #	Journey Leg #	Start Time Re	lef.	From Date - UTC	From Time -	UTC End 7	īme Ref.	Tol	Date - UTC	To Time - UTC	Value (In Hours)	Value	In Decim
3L-0002132013       0       2       03/06/2017       03:34:00       03/06/2017       13:34:00       10:00         Select this checkbox to apply JL revisions         Save Usage Info.			JL-0002132013		) 1			02/06/2017	02:34:00			02/0	06/2017	22:34:00	20:00		20
Select this checkbox to apply JL revisions Apply JL Revisions Save Usage Info.			JL-0002132013		2			03/06/2017	03:34:00			03/0	06/2017	13:34:00	10:00		10
Select this checkbox to apply JL revisions Apply JL Revisions Save Usage Info.																	
Apply JL Revisions Save Usage Info.																	
Capfirm	4				Select this ch apply JL revis	eckbox to sions	o										•
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Communicative	4		Apply JL Revisions		Select this ch apply JL revi:	eckbox to sions	.o	Save Usage	Info.								•

#### Figure 3.11 JL Usage Info. tab page

In the Journey Details group box,

- Enter the date and time on which journey log begins and ends in the From Date UTC, From Time UTC, To Date UTC, To Time UTC.
- 3. Enter the date on which the leg of the journey starts and ends in the **From** and **To Date** and **Time** columns in the multiline.
- 4. Click the Save Usage Info. pushbutton to save all the JL Usage Info. details or the modifications made against the
- 5. Flight Sheet # generated.

#### **Recording parameter information**

This section enables you to record all the parameters of the contract associated with the flight sheet like the billing parameters including the values thereof.

- 1. Select the **Parameter Info.** tab page in the **Manage Flight Sheet** activity under the **Flight Sheet** business component.
- 2. The **Parameter Info.** tab page appears. See Figure 3.12.

Main Info. JL Usage	Info. Param	eter Info.	No Flight Info.	Duty Info.	A/C Activity Info.	Emp. Activity Info.	Crew Charges	Other Charges	Additional Info.		
Record Parameter In	1fo.										
		Search By		Ŧ							
Parameter Info.											
•• • [No records to	o display] 🕟 🕟	+ 0 •	T <sub>x</sub>			<u>بر</u>		x C # #	AII	•	Q
# 🗉 I. Journ	ney Log / Amd. #	Journey Leg #	Journey Info.	Billing Paramet	er Value (In Hrs)	Value (In Decimals)	Mod. Value (In Hrs)	Mod. Value (In D	Decimals) R. off Value (Ir	Hrs) R. off Value	(In Decimals)
1											
<u> </u>											
Indicates amen	dments mad	de to									
the journey deta	ails which co	ould									
be M-Modificati	on, D- Delei	tion									
(											``

#### Figure 3.12 Parameter Info. tab

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In the Record Parameter Info. group box,

- 3. Select the billing parameters corresponding to operating charges in the Search By field
- 4. Select Yes or No in the **Billable?** field to indicate whether the journey information is billable to the customer and provide **Remarks** or any additional information of the journey-related parameters and enter the **Modification Comments** if any.
- 5. Click the Save Parameter Info. pushbutton to save all the parameters against the Flight Sheet # generated.

#### **Recording no flight information**

This section helps you to manually record and save no flight reason codes with billing implications on a Flight Sheet. For Example no flight reason could be bad weather, maintenance check and so on.

1. Select the **Parameter Info.** tab page in the **Manage Flight Sheet** activity under the **Flight Sheet** business component. The **Parameter Info.** tab page appears. *See Figure 3.12*.



Figure 3.13 No Flight Info. tab page

In the multiline,

- 4. Enter the code identifying no flight in the **No Flight Ref.#** column and enter the starting date from which the aircraft is not in use in the **From Date** column.
- 5. Enter the code identifying the reason for which the aircraft was not in use in the **No Usage Reason Code** column.
- 6. Click the Save No Flight Info. pushbutton to save details of no flight.

#### **Recording duty types**

This section enables you to record all the personnel duty information employee-wise pertaining to the journey like employee and crew details

1. Select the Duty Info. tab page in the **Manage Flight Sheet** activity under the **Flight Sheet** business component. The **Duty Info.** tab page appears. *See Figure 3.14.* 

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Main	Info		JL Usage Info.	Parameter Info.	No Flight Info.	Duty Info.	A/C Activity Info.	Emp. Activity Info.	Crew Charge	es Other Charges	Additional Info.	
- Re	core	d Du	ty Info.									
			Crew	Type Co-pilot	T							
— Du	ty I	nfo.										
44	4	1	-1/1 🕨 📦	+ - 0 % T	T,			Ь				<b>▼</b> 0
#	E	1	From Date	To Date	Crew Type	Emp. #	Emp. Name	Duty Type	Unit Va	alue Remarks	Modification Co	omments Diff.?
1	1	2	2016-21-04		Co-pilot	• 00001731	LAURIN,	Co Pilot Night Unaided	Hours 🗸	1000.00		
2	1					×		•	Hours 🗸			
											Indicates whe employee has	ether the s a difference
			Info								in Flight Hour Hours which	rs and Duty could be Yes or No
_ 30		ury.	Emplo	byee #	•		Flight	Hours 0.00			Duty Hours	
			Diri. (	i iouray			5	Save Duty Info.				

Figure 3.14 Duty Info. tab

#### In the Record Duty Info. group box,

2. Enter the Crew Type to select the type of crew against which you wish to record duty details

#### In the Duty Info. multiline,

- 3. Enter the **Date From** which duty begins for the employee and select the classification to which the crew belongs in the **Crew Type** column and provide the **Employee #**
- 4. Enter the type of duty of the employee in the **Duty Type** column and the **Unit** for measurement for the duty and enter the hours for which the employee performed the duty in the **Value** column.
- 5. Click the **Save Duty Info.** pushbutton to save all the duty details and the modifications made against the Flight Sheet # generated.

#### **Recording aircraft activity information**

This section enables you to record all aircraft-related activities performed by the employee for the respective number of hours. Eg. Timber logging, firefighting.

1. Select the A/C Activity Info. tab page in the Manage Flight Sheet activity under the Flight Sheet business component. The A/C Activity Info. tab page appears. *See Figure 3.15.* 

Mai	n Info	. JL Usage Info.	Parameter Info.	No Flight Info.	Duty Info.	A/C Activity Info.	Emp. Activity Info.	Crew Charges Oth	her Charges	Additional Info.		
44	4	1 -1/1 <b>&gt; &gt;&gt;</b>	+ - 0 % T	T <sub>x</sub>			۶.		e # # I	II AI	<b>v</b>	Q
#		From Date	To Date	Activity Code	Unit	Qty.	Remarks	Modification Comments				
1		03-25-2016		~	Landing Fees 🗸							
2				*	~			Any comm	nents			
								pertaining	g to the			
								modificati	ions made	2		
						Save /	A/C Activity Info.					

Figure 3.15 A/C Activity Info. tab page

In the multiline,

- 2. Enter the starting date in the range of dates from which the aircraft was used for aircraft related activities in the **From Date** column and specify **Activity Code** against which you wish to record details.
- 3. Provide the basis on which the duration for which the aircraft was used for aircraft related activities in the Unit

column and specify the number of hours for which the aircraft-related activities were carried out in the **Qty.** column.

4. Click the **Save A/C activity Info.** pushbutton to save all the aircraft information and the modifications made against the flight sheet generated.

#### **Recording employee activity information**

1. Select the **Emp. Activity Info.** tab page in the **Manage Flight Sheet** activity under the **Flight Sheet** business component. The **Emp. Activity Info.** tab page appears. *See Figure 3.16*.

Main In	fo.	JL Usage Info.	Parameter Info.	No Flight Info.	Duty Info.	A/C Activity Info.	Emp. Activity Info.	Crew Charg	es Other Charges	Additional Info.		
Reco	ord Er	np. Activity Info. –										
		Crew	Type All									
Activ	ity I	nfo.										
44 4		1 -1/1 🕨 🗰	+ - 🛛 🗲 🕇	T,					🗎 🍽 C 🗜 🖷	III AI	•	ρ
#		From Date	To Date	Crew Type	Emp. #	Emp. Name	Activity Code	Unit	Value	Remarks	Modification Comments	Diff.?
1		11-25-2015		Co-pilot	✓ 00001718	CARLUCCIO,	Timber Logging	<ul> <li>Cycles</li> </ul>	✓ 1000.00			
1					▼			<ul> <li>Cycles</li> </ul>	*			
		1		The numb employee activity	er identifyir who perfor	ig the med the						
Jour	mary	Emplo	yee #	v		Fligh	t Hours			Activity Hour	s	
		Diff. (I	Hours)			Save	Emp. Activity Info.					

Figure 3.16 Emp. Activity Info. tab page

In the Record Emp. Activity Info. group box,

1. Enter the Crew Type to select the type of crew against which you wish to record employee-related activities

In the Activity Info. multiline,

- 2. Enter the starting date in the range of dates from which employee-related activities were performed in the **From Date** column and select the **Crew Type** and provide the **Employee #**.
- 3. Enter the code identifying the employee activity in the **Activity Code** column and specify the **Unit for measurement** and the hours for which the employee-related activity was performed in the **Value** column.
- 5. Click the **Save Emp. Activity Info.** pushbutton to save all the employee activities and the modifications made against the "Flight Sheet" generated.

#### **Recording crew charges**

This tab page allows you to record all the crew charges incurred during the journey for example food and accommodation charges incurred for the crew.

1. Select the **Crew Charges** tab page in the **Manage Flight Sheet** activity under the **Flight Sheet** business component. The **Crew Charges** tab page appears. *See Figure 3.17.* 

Main	Info.	. JL Usage	Info. Paramet	er Ir	nfo. No Flight	Info. Duty Info.	A/C Activity In	fo.	Emp. Activity Info.	Crew Charges Other	Charges Add	itional Info.		
44 4	L	1 - 1 / 1 🕟	<b>» + -</b> 0	*	Υ <b>Υ</b> ,							All	•	Q
#		Date	Crew Type		Emp.#	Emp. Name	Charge Code		Charge Type	Unit	Qty.	Currency	Amount	Sys. Billable
1		04-25-2016	Co-pilot	~	00001718	CARLUCCIO,	Conveyance	~	Std. Rate	No. of times of Commutation 🗸	5.00	CAD 🗸	1000.00	
2				~				~		•		~	•	
												Th ch	e amount of targes	the crew
		1												
		<												/
								Sa	ave Crew Charges					

Figure 3.17 Crew Charges tab page

In the multiline,

- 2. Enter the **Date** on which the crew charges were incurred and specify the **Emp.#** associated with the crew.
- 3. Enter the code identifying the crew charges in the **Charge Code** column and provide the **Unit** of measurement for the crew charges.
- 4. Click the **Save Crew Charges** pushbutton to save all the crew charge details and the modifications made against the Flight Sheet # generated.

#### **Recording other charges**

This tab page enables you to record any other charges relating to the journey.

1. Select the **Other Charges** tab page in the **Manage Flight Sheet** activity under the **Flight Sheet** business component. The **Other Charges** tab page appears. *See Figure 3.18*.

2	Main	Info	. JL Usage Info.	Parameter Inf	D.	No Flight Info.	D	uty Info.	A/C	Activity Info.		Emp. Acti	ivity I	nfo. Cr	ew Charges	0	ther Charges	Additi	ional Info	D.			
ĺ	•		1 -1/1 <b>&gt; &gt;&gt;</b>	+ - 0 *	r I	T <sub>x</sub>								と言	s x s	İ	x3 C I I		All		Ŧ	٨	2
1	e -		Date	Charge Code		Charge Type		Currency		Unit		Qty.	F	late	Amount		Remarks	Sys. Billa	ble	Billable?		Modification Comments	1
1			04-25-2016	Rental Charges	~	Fixed Amount		CAD	•	One Time 🗸	- 1	4.	00 📍	1000.00	4000	.00				Yes	~		
1					•				*	~	-				$\wedge$						•		
															The amou charges	unt	of the crew	I					
			<																			>	
										Sa	ive	Other Ch	arge	5									

#### Figure 3.18 Other Charges tab page

In the multiline,

- 2. Enter the Date on which the other charges like miscellaneous charges is incurred
- 3. Enter the code identifying the other charges in the **Charge Code** column and provide the **Unit** of measurement of other charges.
- 4. Click the **Save Other Charges** pushbutton to save all the other charge details and the modifications made to the generated Flight Sheet.

#### **Recording additional information**

This section allows you to record all the additional charges or charges that are not included in the flight contract like for example Airport charges, tax, waiting charges and so on.

1. Select the Additional Charges tab page in the Manage Flight Sheet activity under the Flight Sheet business component. The Additional Charges tab page appears. *See Figure 3.19.* 

Mair	Info.	JL Usage Info.	Parameter Info.	No Flight Info.	Duty Info.	A/C Activit	ty Info. Er	mp. Activ	/ity Info.	Crew Cha	irges Other (	Charges	Additiona	al Info.		
44	4	1 -1/1 🕨 📦	+-0***	1					Л	10 5 3			= 010 AI		•	Q
#		Entity Code	Entity Desc.	Category Code	Category	Desc.	Value		Remarks		Modification Com	nents				
1		вт 🗸		FT	*			1000.00								
2		*			*											
							Save A	dditional	Info.							

#### Figure 3.19 Additional tab page

#### In the multiline,

- 2. Enter the code identifying the entity for which you wish to record additional information in the **Entity Code** column and provide the **Category** to which the entity belongs and the **Value** of the additional charges.
- 3. Click the **Save Additional Info.** pushbutton to save all the additional details and the modifications made to the Flight Sheet generated.

# **3.5 MANAGING FLIGHT BILLING**

This business process enables you to preview and generate the bill that is to be raised to a customer with whom a contract has been entered by the charter company for the services provided. This involves providing aircrafts on hire / rent basis for specific purposes / destinations subject to certain terms and conditions. Here the billing parameters that have been defined in the flight contract is combined with the various usage parameters defined in the Flight Sheet and are put forth for billing for the effective period of time.

You can set options for automatic generation of flight invoice in the Flight Contract.

Manage Flight Invoice Release

This activity enables you to keep a record of all the essential flight invoice details. With the help of the various tab pages you will be able to record multiple information relating to a flight invoice release. In this activity you can create or modify the bill and confirm it. There is also an option to create the finance invoice once the bill is confirmed.

The various tab pages in this activity are as follows:

Main Info.: This tab page enables you to record all the main information pertaining to flight invoice.

**Fixed Charges**: This section enables you to record details of all the billing heads having Fixed Charges that is those charges that are billed one time or on a periodic basis having no relation to the aircraft operations like for example Mobilization fees, De-mobilization Fee and Monthly Standing Fee.

**Operating Charges** This section enables you to record details of those fees that are charged on the customer based on the operation of the aircraft for example Fuel charges.

**Crew Charges** With the help of this section, you will be able to record details of billing heads under which charges incurred for the crew members is raised for example Food and accommodation of the crew members.

**Other Charges** This section helps you to record billing heads under which any other operating charges are to be billed for example Travelling expenses, internet charges.

Flight Sheet Ref. This section you will be able to record all the flight sheets included in the invoice release. You can also a return a flight sheet.

**Exceptions** This section enables you to view all the exceptions that exist in the invoice release.

#### 3.5.1 MANAGING FLIGHT INVOICE RELEASE

This activity enables you to preview the bill that is raised to a customer against a contract. This involves the fixed operating crew and other changes in an invoice release. You will be able to create or modify the bill and confirm it. There is also an option to create the finance invoice once the bill is confirmed. In this activity you have the provision to automate the flight invoice on confirmation of the flight invoice release.

1. Select the Manage Flight Invoice Release activity in the Flight Billing business component. The Select Documents page appears. *See Figure 3.20*.

-

	Se	lect Docum	ents							RAMCO OU-Ramco Role	- x 8 4	← ? □
Sean	h Crit	teria										
		Display Option	Pending Setup	-	-	Exceptions		-	Document	•		
	Customer			-		Billing Rep.			Date		<b></b>	
		Addtl. Search		-	-							
							Search					
Sean	th Res	ailts										
1		6 - 13/66	• • + - m	× 7 7					***	L % All	Search	0
	10	Oustomer #	Customer	Vame	Contract #	Line #	Call Sign #	Billing Head	Billing Currency	Inv. Milestone	Inv. Milestone (	Date
1		400007	Customer 8		NDTBT	1		Exclusive Fee	CAD	Begn. of Billing Horizon	2019/01/01	, ore
	10	400007	00007 Customer 8 00007 Customer 8		NDTBT	2	4	Exclusive Fee	CAD	Begn. of Billing Horizon	2019/01/01	
	10	400007			NDTBT	/		Exclusive Fee	CAD	Begn. of Billing Horizon	2019/02/01	
	-	400007 Customer			NDTBT			Exclusive Fee	CAD	Begn. of Billing Horizon	2019/02/01	
	123	400007	Customer 8		NDTBT			Exclusive Fee	CAD	Begn. of Billing Horizon	2019/03/01	
		400007	Customer 8		NDTBT	You can generate		Exclusive Fee		Begn. of Billing Horizon	2019/03/01	
	-	400007	Customer 8		NDTBT	invoice release at Ca	all	Exclusive Fer		Roop of Billing Horizon	2019/04/01	
	400007		Customer 8 NDT		NDTBT	Sign level		Exclusive Fe Vis	sibility to Billable / No	n Billable	2019/04/01	
		4						Q	antity and its unit in	Elight Billing		+
									additing and no amenin			

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#### Figure 3.20 Retrieving invoice release documents

- 2. Specify search criteria to retrieve the invoice release that you wish to work with.
  - Note: The Qty Billable, Qty Non Billable and Unit columns in the multiline is displayed only for the Billing Elements that depend on the input from Flight Sheet to proceed with billing,
- 3. Click on the **Inv. Release #** data hyperlink in the multiline. The **Flight Invoice Release** page appears. *See Figure 3.21.*

*	M	lanag	e Flight Invoice F	Release						21 22 23 1	* * 4	₽₽	← 🗉	?	To [
- Rele	ase I	4ain In	fo.												
			Inv. Release # F	TR-000048-2013			Billing Horizo	Contract Month		Release Status	Fresh				
Customer #			Customer # 1	3840	Customer Nam				Contract # / Line # / Call Sign # PHICONTRACT/1/FC01						
Charter Type Regular			tegular	Charter Category Dry					Billing Currency CAD						
Rel. Value (Billing Curr.) 100.00			Value (Billing Curr.) 1	.00.00			Exchange Rat	Re	Rel. Value (Base Curr.) 100.00						
Main I	nfo.	Fixed	Charges Operating C	harges Crew Charges	Other Charges	Flight Sheet Ref.	Fuel Uplift Ref.	harge Back Ref. Exception	ns						
- Re	lease	Info													
			Inv. Rel. Date	2020/12/23 🛗 🖊	<b>Devenue</b>	Accian	Inv. Category	INV01 💌		User Status	-				
			Rev.Assign.Unit		Revenue A	Assign	Company Address ID	1 Ø		Billing Rep. 0	0000001 🔎	0			
			Bill to Customer 4	100007	Unit		Release Remarks			Pay Term E	ozz 🔎	)			
🗕 Bil	ling S	ummai	у	•											
	•	1	- 3/3 🕨 🎽 🕇	- 🗆 % 🍸 🏹				× 🗉 🗟 🛛 🛛	🖹 🗶 😫 🗶 🖊 🗰 🗛 %	All	▼ Searc	ch		Q	
#	E	Bi	ling Head	Billing Category	·	Inv. Element		Pricing Currency	Unit	Qty-Billable		Ģ	ty-Non Billa	ible	
1	E	Ex	clusive Fee		Fixed Charges		CAD	Per Month	1.00						
2	E	Fli	ght Hour Charges		Operating Charges		irges	CAD	Per Flight Hour		5.0	00			
3	Passenger Handing Fee		Operating Cha	irges	CAD	No. of PAX		7.00							
4	E														
		4												•	
			Re-apply	Price			Save N	1ain Info							

#### Figure 3.21 Managing invoice release documents

- 4. Select the <u>Fixed Charges tab</u> to record details of billing heads that are fixed charges.
- 5. Select the Operating Charges tab to record details of all the operating charges.
- 6. Select the <u>Crew Charges</u> tab to record details of the crew charges.
- 7. Select the Other Charges tab to record details of any other charges.
- 8. Select the <u>Flight Sheet Ref</u>. to view a list of all the flight sheets that are included in the invoice release and or to return a flight sheet
- 9. Select the <u>Charge Back Ref.</u> tab to view details of the value of the invoice returned as a result return of a Flight Sheet.
- 10. Select the Exceptions tab page to view exceptions existing in the invoice release.
- 11. Click the **Confirm** pushbutton to confirm an Invoice Release.
- 12. Click the **Cancel** pushbutton to cancel an Invoice Release.

#### **Recording Main information**

This activity enables you to identify, maintain and define the heads under which billing is to be done for flight operation related transactions are identified and maintained in this activity.

1. Select the Main Info. tab page in the Manage Flight Invoice Release page under the Flight Billing business component. The Main Info. page appears. *See Figure 3.22.* 



#### Figure 3.22 Main Info. tab page

In the Release Info. group box:

2. Select the date on which invoice was generated in the **Inv. Rel.** Date field, provide the category to which the invoice belongs **Inv. Category**, and mention the period within which invoice is due for payment in the **Pay Term** field.

In the **Billing Summary** group box:

- 3. Select the **Re-Apply Price** checkbox if you wish to include any rate change in the contract after invoice generation.
- 4. Click the **Save Main Info.** pushbutton to save all the main information details against the Invoice Release # generated.

#### **Recording Fixed charges**

This section enables you to record details of all the billing heads having Fixed Charges that is those charges that are billed one time or on a periodic basis having no relation to the aircraft operations like for example Mobilization fees, De-mobilization Fee and Monthly Standing Fee.

1. Select the **Fixed Charges** tab page in the **Manage Flight Invoice Release** page under the **Flight Billing** business component. The **Fixed Charges** tab page appears. *See Figure 3.23*.


Main Info.	Fixed Charges	Operating Charges	Crew Charges	Other Charges	Flight Sheet Ref.	Fuel Uplift Ref.	Charge Back Ref.	Exceptions		
Fixed C	harges Details									
44 4	[No records to display]	> > + - D	* © © T T	1		<u>ل</u> ا م	5 x 2 8 ×		<b>T</b>	Q
# 🗉	Billing Head	Charge Type	Unit	Currency	No. Of Units (S	Sys.) No. of Units	Rate (Sys.)	) Rate	Amount (Sys.)	Amount
1 8	1							The sets	of the billion	8
								head that the flight	t is defined in Contract	
	<									>
To	al Fixed Charges					Save Fixed Ch	arges			

Figure 3.23 Fixed Charges tab page

#### In the Fixed Charges multiline:

- 2. Enter the number of units for the corresponding billing head that is billed in the **No. of Units** column and the **Rate** of the billing head that is defined in the contract and provide any **Remarks** or additional information pertaining to the fixed charges.
- 3. Click the **Save Fixed Charges** pushbutton to save all the details of fixed charges against the generated Invoice Release #.

🎘 Note: Ensure that details in this tab are not specified if the Contract Type is "General"

#### **Recording Operating charges**

This section enables you to record details of those fees that are charged on the customer based on the operation of the aircraft for example Fuel charges.

1. Select the **Operating Charges** tab page in the **Manage Flight Invoice Release** page under the **Flight Billing** business component. The **Operating Charges** tab page appears. *See Figure 3.24*.

Main Ir	ifo.	Fixed Charge	operating Char	ges Crew Char	ges Ot	her Charges	Flight Sheet Ref.	Fuel Uplift Ref.	Charge I	Back Ref.	Exceptions				
- Sea	rch Ci	iteria													
- Ope	ratin	Search	by 💌	v						Search					
	(	1 - 1 / 1 🕨	• + 0 T T					<u>ь</u>	U U X B		C	All	T		Q
#		Charge for	Billing Head	Charge Type	Unit	Currency	No. of Units(Sys.)	No. of Units	Rate Sl	ab ,	1/C Assign Type	Rate for	Rate (Sys.)	Rate	
1		Usage	Usage Based Charges	Std. Rate	Per Flight		4.50	4	.50	5	hared				
2											$\wedge$				
- Ope	ratin	Charges Sumr	nary							Indica aircra or is o	ates whether ft is exclusive on a shared b	the assign e for the cu pasis	ed ustomer		>
			Usage				Fuel					Activit	ty		
			No Flight				Others				1	Total Ops. Charge	es		
							Save Operat	ting Charges							

Figure 3.24 Operating Charges tab page

#### In the Search Criteria group box:

2. Select the basis on which retrieve details in the multiline and you wish to retrieve in the multiline and click the **Search** group box.

#### In the Operating Charges multiline:

2. Enter the number of units for the corresponding billing head that is billed in the **No. of Units** column and the **Rate** of the billing head that is defined in the contract, provide the product of the rate and the number of units applicable for the billing head in the Amount column

- 3. Enter the percentage of margin charged above the Actual charge back / Expense Charge Back in the **Markup%** column and provide the conversion rate for the value if both the billing currency and the base currency are different in the Exchange Rate column and any **Remarks** or additional information pertaining to the operational charges.
- 5. Click the **Save Operating Charges** pushbutton to save all the operating charges against the release invoice # generated.

#### **Recording crew charges**

With the help of this section, you will be able to record details of billing heads under which charges incurred for the crew members is raised for example Food and accommodation of the crew members.

1. Select the **Crew Charges** tab page in the **Manage Flight Invoice Release** page under the **Flight Billing** business component. The **Crew Charges** tab page appears. *See Figure 3.25*.

Main Info.	Fixed Charges	Operating Charges	Crew Charges	Other Charges	Flight Sheet Ref.	Fuel Uplift Ref.	Charge Back Re	ef. Exceptions			
	o records to display								Al	<b>T</b>	Q
# 🗉	Billing Head	Charge Type	Crew Type	Emp. #	Emp. Name	Unit	Currency	No. of Units(Sys.)	No. of Units	Rate (Sys.)	Rate
	<		T fr r	The employee or which charge ecorded	of the crew ges are						>
Total Cree	w Charges				Save Cree	w Charges					

Figure 3.25 Crew Charges tab page

#### In the Crew Charges Details multiline:

- 2. Enter the number of units for the corresponding billing head that is billed in the **No. of Units** column and the **Rate** of the billing head that is defined in the contract provide the product of the rate and the number of units applicable for the billing head in the Amount column.
- 3. Enter the conversion rate for the value if both the billing currency and the base currency are different in the **Exchange Rate** column and provide the reason for which modifications have been made to a value in the **Mod**. **Comments** column and enter **Remarks** or any additional information corresponding to the crew charges.
- 4. Click the Save Crew Charges to save all the crew details against the Invoice # generated.

#### **Recording Other charges**

This section helps you to record billing heads under which any other operating charges are to be billed for example Travelling expenses, internet charges.

1. Select the **Other Charges** tab page in the **Manage Flight Invoice Release** page under the **Flight Billing** business component. The **Other Charges** tab page appears. *See Figure 3.26.* 

Othe	er Cha	arge Details						-							
H I		1 - 1 / 1 🕨 🕨	+ - 🗗 🔸	T Tx						노 🗉 🛛 🗙	2 🗄 🏼 🔮	# ₩ 10 AL		-	
#		Billing Head	Charge Type	Unit	Currency	No	Of Units (Sys.)	No. Of Units	Rate (Sys.)	Rate	Amount	Exchange Rate	Amount (Billing Curr.)	Pricing Disp.	Pricing Notes
L		Overhauling			CAD	*		10.00		100.00	1000.00	30.00			
2					CAD	*									
		for the oth	her change	5											
															2
Tot	al Oth	er Charges						Save O	ther Charges						

Figure 3.26 Other Charges tab page

#### In the Other Charge Details multiline:

- 2. Enter the head or classification under which billing is made for the flight contract in the **Billing Head** column and select the **Currency** for the other charges as defined under each billing head in the flight contract.
- 3. Enter the number of units for the corresponding billing head that is billed in the **No. of Units** column and the **Rate** of the billing head that is defined in the contract provide the product of the rate and the number of units applicable for the billing head in the **Amount** column.
- 4. Enter the conversion rate for the value if both the billing currency and the base currency are different in the **Exchange Rate** column and provide the reason for which modifications have been made to a value in the Mod. Comments column and enter Remarks or any additional information corresponding to the crew charges.
- 5. Click the **Save Other Charges** to save all the crew details against the Invoice # generated

#### **Recording Flight Sheet Reference details**

This section you will be able to record all the flight sheets included in the invoice release. You can also a return a flight sheet.

1. Select **the Flight Sheet Ref.** tab page in the **Manage Flight Invoice Release** page under the **Flight Billing** business component. The **Flight Sheet Ref.** tab page appears. *See Figure 3.27.* 

	Main Ir	ifo.	Fixed Charges	Operating Charges	Crew Charges	Other Charges	Flight Sheet Ref.	Fuel Uplift Ref.	Charge Back Ref.	Exceptions			
Pa	Billir amete	g rs		Impacted Billing Heads									
6	Fligh	t She	et Info										
	44	[N	o records to display	/] + - 0	* T T.								<b>7</b> 🗉 🖉 🗶 🖂
	#		Flight Sheet #	Flight Date from/ to	A/C Reg #	A/C Model #	Primary?	Primary A/C	Reg # Primary Mo	odel # A/C	iC Assgn Type	Billing Remarks	Return Remarks
	1										Any co additic pertair	omments or onal informat ning to billing	ion
										Return Fligh	nt Sheet		

Figure 3.27 Flight Sheet Ref. tab page

2. Use the drop-down list box specify the **Billing Parameters** for each of the billing heads

In the Flight Sheet Info. multiline:

- 3. Enter the reasons for returning a flight sheet in the **Return Remarks** column.
- 4. Click the **Return Flight Sheet** pushbutton to remove the flight sheet from this invoice release and adjust the value from the invoice release value.

#### **Recording Charge Back Reference details**

1. Select the **Charge Back Ref.** tab page in the **Manage Flight Invoice Release** page under the **Flight Billing** business component. The **Charge Back Ref.** tab page appears. See Figure 3.28.

	Main Ir	fo.	Fixed Charges	Operating Charg	es Crew Charges	Other Charges	Flight Sheet Ref.	Fuel Uplift Ref.	Charge Back	Ref. Except	ions			
6	Doc	ımer	nt Details											
													_	
		•	1-1/1 > >>	+-0*	T T					] ×* C #			•	2
	#		Billing Head	Exp. Acc. Usage	Addl. Details	Doc. Type	Doc. #	Doc. Date	Supplier Name	Supplier Doc. #	Supplier Doc. Date	Doc. Line #	Line Ref.	Doc. Currency
	1		~		F	Expense Invoice	~ N							
	2		~		5	Supplier Account Based	Cr. Note 🗸							
			<			w	hich is to be b	billed						>
	Get D	oc. D	Details											
6	- Cha	rge B	Back Summary											
			Billable	e Value			Mark-u	р			Extd. Vai	lue		
								Save						

#### Figure 3.28 Charge Back Ref. tab page

#### In the Document Details multiline:

- 5. Use the drop-down list box specify the **Billing Head** for which you wish to record back charges, the type of invoice that is to be billed in the **Doc Type** column and provide details of the Billable Value.
- 6. Enter conversion rate for the value if both the billing currency and the base currency are different in the **Exch. Rate** column
- 7. Click the Get Doc. Details pushbutton to retrieve details at line level in the multiline.
- 8. Click the **Save** pushbutton to save the details of the charge back.

#### **Viewing Exceptions**

This section enables you to view all the exceptions that exist in the invoice release.

1. Select the **Exceptions** tab page in the **Manage Flight Invoice Release** page under the **Flight Billing** business component. The **Exceptions** tab page appears. See Figure 3.29.

Main Info.	Fixed Charges	Operating Charges	Crew Charges	Other Charges	Flight Sheet Ref.	Fuel Uplift Ref.	Charge Back Ref.	Exceptions			
Documer	Exceptions Cov	rerage Exceptions ×	▼								
Joocanici											
44 A []	No records to display		T.				▶ <u>∎</u> ⋓ x 6		All	•	Q
# 🗉	Billing Horizon	Inv. Mile	estone Date	Billing Head		Exception Notes					

#### Figure 3.29 Exceptions tab page

2. Use the drop-down list box to select the **Exceptions** for which you wish to view details.

In the **Document Details** multiline, the system lists information like Billing Horizon in which the exception exist, the Invoice milestone date, the billing head and any notes pertaining to the exception.

## FLIGHT LOG MANAGEMENT

The flight journey and technical logging sub-process extends support for recording the flight, and technical information, and the processing of any discrepancies reported. The journey details pertaining to a flight undertaken by an aircraft is recorded as part of the journey log. Operational parameters of the flight and functional discrepancies are recorded in the aircraft maintenance execution reference. The flight maintenance engineer carries out the maintenance work based on the information recorded in the Journey log and Aircraft maintenance execution reference. In addition to these, Line Maintenance Controller or Gate Planner can plan to schedule maintenance activities on an aircraft, which can be executed by aircraft maintenance execution reference.

**Flight Log** business component enables you to record the journey log and aircraft maintenance execution reference. As part of journey log you can record the basic flight details, in-flight engine shut down hours, delay details, cabin crew details, discrepancies observed during flight (if any) and flight delay details (if any). As part of aircraft maintenance execution reference, you can record the incoming and outgoing flight details, fuel or oil log details, and resolution and deferment action for discrepancies.

## 4.1 DEFINING QUICK CODES

The quick codes can be defined for the basic quick code types "Journey Log User Status", "Journey Log Category", "Execution Ref # Category", "CoM User Status", "Indirect Category" and "Landing Type" using this activity.

#### 4.1.1 DEFINING THE QUICK CODES

You can enter a unique identifier for the quick code and provide a description for it. The quick code should be unique for the organizational unit. The system assigns the "Active" status as soon as the quick code is created and sets the creation date and time to the server date and time. These quick codes are typically useful in viewing summary details and generating reports.

1. Select **Create Quick Codes** under the **Flight Log** business component. The **Create Quick Codes** page appears. See Figure 4.1.

*	D	Create Quick Code	s								III 7.	₽ 4	?	Č K
-	uick	Code Details	Quick Code Type Task Us	r Status	T									
44	4	1 - 2 / 2 🕨 🕨	+ - 🛛 🛠 Y Y.						# # III	All		r		Q
#		Quick Code	Description											
1	E	Fresh	Task created											
2	E	Approved	Task approved											
3	E													
						Create Quick	Codes							

#### Figure 4.1 Creating quick codes

- 2. Enter unique quick codes for the selected type, in the Quick Code field in multiline.
- 3. Enter the **Description** for the quick code.
- 4. Click the **Create Quick Codes** pushbutton.
  - Note: The system assigns "Active" status to the quick codes entered.
  - Note: You cannot create quick codes of Quick Code Type "In-Direct Category", if Component Interaction Model (CIM) interaction exists between the "Timesheet" and "Flight log" business components.

## 4.2 SETTING OPTIONS

You can set the options for numbering, flight log recording, employee reporting, delay reporting, CoM requirements, part number references and time zones.

#### 4.2.1 SETTING DEFAULT OPTIONS

1. Select **Set Options** under the **Flight Log** business component. The **Set Options** screen appears. See Figure 4.2.

\star 🗎 Set Opti	ons				<b>x</b>	<b>*</b>	?	6
				Date Format mm-dd-yyyy				
Numbering Opti	ons Flight Log Recording Options Reporting Options	Additional Options						_
<ul> <li>Numbering Type</li> </ul>	2							
		PDR Discrepancy Number	ng Type CDP 🔻					
	Execution	Ref # Discrepancy Number	ng Type DR 💌					
		Maint. Report Number	ng Type MREP 🔻					
		Replacement Number	ng Type REPL 🔻					
	Ca	nnibalization/Swap Number	ng Type REPL 🔻					
	Tra	Insfer Discrepancy Number	ng Type CDP 💌					
	Default Numberi	ng Type for EFB based Jou	ney Log JL- 🔻					
	Default Number	ng Type for EFB based Flig	nt Sheet FS 💌					
			Set Option					

#### Figure 4.2 Setting options

- 3. Click the **Numbering Options** tab and use the **PDR Discrepancy Numbering Type** drop-down list box to select the numbering type for generating the number for the Pilot Defect Report (PDR) discrepancy in the **Numbering Options** group box.
- 4. Use the **Execution Ref # Discrepancy Numbering Type** drop-down list box to select the numbering type for generating the number for the aircraft maintenance execution reference discrepancy.
- 5. Use the **Maint. Report Numbering Type** drop-down list box to select the numbering type for generating the number for the maintenance report.
- 6. Use the **Replacement Numbering Type** drop-down list box to select the numbering type for generating the number for the component replacement transaction.
- 7. Use the **Cannibalization/Swap Numbering Type** drop-down list box to select the numbering type for generating the number for the cannibalization.
- 8. Use the **Transfer Discrepancy Numbering Type** drop-down list box to select the numbering type for generating the number for the transfer of discrepancy from one component to another.
- 9. Use the **Default Numbering Type for EFB based Journey Log** to select the default numbering for a journey log created through EFB.
- 10. Use the **Default Numbering Type for EFB based Flight Sheet** to select the default numbering for a flight sheet created through EFB.
- 11. Use the **Default Numbering Type for LPC based Execution Ref #** to select the default numbering for Execution Ref # created through LPC (Line Planning Control).
- 12. Click the **Flight Log Recording Options** tab and use the Enforce Sequential Reporting of Journey Log drop-down list box to specify whether the journey log needs to be reported sequentially in the Flight Log Recording Options group box.
- 13. Use the **Flight Details Validation Basis** drop-down list box to select the means by which the flight and leg number must be validated. The validation basis could be "Flight", "Assignment" or "Not required".

- 14. Use the **Select Options** drop-down list box and select 'Flight Day Computation Options', 'Journey Log Display Options' or 'Journey Log Computation Options' to display the relevant parameters and their permitted values in the multiline.
- 15. In the **Flight Day Computation Options / Journey Log Display Options / Journey Log Computation** Options multiline, the system displays 'Category', 'Parameter', 'Permitted Values' and 'Value'. Refer to the below table for more details.

Category	Parameter	Permitted Values
Flight Day Computation	Date for Flight Day Update	Enter "0" for 'Flight Date', "1" for 'Departure Date', "2" for 'Take Off Date', "3" for 'Arrival Date'
	Flight Status - On Schedule	Enter "0" to Include, "1" to Exclude
	Flight Status – Delayed	Enter "0" to Include, "1" to Exclude
	Flight Status – Cancelled	Enter "0" to Include, "1" to Exclude
	Flight Status - Air Turn Back	Enter "0" to Include, "1" to Exclude
	Flight Status - Ground Turn Back	Enter "0" to Include, "1" to Exclude
	Flight Status – Diverted	Enter "0" to Include, "1" to Exclude
	Flight Status – Substituted	Enter "0" to Include, "1" to Exclude
	Flight Ops. Type – Regular	Enter "0" to Include, "1" to Exclude
	Flight Ops. Type – Test Flight	Enter "0" to Include, "1" to Exclude
	Flight Ops. Type – Training	Enter "0" to Include, "1" to Exclude
	Flight Ops. Type – Ferry	Enter "0" to Include, "1" to Exclude
	Flight Ops. Type – Positioning	Enter "0" to Include, "1" to Exclude
	Flight Ops. Type – Deleted	Enter "0" to Include, "1" to Exclude
Journey Log Display Options	Display Take-off Date & Take-off Time	Enter "0" for 'No', "1" for 'Yes'
	Display Landing Time	Enter "0" for 'No', "1" for 'Yes'
	Display Flight # and Leg #	Enter "0" for 'No', "1" for 'Yes'
	Default Flight Date	Enter "0" for 'No', "1" for 'Yes'
Journey Log Computation Options	Permit Flight Hour update in Journey Logs with zero Take Offs?	Enter "0" for 'No', "1" for 'Yes'
	Update Flight Cycles to Engine Cycles?	Enter "0" for 'No', "1" for 'Yes'
	Restrict update of Summary and Leg-Wise parameter with a value less than current value when update mode of parameter is New	Enter "0" for 'Not Required', "1" for 'Summary Parameter', "2" for 'Leg-Wise parameter' and "3" for 'Summary and Leg-Wise Parameter'. Default Value: "0"

- 16. Click the **Reporting Options** tab.
- 17. In the **Employee Reporting Options** group box, use **the Validate for employee presence as per ARS** drop-down list box to confirm if the presence of the employee needs to be validated as per the Attendance Report System (ARS).
- 18. Use the **Allow extra hour reporting without authorization** drop-down list box to allow the employee to report extra working hours without authorization.

- 19. Use the **Basis for computing Overtime** drop-down list box to select the method to calculate overtime, which can be either "Shift Pattern" or "Standard Rate".
- 20. Use the **Employee Time Sheet Updation Mode** drop-down list box to select the method to update the employee time sheet, which can be "Clock", "Manual" or "Clock & Manual".
- 21. Use the **Confirmation of Timesheet Records** drop-down list box to set the importance of confirmation of timesheet records.
- 22. Use the **Authorization of Timesheet Records** drop-down list box to set the importance of authorization of timesheet records.
- 23. In the Delay Reporting Options group box, use the Reported Delay Modification drop-down list box to allow or disallow the modification of delay details. Delay report modification can be "Not allowed", "Add new delays" or "Fully Modifiable".
- 24. Use the **Validate Entered Delay Duration** drop-down list box to set options for validating the delay duration entered.
- 25. The validation basis can be "With Assigned Values", "Entered Values" or "None".
- 26. In the Sign-Off Options group box, use the Enforce Sign-off? drop-down list to select "Yes" if sign-off is to be enforced.
- 27. Set the **Permit Dual Sign-off by the employee** drop-down list to "Yes" if dual sign-off is permitted.
- 28. Set the **Sign-off Reqd. For Deferral of Discrepancy** drop-down list box to "Yes" to enforce sign-off for deferral of discrepancy. Select "No" otherwise.
- 29. Click Additional Options tab.
- 30. In the "Other" group box, use the Time Zone Reference for Log Records drop-down list box to select the time zone reference for log records, which can be "Local", "UTC", "Starting Station", "Destination Station" and "User Defined".
- 31. Enter the **Time Zone For UTC**.
- 32. Use the **Basis To Update Engine Flight Hours** drop-down list box to select the basis of updating inflight hours, which can be "block hours" or "flight hours".
- 33. Enter the **Default Reason for Cannibalization**.
- 34. Set the Enforce Excess/Core Returns? drop-down list to "Yes" to enforce core return
- 35. Use the **CoM Reqd?** drop-down list box to specify whether Certificate of Maintenance is required. The system lists the options "Required", "Not Required" and "User Selected".
- 36. Use the **Ref. Date for Compliance against Flight Ops** drop-down list box to specify the reference date for updating the compliance history against flight operations, in the "Aircraft" business component. Select one of the following options:
  - Start Date Select this option if the compliance history must be updated on the start date of the journey log.
  - End Date Select this option if the compliance history must be updated on the end date of the journey log.
  - User Defined Select this option if the compliance history must be updated on the user-specified date.
- 37. Use the **Ref. Date for Compliance against Repair Station** drop-down list box to specify the reference date for updating the compliance history against repair station, in the "Aircraft" business component. Select one of the following options:
  - Start Date Select this option if the compliance history must be updated on the start date of the journey log.

- End Date Select this option if the compliance history must be updated on the end date of the journey log.
- User Defined Select this option if the compliance history must be updated on the user-specified date.
- 38. Click the **Set Option** pushbutton to record the settings.

## 4.3 RECORDING JOURNEY LOG

A Journey Log is created for one or more legs of a flight undertaken by the aircraft. The pilot or the flight-in-charge records the journey log. Basic details of the flight, operational parameters for the aircraft, inflight shut down hours, as well as information about delays and discrepancies, can be recorded.

#### 4.3.1 RECORDING JOURNEY LOG DETAILS

A unique, system-generated number identifies each journey log. The system assigns the "Fresh" status to the newly created journey log. Once confirmed, a journey log cannot be modified.

- 1. Select **Create Journey Log** under the **Flight Log** business component. The **Create Journey Log** page appears. *See Figure 4.3*.
- 2. Select the numbering type for the journey log in the **Numbering Type** drop-down list.
  - Note: You can leave this field blank, only if the numbering type or the default numbering type is set for the journey log transaction, in the "Create Numbering Type" activity of the "Document Numbering Class" business component
- 3. Enter the date on which the flight was scheduled, in the **Flight Date** field.
- 4. Select the time zone in which the journey is recorded, in the **Reporting Time Zone** field.
- 5. Enter the **Station Code**.
- 6. Use the **Flight Ops. Type** drop-down list box and set the field to "Regular", "Test Flight", "Training", "Ferry", "Positioning" or "Others", to set the operations type of the flight.
- 7. Enter the Aircraft Reg # for which the journey log details are entered.
- 8. Click the **Get Details** pushbutton to retrieve the leg details and summary parameter details pertaining to the aircraft registration number.
  - Note: For the Aircraft Reg # entered, ensure that at least one of the conditions mentioned in the table below is satisfied:

'Usage Mode' defined in "Configurator"	'Mode of Usage' of Aircraft defined in "Aircraft"
Offline	Offline
Online / Blank / Not Applicable	Online

Create Journey Log							= 겨 두 다	+?⊡
log Details				ſ	Date & Time Format	mm-dd-yyyy	HH:MM/HHMM	
Journey Log #	Flight Date	04-25-2016	1m1/ 111	Status			Rep. Time Zone UTC 🔻	
Aircraft Reg. # P 1101	Get Starting Station &	A320	Flight	t Ops. Type	Regular 1	<b>*</b>		
Flight Category Accident	Journey Log Category			Log #				
<ul> <li>Log Reference Details</li> </ul>								
A / C Details	Total Times					ast Journey		
Aircraft Model # A Entering	Total Flight Hours		FH Log Mode			Last Jo	urney Log #	
Configuration Class leg details	Total Flying Cycles					Last Journ	ney Log Date	
Manufacturer Serial #	Hobbs Meter Reading		Hobbs Re-set?			Last Journe	y Log Status	
Leg Details Summary Parameter Details								
Leg Details								
(( ( 1 -1/1 ) )) + - □ < ◊	C: ▼ T <sub>x</sub>		<u>ь</u> ш	s x e	ii ™ C II	🗯 💷 🛛 🖬	T	Q
# 🗉 Line # Dep. STN Arr. STN \$	Dep. Date Dep. Time A	Arr. Date Arr.	Time Hobbs-Out	Hobbs-In	Block Hours	Flight Hours	Delay on Dep. (HH:MM)	
1 🗉 A320	04-25-2016 0	4-27-2016						
2	<							>
Other Details				c : a				
File Name 👂	View Hie Remark	s		Engine bieed			Pliot Special Report	
Computed Flight Parameters		Create Log	Approve Log					
Flight Hours	Engine Hrs / Cycles		Pa	arameter 1			Parameter 4	
Flight Cycles	Block Hours		Pa	arameter 2			Parameter 5	
Landing Cycles			Pa	arameter 3			Parameter 6	
Edit Journey Log Report Crew Details	Report Operational Interruption Det Record Aircraft Maintenance Execut	tails tion Details	Record Pilot Reported	d Discrepancie	:5	Report In	nfight Shut Down Hours	

Figure 4.3 Recording journey log details

- 9. Select the Leg Details tab to enter the leg details for the journey log.
- 10. Select the Summary Parameter Details tab to enter the parameter details for the journey log.
- 11. In the Operational Details group box, set the Engine Bleed? as "Yes" or "No", and enter the Pilot Special Report.
- 12. Click the **Create Log** pushbutton to create a journey log.
  - Note: The system creates a Journey Log with the Hobbs-In value less that or equal to re-initialized value, If the "FH Log Mode" is set as "Hobbs Meter Reading" for the Aircraft Reg # as defined in the "Aircraft" business component, and if there is a manual new mode re-initialized entry for the Parameter which is mapped to "Hobbs Meter Reading" base parameter, later to the Arrival Date and Arrival Time of the Latest Journey Log # in "Confirmed" status for the Aircraft Reg # as defined in the "Aircraft" business component. E.g. If there is a Journey Log with Hobbs-Out as 100 and Hobbs-In as 120 in "Confirmed" status with Arrival Date as15/11/2006 and Arrival Time 10:00 hrs and if user updates the Parameter mapped to Hobbs Meter Reading base parameter with a value 110 with As On Date as 15/11/2006 and As On Time as 11:00 hrs, then a Journey Log is created with Hobbs-Out/In value greater than or equal to 110.

#### To approve a journey log,

- 13. Click the Approve Log pushbutton to approve a journey log.
  - Note: On approval of the journey log, the system updates the Flight Details, Interruption Details and Delay Summary Details in the "Regularize Operational Interruption Details" page.

Note: The system creates a Journey Log with the Hobbs-In value less than or equal to re-initialized value, If the "FH Log Mode" is set as "Hobbs Meter Reading" for the Aircraft Reg # as defined in the "Aircraft" business component, and if there is a manual new mode re-initialized entry for the Parameter which is mapped to "Hobbs Meter Reading" base parameter, later to the Arrival Date and Arrival Time of the Latest Journey Log # in "Confirmed" status for the Aircraft Reg # as defined in the "Aircraft" business component. E.g. If there is a Journey Log with Hobbs-Out as 100 and Hobbs-In as 120 in "Confirmed" status with Arrival Date as 15/11/2006 and Arrival Time 10:00 hrs and if user updates the Parameter mapped to Hobbs Meter Reading base parameter with a value 110 with As On Date as 15/11/2006 and As On Time as 11:00 hrs, then a Journey Log is created with Hobbs-Out/In value greater than or equal to 110.

#### To proceed further,

- Select the Edit Journey Log link to modify the journey log details
- Select the **Report Operational Interruption Details** link to update the delay details.
  - 🔉 Note: You can launch this link only if the journey log is in status other than "Approved" or "Cancelled".
- Select the Record Pilot Reported Discrepancies link to update the pilot reported discrepancies.
  - >>> Note: You can launch this page only if the journey log is "Approved".
- Select the **Report In-flight Shut down hours** link to report the engine shutdown and restart details.
- Select the **Report cabin** crew details link to report the details of the cabin crew.

• Select the **Record Aircraft Maintenance Execution Details** link to record the aircraft maintenance execution details for an aircraft.

Note: The "Record Aircraft Maintenance Execution Details" link is not displayed for Offline Usage. (i.e. 'Usage Mode' set as "Offline" in the "Configurator" business component.)

#### Entering leg details for creating journey log

- 1. Select the Leg Details tab in the Create Journey Log page. In the Leg Details multiline, enter the Flight #, Leg # and Arrival Station. See Figure 4.3.
  - Note: Ensure that the "Flight #" and the "Leg #" are entered, if the "Flight Status" drop-down list box is set to either "Cancelled" or "Substituted".
  - Note: The "Arrival Station" field must be left blank if the flight status is set to either "Cancelled" or "Substituted".
- 2. Enter the date on which the leg of the journey starts in the **Departure Date** field. You can also enter a date that is earlier than the "Flight Date".
  - Note: When a journey log is created / approved, the arrival date of aircraft of the preceding leg is updated as the departure date for the next leg. This is applicable only if the status of the previous flight is other than "Cancelled" or "Substituted".
- 3. Enter the time at which the leg of the journey starts in the Departure Time field. Data entry in this field is mandatory, if the "Flight #" and "Leg #" are available and if the flight status is set to "Delayed", "Diverted" or "Air Turned Back".
  - Note: This field must be left blank, if the flight status of the aircraft is set to "Cancelled", "Substituted" or "Ground Turned Back".
- 4. Enter the **Arrival Date** and **Arrival Time** of the aircraft. The "Arrival Date" is entered if "FH Log Mode" of the aircraft is set to "Actual Flight Times" in the "Aircraft" business component. The Arrival Time must be entered, if "Flight #" or "Leg #" is entered and if the flight status is set as "Delayed", "Diverted", or "Air Turned Back".

- Note: Both the fields must be left blank, If the "FH Log Mode" is set as "Hobbs Meter Reading" for the Aircraft Registration number or if the flight status of the aircraft is set to "Cancelled", "Substituted" or "Ground Turned Back".
- 5. Use the **Flight Status** drop-down list box to specify the flight status of the aircraft. The system provides the following options:
  - On Schedule Select this option if the arrival or departure of the flight is as per the schedule.
  - Delayed Select this option if there is a delay in the arrival or departure of the flight.
  - Cancelled Select this option if the flight is cancelled.
  - Diverted Select this option if the flight is diverted through a different route.
  - Air Turned Back Select this option if the flight returns to the starting station after take-off.
  - Ground Turned Back Select this option if the flight returns to the starting station without take-off.
  - Substituted Select this option if the flight is substituted by another flight due to any interruption. The system performs the following on clicking the "Create Log" or "Approve Log" pushbutton:

If the flight status is set as "On Schedule", then the system ensures that: (a) The difference between the Schedule Departure Time and the Actual Departure Time, and (b) The difference between the Schedule Arrival Time and the Actual Arrival Time, is less than the set limit for Delay Duration.

If the flight status reported for the journey log is "Delayed", then the system ensures that: (a) The difference between the Schedule Departure Time and the Actual Departure Time, and (b) The difference between the Schedule Arrival Time and the Actual Arrival Time, is greater than the set limit for Delay Duration.

- Note: The system considers the "Reportable Delay (In Minutes)" as the Delay Duration, if defined in the "Reliability Analysis" business component. Otherwise, the system considers the "Delay Duration (In Minutes)" defined in the "Aircraft Reliability" business component as the Delay Duration.
- 6. Enter the number of passengers in the **No of Pax** field.
- 7. Enter the number of take offs for the flight during the journey, in the **Take Offs** field.
- 8. Specify the number of touch-and-go stops for the journey log, in the **Touch & Go Count** field.
- 9. Set the **Maint. Execution?** field to "Yes", to specify whether maintenance execution was performed during the journey. Set "No" otherwise.
- 10. Set the **Cabin Crew Change?** field to "Yes", to specify whether there was any change in the cabin crew between the legs during the journey. Set "No" otherwise.

#### Entering parameter details for creating journey leg

1. Select the **Summary Parameter Details** tab in the **Create Journey Log** screen. In the **Summary Parameter Details** multiline, enter the value of the parameter in the **Parameter Value** field. See Figure 4.4.

	Leg Detais Summary Parameter Details									
Ī	H 4	[N	o records to display] > >> + - 🗇	* Ø @ T T.			All	۹. 🔻		
	¥		Parameter	Parameter Value 🔎	A/C Position #	Part #	Part Description			
			<					>		





The system displays the following fields:

- 2. The **UOM** and the **Update Mode** of the parameter.
- 3. The Current Value and the Resultant Value of the parameter.
- 4. The **Part #**, **Part Description**, **Position Code** and **Position Type** which could be either "Engine" or "APU".

#### Enter the operational interruption details for a journey log

You can specify the delay that has occurred during the journey. Details such as the duration of the delay, reason for delay and the action taken can be recorded in the journey log.

- > Note: You can launch this page only if the journey log is in status other than "Approved" or "Cancelled".
- 1. Select the **Report Operational Interruption Details** link in the **Create Journey Log** page. The **Report Operational Interruption Details** page appears. See Figure 4.5.

Report	Operational Interru	ption Details						44 4 1	▶ ▶ 1 /1			+ '	? 🗟
- Flight Deta	iils							Date Format mm-dd	-уууу	HH:MM	/HHMM		
	Journey Log # JL-000	00072013		Amendment #					Status	Fresh			
	Aircraft Reg. # AI-703	77		Aircraft Model #	737-200				Line #	1 -	Get Detai	s	
	From Station AIR			To Station	AIR				Flight Status	On Sched	le		
	From / To Date 09-30	-2013 01	1:00:00	To Date	09-30-2013		06:00:00	D					
- Interruptio	on Details												
	Reason # 🔎			Reason Description					Reason Category				
	Reason for Interruption			Action Taken					Reporting Status				
	ATA # 🔎	1		Remarks									
- Delay Deta	ails												
🕂 🕂 [No r	ecords to display] 🕟 🕅	+-0***	T T,					) × C 🖡 🖷 💷	All				Q
# 🗉 De	elay Category	Delay # 🔎	Delay Description	Delay On	ATA #	Time Unit	-	Delay Duration	Reason for Delay	Action Tak	en		
1						Minutes	~						
	<												>
				Report Operational	Interruption Def	tails							

Figure 4.5 Entering the delay details

- 2. Enter the **Reason #** for flight interruption reported during the journey of the aircraft, in the **Interruption Details** group box.
  - Note: The reason number entered here must be in 'Active' status as defined in the "Maintain Reason for Removal" activity of the "Common Masters" business component, if the flight status is either "On Scheduled" or "Delayed".
- 3. Enter the **ATA #** on which the delay is reported.
- 4. Enter the **Reason for Interruption**, **Action Taken** to minimize the delay of flight operation and **Remarks** pertaining to the interruption of the flight operation.
  - Note: The above mentioned fields in the "Interruption Details" group box must be left blank, if the flight status is "Delayed".
- 5. Enter the **Delay #** and **Delay Duration** in the **Delay Details** multiline.
- 6. Enter the reason why the flight was not on schedule, in the Reason For Delay field.
  - Note: All the fields in the "Delay Details" multiline must be left blank, if the flight status is any one of the following options: "Cancelled", "Substituted", "Air Turned Back", "Ground Turned Back" or "Diverted".
- 7. Click the Report Operational Interruption Details pushbutton to report delay details for the journey log.
  - Note: You cannot modify the details available in the "Interruption Details" group box and/or the multiline details, if the reporting status is "Regularized".

#### **Entering the pilot reported discrepancies**

You can enter the discrepancies or snags, which are observed by the operation crew, such as the pilot, first officer, flight engineer or the cabin crew.

- 1. Select the Record Pilot Reported Discrepancies link in the Create Journey Log page. See Figure 4.6.
- 2. Enter the description for the discrepancy, in the **Discrepancy** field.
- 3. Select the category for which the discrepancy is reported, in the **Discrepancy Category** drop-down list box.
- 4. Select the action taken against the discrepancy, in the Action drop-down list box.
- 5. Enter the ATA chapter on which the discrepancy is reported, in the ATA# field.
- 6. Enter the number identifying the fault in the **Fault #** field.

	Record Pilot Reported Dis	crepancies					= 겨 = 다	+ ? 🗔
						Date Format mm-dd-yyyy	HH:MM/HHMM	
	light Details							
	Journey Log # JL-00000720	13	Amendment #			Line # 1 💌 Get Details	3	
	Aircraft Reg. # AI-7077		From Station AIR			To Station AIR		
	Aircraft Model # 737-200		From / To Date 09-30-2013	01:00:00		To Date 09-30-2013	06:00:00	
	Status Fresh Default Details							
		Reported By	P 00041383			Reporting Date & Time 04-25-2016	15:04:40	
	Discrepancy Details							
44	[No records to display]	» + - O	* O O T T.			🛛 🖾 🗶 🖷 💷 🛛 🗛	•	Q
#	Discrepancy #		Discrepancy Description 👂	Discrepancy Category	Defer ?	Deferral Remarks		
1	8			· · · · · · · · · · · · · · · · · · ·	No	×		
	<							>
	Pilot Remarks							
		Remarks						
				Record Discrepancies				
View	Occurrence Report							

Figure 4.6 Recording pilot reported discrepancies

- 7. Enter the number identifying the occurrence report in the Occurrence Report # field.
  - Note: Ensure that the date and time of the occurrence report is earlier than the "To Date" and "To Time" of the leg of the journey log with which it is associated.
- 8. Click the Record Discrepancies pushbutton to record discrepancies for the journey log.

#### **Reporting inflight shut down hours**

If the aircraft engine is shut down due to any emergency during a flight event, it is known as "Inflight Shutdown". If the flight has any inflight shutdown reported, the details can be recorded in this page. The engine shut down is an essential parameter in calculating the engine hours, engine cycles and other dependent engine parameters.

- 1. Select the **Report Inflight Shut Down Hours** link in the **Create Journey Log** page. The **Report Inflight Shut Down Hours** page appears. See Figure 4.7.
  - Note: The system will not launch this page, if the status of the flight is "Cancelled" or "Ground turned back".
  - Note: On launching the page, the system displays the flight and engine details and the inflight shut down hour details, if they are already defined for the journey log, aircraft registration number and engine position.



★ III Report Inflight Shut Down Hours	기 등 !		?	C¢.					
Flight Details     Date & Ime Format mm-dd-yyyy	hh:mm:ss								
Journey Log # JL-0000072013 Aircraft Reg. # AI-7077 Aircraft Model # 737-20	00								
Engine Position # Cet Details Component #									
Part # Serial # Part Description									
Inflight Shut Down Hour Details									
	•			Q					
≠ 🗉 Inflight Shut Down Date Inflight Shut Down Time Time Zone Shut Down Type Inflight Restart Date Inflight Restart Time Time Zone Remarks									
1 D 04-18-2016 15:12:22 11 v v 04-19-2016 15:12:43 11 v									
2 🗉 11 🗸 🗸 11									
<			>						
Computed Flight Parameters	010								
Figure 2000 Figure	CTC								
crigine novis ustuu engine cycles 1									

#### Figure 4.7 Reporting inflight shut down hours

- 2. Use the **Engine Position #** drop-down list box to select the position of the engine. The system lists all the position codes of type "Engine" defined for the aircraft, from the **Configuration** business component.
- 3. Click the **Get Details** pushbutton to retrieve the inflight shut down hour details.
- 4. In the **Inflight Shut Down Hour Details** multiline, enter the shutdown **details** such as **Inflight Shut Down Date** and **Inflight Shut Down Time** of the engine.
- 5. Use the **Time Zone** drop-down list box to select the time zone in which the engine was shutdown and the type of the shut down in **the Shut Down Type** drop-down list box.
- 6. Enter the restart details such Inflight Restart Date and Inflight Restart Time of the engine.
- 7. Use the Time Zone drop-down list box to select the time zone in which the engine was restarted.
  - Note: The flight parameters **Flying Hours**, **Flight Cycles**, **Engine Hours** and **Engine Cycles** are computed and displayed on the basis of details entered.
- 8. Click the **Report Inflight Shut Down Hours** pushbutton to update the engine shut down details.

#### **Reporting cabin crew details**

This page allows you to record the details of the employee in the cabin crew for each journey log, flight date, flight and leg combination.

- 1. Select the **Report Cabin Crew Details** link in the **Create Journey Log** page. The **Report Cabin Crew Details** page appears. See Figure 4.8.
- 2. Enter the Line # corresponding to the leg details and click the **Get Details** pushbutton to retrieve the journey log details for the line number.

Report Crew Details			= ≍ = ₽ ←	? 🗔
- Flight Details		Date Format mm-dd-yyyy		
Journey Log # JL-0000072013	Flight Date 09-30-2013	Flight & Leg #	1	
Line # 1 V Get Details	Dep. STN AIR	Arr. STN AIR		
؇ • [No records to display] 🕨 🕨 🕂 🗖 🛠 🌣 🖏 🕇 🎙	r,		▼	Q
# 🗏 Employee # 🖉 Employee Name	Role	License # License Class		
. 🗉				
	Record Crew Details			
	Record Clew Decais			

Figure 4.8 Recording cabin crew details

#### In the Cabin Crew Details multiline,

- 3. Enter the details of the employee in the cabin crew such as **Employee #**, **Role**, **License #** and **License Class**.
- 4. Click the **Record Cabin Crew Details** pushbutton.

## 4.4 APPROVING JOURNEY LOG

The journey log, which is created or modified in "Create Journey Log" or "Edit Journey Log" pages, can be approved. On approval, the status of the journey log is updated as "Confirmed". The journey log in the "Confirmed" status cannot be modified. You can also cancel a journey log. The cancelled journey log is no longer available for modification.

1. Select the **Approve Journey log** link under the **Flight Log** business component. The **Approve Journey Log** page appears. See Figure 4.9.

* •	■ Approve Journey Log       RAMCD OU-ramco role ▼ 24 ⊕ 14 € ? □										
								Date Format	m-dd-yyyy		
- Sea	Search Criteria										
		Journey Log #			Aircraft Reg #	<u>=</u>		<b>~</b>			
		Flight Date	<b></b>		Starting Station	<u>=</u>		Journey Log Category	-		
		Log #			Flight #						
	Search										
- Sea	rch Ros	ulte									
	- Chi Hees										0
		41 - 50/103 / // / /						S 🛉 💷 III IF 🥍 Ali	▼ 5	earch	Q
*		Journey Log #	Aircraft Reg. #	Aircraft Model #	Flight Date	Starting Station	Log #	Journey Log Category	Flight #	App. History	
41		JL-0001572013	101	A310	05-18-2018	1				5	
42		JL000173	VT-666	A310	01-18-2021	K-2634				1	
43		JL000175	VT-666	A310	01-18-2021	K-2634				9	
44		JL000178	VT-666	A310	01-18-2021	K-2634				1	
45		JL000179	VT-666	A310	01-18-2021	K-2634				19	
46		JL000180	VT-666	A310	01-18-2021	K-2634				10	
47		JL000187	VT-666	A310	01-18-2021	K-2634				10	
48		JL-0001872013	101	A310	10-08-2018	ABC				3	
49		JL000188	VT-666	A310	01-18-2021	К-2634				3	
50		JL-0001882013	101	A310	10-07-2018	ABC				5	
											Þ
	Return Remarks Approve Log Cancel Log Return Log										

#### Figure 4.9 Approving journey log

- 2. Enter the **Search Criteria** and click the **Search** pushbutton.
  - > Note: The system will not retrieve journey logs of the aircraft with record status "Frozen".
- 3. Click the **Approve Log** pushbutton to approve a journey log.
- 4. Click the **Cancel Log** pushbutton to cancel a journey log.

You can approve / cancel the journey log only if at least one of the below conditions is satisfied:

'Usage Mode' defined in "Configurator"	'Mode of Usage' of Aircraft defined in	Source of Journey Log #
Offline	Offline	Offline
Online / Blank / Not Applicable	Online	Online

## **4.5AMENDING A JOURNEY LOG**

A journey log, which is in the "Approved" or "Under Amendment" status, can be amended. The station, leg and parameter details can be modified. The system generates an amendment number for the journey log and sets the status as "Under Amendment". A journey log that is in the amendment status can be approved. On approving, the status of the journey log changes to "Approved".

#### 4.5.1 AMENDING JOURNEY LOG DETAILS

- 1. Select the Amend Journey Log link under the Flight Log business component. The Select Journey Log page appears.
- 2. Enter the Journey Log # directly and select the Amend Journey Log link provided alongside.

Or,

- 3. Use the **Search Criteria** to search for the journey log and click the **Search** pushbutton. Select the hyperlinked journey log number in the multiline. The **Amend Journey Log** page appears. See Figure 4.10.
- 4. Enter the station name in the **Starting Station** field.
- 5. Select the category to which the journey log belongs, in the **Journey Log Category** drop-down list box.

\star 🗎 Amend Jour	ney Log							<b>€€ € 1</b>	2 3 4 !	5 🕨 🙌 1	/190 🗐 🖂		⊢? ⊡ [
🗌 Lee Details									Date & Time For	rmat mm-dd-yyyy		HH:MM/HH	IMM
	# 11.000252	2012		Fligh	Date 02-20-2016			Status Approve	ad		Rep. Tim	a Zone CHN	
Aircraft Peo	# VT.CUN	2015		Starting Stati	DBG	,	_	Flight Ops Type Regular	-		Journey Log Ca		
Flight Catego	FITCAT1		-	Amende	ent# 0			log #	•		Flight	Status On Scho	dulo.
- Log Reference Details	ing renorm		•	American	iene# 0			Log #			riigite		Jule
A / C Details			- Total	Times							Last Journey		
Configuration Class 15	SEATER PAX		Total	Flight Hours 10.07		HRS		FH Log Mode Actua	al Elight Time		Last Journey L	.og # 11-00025	22013
Manufacturer Serial # 343	332		Total F	vina Cycles 57		CYC			ar ngre nne	La	ast Journey Log S	tatus Approved	
Aircraft Model # AW	139		Hobbs Me	ter Reading				Hobbs Re-set?					
Leg Details Summ	nary Paramete	r Details											
<ul> <li>Leg Details</li> </ul>													
( ) 2 / 2     ( ) 2     ( ) 2 / 2     ( ) 2     ( ) 2 / 2     ( ) 2     ( ) 2 / 2     ( ) 2     ( ) 2 / 2     ( ) 2     ( ) 2 / 2     ( ) 2	• • •	- 0	* 0 C T	<b>▼</b> ×			7		x; C I	🖶 💷 🗚		•	Q
# 🗏 Line #	Flight # 🔎	Leg #	Dep. STN	Arr. STN 🔎	Dep. Date	Dep. Time	Take Off Date	Take Off Time	Landing Time	Arr. Date	Arr. Time	Hobbs-Out	Hobbs-In
1 🗉 1		1	LBG	CPH	03-30-2016	18:25	03-30-2016	18:27		03-30-2016	18:28		
2 🗉 2		2	CPH	CPH	03-30-2016	18:28	03-30-2016	18:29		03-30-2016	18:30		
3													
					<								>
<ul> <li>Other Details</li> </ul>													
File Name 🕽	0		View F	le	Remarks			Engine Bleed?	*		Pilot Special	Report	
Amendment Remark	s												
					Amen	d Journey Log	Approve	Amendment					
- Computed Flight Para	meters												
Flight Ho	urs 0.05	HRS		Engine Hrs /	Cydes 0.05 / 2			Parameter 1 APUC	0 CY	с	Parar	neter 4 Not Upo	late0.00
Flight Cyc	les 2			Block	Hours 0.05			Parameter 2 APUH	0.00 HR:	s	Parar	neter 5 Not Upo	late0.00
Landing Cyc	les 2							Parameter 3 Not Upo	dat: 0.00		Parar	neter 6 FUEL	0.00 GL
Report Operational Interrupti	on Details		Rem	rd Pilot Reported Disc	repancies		View Pilot Repor	ted Discrepancy		Report (	Crew Details		
Record Aircraft Maintenance I	Execution Detail	ls	Repo	rt Inflight Shut Down	Hours		nen noertepo	ted bloc epartey					
- Record Statistics													
Created	by ADMINUSE	ER		Create	d Date 03-30-201	6		Last Modified by ADMINU	USER		Last Modifie	d Date 03-30-2	016
Approved	by ADMINUSE	ER		Approve	d Date 03-30-201	6							

#### Figure 4.10 Amending journey log

- 6. Use the **Flight Ops. Type** drop-down list box and set the field to "Regular", "Test Flight", "Training", "Ferry", "Positioning" or "Others, to set the operation type of the flight. Also specify the **Flight Category**.
- 7. Select the <u>Leg Details</u> tab to enter the details of the legs associated to the journey log.
- 8. Select the Summary Parameter Details tab to enter the details of the parameters mapped to the journey log

- 9. In the Operational Details group box, set the Engine Bleed? as "Yes" or "No", and enter the Pilot Special Report.
- 10. Click the Amend Journey Log pushbutton.
  - Note: Modification of journey Leg details in the multiline are not allowed, if the flight status is set as "Deleted". The system creates a Journey Log with the Hobbs-In value less that or equal to re-initialized value, If the "FH Log Mode" is set as "Hobbs Meter Reading" for the Aircraft Reg # as defined in the "Aircraft" business component, and if there is a manual new mode re-initialized entry for the Parameter which is mapped to "Hobbs Meter Reading" base parameter, later to the Arrival Date and Arrival Time of the Latest Journey Log # in "Confirmed" status for the Aircraft Reg # as defined in the "Aircraft" business component.
  - Example: If there is a Journey Log with Hobbs-Out as 100 and Hobbs-In as 120 in "Confirmed" status with Arrival Date as 15/11/2006 and Arrival Time 10:00 hrs and if user updates the Parameter mapped to Hobbs Meter Reading base parameter with a value 110 with As On Date as 15/11/2006 and As On Time as 11:00 hrs, then a Journey Log is created with Hobbs-Out/In value greater than or equal to 110.

To approve the amended journey log,

- 11. Click the **Approve Amendment** pushbutton.
  - Note: For records with flight status "Deleted", further amendment is not possible once the journey logs are approved.

The system performs the following on clicking the pushbutton:

The system creates a Journey Log with the Hobbs-In value less that or equal to re-initialized value, If the "FH Log Mode" is set as "Hobbs Meter Reading" for the Aircraft Reg # as defined in the "Aircraft" business component, and if there is a manual new mode re-initialized entry for the Parameter which is mapped to "Hobbs Meter Reading" base parameter, later to the Arrival Date and Arrival Time of the Latest Journey Log # in "Confirmed" status for the Aircraft Reg # as defined in the "Aircraft" business component.

Example: If there is a Journey Log with Hobbs-Out as 100 and Hobbs-In as 120 in "Confirmed" status with Arrival Date as 15/11/2006 and Arrival Time 10:00 hrs and if user updates the Parameter mapped to Hobbs Meter Reading base parameter with a value 110 with As On Date as 15/11/2006 and As On Time as 11:00 hrs, then a Journey Log is created with Hobbs-Out/In value greater than or equal to 110.

If the Flight Status for the last leg of any of the journey log is set as "Deleted", then the system considers the Hobbs-In value of the immediate preceding leg whose flight status is other than "Deleted" or "Cancelled", as the latest Hobbs meter reading for the parameter that is mapped to the Aircraft Reg #. This is applicable only if the parameter is classified as "Hobbs Meter Reading" in the "Aircraft" business component.

Leg #	Hobbs-Out	Hobbs-In	Status
Leg # 1	1015	1020	On-Schedule
Leg # 2	1020	1025	On-Schedule
Leg # 3	1025	1030	On-Schedule

Example 1:

#### Example 2:

Leg #	Hobbs-Out	Hobbs-In	Status
Leg # 1	1015	1020	On-Schedule
Leg # 2	1020	1025	On-Schedule
Leg # 3	1025	1030	Deleted

In the above mentioned examples, the latest Hobbs Meter Reading in the first example is 1030 as the flight status for all the legs is On-Schedule. Whereas in the second example the Hobbs meter reading is 1025 as the flight status for the third leg i.e. Leg # 3 is set as "Deleted". In the second case the system considers the Hobbs-In value of the preceding leg as the latest Hobbs Meter reading.

#### You can further do the following:

- 1. Select the **Report Operational Interruption Details** link to update interruption and/or delay information of the flight recorded for the journey log.
- 2. Select the **Record Pilot Reported Discrepancies** link to update pilot reported discrepancies.
- 3. Select the **Report Cabin Crew Details** to enter the cabin crew details.
- 4. Select the **Record Aircraft Maintenance Execution Details** link to record the aircraft maintenance execution details for an aircraft.
  - Note: The "**Record Aircraft Maintenance Execution Details**" link is not displayed for Offline Usage. (i.e. 'Usage Mode' set as "Offline" in the "**Configurator**" business component.)

#### **Entering journey leg details for amendment**

- 5. Select the Leg Details tab from the Amend Journey Log page. The Leg Details tab page appears. See Figure 4.10.
- 6. In the Leg Details multiline, enter the Flight #, Leg # and Arrival Station.
  - Note: If the flight status is either "Cancelled" or "Substituted", ensure that "Flight #' and "Leg #" fields are entered, and the "Arrival Station" field is left blank.
- 7. Enter the **Departure Date** and **Departure Time** of the flight. Ensure that the departure time of the flight is entered, if the flight number and leg number are available and if the flight status is "Delayed", "Diverted" or "Air Turned Back".
  - Note: The departure time of the flight need not be entered, if the flight status is set to "Cancelled", "Substituted" or "Ground Turned Back". You can also enter a date that is earlier than the "Flight Date".
- 8. Enter the **Arrival Date** and **Arrival Time** of the aircraft. Ensure that the "Arrival Date" is entered if "FH Log Mode" of the aircraft is set to "Actual Flight Times" in the "Aircraft" business component. The "Arrival Time" must be entered, if a value is entered in the "Flight #" or "Leg #" fields and if the flight status is set as "Delayed", "Diverted", or "Air Turned Back".
  - Note: Both the fields must be left blank, if the flight status of the aircraft is set to "Cancelled", "Substituted" or "Ground Turned Back".
- 5. Enter the Hobbs-Out and Hobbs-In meter reading recorded during take-off and landing of the flight.

If the "Enforce Sequential Reporting of Journey Log" field is set as "Allowed" in the "Set Options" activity of the current business component, ensure the following before clicking the "Amend Journey Log" or "Approve Amendment" pushbutton:

If the Flight Status of an intermediate leg of the last journey log is set as "Deleted", ensure that the Hobbs-Out value of the leg subsequent to the intermediate leg is same as the Hobbs-In value of the leg whose flight status is other than "Deleted" or "Cancelled", that is preceding to this intermediate leg.

For Example: Assuming that the intermediate leg of the last journey log mentioned here is Leg# 2 whose flight status is "Deleted", the Hobbs Out meter reading for the subsequent leg which is Leg # 3 should be 1005 which is nothing but the Hobbs In meter reading of Leg # 1 whose flight status is other than "Deleted" or "Cancelled".

Leg #	Hobbs-Out	Hobbs-In	Status
Leg # 1	1000	1005	On-Schedule
Leg # 2	1005	1010	Deleted
Leg # 3	<del>1010</del> 1005	1015	On-Schedule

If the Flight Status of the first leg of the last journey log is set as "Deleted", then ensure that the Hobbs-Out value of the subsequent leg in the current journey log whose flight status is other than "Deleted" or "Cancelled", is same as the Hobbs-In value of the last leg of the approved journey log that is preceding to the current journey log. The immediate preceding journey log reported for the same aircraft is identified based on the transaction date and time.

#### For Example:

Journey Log 1: Transaction Date and Time: 26.07.2008, 10:00:00

Leg #	Hobbs-Out	Hobbs-In	Status
Leg # 1	1000	1005	On-Schedule
Leg # 2	1005	1010	On-Schedule
Leg # 3	1010	1015	On-Schedule

Journey Log 2: Transaction Date and Time: 27.07.2008, 09:00:00

Leg #	Hobbs-Out	Hobbs-In	Status
Leg # 1	1015	1020	Deleted
Leg # 2	<del>1020</del> 1015	1025	On-Schedule
Leg # 3	1025	1030	On-Schedule

- Note: You cannot modify the flight status of any of the legs to "Deleted" unless the leg belongs to the last journey log, even if the "Enforce Sequential Reporting of Journey Log" field is set to "Allowed".
- 9. Use the **Flight Status** drop-down list box to specify the flight status as "On Schedule", "Delayed", "Cancelled", "Diverted", "Air Turned Back", "Ground Turned Back" or "Deleted".
- 10. Enter the number of passengers in the **No of Pax** field.
- 11. Enter the number of **Take Offs** for the flight during the journey.
- 12. Set the **Maint. Execution?** Drop down list box to "Yes" or "No", to specify whether maintenance activities execution was performed during the journey.
- 13. Set the **Cabin Crew Change?** drop-down list box to "Yes" or "No", to specify whether there was any change in the cabin crew between the legs during the journey.

#### Entering parameter details of journey log for amendment

- 1. Select the **Summary Parameter Details** tab in the **Amend Journey Log** page. The **Summary Parameter Details** tab screen appears. See Figure 4.11.
- 2. In the Summary Parameters multiline, enter the value of the parameter in the Parameter Value field.

Ŀ	eg De	ails Summary Par	rameter Details									
	Sumr	nary Parameter Detai	ls									
4		1 -3/3	• + - 0 %	0 0 T T.						All	-	Q
#	E	Parameter	Parameter Value	A/C Position #	Part #	Part Description	Parameter Description	UOM	Update Mode	Current Value	Resultant Value	
1	1	DW	11				ew	12	Delta	210	210	
2	1	GG	11.00	ENG-L	ENGINE 1	Left Engine	GG	AMP	Delta			
3	8	PF	11	ENG-L	ENGINE 1	Left Engine	PF	AM	Delta			
4	1	1										
		<										>

#### Figure 4.11 Entering parameter details for journey log

The system displays the following fields:

- 3. The UOM, Update Mode, Current Value and the Resultant Value of the parameter.
- 4. The Part #, Part Description, Position Code, and Position Type which could be either "Engine" or "APU".

## 4.6 **REGULARIZE OPERATIONAL INTERRUPTION DETAILS**

This activity enables you to regularize existing interruption or delay details for the journey log recorded by the pilot during the journey of the aircraft. Apart from which, you can also add new interruption or delay details. The details of interruption or delay are recorded in the "Report Operational Interruption Details" page.

You can search for existing journey logs based on filter criteria such as the journey log number, journey log category, aircraft registration number, starting station, ending station and flight number. Based on these filter criteria, the system retrieves the key details of the journey log, such as the journey log number, aircraft registration number, flight number, starting station, ending station and journey log category, in the multiline. The system lists only those journey logs that are in "Confirmed" status.

You can select a journey log and modify the delay details of the flight reported during the journey, if the details are to be regularized. The system assigns the Reporting Status as "Regularized" for the interruption/ delay records that are regularized or newly added in this page.

#### 4.6.1 REGULARIZING OPERATION INTERRUPTION DETAILS FOR JOURNEY LOG LEG

- 1. Select the **Regularize Operational Interruption Details** link under the **Flight Log** business component. The **Select Journey Log** page appears.
- 2. Enter the journey log number in the Direct Entry group box and select the Regularize Operational Interruption Details link provided alongside.

Or,

- 3. Enter the search criteria and select the **Regularize Operational Interruption Details** link provided alongside. The **Regularize Operational Interruption Details** page appears. See Figure 4.12
- 4. Specify the Line # of the journey log in the Flight Details group box, and click the Get Details pushbutton to retrieve the delay details for the journey log.

#### In the Interruption Details group box:

- 5. Enter the number identifying the reason for interruption of the flight in the **Reason #** field. The value entered here must an active reason number as defined in the "Common Masters" business component.
  - Note: Data entry in this field is mandatory if the flight status of the aircraft is "Cancelled", "Substituted", "Air Turned Back", "Ground Turned Back" or "Diverted".
- 5. Enter the **ATA** # on which the delay is reported. The ATA number entered here must be in 'Active' status as defined in the "Aircraft".



Regularize Operational Interruption Details			44 4 1 2 3 4	5 🕨 🕨 1	/208 🗐 💢		← ? □
Flight Details					Date Form	at mm-dd-yy	уу
Journey Log #	1 -0000012013		Aircra	ft Reg. # SR 101			
Sch. Departure Date	06 01 2012			line #	Got Dotaik		
Suit Departure Date	06-01-2015		rt-h		Get Details		
Flight Status	On Schedule		Fligh	it & Leg # 1			
Log #							
Reason # C			Reason (	ategory			
ATA = 0			Reason Do				
Doctor for Interruption			Activ	an Takan			
Reason for Interruption			Acut				
Remarks			Reportin	ig Status			
Delay On Dep. (Dav/Hr/Min)		Delay On Arr. (Day/Hr/M	in)				
- Delay Details							
📢 📢 [No records to display] 🕨 🕨 🕂 — 🗇 🌫	0 0 T T.	۶ h l	5 x c i x c + +			T	Q
# 🗉 Delay Category Delay # 🔎	Delay Description	D	lelay On	ATA # 🔎		Delay (Days)	
1							
<							>
		Regularize Operational Interruption Details					

Figure 4.12 Regularizing operational interruption details

- 9. Enter the textual description of the reason for interruption of the flight operation in the **Reason for Interruption** field.
- 10. Enter the action taken to minimize or erase the flight delay in the **Action Taken** field, and additional comments pertaining to the flight operation in the **Remarks** field
- 11. Enter the Delay #, ATA #, Delay (Days), Delay (Hours) and Delay (Minutes) in the Delay Details multiline.
  - Note: Ensure that the value entered in "Delay (Days)", "Delay (Hours)" and "Delay (Minutes)", is positive and greater that zero.
- 10. Click the Regularize Operational Interruption Details pushbutton to regularize the existing flight delay details.
  - Note: The system allows you to add a new delay record and/or modify the existing delay details in the multiline, if the "Reported Delay Modification" drop-down list box is set to "Fully Modified" in the "Set Options" activity of the current business component. And, if the "Reported Delay Modification" dropdown list box is set to "Add New Delays", you can only add a new record in the multiline.

## 4.7 FUEL / OIL UPLIFT DETAILS

#### 4.7.1 RECORDING FUEL OR OIL LOG

In this page, you can enter the fuel and oil consumption details for aircrafts with or without reference of Execution Ref #. You can retrieve the position codes of type "Engine" or "APU" in the "Oil Uplift Details" tab page and enter the oil on arrival, oil at the time of departure and the uplifted oil.

1. Select the Record Fuel/Oil Uplift Details link under the Flight Log business component.

Or,

- Alternatively select the hyperlinked Fuel / Oil Log # field in the Select Fuel / Oil Record page of the Update Fuel / Oil Uplift Details activity. The Record Fuel / Oil Log page appears. See Figure 4.13
- 3. In the **Fuel / Oil Log Details** group box, specify the **Numbering Type** for generating a number for the fuel / oil log transaction.
- 4. Enter the number identifying the aircraft in the **Aircraft Reg #** field, for which the fuel / oil details are to be recorded.
- 5. Enter the date and time at which the oil is uplifted in the flight before departure, in the **Uplift Date & Time** field.
- 6. Use the **Reference Document Type** drop-down list box to specify the type of the reference document for which the Fuel / Oil log report has to be recorded. The reference document could be either "Execution Ref #" or "Others".

Record Fuel / Oil Log								□ ≭ = ;	⇒ ←	? 🗔
Curl ( Oil to Dataila						Date Format	mm-dd-yyyy	hh:mm:ss		
Fuel / Oi Log # Uplift Date & Time 08-23-201	13 🛅 14:37:39	11 Refere	Numbering Type FUEL nce Document Type Exec Get Detail	ution Ref # 💌		Re	Aircraft Reg. # P eference Doc. # P	6Y-JMR VP-000001-2012		
Execution Document Details     Work Center # YUL-104-0     Reference Time Zone ET     Oil Uplift Details Fuel Uplift & Usage Deta	12 💌		Station MON Log #	REAL			Flight & Leg # 👂			
Oil UOM Details     Engine     Oil Uplift Details - Engine & APU	e Oil UOM 🛛 EA 💌				AF	PU OI UOM EA	Y			
(	T T.			<b>۲</b> Ш	X 2 🗎 ¥ C	<b>₽ ≈ Ш</b> .	All	T		Q
# 🖻 Position Code Position Type	Serial #	Component #	Uplifted Oil	Part #	On Arrival Oil	At Dep Oil	Part Description			
1			150.00		100.00	90.00				
<									>	
Oil Uplift Details - Other Positions										_
•• • [No records to display] • • • +				<u>ک</u> ا	X 🛛 🗎 🛛 C	<b>₽ ≈ 00  </b>	All	T		Q
# 🗉 Item # UC	On Arri	val Oil	Uplifted Oil	At Dep O	il					
1										
	Remarks									
Document Attachment Details										
File	Name P	View File								
			Update Fuel/ C	il Log						
Record Statistics										
c	Created by DMUSER					Created Date	09-29-2014			
Last M	lodified by DMUSER				La:	st Modified Date	09-29-2014			

Figure 4.13 Recording fuel / oil uplift details for aircraft

7. Enter the reference document number in the **Reference Doc. #** field. Entry in this field is mandatory, if a value is selected in the **Reference Document Type** drop-down list box.



- Note: Ensure that the value entered here is a valid Execution Ref # in "Fresh" or "Confirmed" status for the specified aircraft, if the reference document type is selected as "Execution Ref #".
- Note: You cannot modify the value entered in the "Reference Document #", and "Aircraft Reg #" fields, if a Fuel / Oil log number is available for the reference document.
- 8. Click the **Get Details** pushbutton to retrieve the fuel and oil uplift details for the aircraft.
- 9. In the Execution **Document Details** group box, select the work center to which the Execution Ref # is associated, from the **Work Center #** drop-down list box.
- 10. Enter the **Flight & Leg #** of the aircraft for which the fuel /oil uplift details are to be recorded. Enter the leg number of the flight in the box provided alongside.
- 11. Enter the number identifying the log leaf that contains the details of the Execution Ref #, in the Log # field. The value entered here must be a valid log leaf for the specified aircraft registration number and Execution Ref # number.
- 12. Select the **Oil Uplift Details** tab to update the fuel consumption details.

Refer **Recording Oil Uplift Details** topic for more details.

12. Select the Fuel Uplift Details tab to update the fuel consumption details.

Refer to **Recording Fuel Uplift & Usage Details** topic for more details.

- 14. Enter the **File Name** relating to the Execution Ref # in the Document Attachment Details group box.
- 15. Click the **Update Fuel / Oil Log** pushbutton to record the fuel / oil log details.

#### **Recording oil uplift details**

Using this tab you can enter the amount of oil on arrival, oil at the time of departure and the uplifted oil for position codes of type "Engine" or "APU" and the oil uplift details for Other Positions.

- 1. Select the Oil Uplift Details tab in the Record Fuel / Oil Log page. See Figure 4.14.
- 2. In the **Oil UOM Details** group box, select the unit of measurement for the engine oil from the **Engine Oil UOM** drop- down list box.

– Oil	40U Upli	1 Details ft Details - Engin	Engine Oil UOM	EA 💌				AF		T		
	(	1 -1/1 >	+ 0 0 C T T				▶ ≞ ⊽	x 🛛 🗎 💌 🔮	<b>₽ ≥ 00</b>	All	T	Q
#		Position Code	Position Type	Serial #	Component #	Uplifted Oil	Part #	On Arrival Oil	At Dep Oil	Part Description		
						150.00		100.00	90.00			
		<								_		>
-Oil	Upli	✓ Ift Details - Other I - 1 / 1	Positions					X 2 🗎 X 6	# # M	All	<b>v</b>	<b>د</b> م
) Oil	Upli	≮ ft Details - Other 1 - 1 / 1 → Item #	Positions + □ Φ Φ Τ Τ. UOM ρ	On Arrival Oi	_	Uplifted Oil	<u>ک</u> آت	X 2 11 x C	# # II	All At Dep Oil	<b>.</b>	>
) Oil	Upli	<pre>{     ft Details - Other     1 - 1 / 1      Item #</pre>	Positions + □ Φ δι ▼ Τ. UOM ρ 12	On Arrival Oil	1	Uplifted Oil	<b>7</b> H D	X & ii x C	<b># = (11</b> ) 5	All At Dep Oil	T	>
Oil (	Upli	<pre>ft Details - Other 1 - 1 / 1  Item #</pre>	Positions → + ① ② ③ ▼ ▼, JOM Ø 12	On Arrival Oil	1	Uplifted Oil	<b>7</b> III (1	XEMX	# <b>. +</b> ∎ 111 5	All At Dep Oil	T	>
) Oil  4		<pre>ft Details - Other 1 - 1 / 1 &gt; Item #</pre>	Positions + 0 0 0 7 7, UOM 0 12	On Arrival Oil		Uplified Oil	L = 0	X E m x ø	₩. ₩ 10 5	Al At Dep Oil 0.00	V	۵

#### Figure 4.14 Updating oil uplift details for aircraft

- 3. Enter the amount of oil in the flight at the time of arrival, in the On Arrival Oil field.
- 4. Enter the amount of oil uplifted in the flight before departure, in the **Uplifted Oil** field.
- 5. Enter the amount of oil at the time of departure, in the **At Dep Oil** field.
  - Note: Ensure that a positive value is entered in the "On Arrival Oil", "Uplifted Oil" and "At Dep. Oil" fields.

The value entered in the "At Dep Oil" field must be the sum of the "On Arrival Oil" and the "Uplifted Oil". At Dep Oil = On Arrival Oil + Uplifted Oil

The value entered in the "Uplifted Oil" field must be the difference between the "At Dep Oil" and the On Arrival Oil" Uplifted Oil = At Dep Oil – On Arrival Oil

- 6. Enter the unit of measurement of the oil in the **UOM** field.
- 7. Enter the On Arrival Oil, Uplifted Oil, and At Dep Oil, in the Oil Uplift Details Other Positions multiline.
  - Note: The system does not allow you to enter fractional values, if the "Fractions Allowed?" field is set to "No" in the "Unit of Measurement" business component.
  - Note: Any one of the above mentioned fields: "On Arrival Oil", "Uplifted Oil" or "At Dep Oil" must be entered corresponding to the item number available in the multiline.
  - Note: You must select at least one record in the multiline, if the source document type is either "Hangar Work Order" or "Component Work Order".

#### **Recording fuel uplift and usage details**

Using this tab you can enter the fuel details, such as the fuel type, the name of the fuel supplier, the amount of fuel on arrival, amount of fuel consumed when the aircraft is grounded and the fuel uplifted in the aircraft. The system calculates the amount of fuel before uplifting, the amount of fuel uplifted and the amount of fuel in the aircraft at the time of departure.

- Select the Fuel Uplift and Usage Details tab in the Record Fuel / Oil Log page. See Figure 4.15. In the Fuel Uplift Details group box:
- 2. Select the type of the fuel uplifted in the flight before departure, from the Fuel Type drop-down list box.
- 3. Enter the Fuel Receipt #.
- 4. Use the **Tracking UOM** drop-down list box to specify the appropriate UOM for the fuel uplifted.
- 5. In the On Arrival Fuel field, enter the amount of fuel available in the flight at the time of arrival
- 6. In the **Ground Consumption** field, enter the amount of fuel consumed for the aircraft from the landing point to the fuel station.
  - Note: The "Ground Consumption" value must be less than the value available in the "On Arrival Fuel" field.
- 7. In the **Qty. Before Refuel** field enter the amount of fuel available in the flight before refueling.

Oil Uplift Details Fuel Uplift & Us	sage Details				
<ul> <li>Fuel Uplift Details</li> </ul>					
Fuel Type	<b>v</b>	Fuel Receipt #	2015-OUB-001	Tradking UOM	EA 💌
On Arrival Fuel	110.00	Ground Consumption	20.00	Qty. Before Refuel	
Uplift From	Internal Stock 💌	Trading Partner # 👂		Uplift Qty.	
Qty. After Refuel	100.00	Fuel Transfer Details			
Uplift for Internal Use	50.00	Uplift for Customer Use	14000.00	Customer # 🔎	1090000
Usage Category	<b>v</b>	Remarks			

#### Figure 4.15 Updating fuel uplift & usage details for aircraft

- 9. Enter the source from which stock is consumed in the **Uplift From** field and provide the supplier of fuel in the **Trading Partner #** field.
- 10. Enter the quantity of fuel uplifted in the aircraft in the **Uplift Qty**. and provide the total amount of fuel in the aircraft in the **Qty**. After Refuel field.
- 11. Enter the details regarding the transfer of fuel from one aircraft to another, in the Fuel Transfer Details field.
  - Note: The system does not allows you to enter fraction values in the following fields: "On Arrival Fuel", "Before Refuel", "Ground Consumption", "Fuel Uplift" and "After Refuel", if the "Fractions Allowed?" field is set to "No" in the "Unit of Measurements" business component.

## 12. Enter the **Uplift For Internal Use** and **Uplift For Customer Use** and enter the category of usage in the **Usage Category** drop-down list box.

The system performs the following on clicking the **Get Details** pushbutton in the main page:

Calculates the "Before Fuel" value as the difference between the On Arrival Fuel value and the Ground Consumption value.

Before Refuel = On Arrival Fuel - Ground Consumption

Calculates the "After Refuel" value as the sum of the "Before Refuel" value and "Fuel Uplift" value. After Refuel = Before Refuel + Fuel Uplift

Does not allow modification of details if invoice is generated for the respective 'Fuel / Oil Log #'.

#### 4.7.2 UPDATING FUEL / OIL UPLIFT DETAILS

Using this activity you can update the Fuel / Oil uplift details for aircrafts with or without the reference of Execution Ref #. You can update the details of the amount of fuel or oil uplifted for the position codes of type "Engine" or "APU" and for Other Positions in the same page.

This activity allows you to select a Fuel / Oil log record for which the fuel and oil uplift details are to be updated.

1. Select the Update Fuel / Oil Uplift Details link under the Flight Log business component. The Select Fuel / Oil Record page appears. See Figure 4.16.

*	Select Fuel / Oil Record					≡ ≭ = ₽ +	? 🗔 🖪
- FI	uel / Qil Log Details				Date Format mm-dd-yyyy	hh:mm:ss	
	,	Fuel / Oil Log #		]	Aircraft Reg # 👂		
		From Date		1	To Date		1
		Work Center #	<b>v</b>		Station	•	
	R	Ref. Document Type	<b>v</b>		Ref Document #		
		Flight & Leg #			Log #		
				Search			
	earch Results						
44	<ul> <li>I - 5 / 48 → → T T<sub>x</sub></li> </ul>			<b>ж</b> ш	5 X 🛛 🖨 🕈 🕈 🖬 🗛	Ŧ	Q
#	Fuel / Oil Log #	Aircraft Reg #	Uplift Date & Time	Ref. Document Type	RefDocument #	Work Center #	Station
1	FLOG000001	VT-666	01-05-2014 15:21:27	Others	Jan01-OIL	ORD-230-05	ORD
2	FLOG000002	vt-666	01-08-2014 00:00:00	Others	Jan08-Oil	ORD-230-05	ORD
3	FLOG000003	vt-666	01-12-2014 00:00:00	Others	Jan 12-Oil	ORD-230-05	ORD
4	FLOG000004	6Y-JMR	01-05-2014 00:00:00	Others	6Y-JMR-1	ORD-230-05	ORD
5	FLOG000005	6Y-JMR	01-10-2014 00:00:00	Others	6Y-JMR-2	ORD-230-05	ORD
	<						>

#### Figure 4.16 Updating fuel uplift details for aircraft

- 2. Enter the Fuel / Oil Log #, Aircraft Reg #, From Date, and To Date in the Fuel /Oil Log Details group box.
- 3. Use the Work Center # drop-down list box to specify the work center for the fuel / log.
- 4. Use the **Execution Station** drop-down list box to specify the station at which the Fuel/Oil log has been reported.
- 5. Use the **Reference Document Type** drop-down list box to select the type of the reference document against which the Fuel / Oil uplift details are to be updated. The system provides the following options:
  - Execution Ref # Select this option if the Fuel / Oil uplift details are to be updated for the Execution Ref #.
  - Others Select this option if the fuel/uplift details are to be updated for the reference documents other than Execution Ref #.
- 5. Enter the **Ref. Document #** for which the Fuel / Oil uplift details are to be retrieved.
- 6. Enter the **Flight & Leg #** for which the Execution Ref **#** is created.
- 8. Enter the Log Leaf # which contains the Fuel / Oil log details.
- 9. Click the Search pushbutton to retrieve all the fuel/oil log records reported for aircraft.
- 10. Click the hyperlinked Fuel/Oil Log # field in the Search Results multiline to update the Fuel / Oil log details.

#### 4.7.3 INQUIRING FUEL / OIL UPLIFT DETAILS

1. Select the Inquire Fuel / Oil Uplift Details link under the Flight Log business component. The Inquire Fuel / Oil Uplift Information page appears. See Figure 4.17.

🗎 Inquire Fuel / Oil Uplift				겨 틈 다	← ?	¢ K
Carech Critaria		Date Forma	mm-dd-yyyy			
Aircraft Reg. # \$ 1181 From Date	Get Details	Aircraft Model # To Date	A-310			
Flight Parameter Details     FH for period     Search Results		FC for period				
			ai 💷	•		Q
# 🖻 Log Period Consumption (Consolidated)	UOM	Average per Day Averag	e per FH	Average per FC		

#### Figure 4.17 Updating fuel uplift details for aircraft

- 2. Enter the Aircraft Reg #, Aircraft Model #, From Date and To Date in the Search Criteria group box.
- 3. Click the Get Details pushbutton to retrieve the flight parameter details. In the Flight Parameter Details group box, the system displays the following:
- 4. The total flying hours for which the flight was flown for the specified period in the **FH for Period** field.
- 5. The total flying cycles of the aircraft for the specified period in the **FC for Period** field.

In the Search Results multiline, the system displays the following details:

- 6. The positions of type "Engine" and "APU" in the **Log** field. In addition to the position types the system also displays:
  - If "Aircraft Reg #" alone is entered, the system displays all the item numbers defined for the model and configuration class of the aircraft defined in the "Maintain Flight Log Parameters" page of the "Aircraft" business component.
  - If a Model # alone is selected, the system displays all the item numbers defined for the selected model in the "Maintain Flight Log Parameters" page of the "Aircraft" business component.
  - Displays the text "Fuel" that indicates the consolidated fuel consumption details for the aircraft / model.
- 7. The total Fuel / Oil consumed during the specified period for which the aircraft was flown, in the **Period Consumption (Consolidated)** field.
- 8. The UOM for the consumed fuel /oil.
- 9. The average Fuel / Oil consumption per day, in the Average per Day field.
- 10. The average Fuel / Oil consumption per flight hour, in the Average per FH field.
- 11. The average Fuel / Oil consumption per flight cycle, in the Average per FC field.

# OCCURRENCE REPORTING

An occurrence is the happening of an event, related to safety or others, which needs follow-up or corrective measures. The occurrence can be during flight of an aircraft or during maintenance activities at maintenance bases such as field bases, hangars or component shops. The pilot or the mechanic involved in the occurrence, reports the same to the maintenance personnel or operations manager for further action.

The area / operation / maintenance manager approves the maintenance / corrective action performed on the occurrence reported after providing the necessary comments pertaining to the approval of the occurrence report.

The safety department is involved in the final processing of the approved occurrence report.

The **Occurrence Reporting** business component deals with the process of reporting the various occurrences and incidents during flight of an aircraft or during maintenance activities at maintenance bases such as field bases, hangars or component shops.

The **Occurrence Processing** business component enables you to approve the occurrence report and process the approved occurrence report.

## 5.1 REPORTING OCCURRENCES

#### 5.1.1 SETTING OPTIONS FOR OCCURRENCE REPORTING

You can define the system parameters for generating occurrence report.

1. Select the **Set Options** link in the **Occurrence Reporting** business component. The Set options page appears. See Figure 5.1.

★ 🗎 Set Options								7\$	+	?	¢ K
Numbering Ontions						Date Format mm-dd-yyyy	,				
Other Ontions	Numbering Type for Occ. related PDR Disc. Numbering Type for Occ. related Tech. Disc.	PDR V									
	Default Time Zone for Occ. Reporting	11	T								
				Set Option							
Record Statistics	Last Modified by DMUSED				1=	act Modified Date 02 20 2016					
	Last Houried by DMOSER				La	st Houlled Date 02-20-2016					

Figure 5.1 Setting options for occurrence reporting

- 2. Enter the **Numbering Type for Occ. related PDR Disc**. to specify the numbering type for occurrence-related pilot report discrepancies.
- 3. Enter the **Numbering Type for Occ. related Tech. Disc**. to specify the numbering type for occurrence-related technical discrepancies
- 4. In the Other Options group box, set the default time zone for occurrence reporting.
- 5. Click the **Set Options** pushbutton to record the occurrence reporting options.
  - Note: The system updates the last modified date with the current server date and stores the current user as the user who last modified the option setting.

#### 5.1.2 CREATING OCCURRENCE REPORT

You can record the various types of occurrences, details of the personnel involved in the occurrence and the phase of operation during which the event has happened. You can also brief the incident information while reporting an occurrence.

1. Select the **Create Occurrence Report** link in the **Occurrence Reporting** business component. The **Create Occurrence Report** page appears. See Figure 5.2.

In the Occurrence Details group box,

 Select the type of occurrence in the Occurrence Type drop-down list box. The occurrence type could be "Aircraft Related-Maint", "Aircraft Related-Non Maint", "Personnel-Related", "Spill", "Tool/Equipment", "Vehicle Related", "Scheduled Maintenance" or "Unscheduled Maintenance".

## ramco

Create Occurrence Report				≣ ≭ ∰ ₽ ← ? ⊡
			Data & Timo Formation	- dd
Reference Details			Date & filler officer in	п-од-уууу планиназ
Occurrence Report #	00000004		Numbering Type	OC 💌
Status	Fresh		User Status	<b>T</b>
Occurrence Details	a training and a second s		Data & Tima Of Occurrence	of 99 9946 開 19 97 44 開
	Now York		Business Unit	04-22-2016 10:27:44 10
Customer Call Sign	New TOR		Customer	00-1 *
AOG	No 🔻		Was Personnel Injury Involved?	Vec V
Was Property Damaged?	Yes V		Emergency Maneuver Reg'd?	Yes V
Flight Deviation?	•		Freeze Aircraft record?	No 🔻
Reporting Details				
Reported by $P$	00041383		Reporting Employee	SENECHAL, DOMINIC
Reporting Station 👂	A320		Nature of Condition	<b>T</b>
Precautionary Procedure	<b>V</b>		Reason	Materials Not available
Aircraft Reg # P			Aircraft Model #	
Base / Work Center			No. of Pax	
Fuel On Board			T/O Gross Weight	
C.G			Est. Acft. Unavail. Time(hours)	
Est. Unavail. Time to Cust(hours)				
Was Aircraft Replaced?	•		Replaced Date & Time	11 III III
Replacement Details			0 M - 1 I #	
Employee Details			AIRCRATT MODEL #	
4 4 1 -1/1 > > + - 0 4 0 0 T				
# Duty Employee # P	Employee Name	Schedule Conse	cutive Days Worked Overtime?	Remarks
1 🖸 Pilot 🗸 00001421	NIGHTINGALEast, DWIGHTirst	5 🗸 3		
2 🗉 🗸			1	
				Specify the phase at
	Specif	y the activity		which the incident
	during	which the event		took place
Operation Details	bas of	entred	]	
Occurrence Occurred During	Pilot Activity	scurred	Phase of Operations	Shut Down
- Incident Details				
44 4 [No records to display] > >> + - 🗇 🛠	0 C T T.			
# 🗉 Incident Type Incident 👂	Description		Remarks	
1				
				1
Occurrence Related Discrepancy Details				
Discrepancy P				^
				✓
Discrepancy #				The date and time when
ATA # P			Fault # 🔎	the aircraft was released
	Incident happened while takeoff from airport			
Occurrence Account				formaintenance
File Name 👂	View F	ile	Acft. Rel. to Maint.	
			Create Occ. Report	
			create occi heport	comminister Report

#### Figure 5.2 Creating occurrence report

- 3. Enter the Date & Time of Occurrence, Location of Occurrence and Business Unit.
- 4. Specify whether the occurrence has caused the aircraft grounding, in the AOG? field.

Note: Ensure that this field is entered, if the occurrence type is of the type "Aircraft Related-Maint", "Aircraft Related-Non Maint", "Scheduled Maintenance" or "Unscheduled Maintenance".

- 6. Specify whether the occurrence has caused personnel injury, in the Was Personnel Injury Involved? field.
- 7. Specify whether the occurrence has caused property damage, in the Was Property Damaged? field.
- 8. Specify whether any emergency action was carried out after the occurrence, in the **Emergency Maneuver Reg'd?** field.
- 9. Specify whether the flight route has deviated from its original route due to the occurrence, in the **Flight Deviation?** Field.
  - Note: Ensure that this field is entered, if the occurrence type is of the type "Aircraft Related-Maint", "Aircraft Related-Non Maint", "Scheduled Maintenance" or "Unscheduled Maintenance".

- 9. Use the **Freeze Aircraft Record?** field and select "Yes" or "No" to specify whether you wish to freeze the aircraft record.
  - Note: You can set the **Freeze Aircraft Record?** as "Yes", only if the occurrence type is "Aircraft Related-Maint", "Aircraft Related–Non Maint", "Scheduled Maintenance" or "Unscheduled Maintenance".
- 10. Enter the code identifying the employee who has reported the occurrence in the **Reported by** field.
- 11. Specify the details of the aircraft for which the occurrence is reported in the Aircraft Details group box.
  - Note: Ensure that all the fields in the "Aircraft Details" group box are entered, if the occurrence type is of the type "Aircraft Related-Maint", "Aircraft Related-Non Maint", "Scheduled Maintenance" or "Unscheduled Maintenance".
- 12. Enter the replacement details of the aircraft in the **Replacement Details** group box, if the aircraft is replaced due to damage.
- 13. Specify the details of the employee involved in the occurrence, in the **Employee Details** multiline.
- 14. Enter the details of the incident associated with the occurrence, in the **Incident Details** multiline.
- 15. Enter the **Discrepancy** in the **Occurrence Related Discrepancy Details** group box, only if the occurrence type is selected as "Aircraft Related-Maint" or "Unscheduled Maintenance".
- 16. Click the **Create Occ. Report** pushbutton to create the occurrence report.
  - > Note: The system sets the status of the occurrence report as "Fresh".
- 17. Click the **Confirm Occ. Report** pushbutton to confirm the occurrence report.
  - Note: The system sets the status of the occurrence report as "Confirmed".
  - Note: The system updates the "AOG status?" for the aircraft as "AOG" in the "Aircraft" business component, if the occurrence type is "Aircraft Related-Maint" or "Unscheduled Maintenance" and "AOG?" field is set to "Yes".
  - If the incident had occurred during the 'Pilot Activity', the system generates a discrepancy of the type "PIREP" and assigns a discrepancy number based on the numbering type set in the "Numbering Type for Occ. related PDR Disc." option in the "Set Options" activity. The system associates the discrepancy number with the journey log number, based on the date and time of occurrence and sets the record status of the discrepancy as "Fresh".
  - If the incident had occurred during the 'AMT Activity' or 'Others', the system generates a discrepancy of the type "MIREP" and assigns a discrepancy number based on the numbering type set in the Numbering Type for Occ. related Tech. Log Disc. option in the Set Options activity. The system associates the discrepancy number with the technical log number and sets the status of the discrepancy as "Pending".

## 5.2 PROCESSING OCCURRENCES

#### 5.2.1 SETTING OPTIONS FOR OCCURRENCE PROCESSING

You can set the default options for processing an occurrence report. You can specify the discrepancy record status for approving the occurrence report and provide the default time zone for processing the occurrence report.

- 1. Select the **Set Options** link under the **Occurrence Processing** business component. The **Set Options** page appears. See Figure 5.3.
- 2. Enter the **Discrepancy Record status for Occ. Approval** field, to specify the discrepancy record status for approval of occurrence report.
- 3. Enter the **Default Time Zone for Occ. Processing** field, to specify the default time zone for processing the occurrence report.
- 4. Click the **Set Option** pushbutton.

★ ■ Set Options		≣ ≭ 春 ⊄ 수 ? ⊡ ⊾
Ontions		Date Format mm-dd-yyyy
- Options	Discrepancy Record status for Occ. Approval Terminating Status X V Default Time Zone for Occ. Processing Z1 V	1
	Set Option	
Record Statistics     Last Modified by		Last Modified Date

Figure 5.3 Setting options for processing occurrence report

### 5.2.2 APPROVING THE OCCURRENCE REPORT

- 1. You can approve the occurrence report that is in "Confirmed" status. Select **Approve Occurrence Report** link under the **Occurrence Processing** business component. The **Select Occurrence Report** page appears.
- 2. Enter the **Occurrence Report #**, and select the **Approve Occurrence Report** link provided alongside. Or, specify the search criteria and click the **Search** pushbutton. Select the hyperlinked **Occurrence Report #** in the multiline.
- 3. The Approve Occurrence Report page appears. See Figure 5.4.
- 4. Enter the Location of Occurrence and Business Unit.
- 5. Specify whether the occurrence has caused personnel injury, in the Was Personnel Injury Involved? field.
- 6. Specify whether the occurrence has caused property damage, in the Was Property Damaged? field.
- 7. Specify whether any emergency action was carried out after the occurrence, in the **Emergency Maneuver Req'd?** field.

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Approve Occurrence Report		44 4 1	2 → → 1 /2 🗐 🍱 🖶 🗭 🗲 ? 🗔
		Date & Time Format	mm-dd-vvvv hh:mm:ss
Reference Details			
Occurrence Report #	# 00000002	Sta	tus Confirmed
Occurrence Details	RAMCOOD		
Occurrence Type	Aircraft Related-Maint	Date & Time Of Occurrence	02-20-2016 13:12:33
Location of Occurrence	India	Business Unit	BU-1 💌
AOG?	Y	Was Personnel Injury Involved?	No. X
Was Property Damaged?	Yes 🔻	Emergency Maneuver Req'd?	Yes 🔻
Flight Deviation?	No 🔻	Freeze Aircraft record?	Yes
Reporting Details     Peparted by	/ 000/11282	Reporting Final	
Reporting Station &	A320	Nature of Condi	tion
Precautionary Procedure	2	Rea	son Materials Not available
Aircraft Details		r. 0.4	
Aircraft Reg # Base / Work Center	AC-2-16	Aircrart Mo	dei # A310 fPax 200
Fuel On Board	120.00	T/O Gross W	eight 1000.00
C.G	2.00	Est. Acft. Unavail. Time(h	- ours) 2.00
Est. Unavail. Time to Cust(hours)	1.00	Was Aircraft Repla	iced? Not Required
Replacement Date & Time			
Replacement Details      Aircraft Reg. #	£	Aircraft Mod	N #
Employee Details			
< <p>(&lt; ( 1 -1/1 ) ) + = □ ≤ ○ ○ □</p>	r Ta		
# 🖻 Duty Employee # 🖇	D Employee Name	Schedule Consecutive Days Worked O	vertime? Remarks
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2 🖬 🗸 🗸		Y	*
	The inside t		
	The incident		
<	associated with		>
Operation Details     Occurrence Occurred During	an occurrence	Phase of Operat	nns. Post Flight
Incident Details			· · · · · · · · · · · · · · · · · · ·
(4) (No records to display] >>> + - 🗇 🐇	• • <b>T</b>		
# 🖹 Incident Type Incident 👂	Description	Remarks	ATA #
1			
	The additional	comments	
	pertaining to the	ne incident	
<			3
Occurrence Related Discrepancy Details			
Discrepancy	test	2	
Discrepancy #		Record Sta	itus Pending
Occurrence Account Details			x #
Occurrence Account	test	^	
		$\checkmark$	
File Name		Acft. Rel. to Maint.	02-20-2016 13:15:21
Total Flight Hours	0.00	Total Take Offs 0.00	
Work Center #			
Remedial Action Taken			
Approver Comments		^	
		×	
Preventable?	No 🔻	Customer Aircraft Lost Time	
File Name 👂	View File	Actt. Rel. to Service	04.25.2016
Approved by P	00041383	Approving Employee	SENECHAL, DOMINIC
		Approve Occurrence Report	
Record Statistics			
Created by	/ DMUSER	Created D	ate 02-20-2016
Confirmed by	DMUSER	Confirmed D	ate 02-20-2016

#### Figure 5.4 Approving occurrence report

- 8. Specify whether the flight route has deviated from its original route due to the occurrence, in the **Flight Deviation?** field.
- 9. Specify the details of the employee involved in the occurrence, in the **Employee Details** multiline.
- 10. Enter the details of the incident associated with the occurrence, in the Incident Details multiline.
- 11. Enter the details of the occurrence account in the Occurrence Account Details group box.
- 12. Enter the additional comments provided by the operations manager, area manager or the maintenance manager, pertaining to the approval of the occurrence report, in the **Approver Comments** field.
- 13. Indicate whether the occurrence is preventable or not, in the **Preventable?** field.
- 14. Enter the actual time for which the aircraft was not available to the customer after the occurrence, in the **Customer Aircraft Lost Time** field.
- 15. Click the Approve Occurrence Report pushbutton to approve the occurrence report.
  - Note: The status of the occurrence report is updated as "Approved", if the occurrence type is other than "Scheduled Maintenance" or "Unscheduled Maintenance".
  - > Note: You can also modify the already approved occurrence reports.

#### 5.2.3 PROCESSING THE APPROVED OCCURRENCE REPORT

You can process an occurrence report, which is in "Approved" status.

- 1. Select **Process Approved Occurrence Report** under the **Occurrence Processing** business component. The Select **Occurrence Report** page appears.
- Enter the Occurrence Report #, and select the Process Approved Occurrence Report link provided alongside. Or, specify the search criteria and click the Search pushbutton. Select the hyperlinked Occurrence Report # in the multiline.
- 3. The Process Approved Occurrence Report page appears. See Figure 5.5.
- 4. Enter the Location of Occurrence and Business Unit.
- 5. Specify whether the occurrence has caused personnel injury, in the **Was Personnel Injury Involved?** field.
- 6. Specify whether the occurrence has caused property damage, in the **Was Property Damaged?** field.
- 7. Specify whether any emergency action was carried out after the occurrence, in the **Emergency Maneuver Req'd?** field.
- 8. Specify whether the flight route has deviated from its original route due to the occurrence, in the **Flight Deviation?** field.

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* 🗎 Process Appro	ved Occurre	nce Report	:					44 4	1 2 🕨 🕪 1	/2 🗐 💴 🖶 🛱 🖓	+?⊡
								Date & Time Format	mm-dd-yyyy	hh:mm:ss	
<ul> <li>Reference Details</li> </ul>	Occur	rence Report #	0000002					St	atus Approved		
	Repo	orting Exe. Unit	RAMCOOU						Approved		
- Occurrence Details	0			1				Data & Tara Of Oceania			
	Location of	f Occurrence	Arcraft Relate	d-Maint				Business Unit	02-20-2016	13:12:33	
	Custome	er Call Sign 👂	india					Customer	001		
		AOG?	Yes				Wa	s Personnel Injury Involved?	No 🔻		
	Was Property	y Damaged?	Yes 🔻					Emergency Maneuver Req'd?	Yes 🔻		
- Reporting Details	Fliç	ght Deviation?	No 🔻					Freeze Aircraft record?	Yes		
_		Reported by	00041383					Reporting Emplo	yee SENECHAL, DOMIN	٩IC	
	Repor	rting Station 👂	A320					Nature of Cond	ition 💌		
- Aircraft Details	Precautio	nary Procedure	•					Rea	ason Materials Not avai	lable 🔻	
_	4	Aircraft Reg #	AC-2-16					Aircraft Mo	del # A310		
	Base /	/ Work Center						No. c	fPax 200		
	,	Fuel On Board	120.00					I /O Gross V Est. Acft. Unavail. Timeft	/eight 1000.00		
E	st. Unavail. Time t	to Cust(hours)	1.00					Was Aircraft Repl	aced? Not Required		
_	Replacemen	nt Date & Time									
<ul> <li>Replacement Details</li> </ul>		Aircraft Reg #						Aircraft Mod	el #		
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# 🗉 Incident Type		Incident		Description	Remarks	ATA #	_	Chapter Description			-
1 🖹 INCIDENT		IC2		Fuel tank lekage	sed	00-00		GENERAL - AIRCRAFT			
<											>
Occurrence Related Disc	repancy Details	5 Discrepancy	test								
		Discrepancy #	4000003					Record Sta	atus Pending		
		ATA #						Fau	lt #		
- Occurrence Account Det	alis		test								
	Occurre	ence Account						$\sim$			
<b>—</b> • • • •		File Name			Acft. Rel. t	o Maint. 02-20-	2016	13:15:21			
- Approval Details	Tota	al Flight Hours	0.00				Total Take Off	fs 0.00			
	W	Vork Center #									
	Remedial	Action Taken									
	Approv	ver Comments	Approved					Customer Aircraft Lost Torra	14.00		
		File Name	res 🔻					Acft. Rel. to Service	14.00		
		Approved by	00041383					Approving Employee	SENECHAL, DOMINIC		
<ul> <li>Safety Department Information</li> </ul>	rmation Occurren	nce Category						CAPA Re	f #		
	occurre		- Ac	cident 🔲 AIR	MMIR			Chinte			
	Occu	rrence Classific	ation 📃 SE	OR Close Call	Hazard						
			0	thers							
		Comments								0	
	Customer	Reportable?	•					Reg. Authority Reportal	ole? 💌		
		File Name 👂		View F	ile						
		User Status	•					Processed D	04-27-2016	<b></b>	
	Pr	rocessed by 👂	00041383					Processing Emplo	yee SENECHAL, DOMIN	IIC	
Initiate Quality Auc	sit				Process	Occ. Report					
Record Statistics											
		Created by	DMUSER					Created I	Date 02-20-2016		
		Confirmed by	DMUSER					Confirmed [	Date 02-20-2016		
		Approved by	DMUSER					Approved [	Jate 04-25-2016		

#### Figure 5.5 Processing approved occurrence report

- 9. Specify the details of the employee involved in the occurrence, in the **Employee Details** multiline.
- 10. Enter the details of the occurrence account in the **Occurrence Account Details** group box.

- 11. Indicate whether the occurrence is preventable or not, in the **Preventable?** field.
- 12. Indicate the category of occurrence in the Occurrence Category drop-down list box.
- 13. Check the following boxes to specify the **Occurrence Classification**:
  - Accident To indicate that the occurrence was due to an accident.
  - AIR To indicate that the occurrence is specified through Accident Information Report (AIR).
  - MMIR To indicate that the occurrence is specified through Maintenance Malfunction Information Report (MMIR).
  - SDR To indicate that the occurrence is specified through Structural Deviation Report (SDR).
  - Close Call To indicate that the occurrence is specified as Close Call.
  - Hazard To indicate that the occurrence is hazardous.
  - Others To indicate that the occurrence cannot be classified under any of the above.
- 14. Enter the remarks provided by the safety department personnel while updating the safety information, in the Comments field.
- 15. Indicate whether the occurrence is reportable by the customer, in the Customer Reportable? field.
- 16. Specify whether the occurrence is reportable by the Federal Aviation Authority (FAA), in the FAA Reportable? field.
- 17. Click the Process Occ. Report pushbutton.
  - Note: The status of the occurrence report is changed as "Processed".
  - >> You can modify the processed occurrence reports many times.

## LINE PLANNING AND CONTROL

The frontline maintenance performed at the various line stations is an important factor in achieving the desired level of preventive and corrective maintenance on aircraft and its operating components. Line maintenance activities typically involve performance of scheduled on- wing jobs, Scheduled aircraft jobs, LRU removals for scheduled shop visits and resolution of pending discrepancies, including the deferred discrepancies. The tracking of overdue jobs and deferred discrepancies with respect to their compliance limits, assignment of additional work units to be executed to a line station, are facilitated through the line planning and control process. In addition, the process also addresses the maintenance execution planning requirements at a line station.

Line Planning and Control business component enables you to review the discrepancies that are identified during the execution of line maintenance activities on the aircraft. This business component also allows the MOC (Maintenance Operational Clerk)/DOC, to track and resolve the SOS (Ship or Shelf) disposition details

## 6.1 REVIEW DISCREPANCY RECORDS

You can review the discrepancies that are identified during the execution of line maintenance activities on the aircraft.

#### 6.1.1 REVIEWING DISCREPANCY RECORDS

This page allows you to review the discrepancies that are identified during the execution of line maintenance activities

on the aircraft which requires additional approval for the specific Deferral Types. Additional approval of discrepancies

will be carried out in this activity.

 Select the Review Discrepancy Records link under the Line Planning and Control business component. The Review Discrepancy Record page appears. See Figure 6.1.

*		Review Discrepancy Records						E 2	: 1		+	? 🗔
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	earch	Criteria					sinde mill da yyyy		·			
		Discrepancy	r #				Log Item #					
		ATA	.#				Aircraft Reg #					
		Part # / Seria	1#				Discrepancy Description					
		Record Stat	tus	<b>v</b>			Additional Approval?		-			
		Discrepancy Ty	pe	•			Deferral Type		-			
		Reported Date From /	To	-	1000							
		reported bate from p		<u></u>	Search	h						
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#		Discrepancy #	Log Item #	Discrepancy Description			Corrective Action				4 <i>TA #</i>	
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2		012	012	test			test			(	00-00	
3		01201/01201	01201/01201	Discr_desc			cra discrepancy			(	00-00	
4		0123	0123	test			test			(	0-00	
5		01234	01234	test			test			(	00-00	
6		0945/1	0945/1	task parent relationship						(	00-00	
7		098/1	098/1	TEST						(	JO-00	
8		1	1	CRUISE			CRUISE COR			(	0-00	
9		1/01	1/01	Damage on fusealage							00-00	
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			Approve				Reve	se				
View D	Discrep	ancy Information	Revise [	Deferral Limits			Record Deferral Report					

#### Figure 6.1 Reviewing discrepancy records

- 2. Enter the number identifying the discrepancy in the Discrepancy # field.
- 3. Enter the code identifying the log Item # which contains the discrepancy details in the Log Item # field.
- 4. Enter the ATA chapter on which discrepancies have been reported in the ATA # field.
- 5. Enter the registration number of the aircraft whose reported discrepancies have to be reviewed in the Aircraft Reg # field.
- 6. Enter the part number of the component /serial number of the part for which the discrepancy has been reported in the **Part # / Serial #** field.
- 7. Enter the discrepancy description in the Discrepancy Description field.
- 8. Use the **Record Status** drop-down list box to select the record status of the discrepancy.
- Use the Additional Approval? dropdown list box to select the discrepancies based on whether additional approval is required for the discrepancy.
- 10. Use the **Discrepancy Type** drop-down list box to select the discrepancy type.
- 11. Use the **Deferral Type** drop-down list box to select the deferral type.
- 12. Enter the date from which and the date until which the discrepancies were reported in the Reported From & To Date field.
- 13. Click the Search pushbutton to display the search results.

- 13. The system retrieves and displays the details in the multiline based on the search criteria. The system fetches the associated Discrepancies corresponding to the search criteria.
- 15. Any remarks pertaining to the approval or reversal of the discrepancy in the Default Approval / Reversal Remarks field.
- 16. Click the **Approve** pushbutton, to approve the selected discrepancies.
- 17. Click the **Reverse** pushbutton, to reverse the selected discrepancies.



### 6.2 TRACK AND RESOLVE SOS DISPOSITION

This activity is mainly used by MOC (Maintenance Operational Clerk)/DOC. This activity is used to track and resolve the SOS (Ship or Shelf) disposition details.

#### 6.2.1 TRACKING AND RESOLVING SOS DISPOSITION

In this activity the parts with SOS Disposition set as "Suspected Failure" will be fetched and the SOS due date and time will be calculated.

1. Select the **Track and Resolve SOS Disposition** link under the **Line Planning and Control** business component. The **Track and Resolve SOS Disposition** page appears. See Figure 6.2.

Track and Resolve SOS Disposition						2 🗖
						₽ LW
			Date & Time Format mm-dd-yyyy	hh	:mm:ss	
- Search Criteria						
Removed F	rom Aircraft Reg. #		Removed Obj	ect 🔍 🔻		
Removed From Date	> = 01-26-2016		SOS Due Date & Time	<= 04-11-2016	iii 11:17:35	Ê
Removed Sta	tion		Display Opt	on Pending Confirmation	T	
		Search				
<ul> <li>SOS Disposition Details</li> </ul>						
	5 0 C T T,	,		🗏 💷 🛛 🖬	T	Q
# 🗉 Part #	Serial #	SOS Disposition	Initiated Date	Initiated Time	Reference Time Zone	
1			*			
						1
		Update SOS Disposition				
Inspect/ Re-certify Parts			Generate Serv	iceable Certificate		

Figure 6.2 Tracking and resolving SOS Disposition

- 2. Use the **Removed From** drop-down list box to specify the location from where the object is removed. The combo is loaded with values "Aircraft Reg #", "Part #", "Part #/Serial #", "Component #" and Blank.
- 3. Use the **Removed Object** drop-down list box to specify the object removed. The combo is loaded with values "Part # / Serial #", "Component #" and Blank.
- 4. Enter the date on which the component was removed in the Removed From Date >= field.
- 5. Enter the SOS due date and time in the SOS Due Date & Time <= field.
- 6. Enter the station where the part was removed in the **Removed Station** field.
- 7. Use the **Display Option** drop-down to specify the display option. The combo is loaded with values "Pending Initiation", "Pending Confirmation" and "Overdue".
- 8. Click the Search pushbutton to retrieve the details in the multiline.
  - Note: The system retrieves the SOS Applicability details based on the values entered/selected in one or more than one filter criteria. Wild card search is also allowed. The system fetches the details of all the component replacement #'s which are having 'SOS Disposition' applicable when values are not entered in any of the filter conditions.
- 9. Use the **SOS Disposition** drop-down list box to specify the SOS Disposition. The combo is loaded with values "Suspected Failure", "Confirmed Failure", "No Fault Found" and Blank.
- 10. Enter the date on which the SOS should be initiated in the **Initiated Date** field.
- 11. Enter the time at which the SOS should be initiated in the Initiated Time field.
- 12. Enter the reference time zone of the SOS disposition in the Reference Time Zone field.
- 13. Enter the duration of SOS initiation in the **Duration** field.

- 14. Use the **Time Unit** drop-down list box to select the time unit. The combo is loaded with values "Hours", "Days" and Blank.
- 15. Enter the reference details regarding the SOS disposition in the **Reference Details** field.
- 16. Enter any remarks regarding the SOS disposition in the **Remarks** field.
- 17. Click the **Update SOS Disposition** button to update the SOS disposition details.

#### To proceed further,

• Select the the **Identify Resolution Procedure** link to identify the resolution procedure that must be executed for the discrepancy or maintenance report.

# CREW INFORMATION

The Crew Information process under the **Flight Operations** BPC facilitates the users to record / update / view currency information of the Flight Operations crew.

You can manage the following vital tasks in Crew Information:

- Manually create flight records and then update them, if required in future. Additionally, the flight records from other sources, such as EFB flight sheets can be retrieved and then updated / viewed in this component.
- Manage the duty / activity records of the crew. Further, you can retrieve the duty and activity details for employees from other sources, such as EFB flight sheets and then update / view them
- Define and update Duty limitations of crew
- View the certificate information pertaining to the flight crew

The following sub-processes under Crew Information enable the users to manage the abovementioned tasks:

- Maintain Crew Duty Activity Info.
- Maintain Crew Duty Limitations

## 7.1 MAINTAINING CREW DUTY ACTIVITY INFORMATION

You can record, update and view details of flights, duties and activities accomplished by the Flight Operations crew. Additionally, you can also retrieve the flight / duty / activity records of employees from the EFB flight sheets and then update / view them in this activity. You can primarily

- Record / update / view flight records for flight journeys completed by specific employees
- Record / update / view records of duties / activities performed by specific employees

#### 7.1.1 RECORDING FLIGHT JOURNEYS COMPLETED BY SPECIFIC EMPLOYEES

2. Select the Maintain Crew Duty Activity Info. link under the Crew Information business component. The Maintain Crew Duty Activity Info. page appears. *See Figure7.1*.

★ 目	Ма	intain Crew Du	ity Activity Ir	nfo.	and a of	]					R	AMCOOU-Ram	co Role 🔻 📿 i	₽₫♠?	6
Empl	loyee I Employ	Vee Code 00027282	Q	empl	oyee to d details		Employee Name ELLIS, D	OUGLAS			Job Fa	amily PILOT			
Empl	ch Crit Date loyee F	eria Range 07.01.2020 Flight Hours	iiii 23.	09.2020			Search On	r flight Is	Search						
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#		Ref. Doc. Type	Ref. Doc.#	▼ Date	From Station	To Station	Aircraft Reg.#	Q	Aircraft Model	Flight Hours	Remark	s <i>Sourc</i>	ce Comments	Created By	
1		EFB Flight Sheet	EFBI-000095	5-2020 16.04.2020 🛅	MAN	MAS	VT-666		A310	0	.10	EFB		SYSTEM	_
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3		EFB Flight Sheet	<ul> <li>EFBI-000097</li> </ul>	7-2020 17.04.2020 🗰	DEL	CHE	VT-666		A310	Select	record a	nd then c	lick here	SYSTEM	
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- Duty	and A	ctivity Details —		Save Flight Hours			Enter duty a	nd activ	ity details	Get [	Outy Activity E	Details			
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#	E	Ref. Doc.#	Ref. Doc. Type	Duty/Activity Code	EntityType	De	scription Value	Units	Remarks	Source	Created By	Create Date	Last Modified By	Last Modified Date	e
1		EFBI-000096-2020	EFB FLight Sheet	D-P	V Duty	Pilo	t 0.	LO HRS		EFB S	YSTEM	17.04.2020	SYSTEM	17.04.2020	
2					~										
		4													•
							Save Duty Activity De	tails							

Figure 7.1 Recording Crew duty activity details

#### To record flight information

- 3. Under Employee Details, enter **Employee Code** of the employee for which you want to record duty / activity information.
- 4. In the Employee Flight Hours multiline, use the Ref. Doc. Type drop-down list box to select the type of the reference document from which the flight details for the employee have been retrieved and displayed here. The drop-down list box displays the following: Other Reference and EFB Flight Sheet. However to manually create flight records in this activity, select Other Reference from the drop-down list box.
- 5. Enter **Ref. Doc. #** from which the flight details for the employee have been retrieved and displayed here. If you are manually creating flight records, enter the unique identifier for the reference document.
- 6. Enter **Date** of the **reference** document from which the flight details for the employee have been retrieved and displayed here.
- 7. Enter From Station for station from which the flight commenced journey.
- 8. Enter **To Station** for station at which the flight ended journey.
- 9. Enter Aircraft Reg. # and Aircraft Model of the aircraft that undertook the flight.
- 10. Enter **Flight Hours** flown during the flight journey.

- 11. Enter additional information on crew in the **Comments** field.
- 12. Entre addition information on flight journey in the **Notes** field.
- 13. Click the Save Flight Hours pushbutton.

#### To record Duty and Activity information

- 1. Select the required record in the Employee Flight Hours multiline.
- 2. Click the **Get Duty Activity Details** pushbutton to display duty and activity details for the selected record in the **Duty and Activity Details** multiline.

The **Duty and Activity Details** multiline displays available details for existing records. However, you can also create new duty and activity records in the above-said multiline.

- 3. In the **Duty and Activity Details** multiline, enter **Ref. Doc. #** of the document from which the record of the employee must be retrieved and displayed in the multiline.
- 4. Enter **Duty / Activity Code** of the duty / activity carried out by the employee.
- 5. Enter Value of the duty / activity carried out by the employee.
- 6. Enter additional information on the duty / activity recording the **Remarks** field.
- 7. Click the Save Duty Activity Details pushbutton

Duty Limitations are rules that are published by regulatory authorities to ensure safety of flights and current status of pilot which are rest based or flight hour based or experience based. The flight crew (Pilot, Co-Pilot, Instructor Pilot and Crew) must qualify these rules before flying or starting their duty.

The Maintain Crew Duty Limitations sub- process enables the users to define update and view duty limitations for flight crew. Duty limitations rules ensure high flight safety standards. The safety of flight operations is mainly dependent on the wellbeing/fitness of the flight crew. The duty limitation rules are managed in such a way as to determine the fitness of the crew and validate the crew before the start of flight journeys.

The users can create customized duty limitation rules that the crew will have to qualify / pass to prove their fitness before flying or starting journeys.

These duty limitation rules will be used in the CrewAnywhere mobile application to authorize the crew for flight operations.

You can primarily:

- Define and Update Duty Limitation Rules and their configuration details
- View the Duty Limitation Rules and their configuration details

Examples of rules that you can develop in this sub process: Rules to validate duty flight hour based duty limitation of pilots

- Cannot exceed 500 flight hours in a calender quarter
- Cannot exceed 800 flight hours in consecutive calender quarters
- Cannot exceed 1400 flight hours in a calender year

Rules to validate rest hour based duty limitation of pilots:

- 8 or less hours of flight must meet 10 hours of rest
- ▶ 8 to 8.5 hours of flight must meet 11 hours of rest
- 8.5 to 9 hours of flight must meet 12 hours of rest
- 9 hours or more of flight must meet 16 hours of rest

Rule definition to validate experience based duty limitation:

- 3 day and night landings in the past 90 days
- 6 NVG operations in the last 55 days
- 6 instrument approach in the last 6 months
- 1 hold approach in the last 6 months

Rule definition to validate rest hour aggregate based duty limitation:

• Pilot must have 13 instances of 24 hour rest periods in a calendar quarter

#### 7.2.1 CREATING DUTY LIMITATION RULES AND THEIR CONFIGURATION DETAILS

1. Select the Maintain Crew Duty Limitations link under the Crew Information business component. The Maintain Crew Duty Limitations page appears. *See Figure 7.2.* 

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★ 8	Mai	intain	Crew Duty	Limitations			Enter filters	to retrieve duty	limitation rule	s	RAMCOOL	J-Ramco Role 🔻	x 🛱	<b>€ ?</b> ⊡		
- Sear	h Crite	eria —					-									
		Rule ID		Rule D	escription		Rule Type	2	-	Status	-	Search	•			
- Duty	Limita	tions					-						<u> </u>			
												•	Searc	Q		
#	<u> </u>	Edit Rule	Rule ID	Rule Description	Rule Type	Status	Validation Type	Applicable Job Family	Rule Details	Output Parameter	Value	Alert Threshold	иом	Created By		
1			RL-01	r54	Minimum Rest	Inactive	Hard Stop	CO-PILOT,	Horizon : 10.00 Hours	Rest Hours	10.00	5.00	Hours	ISER		
2			Re	Test Rule	Minimum Rest	Inactive	Alert	CO-PILOT	Last Flight Duration	Rest Hours	7.00					
3			RL-03	testing	Minimum Rest	Inactive	Alert	CREW	Last Flight Duration	Rest Hours	0.00	Click here	e to op	<mark>en la </mark>		
4			Rule 1	8	Minimum Rest	Active	Alert	CREW, PILOT	Last Flight Duration	Rest Hours	10.00	Duty Lim	Rule			
5			Rule 4		A		Alert	CREW, PILOT	Last Flight Duration	Rest Hours	11.00	Configur	ator po	opun to		
6			Rule 5	Click here to	pen	Inactive	Alert	CO-PILOT, CREW,	Horizon :	No. of Rest Periods	13.00	Connigun				
7			Rule 6	Duty Limitati	on Rule	Active	Alert	CO-PILOT,	Horizo	Flight Hours	700.00	build nev	w rules			
8		IZ	Rule 7	Configurator	popup to pur	Active	Alert	CO-PILOT,			800.00	780.00	Hours	DMUSER		
9			Rule 8	Configurator	popup to	Active	Alert	CO-PILOT,	Duty limitation	n rules	1,400.00	1,350.00	Hours	DMUSER.		
10		<b>₽</b>	Rule 9	modify existi	ng rules	Active	Alert	CO-PILOT,	10112011 . 1.00	мунстакеон	4.00	5.00	Each	DMUSER.		
11	1		Rule 10	Min night TO Minimum Rest Inactiv		Inactive	Alert	CO-PILOT,	Horizon : 90.00 Hours	orizon : 90.00 Hours Rest Hours		10.00	Hours	DMUSER		
12			Rule 11	e 11 Min day landings Minimum Experience Active		Active	Alert	CO-PILOT,	Horizon : 4.00 Days	DayLandings	4.00	15.00	Each	DMUSER		
		4												•		

#### Figure 7.2 Recording Crew duty limitation details

- 2. Enter the filters in the Search Criteria group box to retrieve rules to update crew duty definition.
- 3. Select the Search pushbutton to retrieve rules that match the specified search criteria.

The **Duty Limitations** multiline displays the following available details of existing rules. However, you can create or modify the rule definition in the "Duty Limitation Rule Configurator" window. More details on Duty Limitation Rule Configurator. The data recorded and saved in the "Duty Limitation Rule Configurator" window appears in the "Duty Limitations" multiline.

- 4. Click the on top right of the **Maintain Crew Duty Limitations** page for defining new rules.
- 5. Alternately, click the icon in the Edit Rule column to access the Duty Limitation Rule Configurator window for existing rules. The Duty Limitation Rule Configurator window appears with details of the rule that you have selected in the multiline. See Figure 7.3.

				1inimum Rest	е Туре	Rul								scription r54	Rule Des			-01	D RL-	Rule		
•			nactive	Status I					•		op	Hard St	ation Type	Val				nily 💋	Job Fan	licable	Ap	
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#### Figure 7.3 Defining duty limitation rules

- 6. Enter Rule ID and Rule Description for the rule.
- Use the Rule Type drop-down list box to select the type of the rule for which you want to define configuration. Mandatory. The drop-down list box displays the following: Minimum Rest, Minimum Rest Aggregate, Maximum

8.

Flight Hours Limit Aggregate and Minimum Experience Based. Provide the following details of the rule for which you want to define configuration details.

Click on the

- icon in the Applicable Job Family field to select job families upon which the rule is applicable.
- 9. Use the **Validation Type** drop-down list box to select the validation type for the rule. The drop-down list box displays the following: Alert and Hard Stop.
- 10. Use the **Status** drop-down list box to select the status of the rule. The drop-down list box displays the following: Active and Inactive.
- 11. In the Input Parameters multiline, enter Value for the time window Horizon for deriving duty limitations of crew.
- 12. Select **UoM f**or the input parameter.
- 13. Use the **Output Parameter** drop-down list box to select the output parameter for the rule. The drop-down list box display the parameters based on the selected rule type.
- 14. Enter Value for the output parameter.
- 15. Enter Alert Threshold for the output parameter.
- 16. Click the Save pushbutton.

#### **Applicable Job family**

 Click on the icon in the Applicable Job familycolumn in the Input Parameters multiline. The Applicable Job Family window appears with the Job Family drop-down list box. You can select from the following options: Co-Pilot

Crew

Instructor Pilot

Pilot

2. Click the Save pushbutton. You can select multiple job families for the rule.

#### Rule types input and Output Parameters and UoM

`The table illustrates the Input and Output parameters to be defined specific to the selected rule type.

Rule Type	Input Parameters	UoM
Minimum Rest	Last Flight Duration From Last Flight Duration To	1 Hours
Minimum Rest Aggregate	Rest Period Horizon	Days Months Calendar Quarter Consecutive Calendar Quarter Calendar Year
Maximum Flight Hours Limit Aggregate / Minimum Experience Based	Horizon	Days Months Calendar Quarter Consecutive Calendar Quarter Calendar Year
Rule Type	Output Parameters	UoM
Minimum Rest	Rest Hours	Hours
Minimum Rest Aggregate	No. of Rest Periods	Each
Maximum Flight Hours Limit Aggregate	Flight Hours	Hours
Minimum Experience Based	Duty and Activity Descriptions	Selected Duty / Activity UoM

## 7.3 REVIEWING PILOT CREW LOG

This activity enables the users to inquire upon activity, duty, certificate and duty limitation details of employees engaged in flight operations. You can retrieve details for specific time window, such as specific number of days/months/quarters in the past and for specific flight crew.

The details displayed in the dashboard provide insight into the activities, certificate and duty limitations of the employee, based on the process parameters in the **Define Process Entities** activity of the **Common Master** business component.

Prerequisites:

- Crew duty and activity details must have been recorded in the "Maintain Crew Duty Activity Info." Activity.
- Crew duty limitations must have been recorded in the "Maintain Crew Duty Limitations" activity Reviewing pilot crew log.
- Employee Personal Information must have been recorded in the HRMS component.

#### 7.3.1 REVIEWING PILOT CREW LOG

1. Select the **Review Pilot Crew Log** link under the **Crew Information** business component. The **Review Pilot Crew Log** page appears. *See Figure7.4*.

<b>^</b> >	Flight Operatio	ons > Crew Inform	ation > Re	view Pilot Crev	v Log			<u>^</u>							
Employ 00000	ee 001	Review Pilot Crew Log		Date 2020-09-23 22:30:23		Cards	section			Pilot	Co-Pilot	RAMCOOU-Ram Instructor Pilot	nco Role 👻 🔀 📢 Total F 215.70		? 💿
<	ACFT-GROOMING	ANDARD Expiry Dab	e 12/31/2025	AIRBUS-WB-BF WORK	RAKE Expiry I	Date 12/31/2025	Duty Limitatio Minimum rest ag	n g		0.00/13.00	Duty Limitation Night hours	0.00/10.00			>
My Act	ivity Summary—														
#	Activity	UOM A	ggregate		Last 20 Days		Current Mont	h		Last Month		Current Quarter	Current Year		
1	HDEZ	HOU 0.	42							1			0.42		
2	LANG	C 8.	00			v Activity/Duty section						4.00			
3	TOff	C 5.	00				receivicy, D	ary se	ction						
	4	My Certifi	cation se	ection						N	ly Duty Limit	ations section			Þ
My Ce	tificate							My Duty	Limitation						
#	Certificate#	Certificate Category	Certifica	te Class Is.	sue Date	Expiry Date		1		Minimum rest a	agg		0.00/13.00	Each	-
1	A&P-FAA	REGULATORY PRE-RE	EQ Not Appl	icable 20	19-12-01	2025-12-31		2	~	Test			0.00/100.00	Hours	
2	A310-BRAKES	WORK		20	19-12-01	2025-12-31		3	~	MAX FH 1			0.00/500.00	Hours	
3	A320-MLG	Click here	to undat	e duty/act	tivity details	025-12-31		4	~	Max FH 2			160.70/800.00	Hours	
4	A320-NLG				arrey actuals	025-12-31		5	~	Max FH 3			15.70/1400.00	Hours	-
	4														
Mainta	n Crew Duty Activit	v Info.													

#### Figure 7.4 Reviewing pilot crew log

- 2. Enter the Employee ID / code to retrieve Activity, Duty, Certificate and Duty Limitation details.
- 3. The Cards section displays the cards highlighting specific information for the certificates and duty limitations rules recorded for the employee / pilot. There will be as many certificates and duty limitation cards as the sum total of certificates and duty limitation rules for the employee defined in the Maintain Crew Duty and Activity Information and the Maintain Crew Duty Limitations activities. Each card represents individual duty/activity/ rule and displays vital information as illustrated next.
- 4. In the My Activity Summary section, the system displays the activity details as recorded for the employee in the Maintain Crew Duty Activity Info. activity.

- 5. The **My Certificate** section displays the details of certificates as recorded for the employee in the HRMS component.
- 6. The **My Duty Limitations** section displays the limitation details as recorded for the employee in the "Maintain Crew Duty Limitations" activity.
- 7. Select the Maintain Crew Duty Activity Info. link to update duty activity information of the specified employee in context.

Note: For more information on the fields displayed in this page, refer to the Review Pilot Crew Log online help.

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