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# **Deferral Approval Feature**

ReferenceRevisionDateTL-UGA APP-0011.05th November 2024

### **Overview**

The deferral approval functionality gives MCC full control over the deferral process in Tech Log and is only available on App version 1.34.1 and above.

### **Enabling the Deferral Approval Feature**

To enable the Deferral Approval feature, follow these steps via the Web Dashboard:

- 1. Enable Operator Settings:
  - Defect Processes Requiring Approval
  - **Defect Process Approval Methods** (You can choose to allow approval via iPad with a one-time password or via Web Dashboard Approval)

Once these settings are enabled, any deferrals added to an aircraft will enter a pending state until they are approved. Only users with Deferral Approval permissions can approve deferrals.

#### **Granting Access to Approve Deferrals**

Note: By default, all existing and new users with the Admin or CAMO role will have the capability to Approve Deferrals set to "YES".

Approval rights are granted through user settings in the Web Dashboard.

- Go to user settings
- Click on the 3 dots menu and Select Edit
- Set Approve deferrals to Yes and click Save

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	Training First Name		Last Name						
1	Cindy	Cindy							
0	Email								
	cindy.davis+training@trustflight.com								
	Operator		Role						
	TrustFlight Training	~	Admin	~					
	Capabilities								
	Access iPad								
	Yes O No								
	Approve deferrals								
	Yes O No								
	Edit PIN								
	Save Cancel								
3									
🛪 Aircraft Permis									
Aircraft Permis			O Read	Write					

### **Using the Approve Deferral Button**

The Approve Deferral Button works when online and adds more control to the process, by giving the approver visibility of what they are approving. It should be combined with the One-Time Password feature. If you don't combine it with the One-Time Password feature and you're offline the aircraft will not be able to change to Serviceable.

#### **1. Adding a Deferral**

- A deferral is entered using the iPad following the standard procedure.
- After the deferral is added, it will be marked as **pending approval**, and the aircraft will be considered **unserviceable** until the deferral is approved.

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TrustFlight	TF-AIR Unserviceable			Sync: 16:45 🕐	CT Cindy TFTraining		
Defects		Cab	in Issues	Maintenance	Workpacks		
۹					Add Defect Add CRS		
#7 DEFERRAL PENDING	Other Testing				Approval Required 😁 🛛 ····		
	REPORTED ON 2024-09-23	REPORTED BY Cindy Davis	SECTOR	LIMITATIONS			
#8	MEL 21-22-04 External Groun		ck Valve - Inopera	tive Closed	Approval Required 😝 🛛 ••••		
	REPORTED ON 2024-11-04	REPORTED BY	SECTOR	LIMITATIONS NONE			
#4 INSPECTED	Non-deferred Testing						
2024-05-30 DATE RESOLVED	REPORTED ON 2024-05-30	REPORTED BY Cindy Davis	SECTOR	RESOLUTION FGHJK			

#### 2. Approving a Deferral

- Users with the appropriate permissions can approve the deferral from the Web Dashboard.
  - Navigate to the **Defects** view.
  - Filter for **Pending Deferral** status to view all defects awaiting approval.

					This aircraft i	s <b>demo</b>			
fects (6)								😯 (+ Add new	STATUS Deferral Pending (1)
STATUS-	NO. 8	Ground connector INOP	TYPE MEL	ATA 21-22-04-02	DATE 2024-11-04	DAYS REM. ADDITIONAL LIMITS	THIRD PARTY REFERENCES	DDL	0 Open (0)
	7	Testing	Other		2024-09-23	0		DDL	Resolved (4) Oraft (0)
2	4	Testing	*		2024-05-30	0			і туре
	3	Testing 28	*)	ж.	2024-05-30	0			CAS (0) CDL (0)
	2.	Testing	Other	-	2024-05-30	0	0	DDL	MEL (1)
2	1	Seat 23c belt has minor tear	Other	-	2024-02-26	0	0	DDL	NEF (0) Other (3)

- Select the defect that needs approval. (It is assumed that the engineer or pilot is coordinating with the approver, likely via phone.)
- Click the **Approve** button and confirm the approval.

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TF-AIR					Defect: 8 i			×
					SECTOR DATE RECORD - 2024-11-04	ED STATUS 16:45 • Deferral pendir	ng Add CRS 🔩 Publi	c share link
Defects (1) stands will alter					Defect Details OFFAKS Ground connector	NOP		
B Ground connector INOP	MEL	21-22-04-02	2024-11-04		Reported by: Cindy 1	Finaining		Date: 2024-11-04
					Deferral Options			
					DEFECT TYPE Deferred	DEFERRAL OPTIONS MEL		ATA CHAPTER 21 - AIR CONDITIONING
		Approve Deferra Are you sure you w Approve	al 3 ant to approve this deferral? Cancel	<pre>`</pre>	474 SECTION 22 DEFERRED UNTIL 2024-11-14 25:592			REFERENCE
					Hide Book Item Tab	le		

#### 3. Result After Approval

• Once the defect is approved, it is officially deferred. The aircraft's status should now be updated to **serviceable**.

• TF-AIR ~ Serviceable	TF-AIR									Cindy TFTr
						This aircraft is	demo			
Logbook	Defects (							Q Search 📀 🕂	Add new	status Deferral Pending
Defects		8	Ground connector INOP	MEL	21-22-04-02	2024-11-04	10	( <u>0</u> pou	1	Overdue (0) Open (1)
		4	Testing	÷.	92 1	2024-05-30	0		1	Resolved (4) Draft (0)
		3	Testing 28			2024-05-30	0		1	TYPE
	•	2	Testing	Other		2024-05-30	٥	() oou	I	
			Seat 23c belt has minor tear	Other	-	2024-02-26	0	() DDL	1	MEL (1)

### Using the One-Time Password (OTP) Approval Method

### 1. Adding a Deferral

- A deferral is added via iPad following standard procedures.
- Once added, the deferral enters the **pending approval** state, and the aircraft will become **unserviceable** until approved.

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TrustFlight	TF-AIR Unserviceable	L		: Sync: 16:45 🕐	CT Cindy TFTraining		
Defects		Cab	in Issues	Maintenance	Workpacks		
٦					Add Defect Add CRS		
#7 DEFERRAL PENDING	Other Testing				Approval Required 😝 🛛 🚥		
	REPORTED ON 2024-09-23	REPORTED BY Cindy Davis	SECTOR	LMTATIONS			
#8	MEL 21-22-04	4-02 nd Connector Che	ck Value - Inonera	tive Closed	Approval Required 😁 🛛 •••		
DEFERRAL PENDING	External orou	na connector che	ck valve - mopera	ive closed			
	REPORTED ON 2024-11-04	-	SECTOR -	LIMITATIONS NONE			
#4	Non-deferred Testing						
2024-05-30 DATE RESOLVED	REPORTED ON 2024-05-30	REPORTED BY Cindy Davis	SECTOR	REBOLUTION			

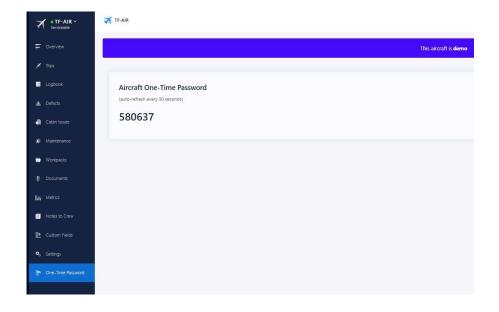
#### 2. Generating a One-Time Password (OTP)

- Users with the appropriate permissions can approve the deferral using an OTP:
  - Navigate to the **Aircraft** on the Web Dashboard.
  - In the blue-ribbon menu bar, click on **One-Time Password**.

Serviceable	TF-AIR				
Ţ Overview					
✗ Trips					
Z Logbook	Defects (5)				
Defects	STATUS	NO.	ITEM	TYPE	ATA
Cabin Issues		8	Ground connector INOP	MEL	21-22-04-02
	•	4	Testing	2	2
🌠 Maintenance	•	3	Texting 28	*	×.
Workpacks		2	Testing	Other	21
0 Documents	•	1	Seat 23c belt has minor tear	Other	*)
hi Metrics					
Notes to Crew					
Custom Fields Cus					
<b>O</b> <sub>0</sub> Settings					
One-Time Password					

• A password will be generated, which can then be provided to the engineer or pilot (usually via phone).

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### 3. Approving the Deferral via iPad

- The engineer or pilot, after receiving the OTP, will:
  - Tap on **Approval Required** in the app.
  - Enter the one-time password to finalise the approval.

TrustFlight	• TF-AIR Unserviceable	L.	Sector Last Sy	nc: 17:36 🕐	CT Cindy TFTraining =
Defec	ots	Cabir	1 Issues	Maintenan	ce Workpacks
٩		-			Add Defect Add CRS
#9 DEFERRAL PENDING	MEL 25-21-0 Passenger Se		th recline mechanis	n	Approval Required 🕥 🚥
	REPORTED ON 2024-11-04	REPORTED BY	SECTOR	LMIAICHS	
#8 DEFERRED	MEL 21-22-0 External Grou	4-02 nd Connector Chec	A One-Time Pass	Defect word is required for deferral	
10	REPORTED ON 2024-11-04	REPORTED BY	One-Time Passwo	ord	
CALENDAR DAYS REMAINING			Cancel	Confirm	
#4	Non-deferred Testing				
2024-05-30 DATE RESOLVED	REPORTED ON 2024-05-30	REPORTED BY Cindy Davis	SECTOR -	RESOLUTION FGHJK	

#### 4. Result After Approval

- The defect will now be deferred.
- The aircraft status should show as **serviceable**.

**Note:** As with the standard approval process, if the selected MEL contains a Maintenance Task, the defect will remain **overdue** until that task is completed.

