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RAMCO AVIATION SOLUTION
VERSION 5.8

USER GUIDE
AIRCRAFT MAINTENANCE

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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 Aviation solution. 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 4 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 provides an overview of the entire Aircraft Maintenance business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the **Aircraft Maintenance Execution** 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.

  Example: *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® 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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1. INTRODUCTION

Aviation industry is maintenance intensive and cannot be compromised due to the airworthiness of the aircraft. Most of the maintenance activities that are to be performed on the aircraft are based on the number of hours for which the aircraft flew and the number of airframe cycles that the aircraft has undergone. Apart from the planned maintenance, any discrepancies observed in aircraft also need to be reported and corrective actions taken accordingly so as to maintain the airworthiness of the aircraft.

Aircraft Maintenance plays a vital role in providing usage of the aircraft on a continuous basis and recording the flight and ground event pertaining to reporting and processing of discrepancies, apart from carrying out the scheduled maintenance events. The maintenance activities on aircraft and components such as overnight checks, pre-flight checks, unscheduled removals of line replaceable units (LRUs) or components are performed in field repair stations.

The Aircraft Maintenance business process comprises the Aircraft Maintenance Execution sub process which enables you to capture the details of an aircraft maintenance execution. The aircraft maintenance execution contains the discrepancies observed by the aircraft maintenance engineer or the cabin crew, which can be resolved by the mechanic. If the mechanic is not able to resolve any of the discrepancies due to non-availability of spares, resources, tools etc., then this discrepancy can be deferred for a specific time period defined for the deferral item.

The aircraft maintenance execution enables you to record and report material consumption and resource consumption details, and the date on which the discrepancy was resolved by the employee. It also enables you to track and complete the work units required for resolving the discrepancy. Employees can report their timesheet on a daily basis for the assigned work. Certificate of Maintenance (CoM) can be issued to certify the maintenance work executed as part of the Execution Ref #.

2. AIRCRAFT MAINTENANCE EXECUTION

This activity enables you to create and update the aircraft maintenance execution (AME) details for an aircraft. The aircraft maintenance execution reference document is essentially a line work order, designed to manage all aspects including hangar work execution. For every journey, an aircraft maintenance execution reference is created. The user can create Aircraft Maintenance Execution References for the same aircraft.

The Aircraft Maintenance Execution Reference serves the following purposes:

- Creating aircraft maintenance execution reference for an aircraft.
- Recording one or more discrepancies observed on the aircraft, and details about the discrepancies.
- Deferring discrepancies.
- Recording the details of work information, for the aircraft maintenance execution reference.

- Signing off work performed.
- Signing off of bulk work unit/ task/subtask.
- Reporting compliance with scheduled minor checks.
- Recording removals and replacements of a component.
- Recording the material request, resource consumption details, part consumption details and the effort spent for carrying out the resolution action of any discrepancy.
- Editing discrepancy, package and task attributes.
- Generating customer service orders for packages associated with customer-owned aircraft.

2.1 Recording aircraft maintenance execution details

1. Select the **Aircraft Maintenance Execution** link in the **Aircraft Maintenance Execution** business component. The **Record Aircraft Maintenance Execution Details** page is divided into the following sections: *See Figure 2.1*.

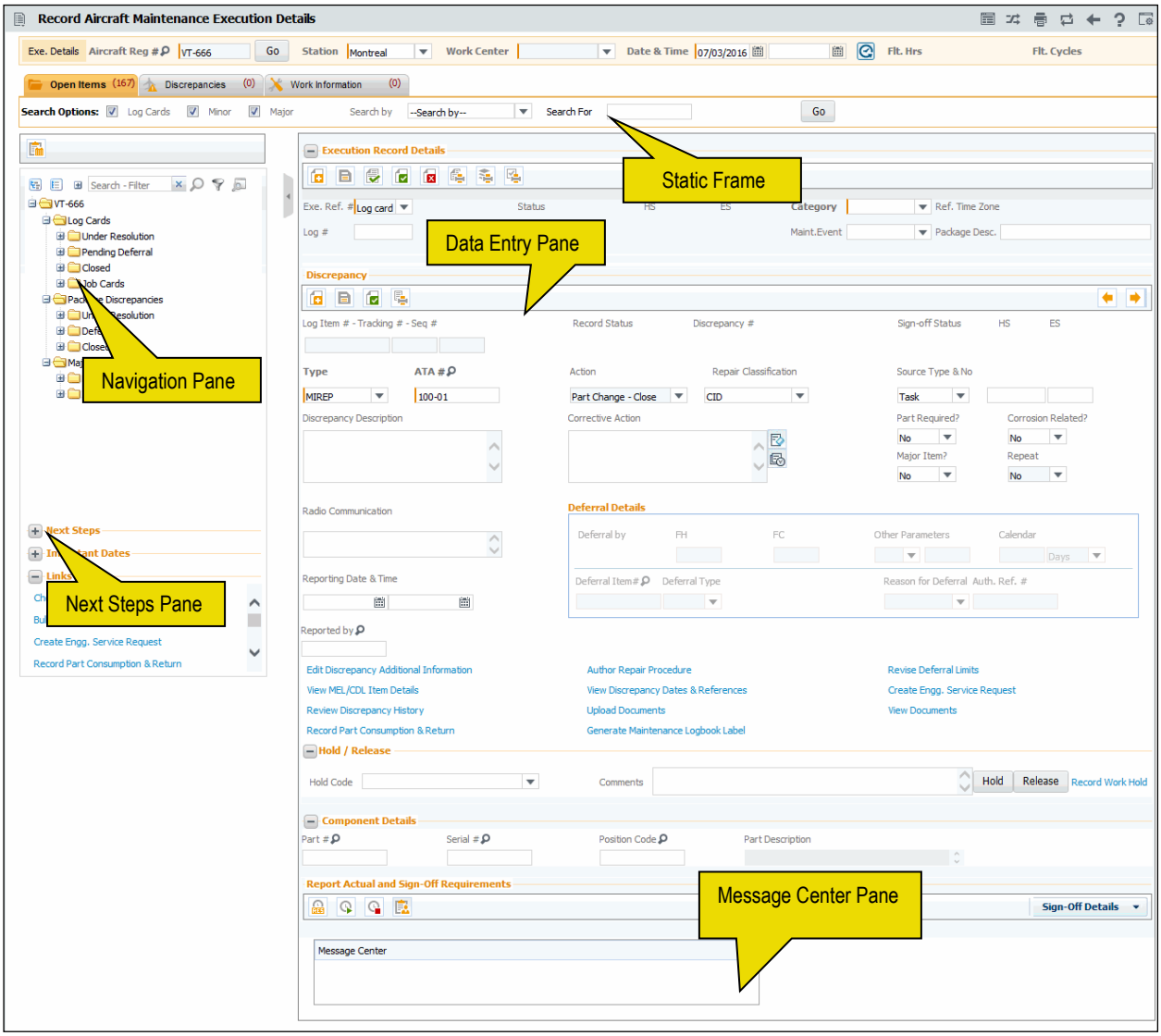


Figure 2.1 Recording aircraft maintenance execution details

Static Frame: This frame remains static through the various operations performed in the rest of the interface. Information about the aircraft maintenance execution reference is recorded here.

Navigation Pane: This pane provides a summary view of all the information related to the aircraft maintenance execution reference. It also is used to retrieve the details of a specific record, for performing data maintenance operations.

Data Entry Frame: This frame is dynamically loaded, based on the values selected in the navigation pane.

Message Center Pane: This pane displays error and success messages for all validations.

Next Steps Pane: This pane directs the user on the next process to be carried out.

2.1.1 Creating a new aircraft maintenance execution reference

An aircraft maintenance execution reference is used to record the discrepancy and its resolution / deferment information reported by the mechanic. It is also used to record component replacement details and work-sign-off information for tasks and sub-tasks. The maintenance engineer records the aircraft maintenance execution reference after every flight event, prior to the next journey.

1. Select **Record Aircraft Maintenance Execution Details** activity under the **Aircraft Maintenance Execution** business component. The **Record Aircraft Maintenance Execution Details** page appears. *See Figure 2.1.*
2. Enter a valid and active aircraft reg # number in **Aircraft Reg #** and press "Enter". The Aircraft Reg # entered here must be Offline for Offline Base Operations. (i.e. Mode of Usage of the Aircraft must be defined as "Offline" in the "Aircraft" business component).
3. Use the **Station** drop-down list box to select the station from where the aircraft maintenance execution reference has been reported on the aircraft.
4. Select the **Work Center** for the Aircraft Maintenance Execution Reference.

On entering the "Aircraft Reg #", the following are carried out:

- hThe Discrepancies pushbutton displays the total number of open discrepancies in Pending and Deferred statuses, for the aircraft.
- The Open Items pushbutton displays the total number of individual aircraft maintenance execution references that are in **"Planned", "In-Progress" and "Completed"** status, for the aircraft.
- The Component Replacement, Work Information and Material Request pushbuttons do not display values in their display fields.

On entering the Aircraft Reg #, the system displays Customer #, if the ownership of the aircraft is defined as Customer in the Aircraft business component,

5. Enter the order number of the customer in the **Customer Order #** field displayed adjacent to the Customer #.
6. Enter the **Date & Time** at which aircraft maintenance execution reference was executed.
7. Click the icon '  ' to recalculate and display the **Flt. Hrs** and **Flt. Cycles** for the current context 'D**ate** & T**ime**' **and Aircraft Reg #**, for both main base and field base operations.

In Search Options group box,

8. Check the **Log Cards, Minor or Major** box in the **Display By** field to display the Aircraft Maintenance Execution References of corresponding Doc. Types.
9. Use the **Search By** drop-down list and select one of the following values based on which the Log Item # / Discrepancies and Aircraft Maintenance Execution References are retrieved and displayed in the corresponding tree interfaces. An editable box is provided alongside in which the values corresponding to the item selected in the drop-down list box are entered: 'Log Item #', 'Deferral Type', 'Discrepancy / Task Description', 'ATA #', 'Work Area #', 'Zone #', 'Reported Date', 'Execution Phase', 'Reporting Station', 'Exe. Station', 'Discrepancy / Task #', 'Requested Part #', 'Removed Part #', 'Pending Mechanic', 'Pending Inspector', 'Pending RII', 'Skill', 'Exe. Ref. User Status', 'Task User Status', 'Eng Doc #', 'On-Wing', 'Component Change', 'Routine', 'Non-Routine' and 'Part Regd?''

Tree Interface display logic:

The Log Item / Discrepancies, Aircraft Maintenance Execution References and the work units are retrieved and displayed in the corresponding tree interfaces based on the values selected in the "Search By" drop-down list box, The values displayed are as shown in the following table:

Search By	Values displayed in tree interface
Log Item #	Open Log List Tree • Log cards and Packages (Major/Minor) having Discrepancies with the Log Item # specified in the editable field. Discrepancy Tree • Discrepancies with the Log Item # specified in the editable field.
Deferral Type	Open Log List Tree • Deferred Discrepancies having the 'Deferral Type' specified. The Deferral Type could be "MEL", "CDL'', "DMI". "Cabin" or "Non-Routine". Discrepancy Tree • Log Cards with the Deferral Type specified.
Discrepancy / Task Desc	Open Log List Tree • Packages and Log cards containing discrepancies and tasks with description specified. Discrepancy Tree • Discrepancies or the associated Non-standard tasks of the discrepancies with description specified.
ATA #	Open Log List Tree • Discrepancies having the ATA # specified in the editable field. • Tasks in Major / Minor Packages with the ATA # specified in the editable field. Discrepancy Tree • Discrepancies having the ATA # specified in the editable field. Work Information Tree • Tasks having the ATA # specified Component Replacement Tree • Tasks having the ATA # specified. • Component Removal Records under the retrieved tasks. Material Request Tree • Tasks having the ATA # specified. • Material Request records under the retrieved tasks
Work Area #	Work Information Tree • All tasks with the matching Work Area #.
Zone #	Work Information Tree • All tasks with the matching Zone #.
Reported Date	Open Log List Tree • Packages with the reported date specified. Discrepancy Tree • Discrepancies with the reported date specified. Work Information Tree • Work units under the current Execution Ref # having the Date provided in the search cluster and falling between their actual start date / time and actual end date/ time.

	Component Replacement Tree • CR records under the tasks, matching the date specified. Material Request Tree • Material Request records under the tasks, matching the date specified.
Execution Phase	Work Information Tree • Work units under the current Execution Ref # having the matching Execution phase.
Reporting Station	Open Log List tree • Discrepancies having the same Reporting Station as specified in editable field. • Major / Minor Packages having the same Reporting Station as specified in the editable field. Discrepancy Tree • Discrepancies having the same Reporting Station as specified in the editable field. • AME s having the same Reporting Station.
Exe. Station	Open Log List tree • Discrepancies having the same Execution Station as specified in the editable field. • Major / Minor Packages having the same Execution Station as specified in the editable field. Discrepancy Tree • Discrepancies having the same Execution Station as specified in the editable field.
Discrepancy / Task #	Open Log List Tree • Discrepancies matching the discrepancy # specified. • Major / Minor Packages having the task # specified. Discrepancy Tree • Discrepancies matching the discrepancy # specified • All the child discrepancies of the Discrepancy # or Task # entered. Work Information Tree • Tasks having the same Task # specified Component Replacement Tree • Tasks / Discrepancies having the same Discrepancy / Task # specified. Material Request Tree • Tasks / Discrepancies having the same Task / Discrepancy / Task # specified.
Requested Part #	Open Log List Tree • Discrepancies having the part # specified. • Major / Minor Packages having the part # specified. Discrepancy Tree • Discrepancies with the part # specified. Work Information Tree • Tasks with the part # specified. Component Replacement Tree • Tasks and discrepancies with given part # as requested part # and having Component removal records (Both Removal and Installations) Material Request Tree • Records with the part # specified.
Removed Part #	Open Log List Tree • Discrepancies with the part # which is specified in the search criteria and which is in removed condition. • Major / Minor packages with the part # which is specified in the search criteria and which is in removed condition.

	Discrepancy Tree • Discrepancies with the part # specified in the search criteria and which is in removed condition. Work Information Tree • Tasks with the part # specified in the search criteria and which is in removed condition. Component Replacement Tree • Records with the part # specified in the search criteria and which is in removed condition. Material Request Tree • Tasks with the part # specified in the search criteria and which is in removed condition.
Pending Mechanic	Open Log List Tree • Discrepancy records having Mechanic Sign-Off pending. • Packages with tasks pending for the mechanic sign-off. Discrepancy Tree • Records having Mechanic Sign-Off pending. Work Information Tree • Records having Mechanic Sign-Off pending. Component Replacement Tree • Tasks or discrepancies which are pending for Mechanic sign-off and having component removal records saved. Material Request Tree • Tasks or discrepancies which are pending for Mechanic sign-off and having part requirement details saved.
Pending Inspector	Open Log List Tree • Discrepancy records having Inspector Sign-Off pending. • Packages with tasks pending for the inspector sign-off. Discrepancy Tree • Records having Inspector Sign-Off pending. Work Information Tree • Records having Inspector Sign-Off pending. Component Replacement Tree • Tasks or discrepancies which are pending for Inspector sign-off and having component removal records saved. Material Request Tree • Tasks or discrepancies which are pending for Inspector sign-off and having part requirement details saved.
Pending RII	Open Log List Tree • Discrepancy records having RII Sign-Off pending. • Packages with tasks pending for RII sign-off. Discrepancy Tree • Records having RII Sign-Off pending. Work Information Tree • Records having RII Sign-Off pending. Component Replacement Tree • Tasks or discrepancies which are pending for RII sign-off and having component removal records saved. Material Request Tree • Tasks or discrepancies which are pending for RII sign-off and having part requirement details saved.
Skill	Open Log List Tree • Discrepancy records having the skill specified. • Packages with tasks having the skill specified.

	Discrepancy Tree • Discrepancies having the skill specified. Work Information Tree • Tasks having the skill specified. Component Replacement Tree • Tasks or discrepancies having the skill specified and having component removal records saved. Material Request Tree • Tasks or discrepancies having the skill specified and having part requirement details saved.
Exe. Ref. User Status	Open Log List Tree • Log cards and Packages (Major / Minor) with Exe. Ref. User Status matching the status specified in the editable field. Work Information Tree • Non-Standard task associated with the discrepancies. Component Replacement Tree • Non-Standard task associated with the discrepancies. Material Request Tree • Non-Standard task associated with the discrepancies.
Task User Status	Open Log List Tree • Log cards and Packages (Major / Minor) containing standard / Non-Standard tasks with user status matching the status specified in the editable field. Discrepancy Tree • Log Item/Discrepancies having Non-Standard tasks with the Task User status specified in the editable field. Work Information Tree • Tasks with User Status specified in the editable field. Component Replacement Tree • Task # and/or Log Item #/Discrepancy # having Component Removal details and with User Status matching the value specified in the editable field. Material Request Tree • Task # and/or Log Item #/Discrepancy # having part requirement details and having User Status matching the value specified in the editable field.
Eng Doc #	Open Log List Tree • Log cards and Packages (Major / Minor) containing the tasks having Engineering Document # reference matching the Eng Doc # specified in the editable field. Discrepancy Tree • Tasks with Engineering Document # reference matching the Eng Doc # specified in the editable field. Work Information Tree • Tasks with Engineering Document # reference matching the Eng Doc # specified in the editable field. Component Replacement Tree • Tasks having component removal details and with Engineering Document # reference matching the Eng Doc # specified in the editable field. Material Request Tree • Tasks having part requirement details and with Engineering Document # reference matching the Eng Doc # specified in the editable field.
On-Wing	Open Log List Tree • Log cards and Packages (Major / Minor) containing the tasks with Job Type “On-Wing”, that match the task # specified in the editable field. Discrepancy Tree

	• Tasks with Job Type “On-Wing”, that matches the value specified in the editable field. Work Information Tree • Tasks with Job Type “On-Wing”, that matches the value specified in the editable field. Component Replacement Tree • Standard / Non-Standard tasks with Job Type “On-Wing”, having component removal details and with task # matching the value specified in the editable field. Material Request Tree • Tasks with Job Type “On-Wing”, having part requirement details and with task # matching the value specified in the editable field.
Component Change	Open Log List Tree • Log cards and Packages (Major / Minor) containing tasks with Job Type “Component Removal”, that matches the Task # specified in the editable field. • Log Cards and Packages containing tasks with Component removal details such as Removed Part# or Installed Part#, matching with the task # specified in the editable field. Discrepancy Tree • Log cards/Discrepancies having associated Non-standard tasks with Job Type “Component Removal”, that matches the value specified in the editable field. • Log cards/Discrepancies having associated Non-standard tasks with the component removal details with either Removed part # or attached part #, that matches the Task# specified in the editable field. Work Information Tree • Task # with Job Type “Component Removal” and having Component removal details. • Task #s having the component removal details with either Removed part # or attached part #, that matches the value specified in the editable field. Component Replacement Tree • Tasks with Job Type “Component Removal”, having component removal details and with task # matching the value specified in the editable field. Material Request Tree • Tasks with Job Type “Component Removal”, with part requirement details saved and with task # matching the value specified in the editable field.
Routine	Open Log List Tree • Log cards and Packages (Major / Minor) containing the Standard tasks that matches the task # specified in the editable field. Discrepancy Tree • Non-Standard task associated with the discrepancies. Work Information Tree • Standard Tasks matching the task # specified in the editable field. Component Replacement Tree • Standard Tasks having component removal details and having task # matching the task # specified in the editable field. Material Request Tree • Standard Tasks having part requirement details and with task # matching the task # specified in the editable field.
Non-Routine	Open Log List Tree • Log cards and Packages (Major / Minor) containing the Non-Standard tasks that matches the task # specified in the editable field. Discrepancy Tree • Discrepancies with the Non-Standard tasks matching the task # specified in the editable field.

	Work Information Tree • Non-Standard tasks matching the task # specified in the editable field. Component Replacement Tree • Non-Standard Tasks having component removal details and having task # matching the task # specified in the editable field. Material Request Tree • Non-Standard Tasks having part requirement details and with task # matching the task # specified in the editable field.
Part Reqd.?	Open Log List Tree • Log cards, Package discrepancies, and Unprocessed discrepancies (Minor / Major) containing the discrepancies saved with the 'Part Reqd.? as Yes if no value is entered in the editable field • Log cards, Package discrepancies, and Unprocessed discrepancies (Minor / Major) containing the discrepancies saved with the 'Part Reqd.? as Yes that matches discrepancy in the editable field if entered. Discrepancy Tree • Discrepancies reported in the current Execution Reference document, containing the discrepancies saved with the 'Part Reqd.? as Yes if no value is entered in the editable field • Discrepancies reported in the current Execution Reference document, containing the discrepancies saved with the 'Part Reqd.? as Yes that matches discrepancy in the editable field if entered.

Show Due Tasks Tree

The "Show Due Tasks" tree structure displays the due tasks (tasks that are pending on an aircraft in a given time frame), overdue tasks, discrepancies and overdue discrepancies. Routine tasks and tasks with 'Prog. Item Type' as "As Required", are displayed under the node "Routine" and the discrepancies are displayed under the node "Discrepancies". Using the tree structure, you can perform the following:

- You can select the tasks / discrepancies in the tree and create a new package.
- You can select the tasks / discrepancies in the tree and associate it to an existing package.

10. Click the '  ' icon in the "Open Items" tab to view the tree structure displaying the due tasks as nodes with check boxes. *See Figure 2.2.*

The tree is loaded with the Tasks (both Aircraft and Component Tasks) which are scheduled for the Aircraft and not yet complied. Tasks with following schedules are displayed.

- Schedule Date between the server date and the Horizon Date*.
- Schedule Date earlier than the server date. (i.e. Overdue tasks)

Note: Horizon Date = Server Date + Planning Horizon (Days) defined for the Entity "All Packages" in the "Set Process Parameters" page of the "Common Masters" business component.

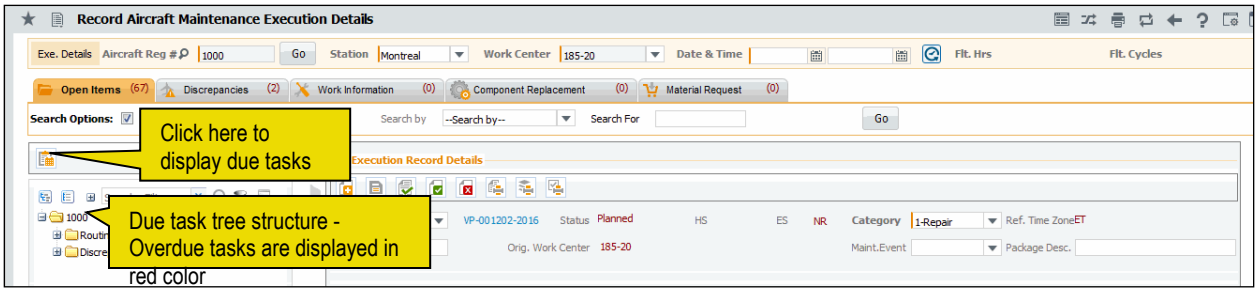


Figure 2.2 Due tasks tree structure

Tree Structure:

If the task loaded in the tree has 'Base-Block' relationship with other tasks, the Block task is displayed as a parent node and the Base tasks are displayed as child nodes irrespective of the Schedule Date of the Block and Base tasks. For a task, its concurrent related task will not be displayed in the tree.

> *Note: When you select a parent node in the tree, the child nodes will be automatically selected. You can deselect the desired child nodes, without deselecting the parent node. On clicking the "AME Save" icon, only the selected tasks are assigned to the package.*

The tree structure for routine tasks is as follows:

Aircraft Reg #

i) T1 (Block Task)

- T11 (Base Task)
- T12 (Base Task)

ii) T2 (Non-Block Task)

iii) T3 (Non-Block Task)

iv) T4 (Component Removal Task)

- T41 (Off-Wing Task)
- T42 (On-Wing Task)

Tree Display Format:

a. 'Routine' Folder:

The tasks of Job Type "Aircraft" are displayed in the following format:

<Lock Icon> ATA # :: Task # :: Task Desc. :: Trigg. Param. :: Rem. Value :: Sch. Date

The tasks of Job Type "On-wing", "Component Replacement" and "Off-Wing" in the following format:

<Lock Icon> ATA # :: Task # :: Task Desc. :: Trigg. Param. :: Rem. Value :: Sch. Date :: Part # :: Serial #

b. 'Discrepancy' Folder:

The tasks of Job Type “Aircraft” are displayed in the following format:

<Lock Icon> ATA # :: Discrepancy # :: Discrepancy Desc. :: Trigg. Param. :: Rem. Value :: Sch. Date

The tasks of Job Type "On-wing", "Component Replacement" and "Off-Wing" in the following format:

<Lock Icon> ATA # :: Discrepancy # :: Discrepancy Desc. :: Trigg. Param. :: Rem. Value :: Sch. Date :: Part # :: Serial #

Lock Icon:

All forecasted tasks and discrepancies will be displayed as locked in Main Base, with a Lock Icon ‘  ’, If ‘Mode of Usage’ of Aircraft is "Offline" in the “Aircraft” business component 'Usage Mode' is "Online" in the 'Configurator' business component. "As Required" tasks will not have a lock icon on it.

All tasks and discrepancies shall be displayed as unlocked in Remote Base (i.e. 'Usage Mode' is set as "Offline" in the “Configurator” business component).

Creating package / associating task to package:

The system performs the following on creating a package or associating a task to the package by clicking the AME save icon ‘  ’:

Predecessor Constrained check:

While creating a package and associating a task to the package if the selected Task (T1) have a 'Predecessor Constraint' relationship with any other Task (T2), then ensure that the Related Task (T2) is:

- Complied at least once or
- The Related Task is allocated to any other Aircraft Maintenance Execution Ref. #, for the same Aircraft.

Conflict Check:

Ensure that none of the selected tasks have ‘Conflict’ relation among them while creating a package. While associating a task to the package, ensure that none of the selected tasks have 'Conflict' relationship with the tasks which are already available in the package in either “Planned”, “In-Progress”, “In-Complete” or “Completed” status.

Duplicate Check:

On associating a task to the package, ensure that the selected task is not already available in the package in either “Planned”, “In-Progress”, “In-Complete” or “Completed” status.

Copy Details:

For the tasks that are added from the tree to the package, the system copies the following details from the corresponding pages of the “Maintenance Task” business component:

- Associates the task to the package and copies the task details to the “Work Information” section. If the task that is added has execution relation with other tasks, the execution related tasks are also added to the package.

- Copies the Resource and Sign-Off requirements from the “Edit Resource & Sign-Off Requirements” page.
- Copies the Part Requirements from the “Edit Part Requirements” page.
- Copies parameter reading requirements and conditional evaluational details from the “Edit Parameter Reading / Eval. Form” page.
- For Offline Aircraft on associating 'Off-Wing' Task (of component maintenance program) to package, the system updates the 'Job Type' as 'On-Wing' and copies the Part # and Serial # of the Component into the corresponding values in 'Component Details' section. For the Part # - Serial # combination, 'Position Code' is retrieved from the Aircraft Configuration if available.

In the Execution Record Details group box,

11. Use the **Exe. Ref. #** drop-down list box and select the package type of the aircraft maintenance execution reference. The Execution Ref # is displayed alongside and is hyperlinked to display the execution reference details.
12. Use the **Doc. Status** drop-down list and select the status of the document as Planned”, “In-Progress”, “Completed”, “Closed” or “Cancelled”.
13. Enter the **Log #** identifying the log leaf for which the Aircraft Maintenance Execution Reference details have been created.
14. Use the **Category** drop-down list box to select the category to which the aircraft maintenance execution reference belongs.
15. Use the **Work Center #** drop-down list box to select the work center for the aircraft maintenance execution reference.
16. The system displays the originating work center on which the package is created in the **Orig. Work Center** field.
17. Use the **Maint. Event** drop-down list box to specify the maintenance event for the Aircraft Maintenance Execution Reference.
18. Enter the **Cust. Order #**, if the Ownership of the Aircraft Reg # is “Customer”.
19. Click the **Save** icon ‘ ’ to save the aircraft maintenance execution reference.

The system ensures the following, if the aircraft maintenance execution reference has reference to a customer order to generate a material request with the modified values of **Work Center #** or **Execution Station** field:

- The Part # - Stock Status combination must be valid for the customer # defined in the “Customer” business component.
- The Part # - Warehouse combination must be valid for the customer # defined in the “Stock Administration” business component.

A unique number is generated by the system, to identify the aircraft maintenance execution reference.

The system allows modification of sign-off requirements based on the parameter “Allow modification of Task Sign-Off requirements” set in the “Define Process Entities” activity of the “Common Masters” business component.

The system displays the status of the aircraft maintenance execution reference as **Fresh**, at the top right corner of the page.

Note: The number to the right of the "Open Items" pushbutton is incremented by 1, to indicate that an additional aircraft maintenance execution reference has been created for the aircraft.

For Offline Aircraft (i.e. 'Mode of usage' is "Offline" in the 'Aircraft' business component and 'Usage Mode' is "Online" in the 'Configurator' business component), the system does not allow the following:

- New reporting / addition (transfer across packages) / re-open of Discrepancies in the Main Base.
- Addition of due tasks / discrepancies in the Main Base.
- Addition of off-wing tasks to packages, if the process parameter 'Process Off wing jobs in AME for Offline Usage' is set as "Not Allowed" in the "Configurator" business component.
- Application of Hold on Discrepancies if the process parameter 'Allow utilization of Holds for Offline Usage' is set as "Not Allowed" in the 'Configurator' business component.

20. Click the **New** icon ' ' to create another aircraft maintenance execution reference.

2.1.2 Editing an aircraft maintenance execution reference

1. Select the **Open Items** pushbutton in the left navigation pane, to edit an existing aircraft maintenance execution reference. The **Open Items** tree interface appears. *See Figure 2.3.*

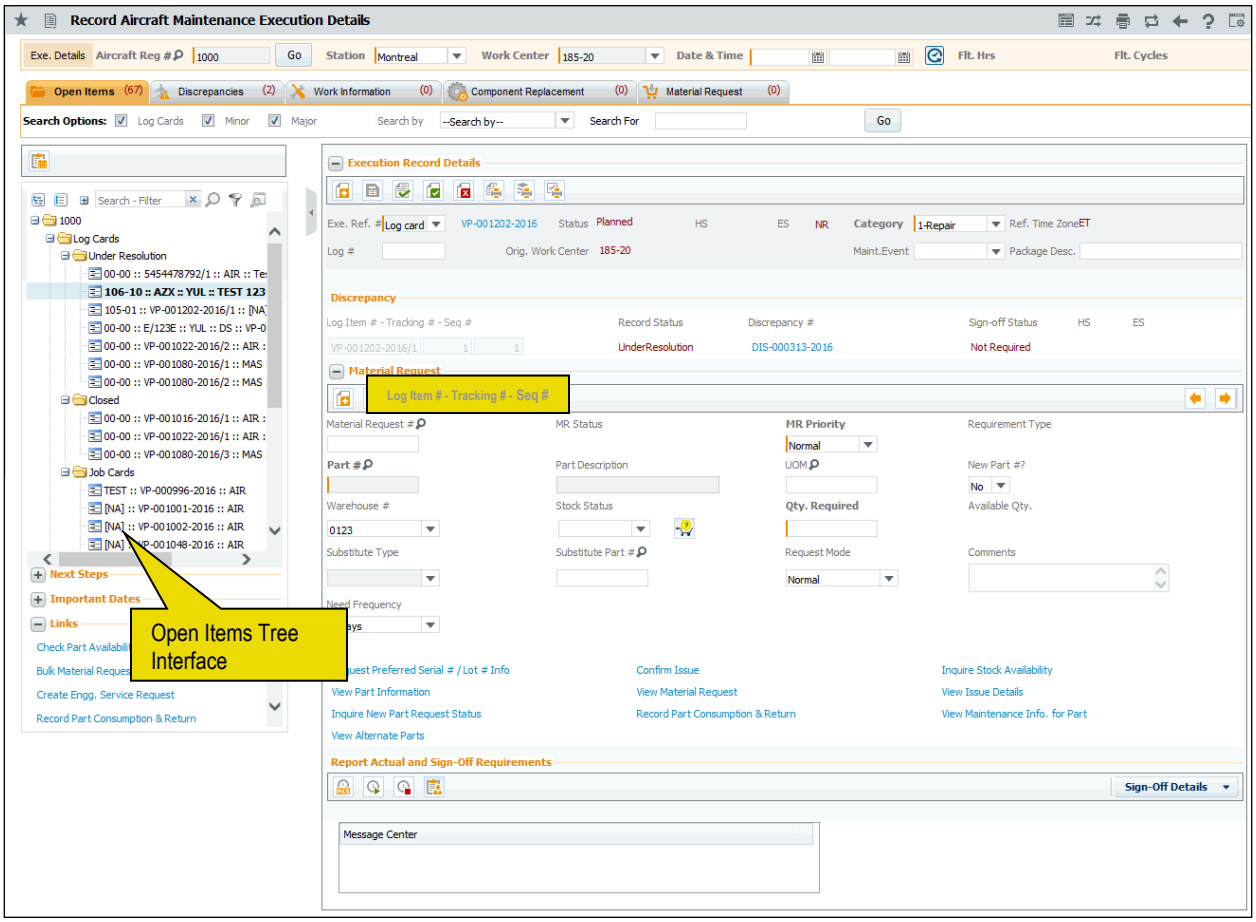
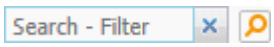


Figure 2.3 Editing an aircraft maintenance execution reference

The following icons are displayed in the "Open Items", "Discrepancies", "Work Information", 'Component Replacement" and "Material Request" trees, which allow you to perform various operations as explained in the table below:

Icon	Description
	'Expand All' – Expands all the nodes under the Aircraft Reg #.
	'Collapse All' – Collapses all the nodes under the Aircraft Reg #.
	'Expand This Node' - Expands the node selected in the tree.
	'Search' – Retrieves the records corresponding to the search item specified.
	'Filter' – Filters only the node containing the search item specified.
	'Search Options' – Displays a dialog box where you can specify the level at which you wish to perform the search.

Note: The system allows progressive loading of data in the "Component Replacement" tree and "Material Request" tree when you select a specific node in the respective tree. The system executes the search and filter operations on the nodes which are already open.

The total count of distinct Aircraft Maintenance Execution References that are in "Planned", In-Progress" and "Completed" status for the specified Aircraft Reg #, and that are created in the Aircraft Maintenance Execution Reference, is displayed in the "Open Items" navigation pane.

The system displays the text **Open Items** at the top of the navigation pane. The navigation pane will display the tree interface as completely exploded. The tree will have the **Aircraft Reg #** as the parent node and **Log Cards**, **Package Discrepancies**, **Unprocessed Discrepancies**, **Minor** and **Major** as the first level nodes. The list of aircraft maintenance execution references in "Planned", In-Progress" and "Completed" status is displayed, in the chronological order of the date and time of the aircraft maintenance execution reference #

2. Select the **Aircraft Maintenance Execution Reference** to be modified from the tree interface.

The details of the selected aircraft maintenance execution reference are displayed, in the **Execution Record Details** group box to the right.

3. Edit the required details of this execution reference.
4. Click the **Save** icon ' ' to save the edited details of the aircraft maintenance execution reference.
5. Click the **Next** and **Previous** icons to traverse to different aircraft maintenance execution references.

Print Material Movement Document

1. Click the "Print Material Movement" icon ' ' in the "Execution Record Details" group box to print all the material movement documents (MMD) for an Execution Ref #.

The following documents will be considered for printing the MMD:

a. The material requests with issue documents in "Fresh" status.

b. The material requests with "MR Priority" set as "AOG" and with no issue documents created.

To print the package

- Click the **Print Package** icon ' ' in the "Execution Record Details" group box to print all the Task Cards of that package.
- Click the **Selective Print Package** icon ' ' in the "Execution Record Details" group box to print the selected task cards of that package.

2.1.3 Canceling an aircraft maintenance execution reference

1. Select the **Aircraft maintenance execution reference** to be cancelled from the tree interface.

The details of the selected aircraft maintenance execution reference are displayed, in the **Execution Record Details** group box in the right pane.

2. Click the **Cancel Log** icon ' ' to cancel the selected aircraft maintenance execution reference.

Note: You cannot cancel the package, if the aircraft is customer owned, the customer order for the maintenance of the aircraft exists and, the stage of the contract stage is "Firm".

2.1.4 Reporting a new discrepancy

Discrepancies denote the problems in the aircraft that are observed by the pilot or mechanic. A discrepancy will be associated to the Maintenance Report # after it is deferred. You can take action as No Fault, Cancel, Transfer or Close, in order to close a discrepancy.

1. Select the **Aircraft maintenance execution reference** for which a new discrepancy needs to be reported, from the tree interface.
2. Select the **Discrepancies** pushbutton in the left navigation pane. The tree interface will be loaded with all the discrepancies that are reported against the Aircraft Reg #. *See Figure 2.4.*
3. In the **Log Item #** - **Tracking #** - **Seq #** field, enter the code identifying the log leaf which contains the discrepancy details. The Tracking # identifying the task, is generated automatically on saving the discrepancy and displayed alongside. You can enter the sequence number corresponding to the Task / Non-Standard Task / Discrepancy #, in the editable box provided alongside.
4. Use the **Type** drop-down list box to select the type of discrepancy that has been reported on the aircraft.
5. Enter the ATA chapter on which the discrepancy is reported, in the **ATA #** field.
6. Use the **Action** drop-down list box and specify the action taken against the discrepancy as “Defer”, “Part Change-Close”, “Cancel” or “Close”. The value “Part-Change Close” is not listed for offline usage, if the Process Parameter “Allow part change close for Offline usage” is set “Not Allowed” in the “Configurator” business component.
7. Use the drop-down list box to select the **Repair Classification** associated to the selected Discrepancy. Repair classification is specified in order to differentiate the tasks which are over and above the contract (COA - Contract Over and Above) between the operator and the MRO.
8. Enter the textual description of the discrepancy, in the **Discrepancy Description** field.
9. Enter the details of the discrepancy communicated by the mechanic through radio communication, in the **Radio Communication** field.
10. Enter the description of the action to be taken, to resolve the discrepancy in the **Corrective Action** field.
11. Click the  icon next to the above field, to clear the description in the field.
12. Click the  icon to view the corrective action history.

The Corrective Action History page displays the Log Item Details such as Log Item #, Log Item Description and the corrective action details such as Performed Date, Performed Station, Action against the discrepancy, Corrective Action taken, Ref. Document Type, Reference Document #, Rectified By / Rectifier Name, Inspected By / Inspector Name and Remarks in the multiline.

13. Enter Reporting Date & Time and Reported by for the discrepancy.

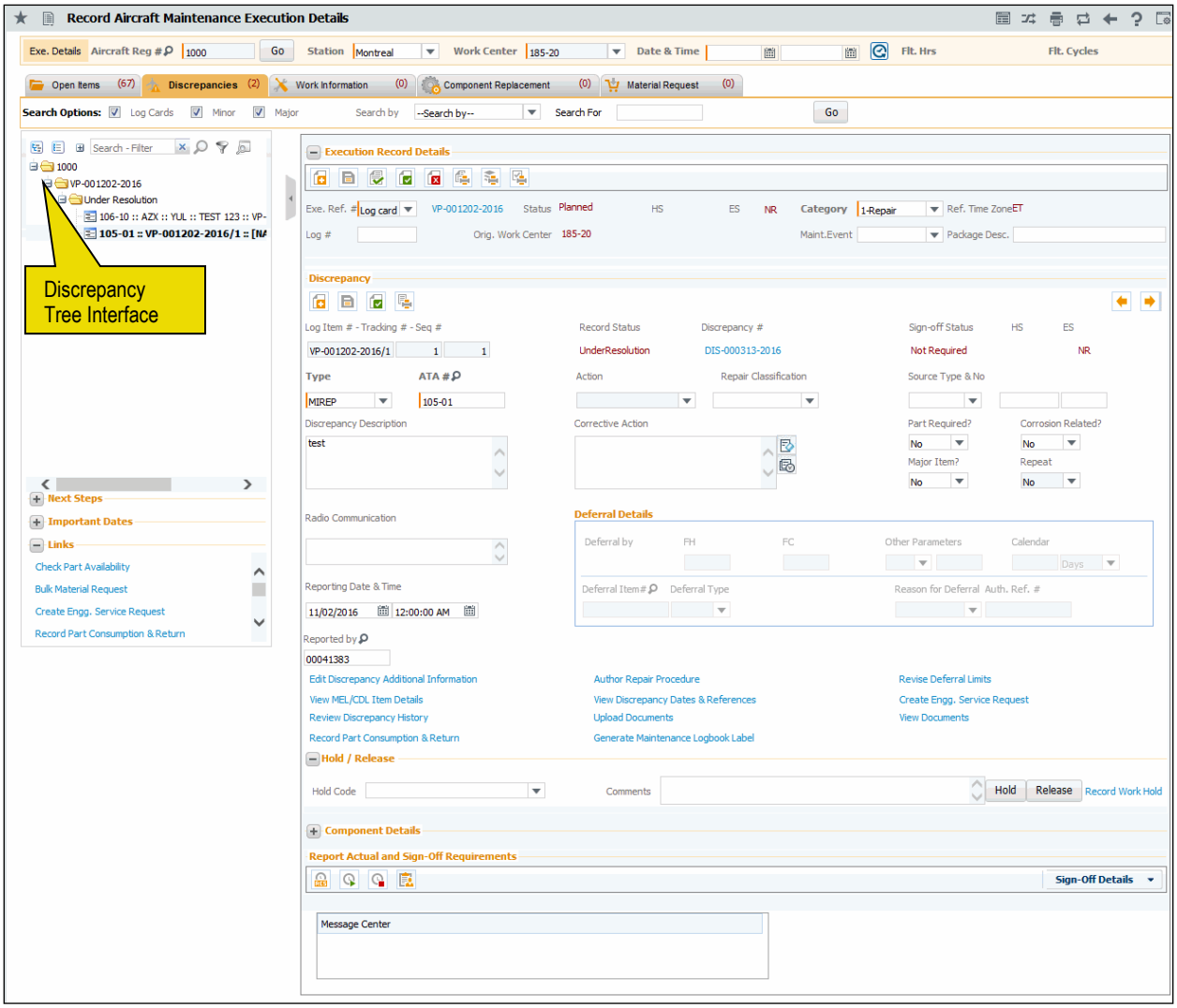


Figure 2.4 Reporting a new discrepancy

14. Click the **Save Discrepancy** icon ' ' to save the discrepancy.

> *Note: The aircraft maintenance execution reference details can also be saved by using the "Save" pushbutton in the "Discrepancy" group box.*

> *The system restricts creation of new A/C Maint. Exe. Ref. Documents referring an Offline Work Center (i.e. Work Centers having 'Usage Mode' set as "Offline" in the "work Center" business component), if the process parameter 'Usage Mode' is "Online" in the "Configurator" business component.*

> *Discrepancy details cannot be modified, if the 'Transient Status' of the discrepancy is set as "Hold" in the "Record Work Hold" page of the "Work Monitoring and Control" business component.*

The count to the right of the **Discrepancies** pushbutton is incremented by 1, to indicate that an additional discrepancy has been added.

The count in the **Discrepancy Header** is also incremented by 1.

On saving the discrepancy, the system allows modification of sign-off requirements based on the parameter "Allow modification of Task Sign-Off requirements" set for the package type of the current Execution Ref #, in the "Define Process Entities" activity of the "Common Masters" business component.

15. Click the **New Discrepancy** icon '  ' to create another discrepancy.

Deferring a discrepancy

1. Select the discrepancy to be deferred, from the tree. The details of the selected discrepancy are displayed, in the **Discrepancy** group box to the right.
2. From the **Action** drop-down list box, select **Defer**.

If Action is selected as Defer and Recurring? is set as "Yes", the system displays the following fields, which you are to enter:

3. Enter the duration for which the discrepancy must be deferred, in the **Deferral Duration and Time** field. Use the drop-down list box provided alongside this field, to specify the unit of time for deferring discrepancies.
4. Enter the deferral value for the discrepancy in terms of flight hours in the **Deferral by (FH)** field.
5. Enter the deferral value for the discrepancy, in terms of flight cycles in the **Deferral by (FC)** field.
6. Use the **Other Parameters** drop-down list box to specify the other parameters other than FH and FC for the discrepancy
7. Enter the deferral value of the discrepancy in terms of other consumption parameters of the Aircraft Reg # other than FH in the **Other Parameter Value** field.
8. Enter the duration for which the discrepancy must be deferred in terms of calendar days in the **Calendar** field.
9. Enter the number identifying the deferred item reported on the aircraft, in the **Deferral Item #** field.
10. Use the **Deferral Type** drop-down list box to select the deferral type reported on the aircraft.
11. Use the **Reason For Deferral** drop-down list box to specify the reason for deferring the discrepancy.
12. Enter the deferral authorization number in the **Auth Ref #** field.
13. Use the **Repeat** drop-down list box to specify whether the discrepancy needs to be re-inspected at specified intervals
14. Select the source of the discrepancy as "Task" or "Discrepancy" and enter the code identifying the source of the discrepancy, in the **Source Type & No** drop-down list box**.**
15. Use the Part Required? drop-down list box to specify if the parts are required or not to close the discrepancy.
16. Use the **Major Item?** drop-down list box and specify whether the item on which discrepancy is reported, is a major item or not.
17. Use the **Corrosion Related?** drop-down list box and select "Yes" or "No" to specify whether the discrepancy reported is related to corrosion or not.
18. Click the **Confirm Deferral** icon '  ' to save the deferred discrepancy.

Note: This action is workflow-enabled. Notification messages can be sent as per the settings you have defined in the "Workflow Management" business component.

Deferral of the discrepancy cannot be confirmed, if the 'Transient Status' of the discrepancy is set as "Hold" in the "Record Work Hold" page of the

"Work Monitoring and Control" business component.

2.1.5 Closing a discrepancy

1. Select the discrepancy to be closed, from the tree. The detail of the selected discrepancy is displayed, in the **Discrepancy** group box to the right.
2. From the **Action** drop-down list box, select **Close**.
3. Enter either a description of the action to be taken to resolve the discrepancy, in the **Corrective Action** field.
4. Click the  icon provided next to the above field to launch the corrective action history.
5. Click the **Save Discrepancy** icon to save the discrepancy.

If you had entered the Corrective Action field, the system will create and display non-standard task # in the Task # field.

2.1.6 Transferring a discrepancy

1. Select the discrepancy to be transferred from the tree. The details of the selected discrepancy are displayed, in the **Discrepancy** group box to the right.
2. From the **Action** drop-down list box, select **Part Change-Close**.
3. Enter the **Part #** of the component fitted in the position code.
4. Enter the **Serial #** of the part to which the discrepancy has been transferred.
5. Enter the ID of the component to which the discrepancy has been transferred, in the **Transfer To: Component #** field.
6. Enter the **Position Code** in the aircraft from which the component must be removed.
7. Enter the number identifying the level at which the position code occurs in the aircraft from which the component must be removed, in the **Level Code** field.
8. Enter either a description of the action to be taken, to resolve the discrepancy, in the **Corrective Action** field.
9. Click the **Save Discrepancy** icon to save the discrepancy.

The system transfers the discrepancy details to the selected component.

The system updates the record status of the Discrepancy as "Transferred" and replaces the "Component Details" section with the "Component Replacement" section by copying the values of Part # and Serial # to Removed Part # and Serial # in the "Component Replacement" section.

Canceling a discrepancy

1. Select the discrepancy to be **cancelled** from the tree. The details of the selected discrepancy are displayed, in the **Discrepancy** group box to the right.
2. From the **Action** drop-down list box, select **Cancel**.
3. Click the **Save Discrepancy** icon to save the discrepancy.

Holding / releasing a discrepancy

1. In the **Hold / Release** section, enter the **Hold Code** applicable for the discrepancy, which defines the characteristic of the 'hold'.
2. Enter any additional **Comments** pertaining to hold.

3. Click the **Hold** pushbutton to hold the discrepancy.

   Note: Only those discrepancies that are in "Under Resolution", "Pending Deferral" and "Deferred" statuses can be put on hold.

4. Click the **Release** pushbutton to release the discrepancy.
5. Select the **Record Work Hold** link to the record the work hold details for the discrepancy.

2.1.7 Editing a discrepancy

1. Select the **Aircraft Maintenance Execution Reference** for which discrepancy details are to be modified, in the tree interface.

The count of discrepancies recorded for the selected aircraft maintenance execution reference # is displayed alongside the **Discrepancies** pushbutton.

2. Select the **Discrepancies** pushbutton in the left hand navigation pane, to modify an existing discrepancy. The discrepancy tree interface appears. The system displays the text "Discrepancies" at the top of the navigation pane. The navigation pane will display the tree interface as completely exploded. The tree will have the "Exe. Ref. #" and "Aircraft Reg #" as the parent nodes, with all the records displayed as per the defined format:

   Note: If the Log Item # is not available for the discrepancy, then the system displays the Discrepancy # in the tree interface.

Exe. Ref. #: The system displays the Log Item # / Discrepancies associated to the selected Execution Reference # with document status "Planned", "In-Progress" and "Completed", as the first-level nodes with the following values.

- Pending: Log Item # / Discrepancies with record status "Pending" and "Under Resolution" are displayed under this node.
- Pending Deferral: Log Item # / Discrepancies with record status "Pending Deferral" are displayed under this node.
- Deferred: Log Item # / Discrepancies with record status "Deferred" are displayed here.
- Closed: Log Item # / Discrepancies with record status "Transferred", "Cancelled" and "Closed" are displayed under this node.

Aircraft Reg #: The system displays the Log Item as follows:

Log Cards: For the specified Aircraft Reg #, the system displays the Log Item # / Discrepancies which are associated to the Aircraft Maintenance Execution References of Doc Type "Log Cards" and document status "Planned", "In-Progress" and "Completed", under different nodes as follows:

- Under Resolution: Log Item # / Discrepancies with record status "Pending" and "Under Resolution" are displayed under this node.
- Closed: Log Item # / Discrepancies with record status "Transferred", "Cancelled" and "Closed" are displayed under this node.
- Pending Deferral: Log Item # / Discrepancies with record status "Pending Deferral" are displayed under this node.
- Deferred: Log Item # / Discrepancies with record status "Deferred" are displayed here.

3. Select the **Discrepancy** to be modified in the tree interface.

The details of the selected discrepancy are displayed, in the **Discrepancy** group box to the right.

Note: Each record in the tree must have 'Hold Status' and 'Estimation Status' information. If 'Hold' is applicable for a record, it must be represented by an Exclamatory Icon ' '. If 'Hold' is not applicable for a record, the 'Hold Status Icon' is not displayed. The possible Estimation Status could be "Est. Not Required", "Pending Estimates", "Pending Confirmation", "Confirmed Estimates", "Released Estimates" and "Pending Re-Estimates".

4. Modify the required details of this **Discrepancy**.
5. Click the **Save Discrepancy** icon to save the modified details of the discrepancy.
6. Click the **Next** and **Previous** icons to traverse to different discrepancies.

Sign-off Requirements

1. Click the icon in the **Record Actual & Sign-Off Requirements** group box, to start the clock.
2. Click the RES icon to reset the clock.
3. Click the icon to end the clock.
4. Enter the Plan Start Date & Time, Sch. End Date & Time, Actual Start Date & Time and Actual End Date & Time in the Sign-Off Requirements group box.
5. Check the Mechanic, Inspector and RII-Sign-Off boxes to perform mechanic, inspector and RII sign-off of the work units / tasks / subtasks respectively.
6. Enter the corresponding employee codes in the editable fields provided alongside the respective check boxes.
7. Enter the code identifying the employee who performs additional sign-off in the **Adll Sign Off** field.

If a Non Standard Task # generated with the source as a Discrepancy # and if a corrective action is available for the discrepancy and if any of the check boxes 'Mechanic/ Inspector/ RII Sign off' is in checked condition without any Employee # available against the respective checked box, then the sign-off status for that Corrective Action is updated based on the logic **explained** in the following table:

Resource Group			Sign-Off Status
Mechanic	Inspector	RII	
Checked	Not Checked	Not Checked	Pending Mechanic
Not Checked	Checked	Not Checked	Pending Inspector
Not Checked	Not Checked	Checked	Pending Inspector
Checked	Checked	Not Checked	Pending Mechanic & Inspector
Checked	Not Checked	Checked	Pending Mechanic & Inspector
Not Checked	Checked	Checked	Pending Inspector
Checked	Checked	Checked	Pending Mechanic & Inspector

Note: If none of the sign off check boxes is checked then the sign-off status is updated as "Not Required".

The system displays the **Clock Status** as “Clock Direct”, “Clock Indirect”, “Clock - Direct & Indirect” or “Not Started”.

To proceed further,

- Select the Edit Discrepancy Additional Information link to edit the discrepancy additional information.
- Select the **Author Repair Procedure** link to modify the non-standard task details.
- Select the **Revise Deferral Limits** link to revise the deferral limits set for the discrepancy.
- Select the **View MEL/CDL Item Details** at the bottom of the page to view the deferral item details.
- Select the **View Discrepancy Dates & References** link to view the task / discrepancy date and reference details.

Signing off work information

1. Select the **Work Information** pushbutton in the left navigation pane. The work Information tree interface appears. *See Figure 2.5.*

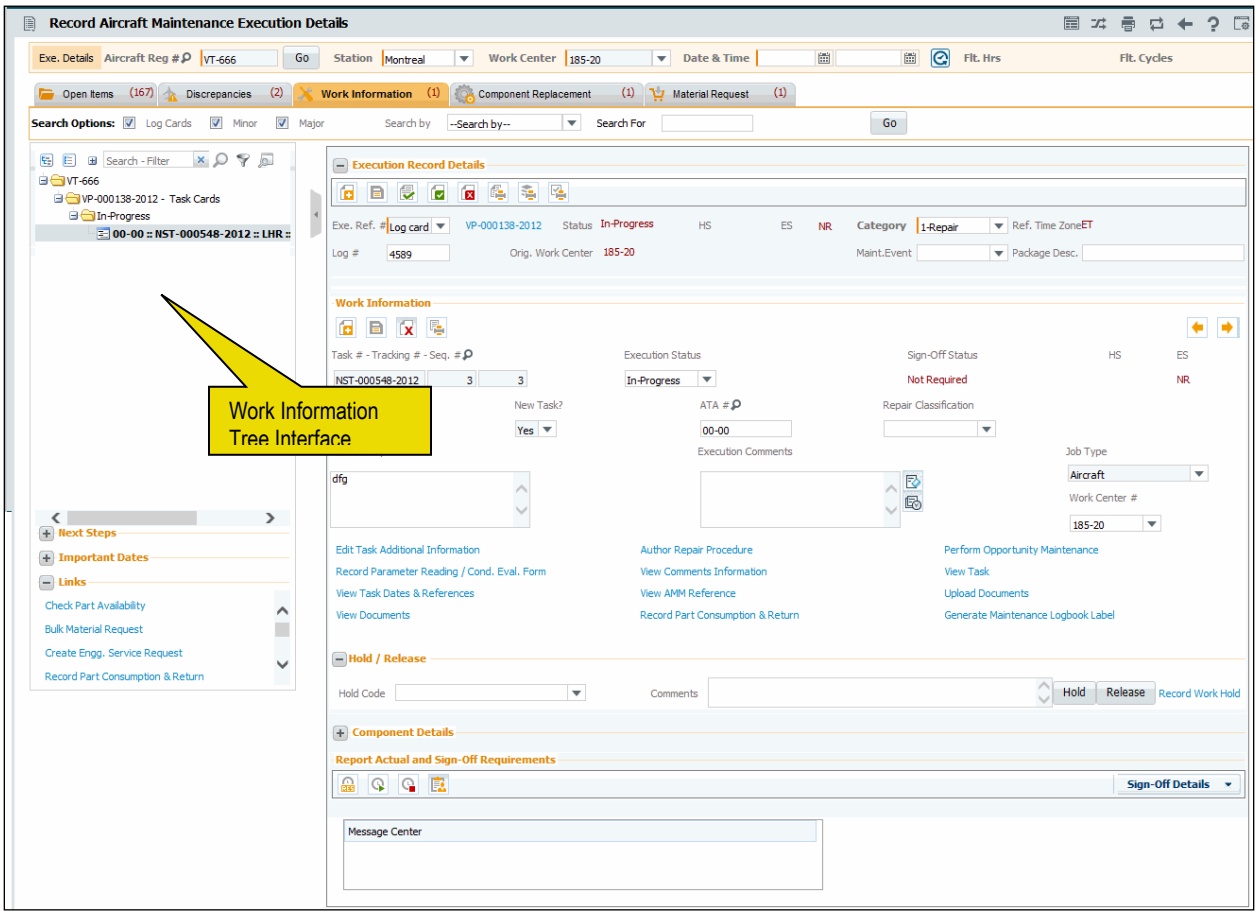


Figure 2.5 Signing off work information

The count of work unit(s) that is associated to the aircraft maintenance execution reference # is displayed alongside the “Work Information” pushbutton.

2. Select **Work Information** under the node **Pending**, to complete the task for the work unit.

The details of the selected work information are displayed, in the **Work Information** group box to the right.

3. The system displays Work Unit #, Work Unit Type, Job Type, Sign-Off Status, Work Unit Description and Discrepancy/ Maint. Report # in the respective fields.
4. Click the **Save Work Information** icon to save the details of work information.
   - The system updates the parameter values for every sign off of the task or subtask, if the "Parameter Recording" drop-down list box is selected as "Mandatory" in the "Edit Parameter Reading Requirements" page of the "Maintenance Task" business component.

2.1.8 Recording sign-off and work completion details

This page allows you to sign-off the tasks / sub tasks in bulk. The sign-off details are retrieved based on the search item such as task number, task description, ATA number, work area, zone, skill and execution. Sign-off can be performed either by mechanic, inspector or mechanic and inspector, RII. RII sign-off is performed only at task level.

You can specify whether the task is completed on successful completion of the sign off, indicate the date and time at which the task is to be completed and update the sign-off and work completion details.

1. Click the " " icon in the "Work Information" section. The "Record Sign-Off & Work Completion" page appears. *See Figure 2.6.*

   Note: This page can be invoked only for tasks with the 'Execution Status' set as "Planned", "In-Progress", "In-Complete", "Completed" or "Deferred" and tasks whose Job Type is other than "Off-Wing".

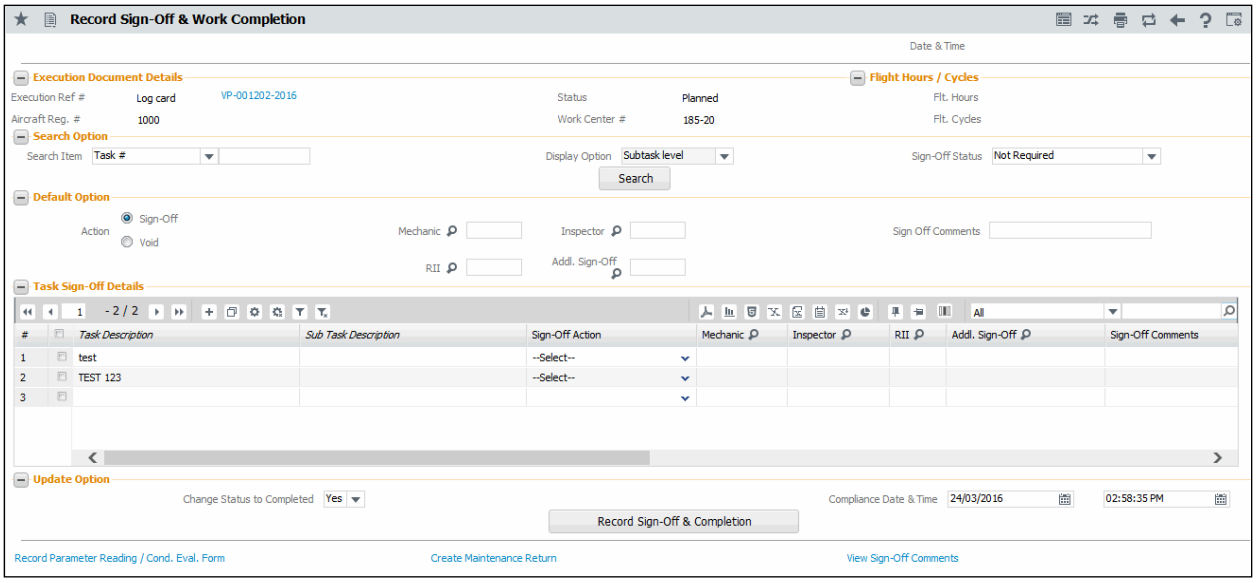


Figure 2.6 Signing off of bulk work unit/ task/subtask

The system displays the **Execution Ref #, Status** of the Execution Ref #, Aircraft Reg # and the **Work Center #** in the **Execution Document Details** group box.

2. In the **Search Option** group box, specify the **Search Item** as "Task", "Task Desc.", "ATA", "Work Area", "and Zone #"," Skill "or" Execution Phase".
3. Select the **Sign-Off Status** as "Pending Inspector", "Pending Mechanic", "Pending Mech. & Insp.", "Pending Signoff", "Pending RII", "Signed Off" or "Not Required".
4. Specify the **Display Option** as "Task level" or "Subtask level".

5. In the **Default Option** group box, select the "Sign-Off" or "Void" in the **Action** field to indicate the sign-off action of the task / sub task.
6. Enter the code of the employee who performs sing-off in the "**Mechanic**", "**Inspector**", "**RII"** and "**Addl. Sign-Off**" fields.

   Note: The fields "RII" and "Addl. Sign-Off" are visible only if the "Display Option" is selected as "Task Level".
7. Enter the **Sign Off Comments**, if any.
8. In the **Task Sign-Off Details** multiline, select the **Sign-Off Action** as "Sign-Off" or "Void".
9. Enter the code of the employee who performs sign-off in the "Mechanic", "Inspector", "RII" and "Addl. Sign-Off" fields.
10. Enter the **Sign Off Comments**, if any.
11. In the **Update Option** group box, specify if the status of the task is changed to "Completed" in the **Change Status to Completed** drop-down list box.
12. Enter the date and time at which the task is completed in the **Compliance Date & Time** field.
13. Click the **Record Sign-Off & Completion** pushbutton to record the sign-off and work completion details. Dual Authentication

    Note: The sign-off details of the task and sub tasks cannot be modified, if the 'Transient Status' of the task is set as "Hold" in the "Record Work Hold" page of the "Work Monitoring and Control" business component.

To proceed,

- Select the Record Parameter Reading / Cond. Eval. Form link to record the parameter values and conditional evaluation details of the parameters..
- Select the Create Maintenance Return link to create a maintenance return document for the AME.
- Select the View Sign-Off Comments link to view the sign-off comments.

2.1.9 Editing work information

1. Select the **Aircraft maintenance execution reference** for which work information details are to be modified, in the tree structure.

The count of work unit(s) that is associated to the aircraft maintenance execution reference # is displayed alongside the "Work Information" pushbutton.

2. Select the **Work Information** pushbutton in the navigation pane. The Work Information tree interface appears.

The system displays the text Work Information at the top of the navigation pane.

The left navigation pane will display the tree interface, in completely exploded form. The selected Aircraft Maintenance Execution reference # will be the parent node in the tree and "Task Cards", "Discrepancies" will be the first-level nodes. The tree displays only those tasks with process parameter 'Execution Operations?' set as "Yes" in the "Common Master" business component.

The system displays the work units and Log Item # associated to the Execution Reference # under different nodes, based on the value selected in the "Search By" drop-down list box in the "Search Options" group box: Refer to the topic "Tree Interface display logic" for more details.

The tree structure is as follows:

- Aircraft Maintenance Exe Ref #
- Task Cards:
  - Planned
  - In-Progress
  - In-Complete
  - Completed
  - Pre-Closed
  - Closed
  - Deferred
  - Cancelled
  - Routed for Repair
  - Duplicate

3. On clicking any 'Work Unit #' node under the 'Task Cards' folder of the tree structure,

i) the system retrieves the related details of the respective work unit, such as Work Unit #, Work Unit Description, ATA, Job Type, Sign off information, actual start date, end date, planned start date, end date, etc. and displays into the respective fields.

ii) If the Job Type of the task # is "Component Removal", the system retrieves the task #, task description, and other related details including the sign-off requirements in the right pane, and also replaces the "Component Details" section with the "Component Removal" section, by copying the part # and serial # in the 'Removed Part #' and 'Removed Serial #' fields.

The system displays a number to denote the count of tasks that are in **Pending** and **Incomplete** execution status, in the **Work Information** group box. It is displayed as follows: *You have <count>* more task to be performed.

> *Note: If any information about the work unit is not available, the system indicates it by displaying [NA] in the format above. The Non-standard Task having the source as Discrepancy # is not displayed in the tree.*

4. Select the **Work Information** to be modified in the tree interface.

The selected work information is displayed, in the **Work Information** group box to the right.

> *Note: Each record must have 'Hold Status' and 'Estimation Status' information. If 'Hold' is applicable for a record, it must be represented by an Exclamatory Icon '  '. If 'Hold' is not applicable for a record, the 'Hold Status Icon' is not displayed. The possible Estimation Status could be "Est. Not Required", "Pending Estimates", "Pending Confirmation", "Confirmed Estimates", "Released Estimates" and "Pending Re-Estimates".*

5. Modify the required details of the Work Information.
6. Click the **Save** icon to save the modified details of the work information.
7. Click the Next  and Previous  icons to traverse to different work information.

2.1.10 Recording a new work information

1. Select the Aircraft maintenance execution reference for which new work information is to be added, from the tree interface.

2. Select the Work Information pushbutton in the left navigation pane. The Work Information group box appears. *See Figure 2.7.*

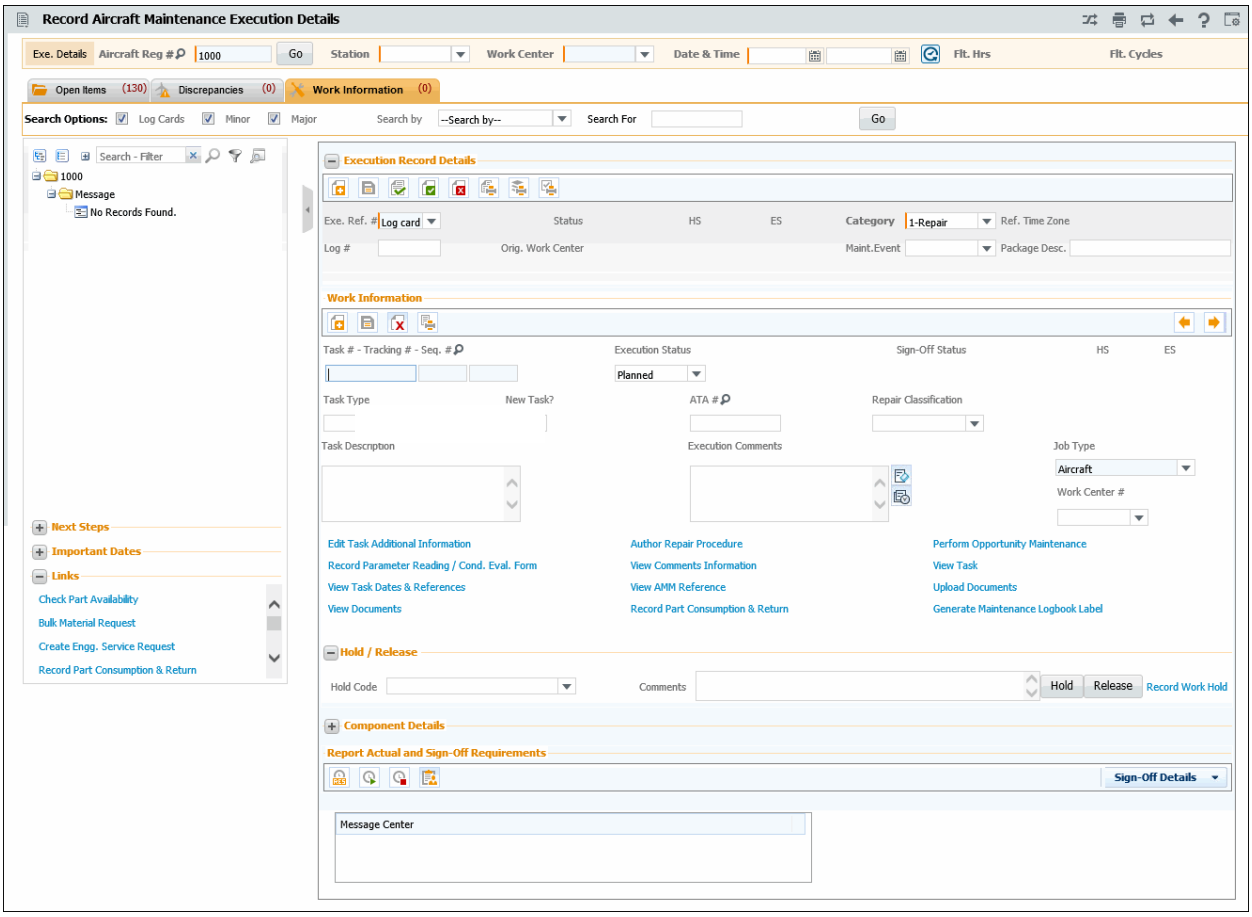


Figure 2.7 Recording new work information

3. In the **Task # - Tracking # - Seq. #** field, enter the code identifying the task. The Tracking # generated automatically to identify the task, is displayed alongside. You can enter the sequence number of the task, in the editable box provided alongside.

4. Specify the **Execution Status** of the maintenance report.

   Note: If the "Enforce Sign-off?" is set as "Yes" for the selected Doc. Type in the "Set Process Parameters" page of the "Common Masters" business component and if any sign off is pending for the subtasks associated to the work unit in the Aircraft Maintenance Execution Reference, then the execution status must not be set as "Completed" or "Closed".

   The Execution Status of the work unit must not be set as "Completed", "In Complete", "Pre-closed", "Closed", "Deferred" or "Cancelled", when the Start Clock or Reset Clock is initiated.

5. Select the **Task Type**, specify whether the selected task is a **New Task**, and enter the **Task Description**.

6. Select the **Job Type** as **Aircraft**, **On Wing**, **Off Wing** or **Component Removal**. The Job Type is set as "Aircraft" if the Applicability of the work unit is "Aircraft" and "On-Wing" or "Component Removal" if the Applicability is "Engine" or "Component".

7. Enter the ATA chapter defined for the work unit, in the **ATA #** field.

8. Use the drop-down list box to select the **Repair Classification** associated to the task Discrepancy. Repair classification is specified in order to differentiate the tasks which are

over and above the contract (COA - Contract Over and Above) between the operator and the MRO.

9. Enter the date and time on which the maintenance activity was completed, in the **Compliance Date & Time** field.
10. Enter the comments regarding the execution of the work units on the maintenance report, in the **Execution Comments** field.
11. Select the **Work Center** for the Aircraft Maintenance Execution Ref #. The work center retrieved here cannot be modified if the "Allow Package execution across multiple primary Work Centers" is set as "No" in the "Set Process Parameters" page of the "Common Masters" business component.

    Note: If the material requests are available in "Authorized", "Fresh" or "Draft" status and the material issues are available in "Fresh" status for the tasks associated to the A/C Maint. Exe. Ref. #, then

    a. *if the issue warehouse of the modified work center is same as the issue warehouse of the existing work center of the tasks, then the Material requests that have been already created for the tasks must be retained.*

    b. *if the Issue warehouse of the modified work center is different from the issue warehouse of the existing work center of the tasks, then the system*

    - *Short-closes the material requests and cancels the material issues that have been created for the task.*
    - *Updates the work center for the Aircraft Maint. Exe. Ref. # and the tasks.*
    - *Creates a new material requests for the short closed quantity from the issue warehouse of the modified work center for the task for the Aircraft Maint. Exe Ref. #.*

    *Enter the **Repair Agency #** defined for the Aircraft Maintenance Execution Ref #.*

    You must specify either Work Center # or Repair Agency #, if the Job Type is selected as "Off-Wing".
12. Click the  icon next to the above field, to clear the description in the field.
13. Click the  icon provided next to the above field to launch a pop-up window which displays the execution comments history.

The Execution Comments History window displays the work unit details such as Work Unit #, Work Unit Description and the comment details such as Sub Task Description, Comments Type, Comments, Comment Date, Employee # / Employee Name, Skill # and Resource Group in the multiline.

14. Click the **Save** icon to save the work information.

    - The number to the right of the Work Information pushbutton is incremented by 1, to indicate that an additional work unit has been added for the aircraft maintenance execution reference.

    Note: The system restricts creation of new A/C Maint. Exe. Ref. Documents referring an Offline Work Center (i.e. Work Centers having 'Usage Mode' set as "Offline" in the 'Work Center' business component), if the process parameter 'Usage Mode' is "Online" in the "Configurator" business component.

- If **Work Unit Type** is selected as **New Task**, the system generates a non- standard task.
- When the user adds / modifies the task and clicks the "Save" icon, the system saves the task either with the sign-off requirements defined for the task at task level or with the user selected sign-off requirements, based on the parameter "Allow modification of Task Sign-Off requirements" for the package type of the current Execution Ref #, set in the "Define Process Entities" activity of the "Common Masters" business component.

15. Click the **New Task** icon in the **Work Information** group box to record new work information.

To print task card

- Click the "Print Task Card" icon '  ' in the "Work Information" group box, to print the task card details.

Holding / releasing a task

16. In the **Hold / Release** section, enter the **Hold Code** applicable for the task, which defines the characteristic of the 'hold'.
17. Enter any additional **Comments** pertaining to hold.
18. Click the **Hold** pushbutton to release the task that is held.

Note: Only those tasks that are in "Planned" or "In-Progress" status, can be put on hold.

19. Click the **Release** pushbutton to release the discrepancy.
20. Select the **Record Work Hold** link to the record the work hold details for the task.

2.1.11 Deleting work information

1. Select the **Work Information** to be deleted from the tree structure.

The selected work information is displayed, in the **Work Information** group box to the right.

Note: You can delete the work units whose statuses are "Pending" and for which "Sign- Off" is not completed.

2. Click the **Delete** icon '  ' to delete the selected work information.

Note: The user should have access rights to delete work information. You cannot delete the task, if the Transient Status of the task is "Hold".

To proceed further,

- Select the Edit Task Additional Information link to edit the task additional information.
- Select the **Author Repair Procedure** link to modify the non-standard task details.
- Select the **Perform Opportunity Maintenance** link to perform opportunity maintenance details.
- Select the **Record Parameter Reading / Cond. Eval. Form** link to record the parameter values and conditional evaluation details of the parameters.
- Select the **View Task** link to view task details.
- Select the **View Comments Information** link to view comments.
- Select the **View Task Dates & References** link to view the task / discrepancy date and reference details.
- Click the **View AMM Reference** link to view the aircraft maintenance manual (AMM) reference details.
- Select the **Upload Documents** link to upload the documents.

- Select the **View Associated Doc. Attachments** link to view the associated document attachments.

2.1.12 Recording a component replacement

1. Select the **Aircraft Maintenance Execution Reference** for which new component replacement is to be carried out from the tree interface.
2. Select the **Component Replacement** pushbutton in the navigation pane. The **Component Replacement** group box appears. *See Figure 2.8.*

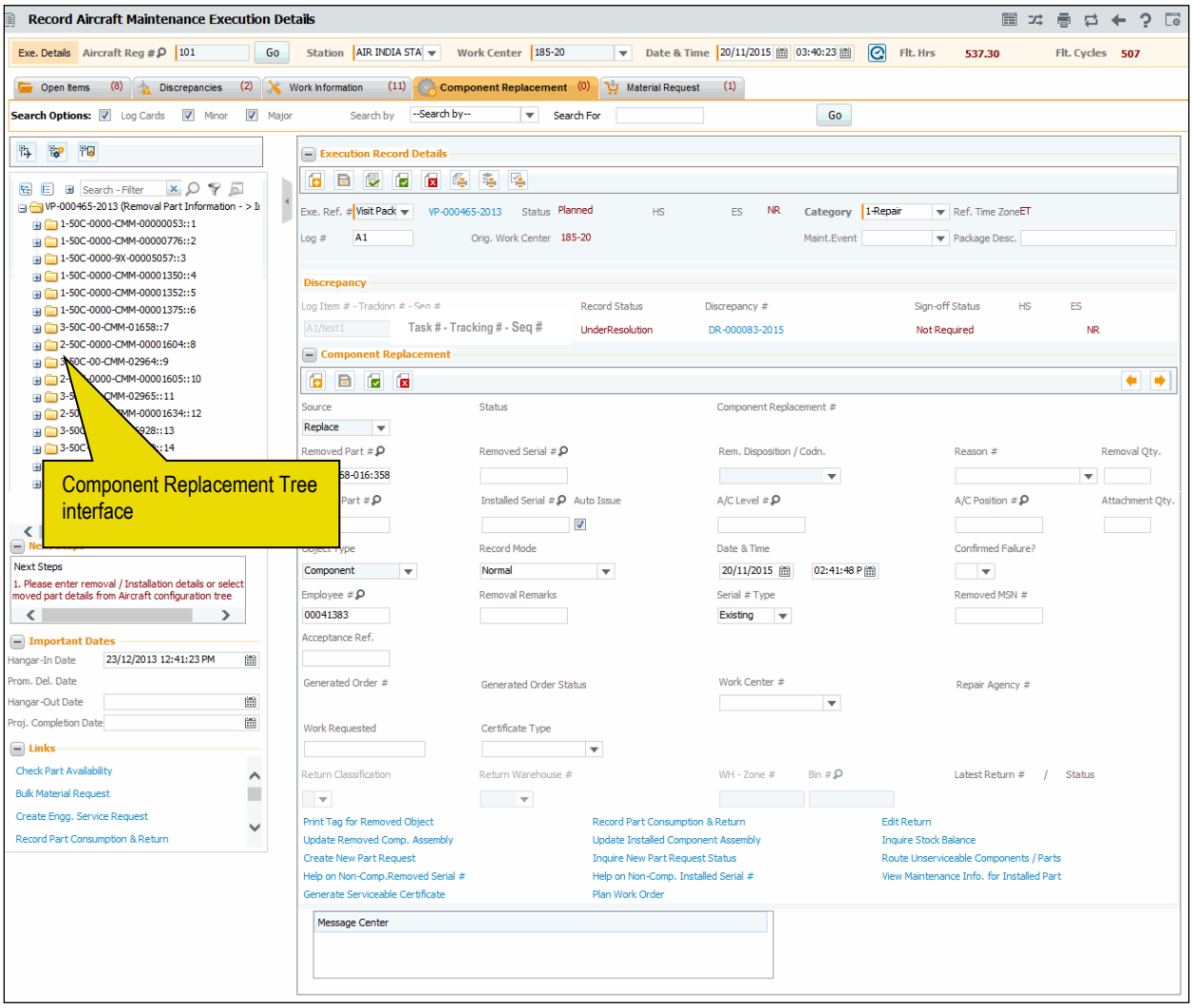


Figure 2.8 Creating a new component replacement

3. In the **Task # - Tracking # - Seq. #** field, enter the code identifying the task. The Tracking # generated automatically to identify the task, is displayed alongside. You can enter the sequence number of the task, in the editable box provided alongside.
4. Enter the part for which the replacement details must be recorded, in the **Removed Part #** field.
5. Enter the serial number of the part for which the replacement details must be recorded, in the **Removed Serial #** field.
6. Use the **Rem. Disposition / Codn.** drop-down list box to specify the type of work performed on the part being removed.

7. Enter the part number to be installed in place of the part specified in the Removed Part #, in the **Installed Part #** field.
8. Check the **Auto Issue** box to indicate auto issue of installed part to the work center.
9. Enter the **Removal Qty.** and **Attachment Qty.** The Removal Quantity must be 1 if the 'Serial # Type" is set as "New".
10. Enter the serial number of the installed part, in the **Installed Serial #** field.

    Note: If the Object Type is "Others", Record Mode is "Normal" and Source is "Remove" or "Replace", ensure that the removed part #, removed serial #, installed part # and installed serial # are not available as part of configuration of the current Aircraft Reg # or any other Aircraft Reg #.

11. Use the **Object Type** drop-down list box to specify the part type being removed. The system lists the following options: Component, Other Parts and Miscellaneous.
12. Use the **Serial # Type** drop-down list to select the serial number and lot number type of the removed part. The system lists the options "Existing" and "New". For offline usage, only "Existing" is listed.

The system does not display the field above, if Object Type is selected as Miscellaneous.

If the Serial # Type is selected as New, the system displays the following field, which you are to enter:

13. Enter the manufacturer serial number of the removed part in the **Removed MSN #** field.
14. Use the **Confirmed Failure?** drop-down list box and select "Yes" to specify that the component removed by the mechanic is suspected as failure, "No" to specify that the component removed by the mechanic is confirmed as failure or "Not Applicable" to specify that the Ship or Shelve (SOS) program is not applicable to the component removed.

The system lists the value "Not Applicable" if the "SOS Program Applicability" (Ship or Shelve Program Applicability) is set as "Not Applicable" in the "Set Options" activity of the "Common Masters" business component. Else the system lists "Yes" and "No".

Note: The above field is not displayed on satisfying the following conditions:

a. if the option "SOS Program Applicability" is set as 'Not Applicable' in the "Common Masters" business component

b. if the Component Condition is "Serviceable" or "Phased Out".

15. Use the **Source** drop-down list box to specify the replacement type of the source of the installed component. The system lists the following options: "Remove", "Attach", "Replace", "Cannibalize" and "Swap". The value 'Cannibalize' is not listed for offline usage, if the Process Parameter "Allow usage of Cannibalization for Offline usage" is set as "Not Allowed" in the 'Configurator' business component.

If Source is selected as Swap, Cannibalize or Attach, the system displays the following fields, which you are to enter:

16. Enter the registration number of the aircraft from which the component was taken for installation in the **Source Aircraft #** field.

    Note: The Source Aircraft # field will not be displayed, if "Source" is selected as "Attach".

17. Enter the number identifying the component from which the Higher Assembly for the Installed Part # / Serial # was taken in the **Source Component #** field.

18. Enter the level code from which the part has been taken for installation, in the **A/C Level #** field.
19. Enter the position code from which the part has been taken for installation, in the **A/C Position #** field.
20. Enter the component replacement number of the part that has been removed, from the other referenced aircraft in the **Source Removal #** field.

Note: The Source Removal # field will not be displayed, if "Source" is selected as "Attach".

The system does not display the fields above, if Source is selected as Attach, Replace or Remove.

21. Enter the code identifying the employee who has carried out the removal, in the **Employee #** field.
22. Use the **Reason #** drop-down list box to specify the reason for removal of the component.
23. Use the **Record Mode** drop-down list box to select the mode in which the component replacement is recorded.
24. Enter the date and time of the component replacement transaction, in the **Date & Time** field.
25. Enter the additional remarks about the replacement, in the **Removal Remarks** field.
26. Enter the **Acceptance Ref.**, if the "Effectivity Status" of the installed part is set as "Conditional Effective" in the "Manage Part Effectivity" activity of the "Aircraft" business component, while attaching a part to aircraft.

The system displays the newly generated shop work order # / repair order # in the Generated Order # field and the respective status in the Generated Order Status field.

27. Use the **Work Center #** drop-down list box to select the execution work center # to which the part removed from the aircraft must be routed for maintenance.
28. Enter **Work Description** entailed in component replacement.
29. Use the **Certificate Type** drop-down list box to select the certificate type that must be issued for the part removed from the aircraft.
30. Click the **Save** icon '  ' to update the component replacement transaction.

Note: Component replacement details cannot be saved for offline aircraft (Aircraft with 'Mode of usage' set as "Offline" in the "Aircraft" business component).

31. Select the **New** icon '  ' in the **Component Replacement** group box, to record another component replacement.
32. Click the **Confirm** icon '  ', to confirm the component replacement.

A unique number is generated and displayed alongside the Component Replacement #.

Note: Component replacement # is generated only if the "Object Type" is "Component".

The count of component replacements recorded for the selected aircraft maintenance execution reference # is increased, and displayed alongside the Component Replacements pushbutton.

Note: Component Replacement records cannot be created, modified or confirmed against the task, if the 'Transient Status' of the task is set as

"Hold" in the "Record Work Hold" page of the "Work Monitoring and Control" business component.

2.1.13 Editing a component replacement

1. Select the **Aircraft maintenance execution reference** for which component replacement details are to be modified in the tree structure.
2. Select the **Component Replacement** pushbutton in the navigation pane. The component replacement tree interface appears. *See Figure 2.9.*

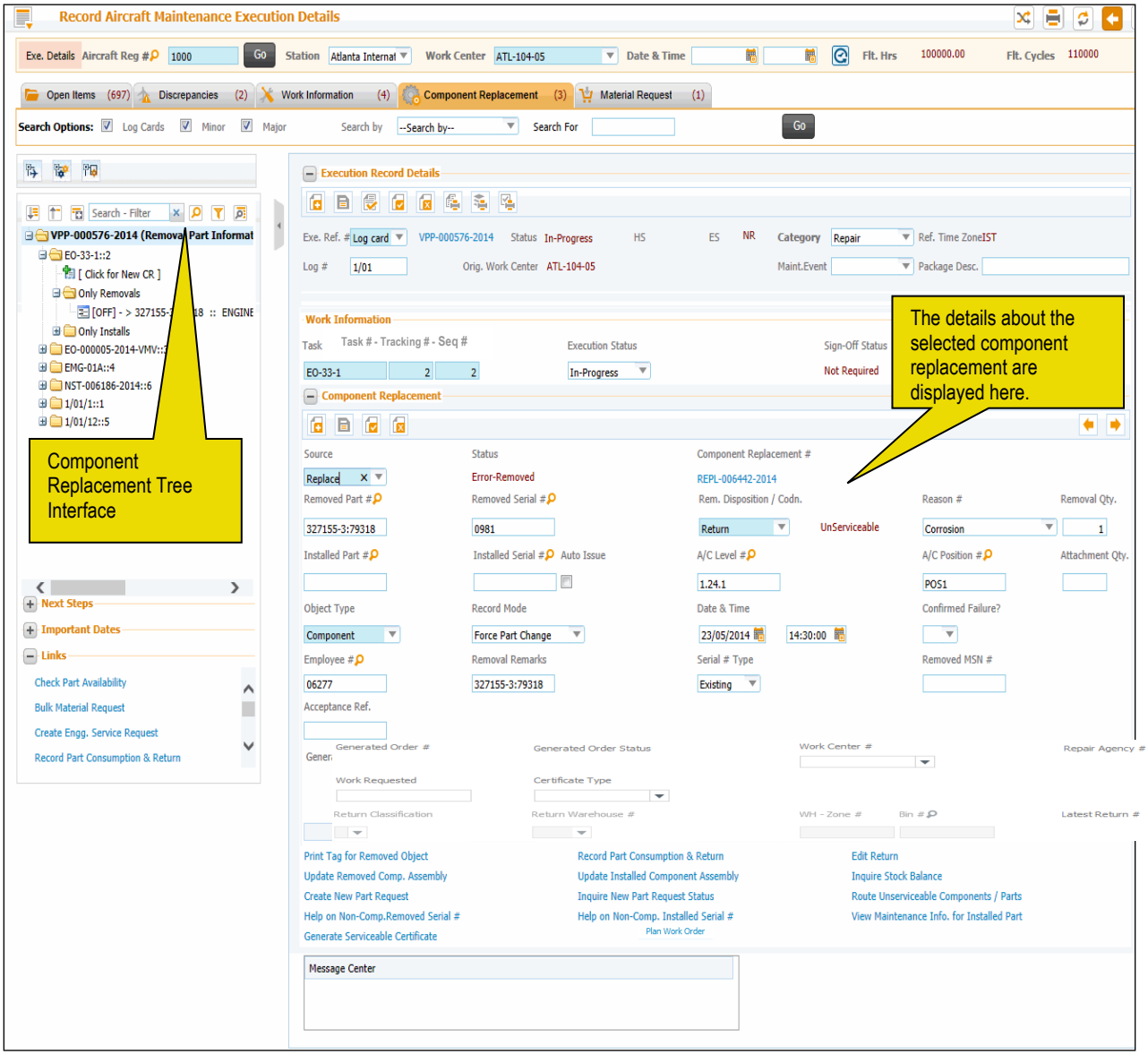


Figure 2.9 Editing a component replacement

The navigation pane will display 3 tree interfaces as shown below:

a. Aircraft Configuration

b. Component Replacement

c. Issued Part List

Aircraft Configuration Tree:

3. Select the 'Show aircraft configuration' icon ' ' to view the aircraft configuration details.

For the aircraft registration number specified, the system displays the latest active configuration, in the tree. The sub components are also displayed as folders.

The tree displays 'Aircraft Reg #' as the first node and the two digit ATA codes as a separate folder in the second node. The Piece Part List defined for the Aircraft as well as for all the applicable child parts are displayed under the respective "Piece Parts" folder under 'Aircraft' as well as 'Child Parts' till the applicable leaf level.

The two-digit ATA codes that are available against the first level position codes in the Aircraft Configuration are displayed as 'ATA Code' folders in ascending order. All those first level position code's part having similar ATA are grouped together and shown under the respective ATA code folders.

Component Replacement Tree:

4. Select the 'Show component replacements' icon '  ' to view the component replacement details.

The selected **Aircraft Maintenance Execution Reference #** will be the parent node in the tree. The task # is displayed as the first-level node. Cancelled tasks will not be listed in the 'Component Replacement' tree.

The text **Pending Action Items**, **Only Removals**, **Only Installs**, **Replaced Items**, **Swapped Items** and **Cannibalized Items** are displayed as the first level node.

The subsequent component replacements reported for aircraft maintenance execution reference such as **Pending Action Items**, **Only Removals**, **Only Installs**, **Replaced Items**, **Swapped Items** and **Cannibalized Items** will be the second level nodes.

A tool tip displays the information available for the component replacement as Part #/ Part Description / Serial # / Position Code/ CR #.

a. **Pending Action Items**: The records with Object Type "Component" and which do not have CR # generated are displayed under this node.

b. **Only Removals**: The CR records with status "Removed" or 'Error Removed', Object Type set as "Others" or "Miscellaneous" and Source set as "Removed", are displayed under this node.

c. **Only Installs**: The CR records with status "Replaced" or "Error Replaced", Source set as "Attach" and Object Type set as "Others" or "Miscellaneous", are displayed under this node.

d. **Replaced Items:** The CR records with status "Replaced" or "Error Replaced", Source set as "Replace" and Object Type set as "Others" or "Miscellaneous", are displayed under this node.

e. **Swapped Items:** The CR records with status "Replaced", Source set as "Swap" and Object Type set as "Others" or "Miscellaneous", are displayed under this node.

f. **Cannibalized Items**: The CR records with status "Replaced", Source set as "Cannibalize" and Object Type set as "Others" or "Miscellaneous", are displayed under this node.

On clicking any node in the CR Tree, all the necessary details are transferred to the right pane along with the task # and the related details, if the task is not having the source as

'Discrepancy'. If any node is clicked which belongs to the task # having the source as 'Discrepancy', then the right pane context section is replaced with 'Discrepancy Header' section and the corresponding discrepancy details are populated along with the CR details. The Shop Work Order # / Repair Order # is displayed at the end of each Component Replacement record, under the 'Only Removals' and 'Replaced Items' folders.

On clicking the node 'Click for New CR' in the tree interface, based on the Parent Task under which the current node is displayed, the right pane is refreshed with the 'Discrepancy' or 'Work Information' section and the work unit or discrepancy details are transferred accordingly.

> *Note: The AME / tasks / discrepancies for which 'Hold' is applicable, are highlighted with the Exclamatory Icon '', in the tree structure.*

5. Select the **component replacement** to be modified in the tree interface. The details **of the selected comp**onent replacement are displayed, in the **Component Replacements** group box to the right.
6. Edit the required detail**s of this component re**placement.

Issued Part List Tree:

7. Select the 'Show issued part list' icon '' to view the details of the parts issued for the aircraft maintenance execution reference.

The selected Aircraft maintenance Execution Reference # will be the parent node in the tree. All the parts (Components / Non Components and Serial / Lot / Non Controlled) issued for the particular aircraft maintenance execution reference are displayed under this node.

All the serial controlled parts listed under **Issued Parts List** are displayed in the following format: *Part #/ Part Description/ Serial #*.

All the lot controlled parts listed under **Issued Parts List** are displayed in the following format: *Part # / Part Description*.

8. Click the **Save** icon to save the modified details of the component replacement.
9. Click the **Next** and **Previous** icons to traverse to different component replacement.

2.1.14 Canceling a component replacement

1. Select the **Component Replacement** to be cancelled from the tree structure.

The details of the selected component replacement are displayed, in the **Component Replacement** group box to the right.

2. Click the **Cancel** icon '' to cancel the selected component replacement.

> *Note: You can cancel a component replacement for which CR # is not generated. Component replacement details cannot be cancelled for offline aircraft (Aircraft with 'Mode of usage' set as "Offline" in the "Aircraft" business component).*

To proceed further

- Select the **Print Tag for Removed Object** link to print the tag for removed object.
- Select the **Create Maintenance Return** link to create a maintenance return document for returning excess stock or core-returnable, if any.

- Select the **Route Unserviceable to Repair** link to route the unserviceable components to repair.
- Select the **Update Removed Component Assembly** link to update the component maintenance details for removed components.
- Select the **Update Installed Component Assembly** link to update the component maintenance details for installed components.
- Select the **Inquire Stock Balance** link to retrieve information pertaining to the stock balance.
- Select the **Create New Part Request** link to create a new part request.
- Select the **Inquire New Part Request Status** link to retrieve the part request status details.
- Select the **Help on Non-Comp Removed Serial #** link to view the list of the Non-Component removed serial numbers.
- Select the **Help on Non-Comp Installed Serial #** link to view the list of the Non-Component installed serial numbers.
- Select the **View Maintenance Info. for Part** link to view the maintenance information such as part description, base part, component type, part effectivity, ATA chapter to which the part belongs and the status of the installed part.
- Select the **Generate Serviceable Certificate** link to open the Issue Certificates activity for generating CoM document for the removed part # - serial #.
- Select the **Plan Work Order** link to proceed with the creation and release of the SWO for the removed part # - serial #.

2.1.15 Creating a new material request

1. Select the **Aircraft Maintenance Execution Reference** for which a new material request is to be added from the tree.
2. Select the **Material Request** pushbutton in the navigation pane. The **Material Request** group box appears. *See Figure 2.10.*

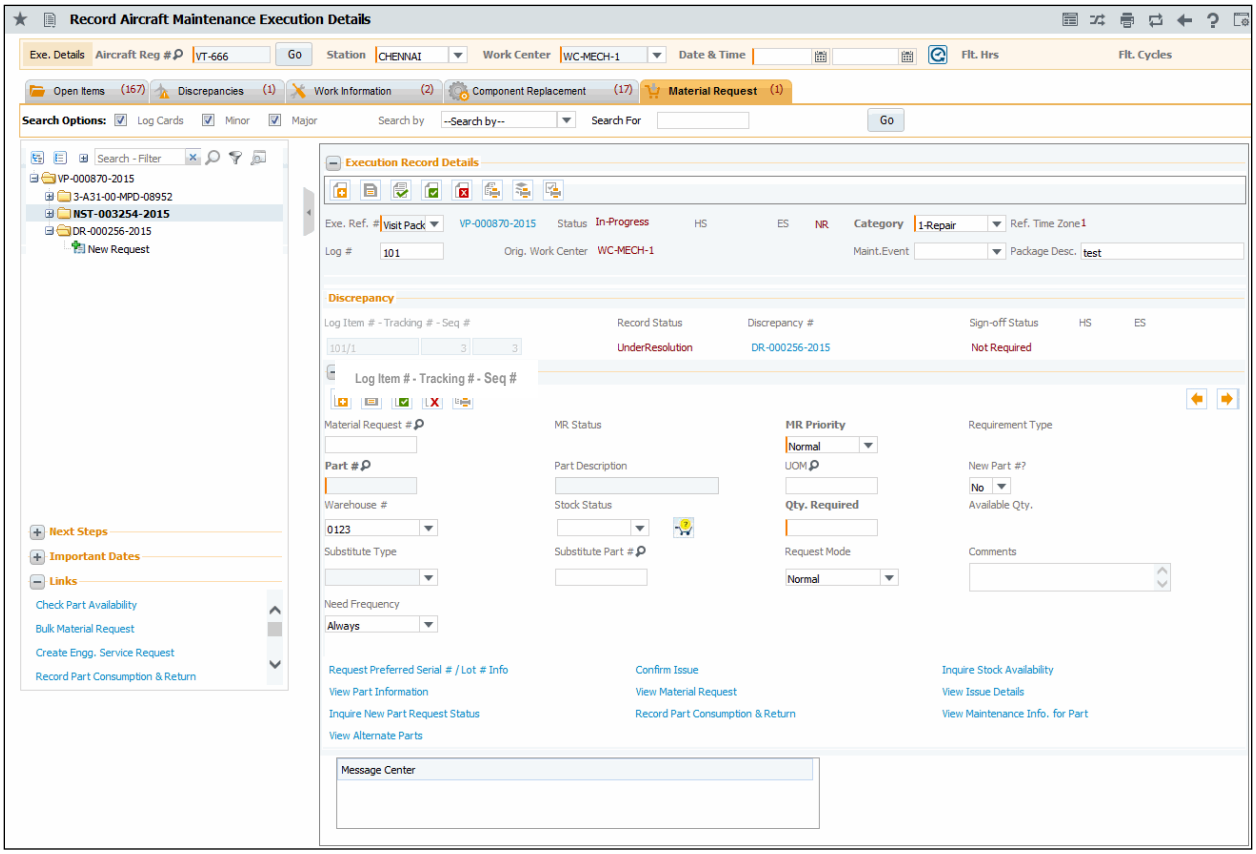


Figure 2.10 Creating a material request

3. Enter the **Material Request #** generated for the aircraft to carry out the maintenance task.
4. Enter the part number that has been issued against the selected material request, in the **Part #** field and the description of the part in the **Part Description** field.
5. Use the **MR Priority** drop-down list box to select the priority of the material request.
6. Enter the quantity of material required, in the **Qty. Required** field. The quantity entered can be in fractions only if the "Fractions Allowed" field is set as "Yes" for the specified unit of measurement in the "Unit of Measurement Administration" business component.
7. Enter the unit of measurement in which the parts are required, in the **UOM** field.
8. Use the **Warehouse #** drop-down list box to select the warehouse where you are located.
9. Use the **Stock Status** drop-down list box to select the stock status in which the part is required.
10. Click  to launch the **Check Part Availability** screen which indicates the availability of parts across warehouses.
11. Use the **Substitute Type** drop-down list box to select the type of substitute for the part.

If **Substitute Type** is selected as **NHA** or **Specific Alternate** and "New Part #?" drop-down list box is set as "No", system displays the following field, which you are to enter:

12. Enter the number identifying the alternate part that can be used if the part entered in the "Requested Part #" field is not available in the **Substitute Part #** field.

    Note: The system does not display the 'Substitute Part #" field, if "New Part #?" drop-down list box is set as "Yes", irrespective of the Substitute Type.

13. Enter the quantity that was used against the issued quantity, in the **Used Qty** field.

14. Enter the comments regarding the execution of the material request, in the **Comments** field.
15. Use the **Request Mode** drop-down list box to specify the mode in which the part is requested. The system lists the following options:
    - Normal - Select this option to specify that the part is requested normally. If you select this option, the part requested must be effective for the Aircraft Reg #. The "Effectivity Status" of the part is defined in the "Manage Part Effectivity" activity of the "Aircraft" business component.
    - Conditional Req. - Select this option, if the part requested is set as "Conditional Effective" to Aircraft or Aircraft Model as defined in the "Manage Part Effectivity" activity.
    - Force Req. - Select this option, if the part requested is set as "Not Effective" to Aircraft or Aircraft Model as defined in the "Manage Part Effectivity" activity.
16. Click the **Save** icon ' ' to save the material request.

If the **Material Request #** is generated for the Part #, the system displays the following fields:

- The number identifying the material requested for the aircraft to carry out the maintenance task, in the **Material Request #** field.
- The status of the material request i.e. 'Authorized' or 'Partially Issued', in the **MR Status** field.
- The requirement type of the part, in the **Requirement Type** field.

If a specific serial number and/or lot number is identified for the part, the system displays **Specific**. Otherwise, the system displays **Normal**.

- The number identifying the part in the issue transaction, in the **Issued Part #** field.
- The quantity that was issued for the selected material request, in the **Issued Quantity** field.
- The remaining quantity of parts that need to be returned after usage in the **Pending Return Quantity** field.
- The remaining quantity of core parts that need to be returned after usage in the **Pending Return Quantity-Core**.

17. Use the **New Part #?** drop-down list and select 'Yes' or 'No' to specify whether the part for which the material request is generated is a new part or not.
18. Use the **Need Frequency** drop-down list box and select 'As Required' to specify that the part is not mandatory for the execution of the task, or select 'Always' to specify that the part is mandatory for the execution of the task.
19. Click the **New** icon ' ' to create another material request.

2.1.16 Editing a material request

1. Select the **Aircraft Maintenance Execution Reference** for which material request details are to be modified, in the tree interface.

The count of material requests recorded for the selected aircraft maintenance execution reference # is displayed alongside the **Material Request** pushbutton.

2. Select the **Material Request** pushbutton in the navigation pane. The **Material Request** tree interface appears. *See Figure 2.11.*

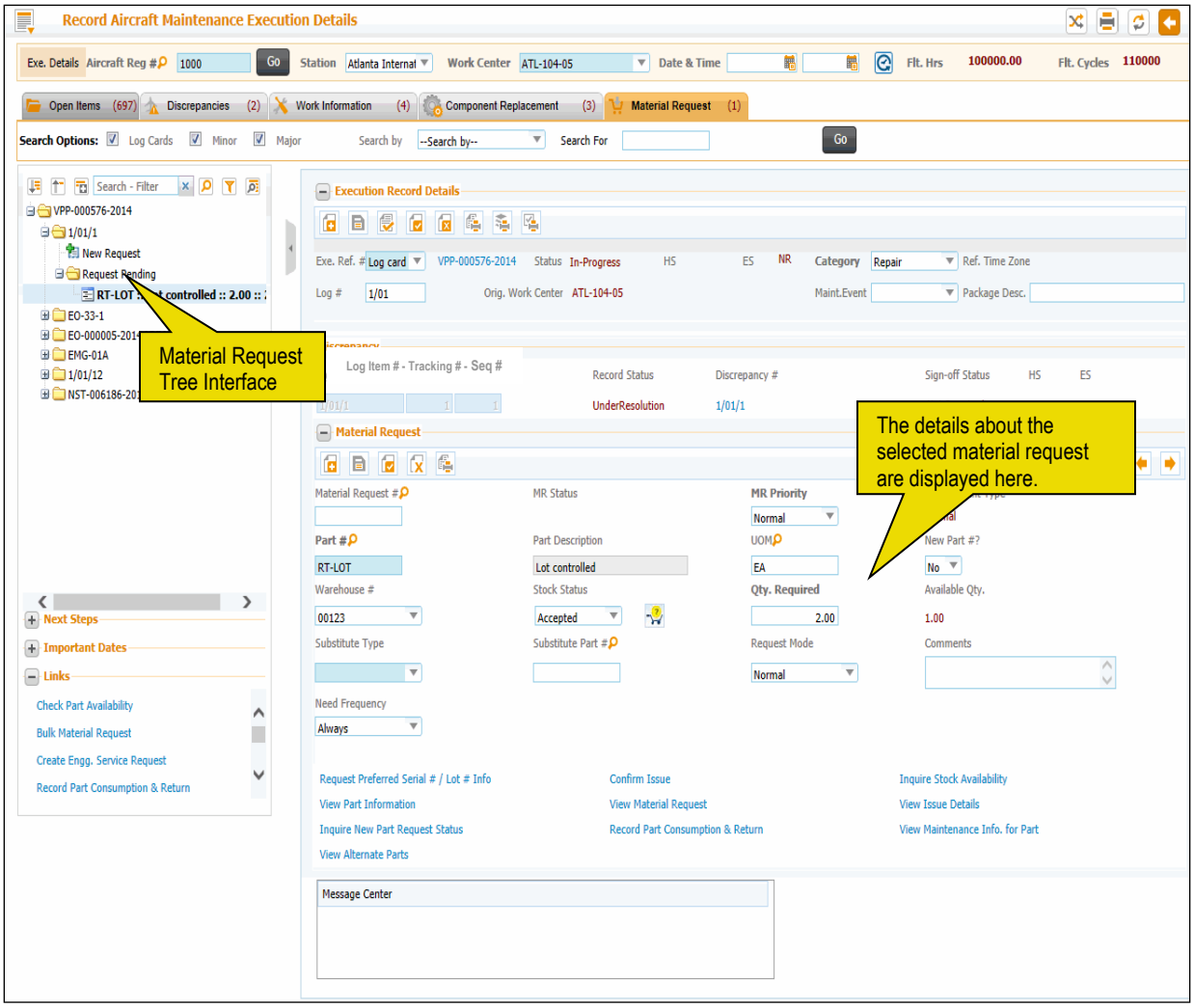


Figure 2.11 Editing a material request

The system displays the text **Material Request and Consumption** at the top of the navigation pane.

The lower half of the navigation pane will display the tree interface, in completely exploded form.

The selected **Execution Reference #** will be the parent node in the tree. Under the parent node, Task # and the corresponding Tracking # is displayed as the child-level node *as '**Task #::Tracking #**'*. Cancelled tasks will not be listed in the 'Material Request' tree. The tree structure is as follows:

Execution Ref. #

Task #

- **As Required**: All the parts for which the Need Frequency is set as "As Required" and for which no material request is created, are displayed under this node.
- **Pending Request**: All the parts which are not yet requested and for which the Need Frequency is set as "Always" are displayed under this node. On clicking this node, the system retrieves the Part #/ Part Description/ Qty required and UOM values.
- **Request Generated**: All the parts for which requests are generated are displayed under this node. The Material Request and Material Issues along with the quantities are also displayed under this node.

- **Issued / Confirmed**: The Issued Transactions along with the issued quantity are displayed under this node.

Note: Each record must have 'Hold Status' and 'Estimation Status' information. If 'Hold' is applicable for a record, it must be represented by an Exclamatory Icon '  '. If 'Hold' is not applicable for a record, the 'Hold Status Icon' is not displayed. The possible Estimation Status could be "Est. Not Required", "Pending Estimates", "Pending Confirmation", "Confirmed Estimates", "Released Estimates" and "Pending Re-Estimates".

If any information about the material request is not available, the system indicates it by displaying [NA] in the format.

3. Select the material request to be modified in the tree interface.

The details of the selected material request are displayed, in the **Material Request** group box to the right.

4. Edit the required details of this material request.
5. Click the **Save** icon to save the modified details of the material request.

Note: If the Need Frequency for the part is set as "Always", the part details are moved to the "Pending Request" node in the tree interface.

If the Need Frequency for the part is set as "As required", the part details are moved to the "As Required" node in the tree interface.

If the requested material is issued, the part is moved from the "Request Pending" node to the "Request Generated" node in the "Material Request" tree interface.

If 10 items have been issued against a material request for a part and all the 10 parts have been consumed, the part reference is removed from the "Issued Part List" tree interface.

If 10 items have been issued against a material request for a part and only 8 parts have been consumed, the part reference reappears in the "Issued Part List" tree interface.

6. Click the **Next**  and **Previous**  icons to traverse to different material request.
7. Click the **Confirm** icon '  ' to confirm the material request.

Note: Material Request records cannot be created, modified or confirmed against the task, if one of the following conditions is true:

a. 'Transient Status' of the task is "Hold" in the "Record Work Hold" page of the "Work Monitoring and Control" business component.

b. 'Transient Status' is not 'Hold', if the 'Hold Status' of the task is "Open" and if the process parameter "Prevent Material Request?" is set as "Yes" for the associated Hold Code. The process parameter is set in the "Set Process Parameters" page of the "Common Masters" business component.

For offline aircraft, Material Request cannot be generated in Offline Base ('Usage Mode' set as "Offline" in "Configurator" business component), if the Requested Quantity is not available in the request Warehouse #.

Selective MMD printing

8. Click the "Print Selective Material Movement Document" icon '  ' to print the selected material movement document (MMD) for a material request.

The following documents will be considered for printing the MMD:

a. The material requests with issue documents in "Fresh" status.

b. The Material requests with "MR Priority" set as "AOG" and with no issue document created.

2.1.17 Short closing a material request

1. Select the material request to be short closed from the tree interface.

The details of the selected material request are displayed, in the **Material Request and Consumption** group box to the right.

2. Click the **Short Close** icon ' ' in the **Material Request and Consumption** group box, to short close the selected material request and update the status based on the issued quantity.

Note: Short closing is done for the difference between MR quantity and issued quantity.

To proceed further,

- Select the Request Preferred Serial #/ Lot # Information link to request the preferred serial and lot number details for the part.
- Select the **Confirm Issue** link to confirm the stock issue.
- Select the **Inquire Stock Balance** link to retrieve information pertaining to the stock balance.
- Select the **View Parts Information** link to view the part details.
- Select the **Create Maintenance Return** link to create a maintenance return document for returning excess stock or core-returnable, if any.
- Select the **View Material Request** link to view the material request details.
- Select the **Inquire New Part Request** link to retrieve the part request details.
- Select the **Record Part Consumption & Return** link to record the part consumption details

2.1.18 Requesting preferred serial and lot number information for Execution Ref

1. Select the **Request Preferred Serial # / Lot # Information** link in the **Material Request** section. *See Figure 2.12.*

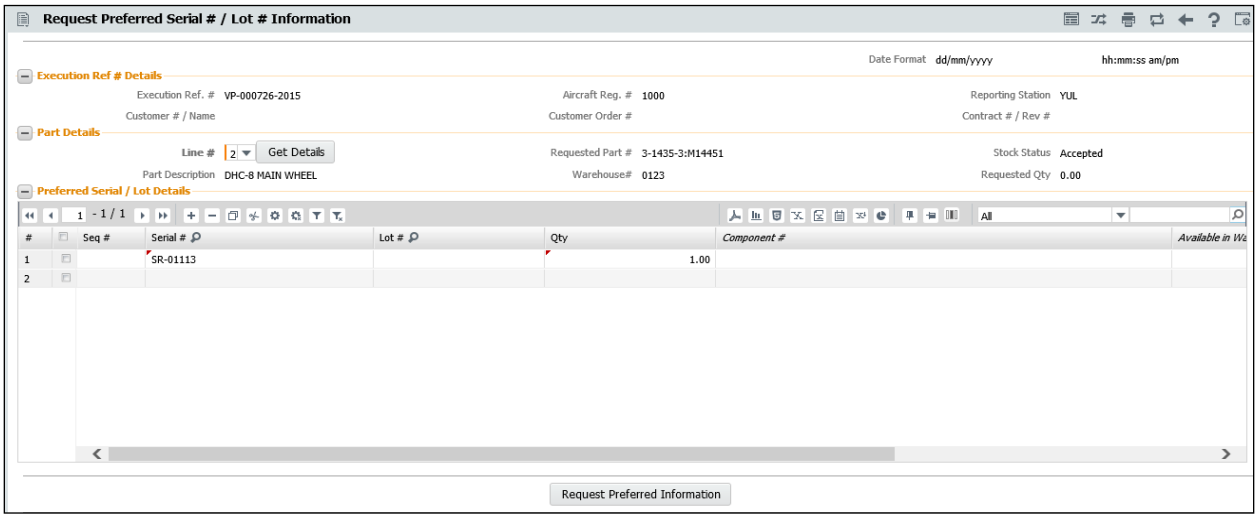


Figure 2.12 Requesting preferred serial and lot number information

2. Specify the **Line #** corresponding to the requested part in the **Request Material & Report Consumption** page, and click the **Get Details** pushbutton to retrieve the details of the requested part.
3. In the Preferred Serial / Lot Details multiline, enter the **Seq #**, **Serial #** and **Lot #**.
4. In the **Qty** field, enter the quantity of required parts.
5. Click the **Request Preferred Information** pushbutton to request preferred serial number and lot number.

2.1.19 To close an aircraft maintenance execution reference

After creating a new aircraft maintenance execution reference and recording the discrepancy, work information and component replacement details for it, you are to close the aircraft maintenance execution reference.

1. Select the  icon, in the **Execution Record Details** group box, to close the aircraft maintenance execution reference.

2.1.20 Links in left pane

- Select the Check Part Availability link to check the availability of the parts across warehouses.
- Select the Bulk Material Request link to plan for the material required for executing the work unit.
- Select the Create Maintenance Return link to create a maintenance return document for the AME.
- Select the Create Engg. Service Request link to create an engineering service request.
- Select the Record Part Consumption & Return link to record part consumption and return details.
- Select the Record Employee Timesheet link to update employee timesheet information.
- Select the Report Resource Estimates / Actuals link to update resource actual information.
- Select the Record Parameter Reading / Cond. Eval. Form link to record the parameter values and conditional evaluation details of the parameters.
- Select the Report Fuel / Oil Log link to enter the fuel and oil consumption details.
- Select the Issue Certificate of Maintenance link to issue the certificate of maintenance (CoM) for the Execution Ref #.
- Select the Upload Documents link to upload the documents.
- Select the Edit Package Additional Information link to edit the additional information of the package.
- Select the Edit References link to edit reference document details for the aircraft maintenance execution reference.

Dual authentication procedure

On save of tasks in Sign-Off status as “Pending Mechanic”, “Pending Inspector” or “Pending Mechanic and Inspector”, if Employee # is provided for Mechanic or Inspector and the task requires dual authentication, the User Authentication window automatically opens up. *See Figure 2.13.*

1. Use the **License / Certificate #** drop-down list box to select the license / certificate # of the mechanic / inspector who is to sign off the task.

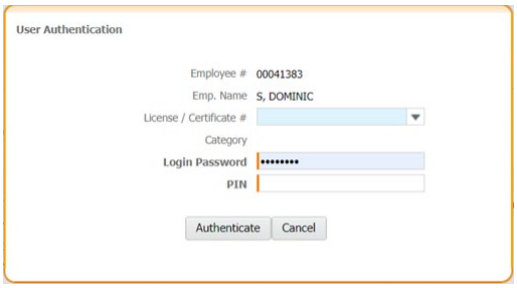


Figure 2.13 User Authentication popup for sign off

2. Enter **Login Password** of the login user of Ramco Aviation for successful execution of the task.
3. Enter **PIN** as allotted to the employee in the **Set/Change PIN** activity.

   Note: Based on Authentication Type set for the Application Group, Entity and Action combination in the "Configure Dual Authentication" activity, you are required to enter either Login Password or PIN or both to proceed with task signoff and Issue of CoM.

Authentication Type for desired Action	Field (s) available
Login Password	Login Password
PIN	PIN
Login Password & PIN	Login Password and PIN
Not Required	Not Applicable (The Dual Authentication window does not open up)

4. Click the **Save** pushbutton.

On successful authentication, the system executes the pushbutton task. However, in situations when the task sign-off/void requires dual authentication and PIN is not defined for Employee #, the Set/Change PIN screen opens up to facilitate the user to define dual authentication credentials. Subsequent to setting of PIN and password, the user can sign-off tasks. Modification/update of execution comments and corrective action may also require user dual authentication depending on the process parameter definition in the Define Process Parameter activity in Common Master. For further details on Dual Authentication, refer to online help for Smart Card Interface.

2.1.21 Recording part consumption and return details

This page allows you to update the part consumption details for the issued part, removed part and direct part against each task of an aircraft maintenance execution reference at both part-level and serial-level. The details of the issued parts, removed parts and direct parts consumption details are listed in different tabs. You can also return issued parts and removed parts to the specified warehouse.

1. Select the link **Record Part Consumption & Return** in the left pane or in any of the "Discrepancies", "Work Information", "Component Replacement" or "Material Request" tabs in the **Record Aircraft Maintenance Execution Details** page. The **Record Part Consumption & Return** page appears. *See Figure 2.14.*

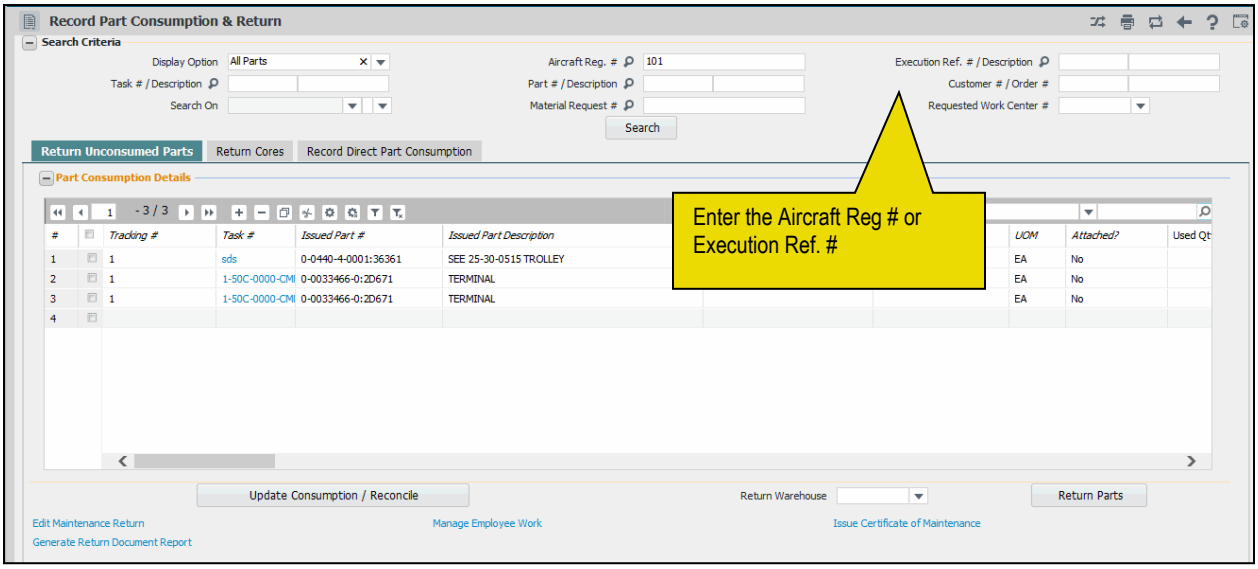


Figure 2.14 Recording part consumption details

2. In the **Search Criteria** group box, enter the Aircraft Reg. # or Execution Ref. # and click the **Search** pushbutton.
3. In the **Return Unconsumed Pats** tab, you can record the part consumption details of issued part.
4. Select the **Return Removed Cores** tab, to record the part consumption details of removed cores that are pending for return or returned.
5. Select the **Record Direct Part Consumption** tab, to record the direct part consumption details.

Returning unconsumed parts

This tab provides the details of the issued part details for all the Task #-Tracking # combination in the Aircraft Maintenance Execution # for which material requests has been created and is in “Closed”, “Pre-closed” or “Partially Issued” status. You can record the part consumption details, reconcile parts and return the unused parts that are pending for return, to warehouse.

1. The tab **Return Unconsumed Pats** appears by default in the **Record Part Consumption & Return** page, if the process parameter ‘Default Record Direct Part Consumption tab in Record Part Consumption & Return page?’ is set as "0" for the current Package Type in the **Set Process Parameters** page of the **Common Master** business component. *See figure 2.18.*

   *Note: If the process parameter ‘Default Record Direct Part Consumption tab in Record Part Consumption & Return page?’ is set as "1", the **Record Direct Part Consumption** tab appears by default. This is true only if MR # is not available.*

2. In the **Part Consumption details** multiline, enter the **Used Qty** indicating the actual quantity of part used while executing the work order or task.
3. Enter the quantity of core-returnable parts that are expected to be returned to the warehouse, but not returned, in the **Reconcile Qty - Core** field.
4. Enter the quantity of returnable parts that are expected to be returned to the warehouse, but not returned, in the **Reconcile Qty - Excess** field.

   Note: Consider that a serial-controlled core-returnable part is issued against

an AME. After replacement, the same part with different serial number is expected to be returned to the warehouse. If the part cannot be returned due to business reasons, this quantity of part is specified as the Reconcile Quantity-Core.

In scenario explained above, if the part is serial-controlled and returnable, then the quantity of the part is specified as Reconcile Quantity-Excess.

5. Enter the Reconciliation Remarks, if Reconcile Qty-Core or Reconcile Qty-Excess is modified.
6. Click the **Update Consumption / Reconcile** pushbutton to record consumption details of the issued parts and reconcile the parts.
7. Enter the **Return Warehouse** to which the issued parts must be returned.
8. Click the **Return Parts** pushbutton to return the issued part to the warehouse.

Note: Creates Maintenance Return for the issued part. If more than one row is selected in the multiline, the system returns all the parts available in the selected rows, with one Return Document for each Warehouse # selected.

Returning Removed Cores

This tab provides the details of the removed cores that are pending for return or returned. The system retrieves and displays the details of all the removals happened against the Aircraft Maintenance Execution Reference.

You can also record the part consumption details, reconcile parts and return the removed cores that are pending for return to the warehouse.

1. Select the **Return Removed Cores** tab in the **Record Part Consumption & Return Page**. *See Figure 2.15*

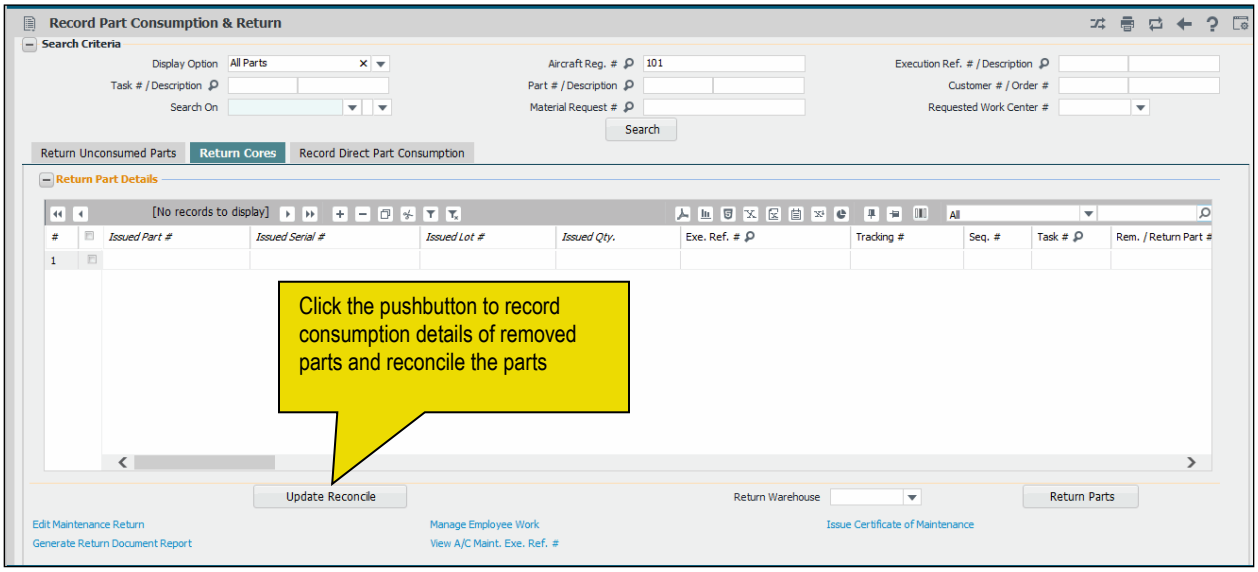


Figure 2.15 Returning removed cores

2. In the Return Part Details multiline, specify the Reconcile Qty. and enter the Reconciliation Remarks.
3. Click the **Update Consumption / Reconcile** pushbutton to record consumption details of the removed parts and reconcile the parts.
4. Enter the **Return Warehouse** to which the removed parts must be returned.
5. Click the **Return Parts** pushbutton to return the removed parts to the warehouse.

Note: Creates Maintenance Return for the removed core part. If more than one row is selected in the multiline, the system returns all the parts available in the selected rows, with one Return Document for the Warehouse # selected.

Recording direct part consumption details

In this tab, the mechanic can record details of part consumed as part of maintenance execution. The system generates a material request and creates an issue document for the specified part after the direct part consumption details are recorded..

1. Select the **Record Direct Part Consumption** tab in the **Record Part Consumption & Return** Page. *See Figure 2.16*

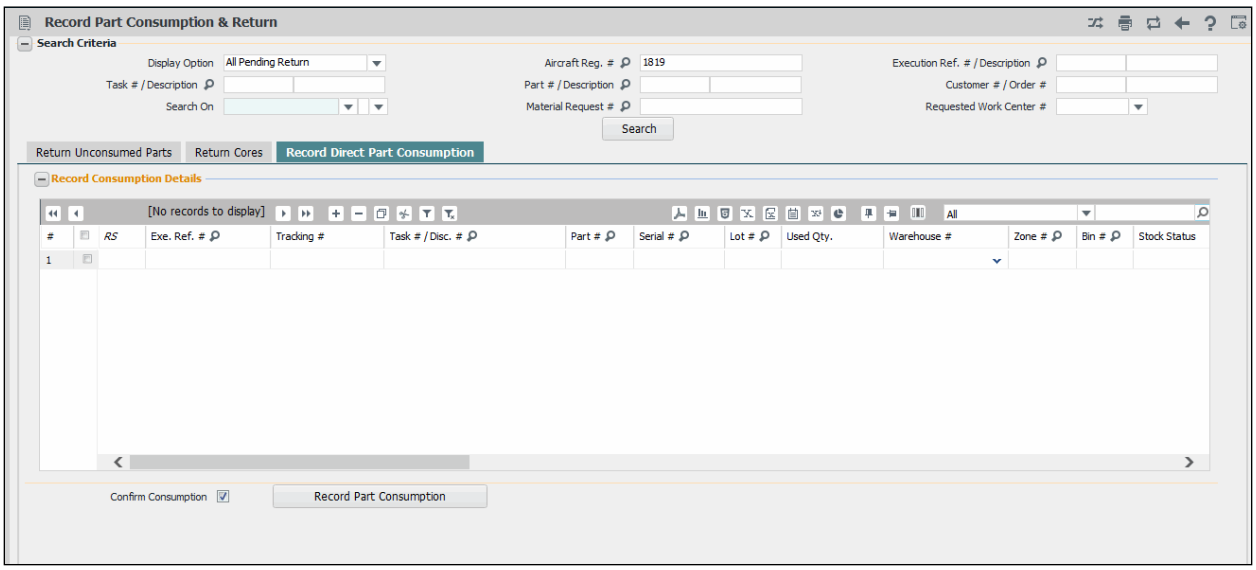


Figure 2.16 Recording direct part consumption details

2. In the **Record Consumption Details** multiline, enter the **Exe. Ref. #** for which the direct part consumption details are to be updated, **Tracking #** and the **Task # / Disc. #.**
3. Enter the part details such as **Part #**, **Serial #** and **Lot #** and enter the **Used Qty.** indicating the actual quantity of part used while executing the AME #.
4. Enter the warehouse details such as **Warehouse #, Zone # and Bin #.**
5. Select the **Stock Status** and **Condition** of the part and enter the **Remarks,** if any.
6. Check the **Confirm Consumption** check box, to confirm the direct part consumption details.
7. Click the **Record Part Consumption** pushbutton to record direct part consumption details.

Note: The system generates a material request for selected line #. On successful generation of material request, the system creates a material issue in 'Confirmed' status for the requested part.

You cannot record part consumption details for records whose status is "Confirmed".

2.1.22 Reporting resource consumption

This page enables you to update the resources consumed for the **Execution Ref #**. You can update the resource information, such as the resource number, its type, number of hours the resource is utilized, the start and end date and time, attendance type of the employee while utilizing the resource and any other additional comments.

1. Select the **Report Resource Estimates / Actuals** link in the **Links** section in the left pane. The **Report Resource Estimates / Actuals** page appears. *See Figure 2.17.*

Details relating to the Execution Ref # are displayed in the **Execution Ref # Details** group box.

2. Enter the Task # in the Execution Ref # Details group box.
3. In the **Resource Estimates / Actuals Details** multiline, enter the resource for which you wish to update details in the **Resource #** field.

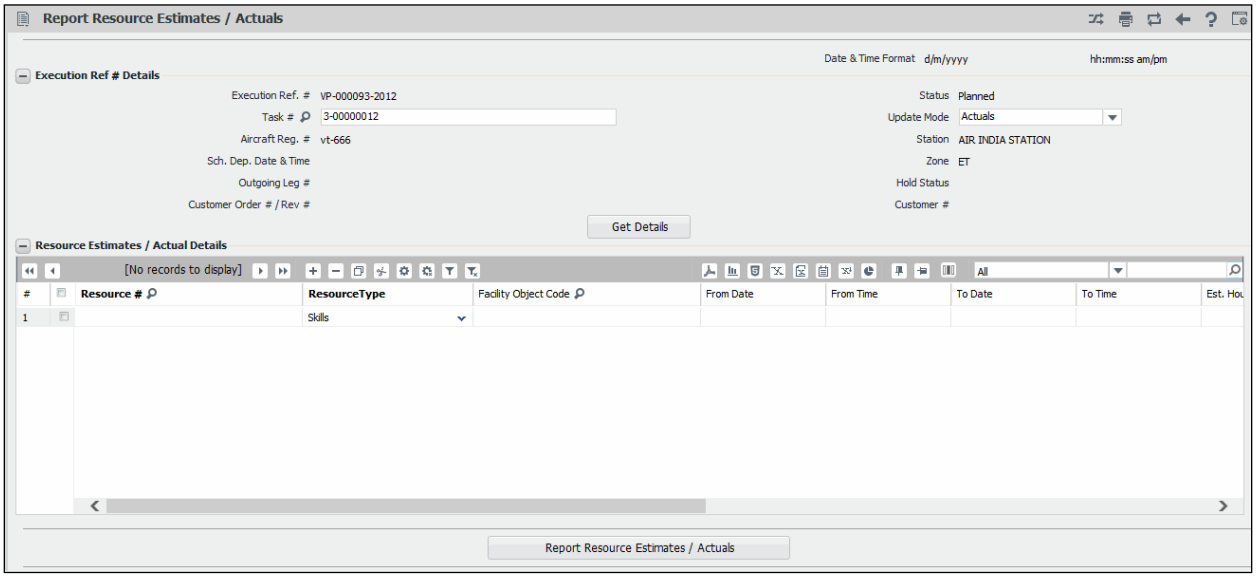


Figure 2.17 Reporting resource consumption

4. Use the **Resource Type** drop-down list box to select the type of resource, which can be "Skills", "Equipment", "Tools" or "Others".
5. Enter the period for which the resource was utilized, in the **From Date**, **From Time**, **To Date**, **To Time** and **Used Hours** fields.
6. Click the **Report Resource Consumption** pushbutton to update the resource actuals for the **Execution Ref #**.

2.1.23 Recording reference document details

This page allows you to enter the reference information for the Execution Ref #, which is in the "Fresh" status. The Execution Ref # might involve referencing documents, manuals, drawings, etc. These details are recorded as the reference information in this page.

1. Select the **Edit References** link in the Links" section in the left pane. The **Edit References** page appears. *See Figure 2.18.*

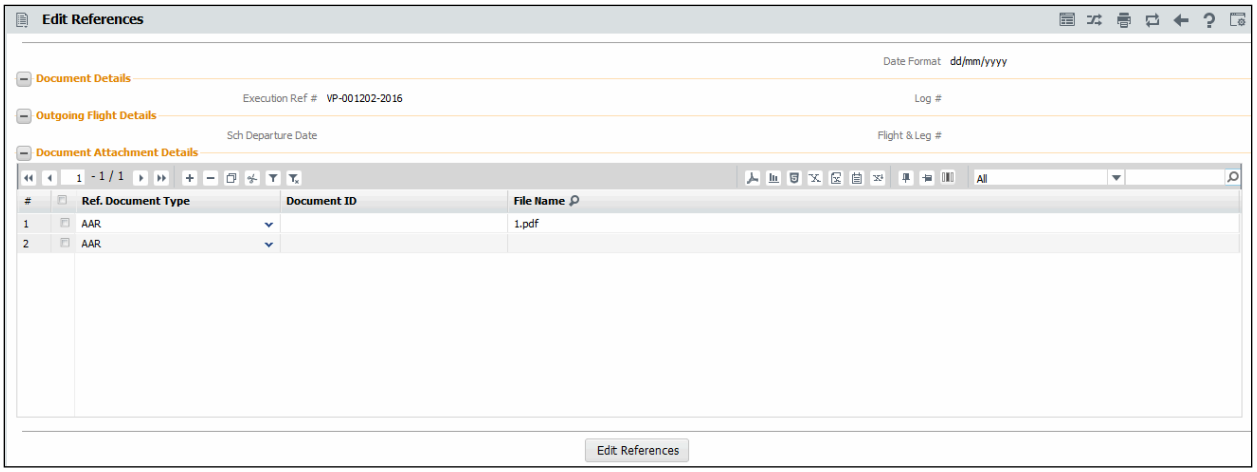


Figure 2.18 Recording reference document details

2. Details regarding the document are displayed in the **Document Details** group box.
3. In the **Document Attachment Details** multiline, use the Ref. Document Type drop-down list box to select the type of the reference document.
4. Enter the name of the referenced document in the **Document ID** field and the name of the file used for document reference that is associated to the Execution Ref # in the **File Name** field.
5. Click the **Edit References** pushbutton to update the reference document details for the Execution Ref #.

2.1.24 Editing package additional information

This page allows you to edit the additional attributes for the package in different tabs. You can specify the package execution details like priority of the package, plan start / date end of the package accounting details, etc. and incoming / outgoing flight details such as such as journey log number, starting station, Flight # & Leg #, and gate number. You can also record the customer order reference details, warranty details of the package and view the contract terms and conditions.

You can view the actual / estimated cost details and you can also modify the work center of the package. The modified work center will be updated for the eligible tasks. You can add / modify tasks in the package, modify the status of the task, specify expense type for the task, set the sequence number for execution of the tasks and re-sequence the tasks. You can also edit the discrepancy additional details including the user-defined attributes of the discrepancy.

1. Select the **Edit Package Additional Information** link in the "Links" section in the **Record Aircraft Maintenance Execution Details** page in the left pane. The **Edit Package Additional Information** page appears. *See Figure 2.19.*

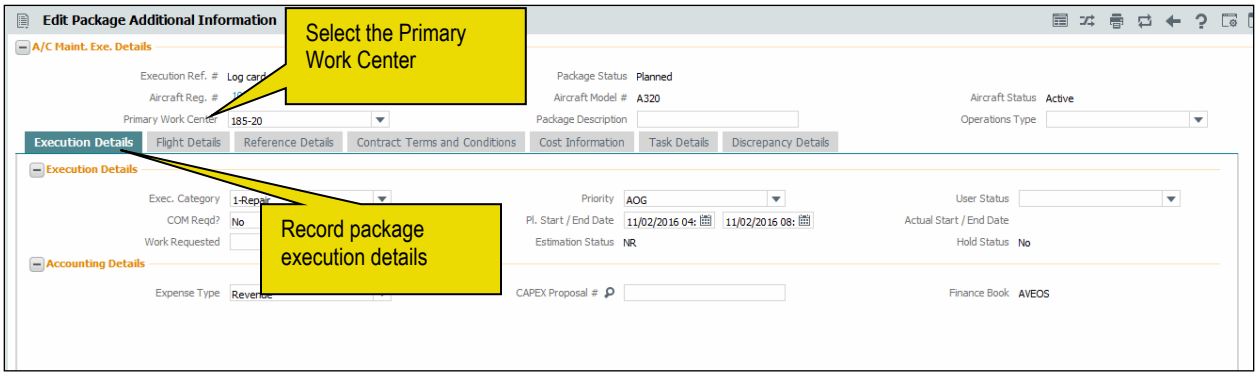


Figure 2.19 Editing package additional information

2. Select the **Primary Work Center** for the Execution Reference # in the **A/C Maint. Exe. Details** group box.

For the selected package, the system displays various details in different tabs

3. Select the **Execution Details** tab to update execution details of the package.
4. Select the **Flight Details** tab to record flight incoming and outgoing details.
5. Select the **Reference Details** tab to reference details for a customer package.
6. Select the **Contract Terms and Conditions** tab to contract terms and conditions for the package.
7. Select the **Cost Information** tab to view the estimated and actual cost details of the package.
8. Select the **Task Details** tab to update task details of the package.
9. Select the **Discrepancy Details** tab to update the discrepancy details of the package.
10. Click the **Update Details** pushbutton to update the package details.

To proceed

- Select the **Perform Opportunity Maintenance** link to select tasks to perform opportunity maintenance.
- Select the **Record Resource Estimates / Actuals** link to update resource estimates and actual.

Recording execution details

You can specify the package execution details like priority of the package, plan start / date end of the package, hold status of the package. You can also set the expense type of the package as “Revenue” or “Capital”.

1. The Execution Details tab appears by default, on launch of the **Edit Package Additional Information** page. *See Figure 2.23.*

In the **Execution Details** group box,

2. Select the **Exec. Category** of the package.
3. Use the **Priority** drop-down list box to specify the priority for the package.
4. Use the **CoM Reqd?** drop-down list box and select “Yes” or “No” to specify whether the certificate of maintenance is required for the execution reference.
5. Enter the **Pl. Start / End Date** indicating the planned start / end date of the package. The planned end date must be equal to or later than the plan start date and the “Hangar-In Date”.

In the Accounting Details group box,

6. Select the **Expense Type** of the package as “Revenue” or “Capital”.
7. Enter the **CAPEX Proposal #** of the Aircraft Maintenance Execution reference.

Recording flight details

This tab allows you to specify the journey log reference details like arrival / departure details of the flight.

1. Select the **Flight Details** tab in the **Edit Package Additional Information** page. *See Figure 2.20.*

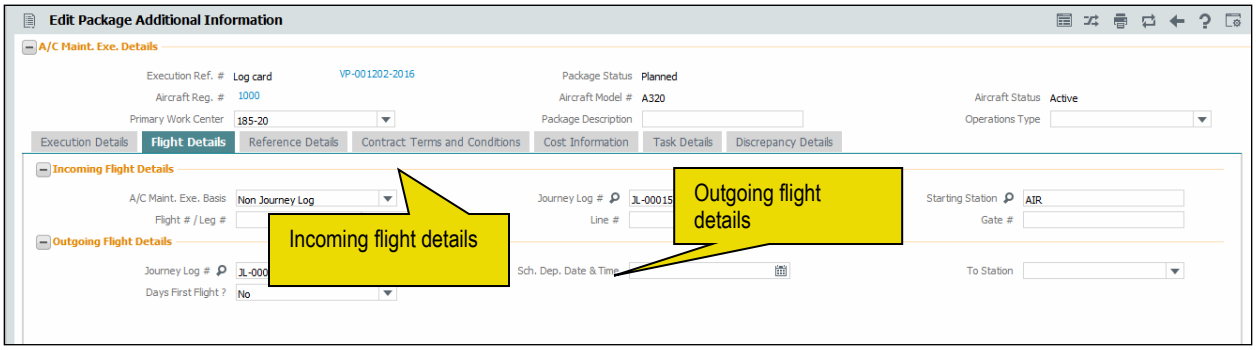


Figure 2.20 Recording flight details

2. In the **Incoming Flight Details** group box, specify the **A/C Maint. Exe. Basis** as “Non Journey Log”, “JL - Consolidated” or “JL - Leg Level”.
3. Enter the **Journey Log #** and the **Starting Station** from which the journey begins.
4. Enter the **Flight # / Leg #** for which the execution reference is created, Gate # and the **Line #** of the flight.
5. In the Outgoing Flight Details group box, enter the Journey Log #, Sch. Dep. Date & Time and To Station.

Recording reference details

This tab displays the customer order reference details and contract details of the package. You can specify the warranty details of the package.

1. Select the **Reference Details** tab in the **Edit Package Additional Information** page. *See Figure 2.21.*

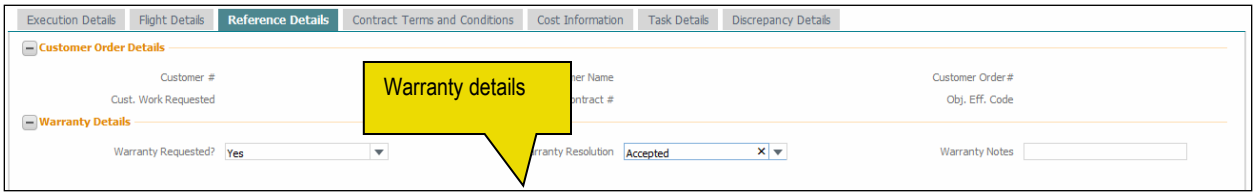


Figure 2.21 Recording reference details

Viewing contract terms and conditions

In this tab, you can view the contract details of the package.

1. Select the **Contract Terms and Conditions** tab in the **Edit Package Additional Information** page. *See Figure 2.22.*

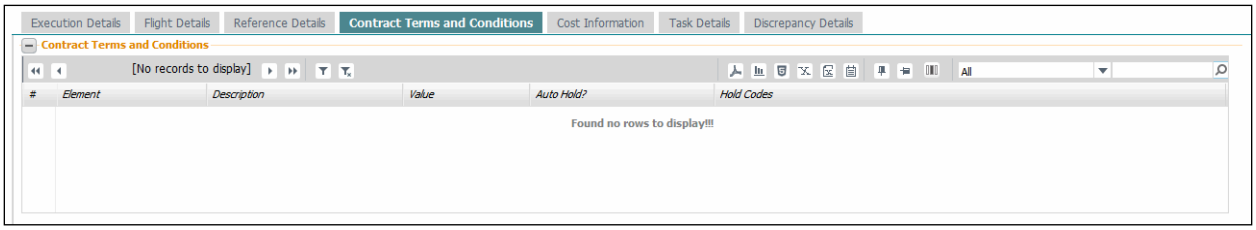


Figure 2.22 Viewing Contract details

2. The system retrieves and displays the contract information like operational element defined in the contract, hold details of the task, from the **Sale Contract** business component.

Viewing cost information

This tab displays the estimated and actual cost details such as labor cost, material cost, facility cost and other additional costs of all the tasks in an AME.

1. Select the **Cost Information** tab in the **Edit Package Additional Information** page. *See Figure 2.23.*

Figure 2.23 Viewing cost details

Recording task details

You can add / modify routine / non-routine tasks in the package, modify the status of the task and specify the expense type for the task. You can generate the sequence number for execution of the tasks and re-sequence the tasks.

2. Select the **Task Details** tab in the **Edit Package Additional Information** page. *See Figure 2.24.*

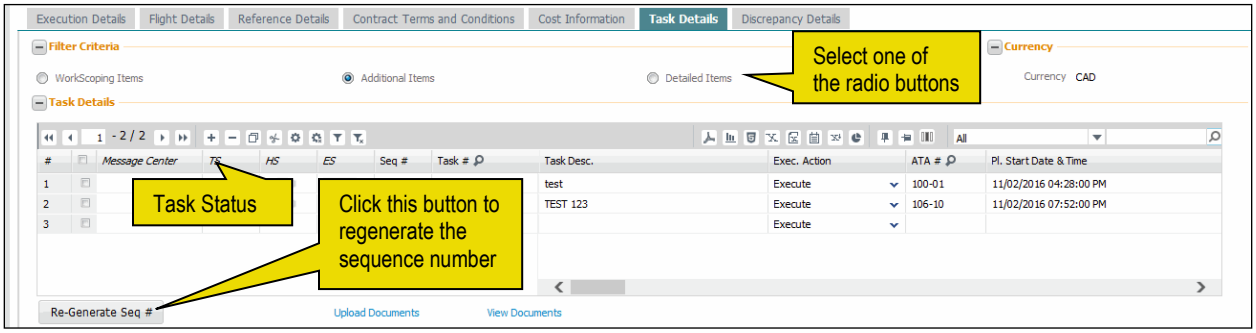


Figure 2.24 Recording task details

3. Select one of the following radio buttons in the "Filter Criteria" group box to retrieve the task details in the multiline:

   - Workscoping Items - Retrieves and display all the tasks for which Workscoping property is set as 'Yes' for their WBS Code and root task if there are multiple workscoping tasks with a hierarchy defined.

- Additional Items - Retrieve and display all the non-routine tasks that have been added in the Execution phase of the AME. The system also displays all the Non-Standard tasks which are associated with the Discrepancies along with the other tasks.
- Detailed Items - Retrieve and display all the tasks (including the non-routines / non-standard tasks) for which Execution Operations is set as 'Yes' for their WBS Code, should be displayed.

In the Task Details multiline,

4. Enter the **Seq #** in which the task must executed in the package and the
5. Enter the unique **Task #** and **ATA #** of the task.
6. Select the **Exec. Action** as 'Execute', 'Duplicate', 'Cancel', 'Pre-Close', 'Defer' or 'Incomplete'.
7. Specify the Pl. Start Date & Time and Pl. End Date & Time.
8. Specify the Task Category, Task Type, Priority and Position Code.
9. Select the **Exec. Work Center** and enter the preferred **Repair Agency** for the part.
10. Select the **Expense Type** of the task as "Revenue" or "Capital", and enter the **CAPEX Proposal #** of the Aircraft Maintenance Execution reference.

To add tasks and reset execution sequence

11. Select the **Re-Generate Seq #** pushbutton.
12. Enter those tasks in the multiline that you wish to add to the package. But remember that the seq # of the new task must be within the range of seq #s of the tasks between which you wish to insert the task.
13. Select the **Update Package/Tasks** pushbutton to sort tasks in the package on the basis of seq #s.

Note: This button appears only when the radio button "Detailed Items" is selected in the "Filter Criteria".

- Regeneration of Sequence is done only for the tasks of Job Type other than "Off-Wing".
- If two are more records have the same Seq # and Task #, when user clicks on 'Re-generate Seq #', system generates the Seq # based on the 'Re-Sequence Multiplication Factor' defined in the "Define Process Entities" activity of the "Common Master" business component.
- If a sequence number is not available for a task in the multiline, the sequence number starting from the largest of the current sequence numbers must be assigned to that task, and sequencing is done in ascending order. Re-numbering is done based on the 'Re-Sequence Multiplication Factor' defined in the "Common Master" business component.

Recording discrepancy details

This tab allows you to edit the discrepancy details including the user-defined attributes of the discrepancy. You can enter the engineering advice note number, fault number, incident details and specify whether the discrepancy caused a delay in the flight schedule, etc.

1. Select the **Discrepancy Details** tab in the **Edit Package Additional Information** page. *See Figure 2.25.*

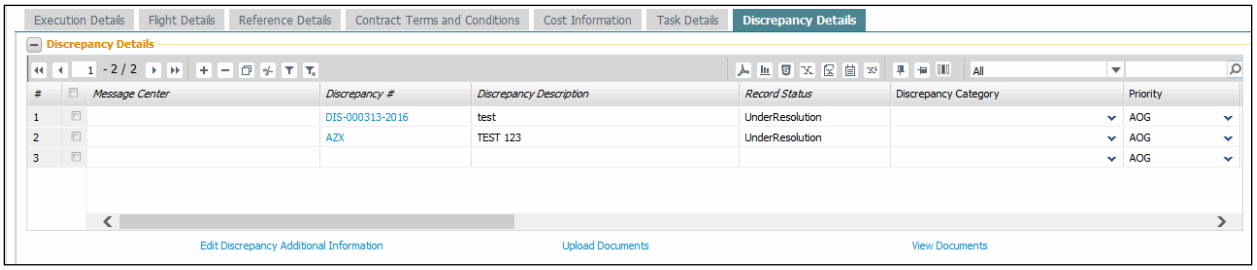


Figure 2.25 Recording discrepancy details

2. Select the **Discrepancy Category** and the **Priority** for the discrepancy.
3. Enter the Hold Item #, Deferral Task # and the Fault #.
4. Use the **AOG ?** drop-down list and select "Yes" or "No" to specify whether the aircraft is on ground.
5. Specify the incident details such as Incident Type, Incident Ref. # and Incident Notes.

To proceed further,

- Select the **Edit Discrepancy Additional Information** link to edit the discrepancy additional details.
- Select the **Upload Documents** link to upload the documents.

2.2 Recording employee timesheet

Employees can report their timesheet on a daily basis for the assigned work, either by clock update mode or by manual update mode. The employee can record the actual duration of time spent on Execution Ref # and also the non-working hours or idle time on a given date. Employee level reporting helps in implementing productivity-linked incentive schemes for the employees.

By default, the system sets all start and end dates/times of direct and indirect work hours to the local time of the station in which the task is being executed by the employee. However, if time zone details for the execution station of the task are not defined in the Common Masters component, these dates/times are set to the current server date and time.

1. Select Record Employee Time Sheet in the Links section of the Record Aircraft Maintenance Execution Details page. The Record Employee Time Sheet page appears. *See Figure 2.26.*
2. Enter the **Worked Date** in the **Update Details** group box. Also, enter the **Update Mode** to indicate the mode of updating the time sheet.
3. Click the **Get Details** pushbutton to retrieve the work details for the employee for the specified date. The system displays the details in the **Timesheet Summary** group box.

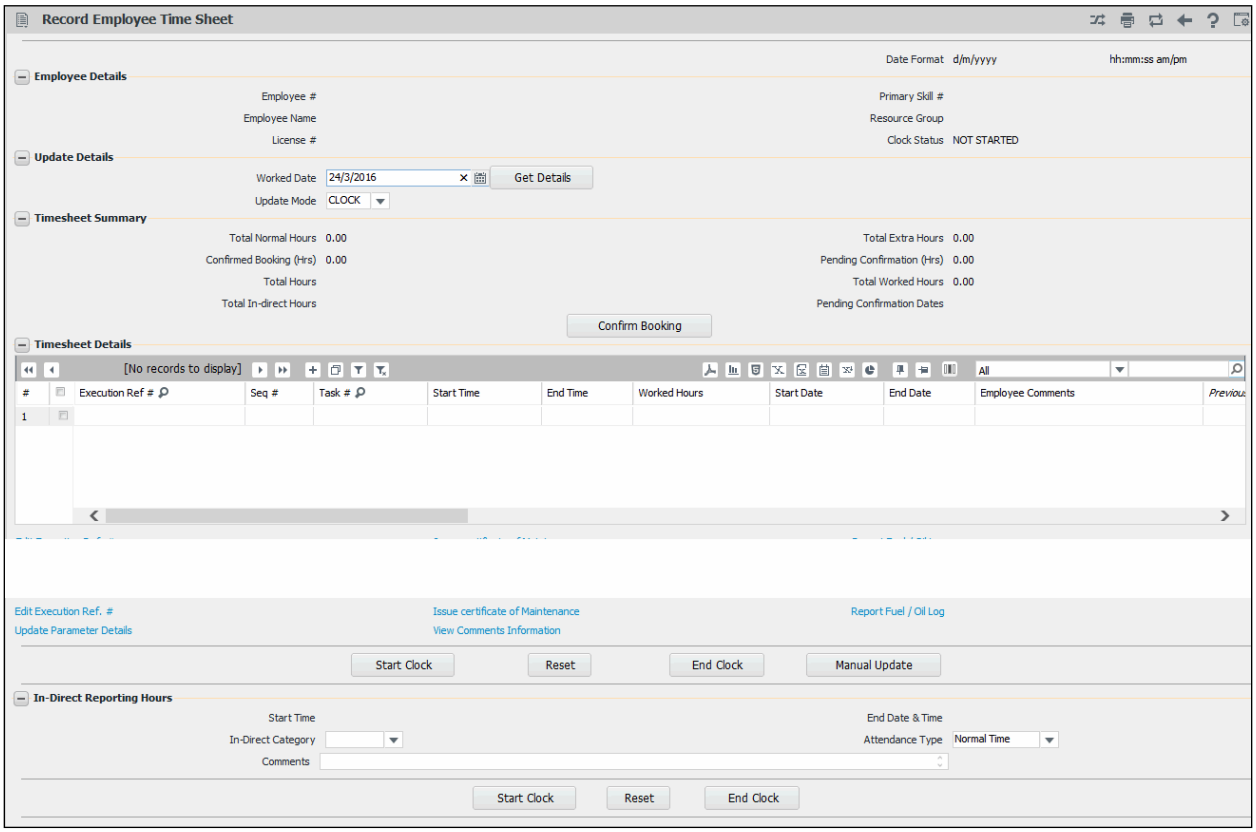


Figure 2.26 Recording employee timesheet

4. Click the **Confirm Booking** pushbutton to confirm the timesheet booking details.

The system displays the details in the **Timesheet Details** multiline.

5. Enter the Execution Ref #, Seq #, Task #, Start Time, End Time, Worked Hours, Start Date, End Date, Employee Comments and Attendance Type in the multiline.

Reporting work hours by Manual Update mode

6. Click the **Manual Update** pushbutton to record the employee time sheet.

   Note: Ensure that the "Update Mode" is selected as "Manual" or "Clock & Manual, depending on the option settings selected in the "Option Setting Information" activity.

   If the reporting is done for a date range and the date range includes a holiday then the start date/time and the end date/time for the holiday must be reported as a separate row, in the multiline.

Reporting work hours by Clock Update mode

1. Click the **Start Clock** pushbutton to start the clock for updating the employee time sheet against the Execution Ref #.
2. Click the **Reset** pushbutton to reset the clock for restarting the time sheet entry process.
3. Click the **End Clock** pushbutton to mark the time period to terminate the recording of employee time sheet.

Reporting Indirect Work Hours

1. In the In-Direct Working Hours Details group box, select In-Direct Category and Attendance Type.
2. Enter the **Comments** relating to the indirect work hour reporting.
3. Click the **Start Clock** pushbutton to start the clock for recording indirect working hour details.
4. Click the **Reset** pushbutton to reset the clock for indirect work hour reporting.
5. Click the **End Clock** pushbutton to end the clock.

   Note: The system does not allow starting / re-starting the clock for timesheet booking of Direct or Indirect reporting hours if the hold code parameter "Prevent Task Status Change" is set as "Yes" or "Till Estimation Confirmed" in the "Common Masters" business component for Customer Order # associated with AME # which is in "Hold" status for Customer Order # associated with AME # which is in "Hold" status.

To proceed further,

- Select the Issue certificate of Maintenance link to issue the certificate of maintenance.
- Select the Report Fuel / Oil Log link to record the fuel/oil consumption details.
- Select the Update Parameter Details link to update the parameter details.

2.3 Issuing Certificate of Maintenance

Certificate of Maintenance (CoM) is a document that is issued to certify the maintenance work executed as part of the Execution Ref #. CoM is issued by a set of skilled employees, who have executed the maintenance work. An authorized person should ensure that the maintenance work performed by a set of skilled employees is carried out properly before issuing CoM.

1. Select **Issue Certificate of Maintenance** link from the Links section in the Record Aircraft Maintenance Execution Details page. The Issue Certificate of Maintenance page appears with details of the AME Ref. # selected in the Record Aircraft Maintenance Execution Details page. *See Figure 2.27.*

In the CoM Details group box,

2. Select the numbering type for the CoM in the **Numbering Type** drop-down list box.
3. Use the **CoM Type** drop-down list box to specify the type of the CoM. Select one of the following options:
   - "Regular" – Select this option, if the CoM is to be issued to indicate that the aircraft is ready for normal operations.
   - "Test Flight" – Select this option, if the CoM is to be issued for test drive of the aircraft.
4. The system displays the **Aircraft Reg #**, **Aircraft Model #** and the **Configuration Class** of the aircraft associated to the Execution Ref # for which the CoM is to be issued, in the **Aircraft Details** group box.
5. If a CoM has been issued for the aircraft registration number displayed in the **Aircraft Details** group box, then the last issued CoM details will be displayed in the **Last CoM Details** group box.

In the Employee Details multiline,

6. Enter the **Skill Code** associated to the employee who signed the task pertaining to the Execution Ref #.
7. Enter the **Employee #**.
8. Enter the **License #** of the employee.
9. Enter the **Remarks** pertaining to the issue of the CoM.

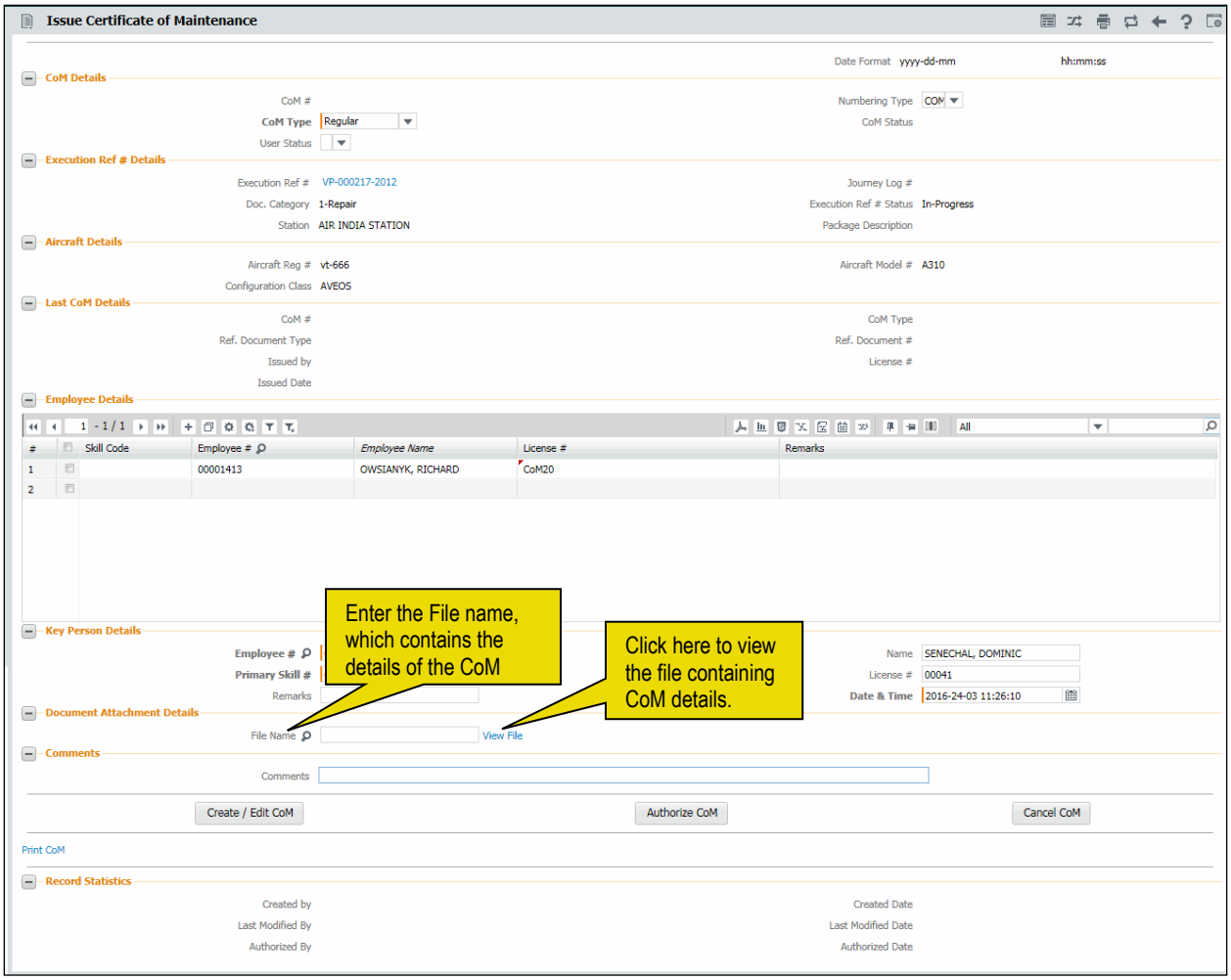


Figure 2.27 Issuing certificate of maintenance

In the **Key Person Details** group box,

10. Enter the code identifying the employee who is creating / modifying / authorizing / canceling the CoM for the selected Execution Ref #, in the **Employee #** field.
11. Enter the **Name**, **Primary Skill #**, and the **License #** of the employee.
12. Enter the **Date & Time** on which the CoM is created, issued, modified, authorized or canceled.
13. Click the **Create/Edit CoM** pushbutton, to create or modify the CoM details.

Note: On creation of the CoM, the system updates the details with the current server date as the "Created Date" and the CoM status as "Fresh".

The system displays an error message, if any other concurrent user attempts to simultaneously modify the CoM details.

While creating / modifying the CoM details, ensure the following details:

- No pending maintenance program should exist with respect to date-based and usage-based schedules in the "Aircraft Maintenance Program" business component, for the component attached to the specified aircraft registration number.
- For all the components and subcomponents attached to the aircraft, ensure that there are no work units with source as "Deferred" and that are overdue for compliance in the component pending tray, for date-based and usage-based schedules.

Note: For date-based schedules, the system considers the work units as

overdue, if the scheduled date of the work unit is earlier than the CoM issue date. For usage based schedules, the next schedule value along with the positive tolerance should not be equal to or less than the corresponding parameter's present value.

- No pending work units should exist with respect to date-based and usage-based schedules in the "Aircraft Maintenance Program" business component, for the specified aircraft registration number.
- No pending work units should exist, with respect to date-based and usage-based schedules, in the "Component Maintenance Planning" business component, for each component attached to the selected aircraft registration number.

In the date-based schedule, the next schedule date along with the positive tolerance must not be the same, or earlier than the current server date. In the usage-based schedule, the next schedule value for each parameter along with the positive tolerance should not be equal or less than the corresponding parameter's present value.

14. Click the **Authorize CoM** pushbutton, to authorize the CoM details.

Note: On authorization of the CoM, the system updates the status of the CoM status as "Authorized".

The system allows authorization of COM only if the following conditions are true:

1. *The Employee # entered in the "Key Person Details" group box has a valid license which is in "active" status*
2. *The skill of the given employee # as defined in the HRMS business component is the primary skill of the employee.*

15. Click the **Cancel CoM** pushbutton, to cancel the CoM details.

Note: The system updates the status of the CoM as "Cancelled".

To proceed further,

- Select the Print CoM link to print the maintenance certificate.

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