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".

		Serviceable
MEL 24-24-02	RAT Extension Automatic Control (M) Rectification Interval: C (10 days) Number Installed: 1 Number Required: 0 Remarks: (M) May be inoperative provided that:	i
Step 6. Confirm	defect details	
Completing this r completed before	eport will mark the aircraft as unserviceable and raise a new maintenance (M) procedure which will here the deferral takes effect.	ave to be
MEL 24-24-02	RAT Extension Automatic Control (M) Rectification Interval: C (10 days) Number Installed: 1 Number Required: 0 Remarks: (M) May be inoperative provided that:	(i
	Details: RAT Extension Automatic Control INOP	
	EROPS prevented:	

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:

^ rip	40 (0) KIEK > 00	
vie	(M) procedure created A maintenance (M) procedure has been created for this defect. Would you like to see this?	е
LIG	Show (M) procedure	
Vei	Complete (M) procedure	
	Dismiss	
- Pa	ck Outlet Temperature Indication o	n th

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

Q		Add Resolution Add CRS
OVERDUE Maintenance Procedure for RAT Extension Automatic Control AIRFRAME OUT OF PHASE	CALENDAR DAYS OVERDUE DUE 0 2023-03-15 23:59	

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

Q				Add Defect	Add Resolution	Add CRS
#1 DEFERRAL PENDING	MEL 24-24-02 RAT Extension RAT Extension Auto	2 Automatic Control omatic Control INOP				
	REPORTED ON 2023-03-16	REPORTED BY TrustFlight User	^{FLIGHT} Trip #19 (2) KJFK → ??			

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

2:30 PM Thu Mar 16						후 100% 🔲
777, Tech Log Staging	G-A320 Unserviceable	•	Last Sync: 14:30	Ċ		TU TrustFlight User ≡
K Back		Defect #1			Timeline:	
1	Deferral pendi procedure has	ng, but the required maintenance (M) not been completed	Add CRS to (M)	>	MEL MEL: RAT AUTOMAT Deferral per	#124-24-02 EXTENSION IC CONTROL Iding
	MEL 24-24-0	CAT C - 10 DAYS RAT Extension Automatic Control	(i)		MAIN RATE CONT	TENANCE PROCEDURE FOR XTENSION AUTOMATIC
	Reported by:	TrustFlight User			Due at	ROL 2023-03-15 23:59
	Date:	2023-03-16				Add Resolution
	Attachments:					
	Status:	Deferral pending				
	Procedures completed:	✓ Raised Maintenance (M) Procedure				
	Details:	RAT Extension Automatic Control INOP RAT Extension Automatic Control				
	Defect type:	MEL				
	ATA reference:	24-24-02				
Dashboard	1	⊼2 New Trip	Trip Logs		₹3 Maintenance	Documents

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:

2:30 PM Thu Mar 16						奈 100% 🔲
///; Tech Log Staging	G-A320 Unserviceable	L O	Last Sync: 14:30	Ċ	TUT	rustFlight User 🗧
< Back		Defect #1			Timeline:	
1	Deferral pendi procedure has	ng, but the required maintenance (M) not been completed	Add CRS to (M)	>	MEL #124-24-02 MEL: RAT EXTENSION AUTOMATIC CONTROL Deferral pending	
	MEL 24-24-	CAT C - 10 DAYS RAT Extension Automatic Control	(i)		MAINTENANCE PROCE RAT EXTENSION AUTO	DURE FOR MATIC
	Reported by:	TrustFlight User			CONTROL Due at 2023-03-15 23:59	
	Date:	2023-03-16			Add Resolution	
	Attachments:					
	Status:	Deferral pending				
	Procedures completed:	\checkmark Raised Maintenance (M) Procedure				
	Details:	RAT Extension Automatic Control INOP RAT Extension Automatic Control				
	Defect type:	MEL				
	ATA reference:	24-24-02				
Dashboard		New Trip	Trip Logs		Raintenance	Documents

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:

2:34 PM Thu Mar 16						奈 100% 🔲
🧱 Tech Log Staging	● G-A320 Unserviceable	S Last Syr	nc: 14:32 💍		TU Trust	Flight User 📃
	Defects	Intermittent Faults	Maintenance	Dent & Buckle		
Q		-		Add Defect	Add Resolution	Add CRS
#1 DEFERRAL PENDING	MEL 24-24-02 RAT Extension Automatic Control RAT Extension Automatic Control INOP					
	REPORTED ON REPORTED BY 2023-03-16 TrustFlight User	^{FLIGHT} Trip #19 (2) KJFK → ??				
Dashboard	Rew Trip	≦ Trip	Logs	Maintenance	Docur	nents

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:

Please	e select the applic a wo	cable item or item: orkpack:	s if part of
MEL 24-24-02 Deferral TBC	RAT Extension A Rectification Interval: C	utomatic Control (; (10 days) Reported At	M) : 2023-03-16
Complete	(M) Procedure	Resolve Defect	

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	
Q					Add Defect Add	Resolution Add CRS
#1 DEFERRED	MEL 24-24-02 RAT Extension	Automatic Control matic Control INOP				
10 calendar days remaining	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:

2:38 PM Thu Mar 16						奈 100% 🔲
///, Tech Log Staging	G-A320 ↓		Last Sync: 14:37	C		TU TrustFlight User ☰
< Back		Defect #1			Timeline	21
	MEL 24-24-0	CAT C - 10 DAYS RAT Extension Automatic Control	í		ME AU Due	MEL #1 24-24-02 :L: RAT EXTENSION TOMATIC CONTROL a at 2023-03-26 23:59
	Reported by:	TrustFlight User			•	MX MAINTENANCE PROCEDURE FOR
	Date:	2023-03-16				RAT EXTENSION AUTOMATIC CONTROL
	Attachments:					Resolved: 2023-03-16 Add Resolution
	Deferred until:	2023-03-26 23:59				
	Procedures completed:	✓ Raised Maintenance (M) Procedure				
	Details:	RAT Extension Automatic Control INOP RAT Extension Automatic Control				
	Defect type:	MEL				
	ATA reference:	24-24-02				
	Rectification category:	с				
	Limitations:	No limitations				
Dashboard	I	New Trip	Trip Logs		23 Maintenance	Documents

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":

Pleas	se select the applic a wo	able item or items if part of prkpack:
MEL 24-24-02 Deferral TBC	RAT Extension Au Rectification Interval: C	utomatic Control (M) (10 days) Reported At: 2023-03-16
Complete	e (M) Procedure	Resolve Defect

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.