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RAMCO AVIATION SOLUTION
VERSION 5.8

USER GUIDE

SCRAP MANAGEMENT

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

Chapter 1 provides an overview of the **Scrap Management** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the **Scrap Management** 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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INTRODUCTION

Parts are the basic entities stored in different units in an organization. Quality parts ensure the smooth functioning of the Airline operator's day-to-day operations. Sometimes parts need to be shelved due to various reasons such as repair cost, expiry date and basic functionality. The Scrap Note business component enables to discard parts, which cannot be serviced and are beyond economic repair.

The **Scrap Management** business process comprises the Scrap Note sub process, which deals with the creation of scrap note. Once a scrap note is created, the next step is the approval of the scrap note. Once approved, the part is scrapped and the scrapped parts are replaced in the stock, by automatically or manually generating a purchase request for the same.

SCRAP MANAGEMENT

Parts are the basic entities stored in different units in an organization. Quality parts ensure the smooth functioning of the Airline operator's day-to-day operations. Sometimes parts need to be shelved due to various reasons such as repair cost, expiry date and basic functionality.

Scrap note is a document that is raised for parts, which cannot be serviced and are beyond economic repair. The created scrap note contains information about part number, scrap value, the aircraft from which it was removed, reason for being scrapped, replenishment action for the scrapped part, reference document, and warehouse information. The parts have to be scrapped due to one or more of the following reasons:

- ▸ Part failure and Beyond Economic Repair
- ▸ Reached Expiry Date
- ▸ Time for new part

The main objective of the Scrap Note component was developed to scrap the parts that cannot be serviced. So we can remove the parts that are no longer required. The component achieves this by performing the following tasks:

- ▸ Creating a scrap note
- ▸ Modifying a scrap note
- ▸ Processing or approving a scrap note

▸ Viewing a scrap note

Once a scrap note is created, the next step is the approval of the scrap note. Once approved, the part is scrapped and the scrapped parts are replaced in the stock, by automatically or manually generating a purchase request for the same.

A scrap note document traverses through the following stages:

Manage Scrap Note

A scrap note is created to intimate the maintenance planner the need for scrapping a part. The created scrap note contains information about part number, scrap value, the aircraft from which it was removed, reason for being scrapped, replenishment action for the scrapped part, reference document, and warehouse information. The status of the scrap note on creation is set to "**Fresh**" and after all the information is entered the scrap note is set to "**Confirmed**" before it is sent for approval.

Process Scrap Note

The maintenance planner ascertains whether the part needs to be scrapped based on the reason for removal and also checks that a suitable replenishment action is in place to replace the part. Once the need for the part to be scrapped is determined, then the person authorized to manage scrap note, processes the scrap note and a purchase requisition is generated automatically or manually for replacing the scrapped part.

Once a scrap note is processed, the authorizer may either "Approve", "Hold", "Reject", or "Return" the scrap note. The scrap note may have multilevel processing and needs to undergo various stages, as defined in the "Workflow Management" business component. Approving a scrap note is based on several factors, such as current condition of the part, the cost incurred on scrapping of the part, necessity to have the new part. Once approved, the specified parts are scrapped and replenishment action is triggered.

A scrap note could also be held, rejected or returned with specific reasons given as comments. The following diagram depicts the various statuses of a scrap note:
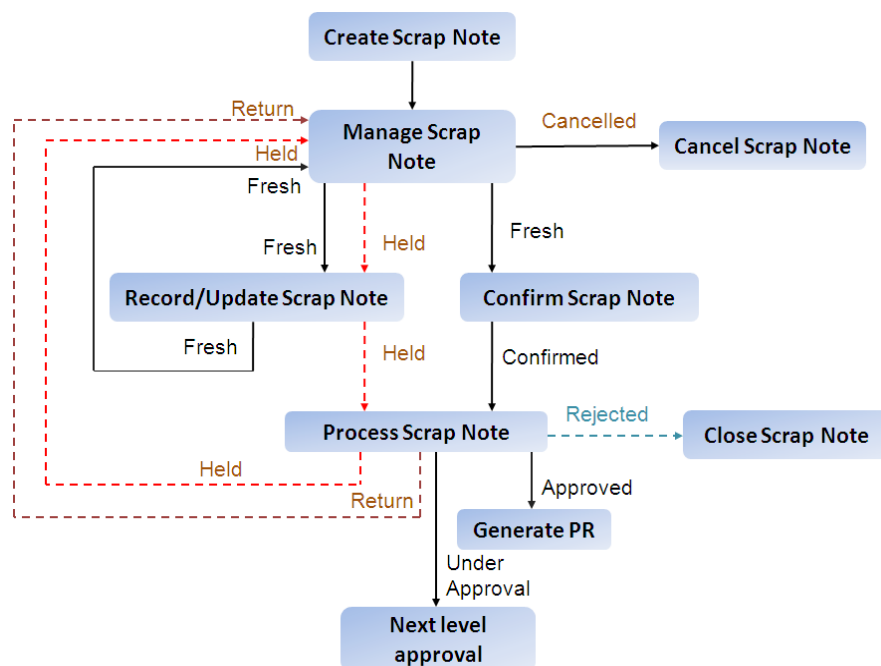

Figure 2.1 Scrap Note statuses

2.1 CREATING A SCRAP NOTE

2.1.1 MANAGE SCRAP NOTE

A Scrap Note is raised when a part has to be discarded for various reasons. Quality repairs not only ensure the safety of the passengers during flight, their timely return ensures that there is as little down time as possible, thus enhancing dispatch reliability.

1. Select **Create Scrap Note** under the **Scrap Note** business component. The **Manage Scrap Note** page appears. *See Figure 2.2.*

Figure 2.2 Managing Scrap Note

2. Enter the date when the scrap note is created in **Scrap Note Date**.

3. Use the drop-down list box to select the **Part Expense Type**, method by which the part will be expensed, when it is purchased.

   ✎ *Note: This field is mandatory when the "Capital and Revenue Parts in a single Scrap Note" for "Scrap Note" is set as 'Allowed' in the "Set Inventory Process Parameter" activity of the "Logistics Common Master" business component.*

4. Use the drop-down list box to specify the **Material Control Group**, who is authorized to create the scrap note.

   ✎ *Note: This field is mandatory, if the Material Group Control is set as 'Required' for the category "Scrap Note" in the "Set Inventory Process Parameter" activity of the "Logistics Common Master" business component.*

5. Enter the reference document details of the scrap note in the **Reference Details** tab and **Ref. Doc. Details** group box.

6. Enter the **Customer Order #**, against which the part was obtained for performing maintenance on the component or aircraft.

   ✎ *Note: The above field is mandatory if the ownership status of the trading partner is set to "Customer".*

7. Use the drop-down list box to select the **Warehouse #,** from where the part is removed for scrapping.

8. Enter the Part # identified for scrapping and the Qty of parts to be scrapped in the Part Details multiline.

9. Select a part in the multiline and click the **View Parts Information** link to navigate to the "View Parts Information" page in the "Part Administration" business component.

10. Select the **View File** to view the content of the file specified is the **File Name** field in the multiline.

11. Click the **Record/Update** pushbutton to record and save the scrap note details.

12. Click the **Confirm Scrap Note** to confirm the entered scrap note details.

13. Click the **Cancel Scrap Note** to cancel the scrap note.

To provide and view further details,

▸ Select the "Upload Documents" link at the bottom of the page to upload any relevant documents pertaining to the scrap note.

▸ Select the "Process Scrap Note" to process the scrap note.

▸ Select the "Record Hazmat Compliance" to record hazmat details for the part.

▸ Select the "View Repair Order" to view the repair order details.

   ✎ *Note: A valid 'Repair Order' document must be entered in the 'Ref. Document #' field with the 'Ref. Document Type' selected as 'Repair Order'.*

▸ Select the "View Shop Work Order" to view the shop work order details.

   ✎ *Note: A Valid 'Shop Work Order' document must be entered in the 'Ref. Document #' field with the 'Ref. Document Type' selected as 'Shop Work Order'.*

▸ Select the "View Associated Doc. Attachments" link to view any associated document already uploaded for the scrap note.

▸ Select the "View Serial/Lot Transaction History" to view the Part #/Serial Info/Lot Info for the selected part.

▸ Select the "View NHA Part Info." To view the NHA Part # information.

   ✎ *Note: A valid "NHA Part #" defined in the "Part Administration" business component must be entered in the "Reference Details - Removed From" group box.*

▸ Select the "View Part Supply Chain Performance" to view the part supply chain performance

2.2 PROCESSING A SCRAP NOTE

You can process a scrap note that is in the "Confirmed", or "Held", or "Under Approval" status. Once a scrap note is processed, the authorizer may either "Approve", "Hold", "Reject", or "Return" the scrap note.

1. Select **Process Scrap Note** under the **Scrap Note** business component. The **Process Scrap Note** page appears. *See Figure 2.3.*

Figure 2.3 Processing scrap note

2. Use the drop-down list box to select the **Action** that should be performed on the scrap note. The system displays the following options:

   ▸ Process Scrap Note – Select this option to process a scrap note and take the required action such as "Approval", "Hold", "Reject", or "Return" by providing the appropriate processing comments.

   ▸ Short Close Pending Repl. Qty – Select this option to short close the pending replenishment quantity parts in the scrap note. On short closing the system updates the pending repl. qty as the short closed qty against the part in the corresponding scrap note document.

   ✎ *Note: The user can process a scrap note that is in the "Confirmed", "Held", or "Under Approval" status. The user can short close the pending replenished quantity of parts for a scrap note that is in the "Confirmed" status only.*

3. Enter the filter criteria to search for a scrap note in the **Search Criteria** and click the **Search** pushbutton.

4. Select the **Processing Action** to be taken on the scrap note, in the **Search Results** multiline.

   ✎ *Note: When a "Confirmed" or "Under Approval" scrap note is updated with "Processing Action" as "Reject" or "Return", then the workflow is terminated.*

   ✎ *When no further work flow steps are configured and the line status is "Approved", then a single "Direct Issue" is created and confirmed for all the allocated parts in the Scrap Note.*

   ✎ *When no further work flow steps are configured, the "Repl. Action" is set as "Auto PR", and the line status is "Approved", then a purchase request is automatically triggered.*

   ✎ *When the "Processing Action" is set as "Short Close", the retrieved "Qty" is updated as "Short Closed Qty" for the corresponding line item against the Scrap Note.*

5. The authorizer provides additional comments or reason for the processing action taken on the scrap note in the **Processing Comments**.

   ✎ *Note: This field is mandatory when the "Processing Action" is set to "Reject", "Return", or "Hold" or when the "Action" field is set to "Short Close Pending Repl. Qty".*

6. Select at least one row in the multiline and click the **Process Scrap Note** pushbutton

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