

Maintenance Procedures

Tech Log Application

Reference	Revision	Date
TL-UGA-DEF-004	1.0	6th April 2023

Overview

This guide details how Maintenance (M) Procedures are handled in the Tech Log Application.

Prerequisites

Maintenance (M) Procedures are a component of the TrustFlight Digital MEL system. A digital MEL is therefore required on your aircraft for this functionality to appear.

The information in this document is applicable from Application version 1.23.0 onwards. The behaviour of this functionality was different in previous versions.

MEL Items that require a Maintenance (M) Procedure

As part of completing the deferral flow outlined in TL-UGA-DEF-002, should the selected Rectification Option require a Maintenance (M) Procedure, this will be indicated by showing “(M)” following the item name, for example:

MEL **RAT Extension Automatic Control (M)**
24-24-02 Rectification Interval: C (10 days) Number Installed: 1 Number Required: 0
Remarks: (M) May be inoperative provided that:
1) ETOPS is not conducted, and
2) The RAT extension manual control is checked operative every day.

When selecting an item with this indication, the deferral flow will require the user to confirm that they wish this task to be raised against the aircraft.

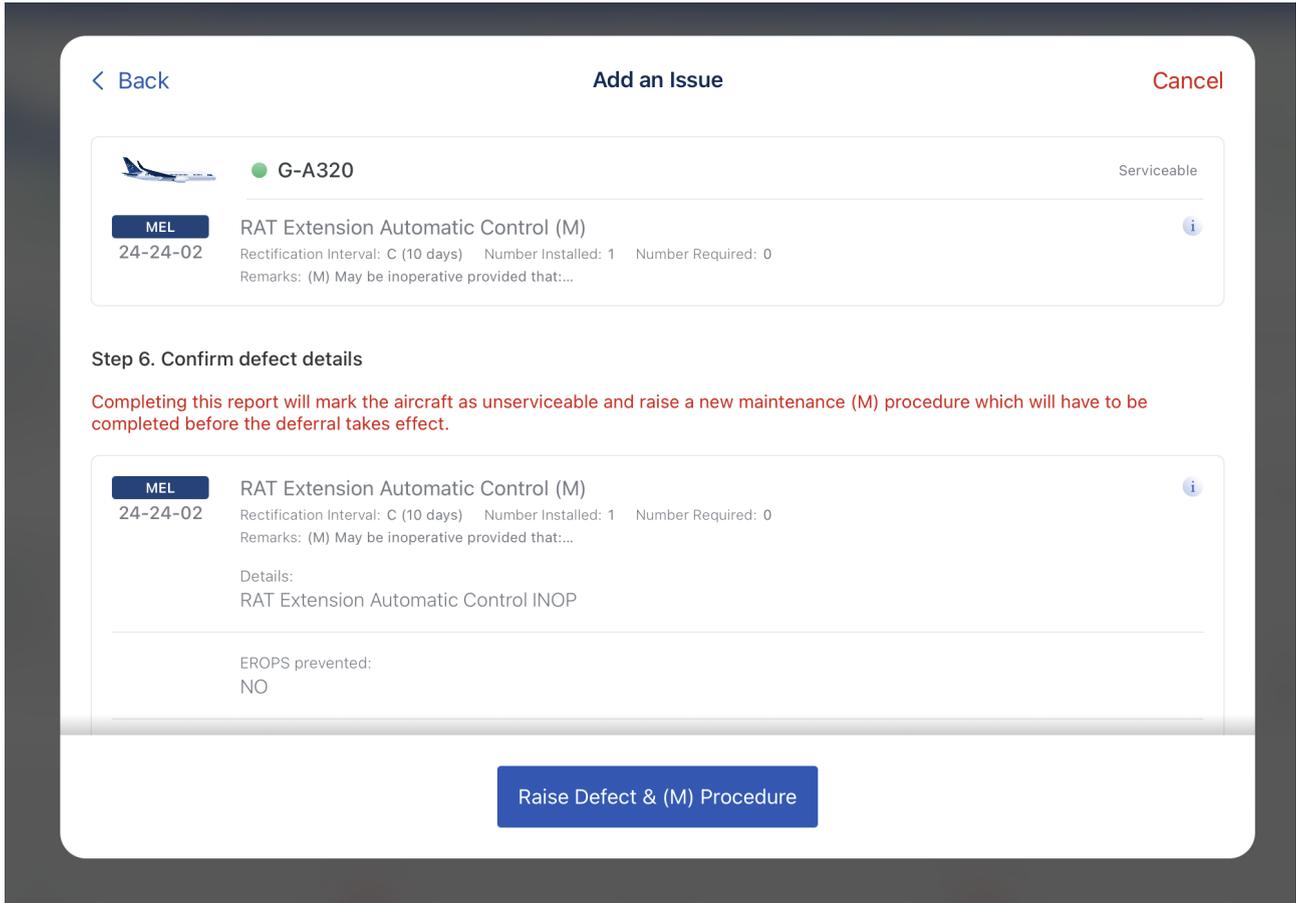
MAINTENANCE (M) PROCEDURE

Refer to AMM Task 24-20-00-040-002

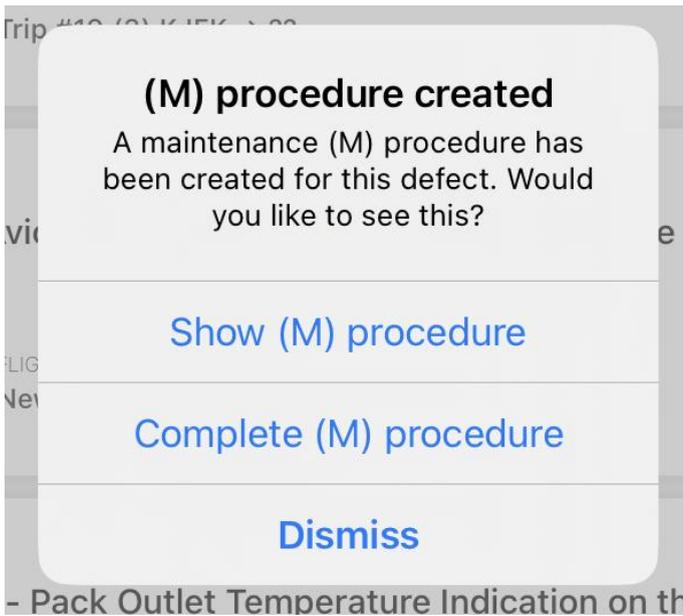
Raise maintenance (M) procedure

Warning. Signing off this defect will create a new maintenance (M) procedure to complete

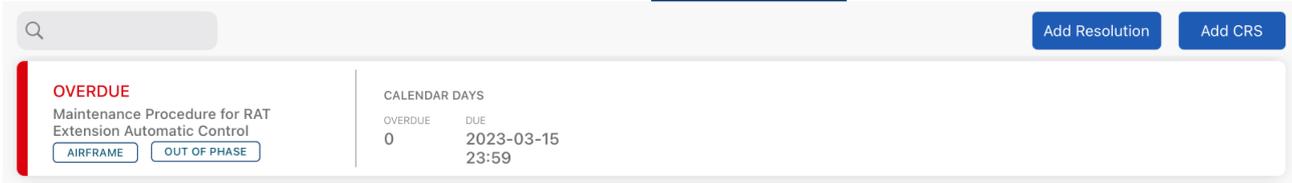
At this point, the check box must be selected to proceed with the deferral. The deferral summary screen will again confirm that this task will be raised, and the user must select “Raise Defect & (M) Procedure”. Note that if the deferral is being applied to an existing defect, the button will instead show “Raise (M) Procedure”.



At this point the aircraft has a defect against it with an incomplete deferral until the Maintenance (M) Procedure is completed. The aircraft will show as **Unserviceable**. A box will appear asking how you wish to proceed:



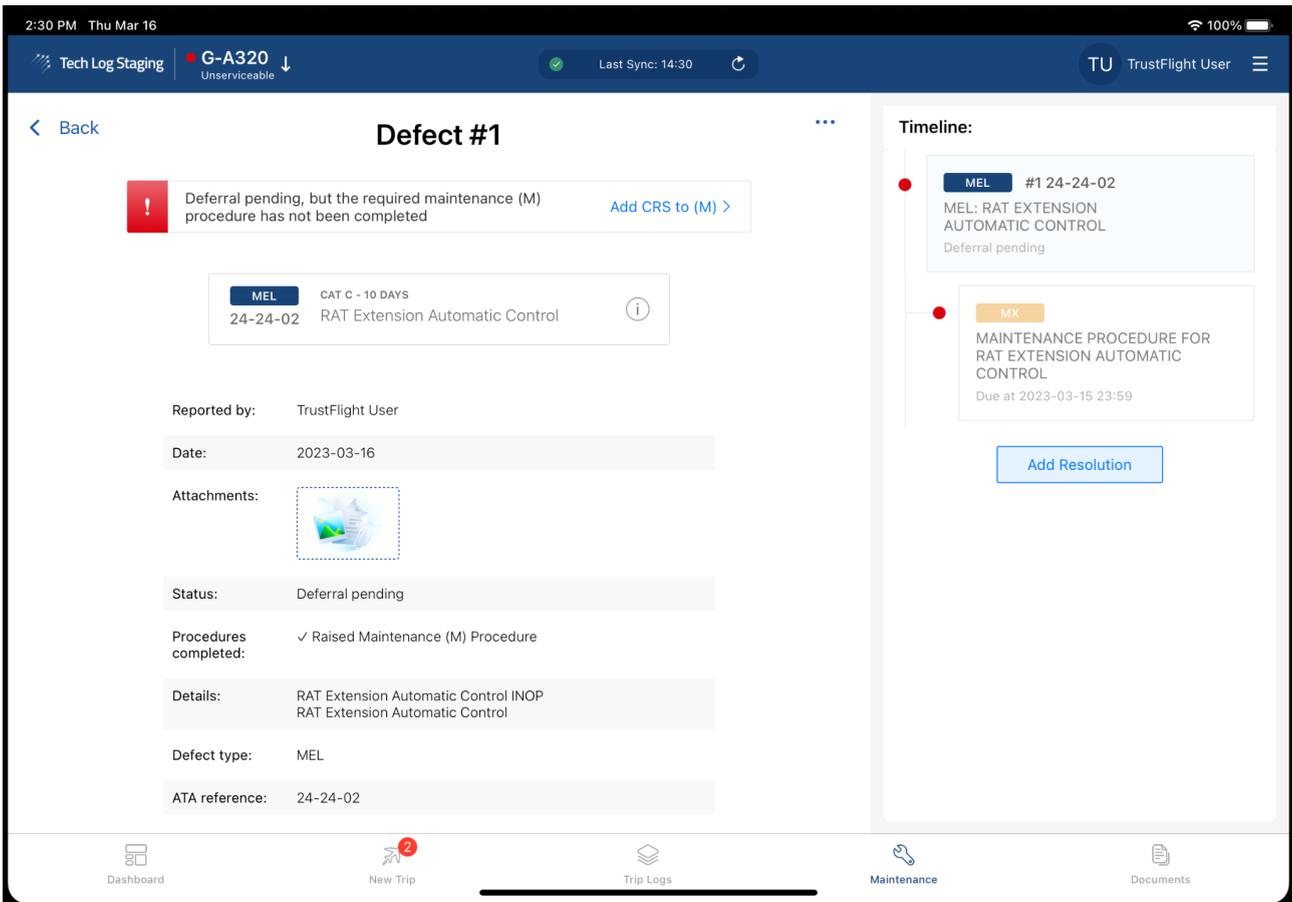
Selecting **Show (M) procedure** will take you to the Maintenance module, where the item will be shown:



Visiting the **Defects** tab within that module will show the defect with a status of **Deferral Pending**:



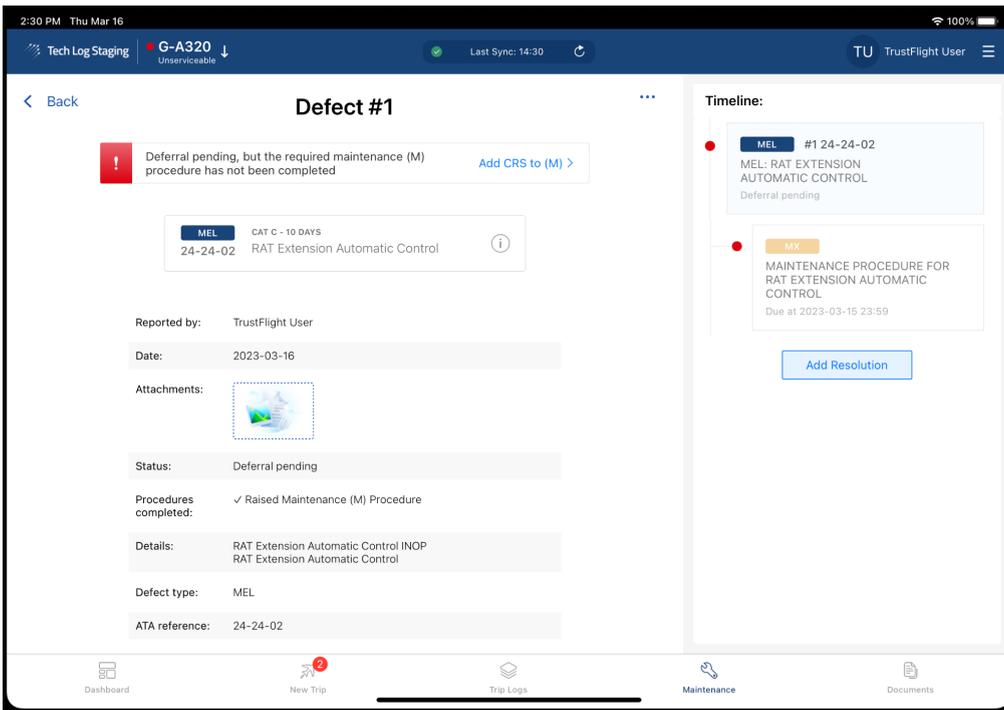
Selecting the defect will provide guidance on how to proceed with the deferral:



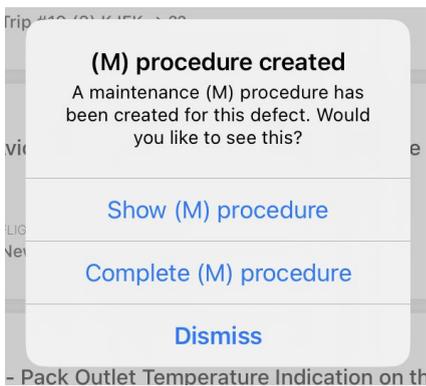
Completing the Maintenance (M) Procedure

Once the Maintenance (M) Procedure has been raised as part of a deferral, there are three primary ways to start the process to complete it.

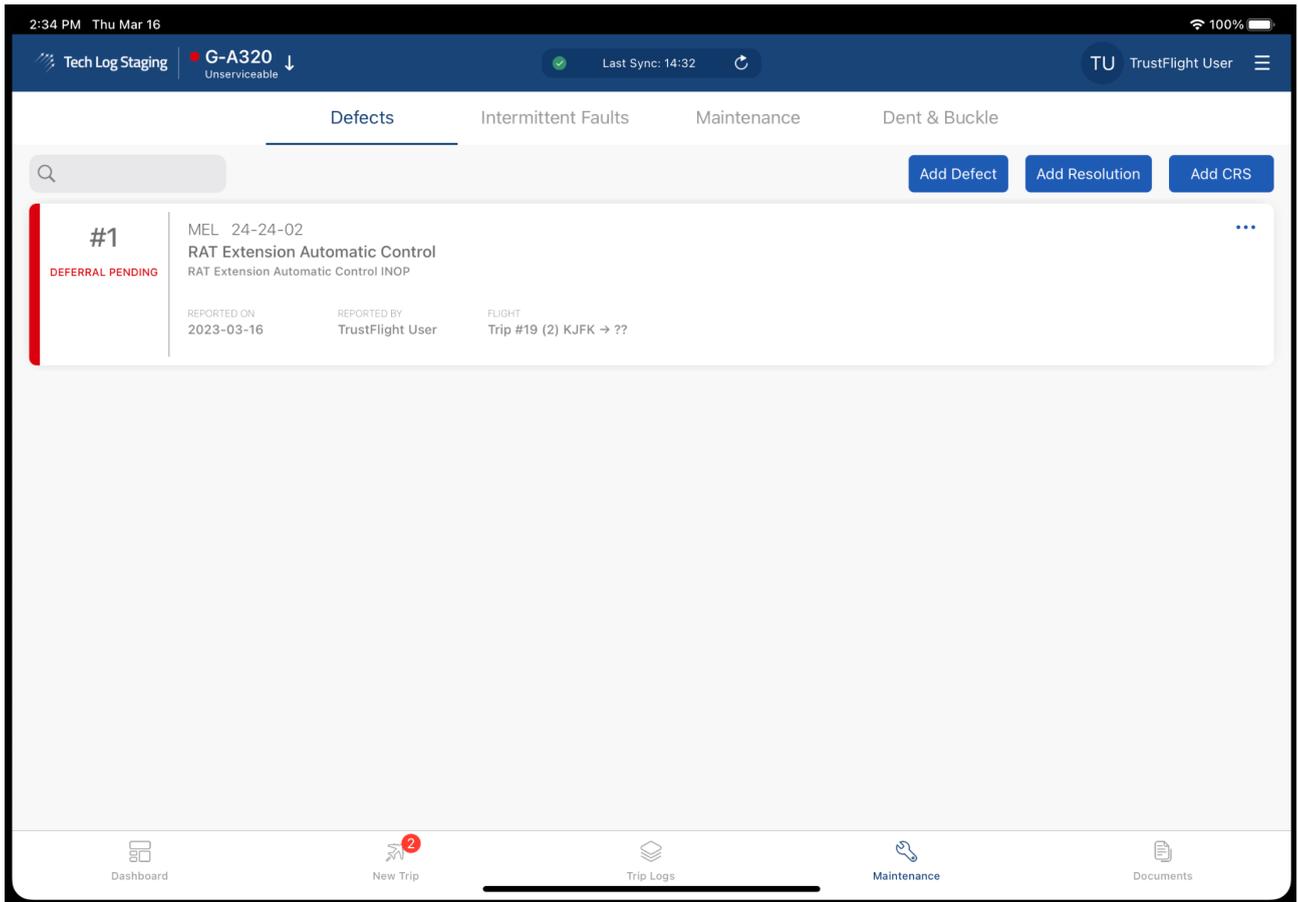
1. Selecting “Add CRS to (M)” from within the Defect:



2. Selecting “Complete (M) procedure” from the popup that appears after raising the defect:



3. Selecting “Add CRS” (or, depending on your configuration, “Add Resolution”) from either the Defect or Maintenance tabs in the **Maintenance** module:



Using the first method, you will be taken immediately to the resolution workflow with the Maintenance (M) Procedure already selected. The second method will begin the standard Resolution/CRS flow. If a defect has a pending (M) Procedure, you will see a screen similar to this:

Select Your Item/Workpack

Please select the applicable item or items if part of a workpack:

MEL

24-24-02

Deferral TBC

RAT Extension Automatic Control (M)

Rectification Interval: C (10 days) Reported At: 2023-03-16

Complete (M) Procedure

Resolve Defect

+ Add Workpack

The system is confirming that the deferral has not been applied to the defect, with the **Deferral TBC** status. Selecting **Complete (M) Procedure** will begin the workflow to certify that the procedure has been completed correctly.

As soon as this workflow has been completed, the defect will show as Deferred:

Defects
Intermittent Faults
Maintenance
Dent & Buckle

Add Defect

Add Resolution

Add CRS

#1

DEFERRED

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CALENDAR
DAYS REMAINING

MEL 24-24-02

RAT Extension Automatic Control

RAT Extension Automatic Control INOP

REPORTED ON
2023-03-16

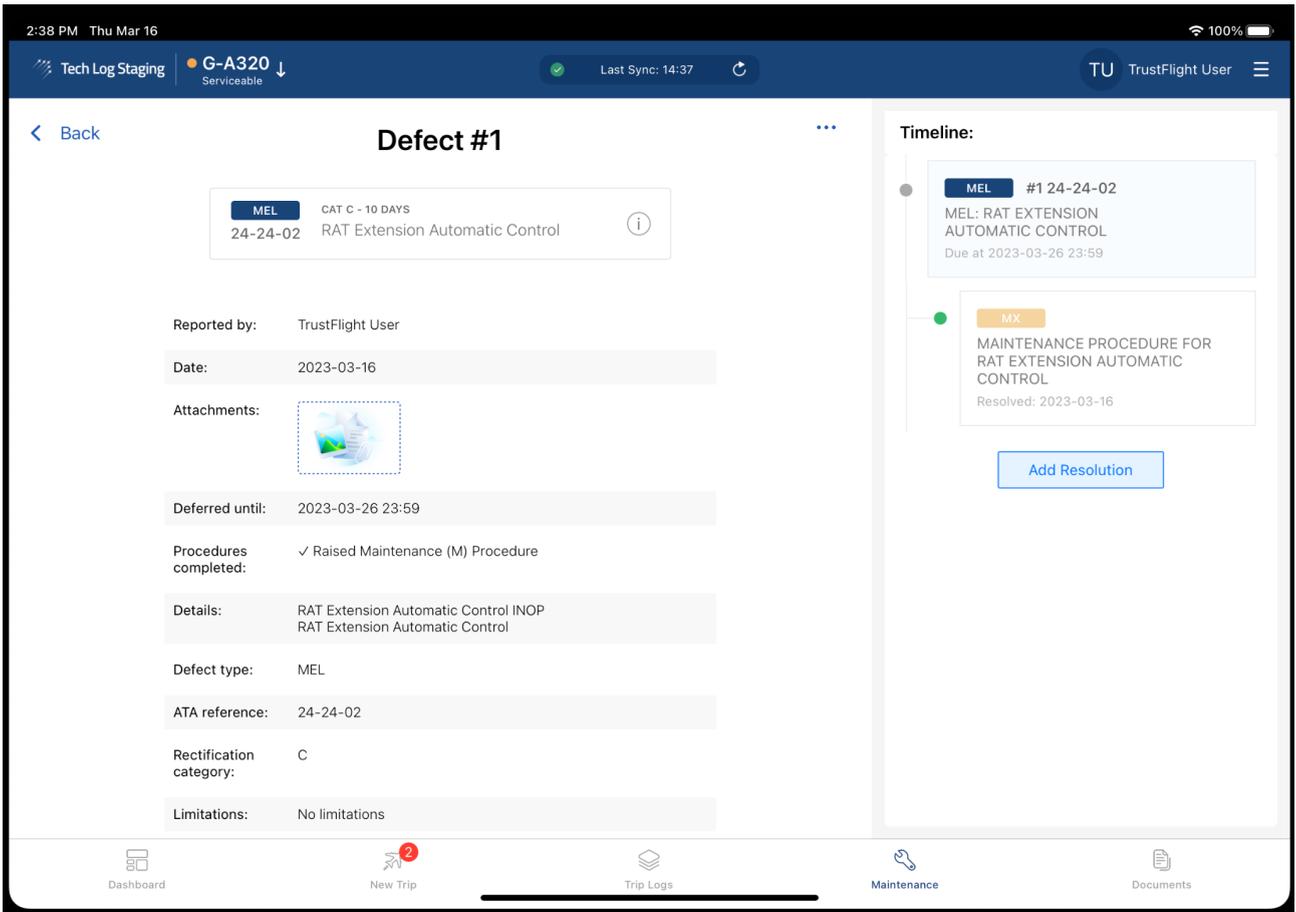
REPORTED BY
TrustFlight User

FLIGHT
Trip #19 (2) KJFK → ??

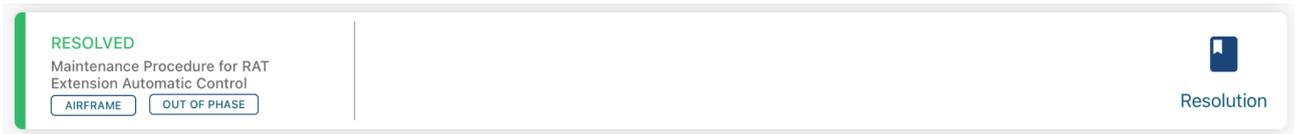
By selecting the defect, the Timeline view on the right will have updated to show the resolution date on the Maintenance (M) Procedure:

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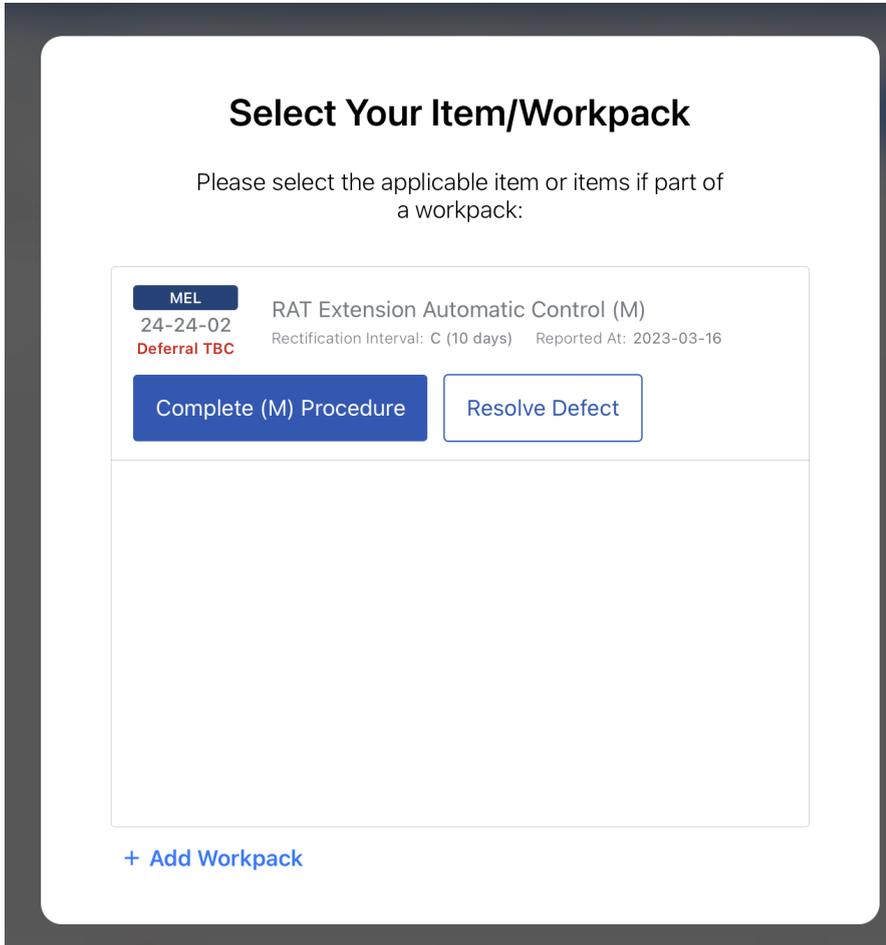


And the Maintenance tab will have updated to show the procedure as resolved:



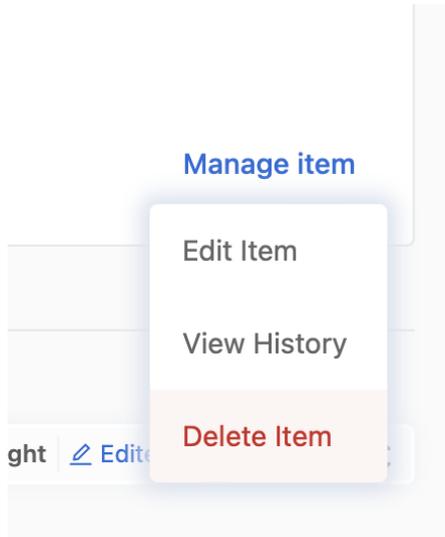
Deciding not to complete an (M) Procedure

Should the situation arise where a deferral has been started and (M) Procedure raised, but it is decided to abandon the deferral, the Defect can simply be rectified in the usual way, i.e. by selecting “Resolve Defect” on this screen instead of “Complete (M) Procedure”:



Once the defect is resolved, the associated (M) procedure will be automatically removed.

Rather than resolving the defect, should you wish to change to a different deferral that does not require the (M) procedure to be completed, the Maintenance Item must be manually removed (or signed off as N/A). The former requires a user with the correct permissions to use the Web Dashboard to delete:



Note that as soon as the item is deleted, the Defect will leave the “Deferral Pending” state. It is recommended to edit the deferral option via either the Web Dashboard or Tech Log Application prior to deleting the (M) Procedure.