

Deferral Approval Feature

Reference	Revision	Date
TL-UGA APP-001	1.0	5th 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.

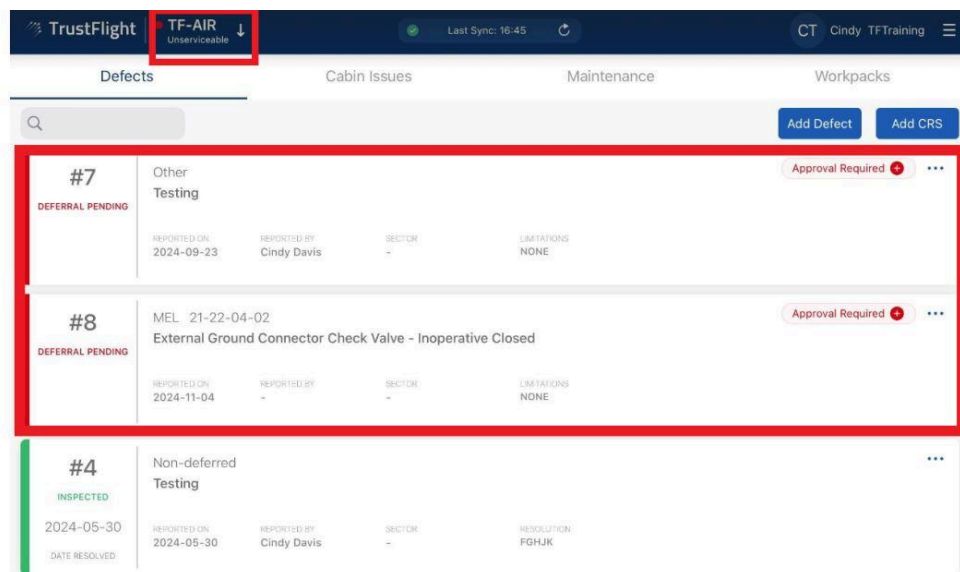
- Go to user settings
- Click on the 3 dots menu and Select Edit
- Set Approve deferrals to Yes and click Save

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.

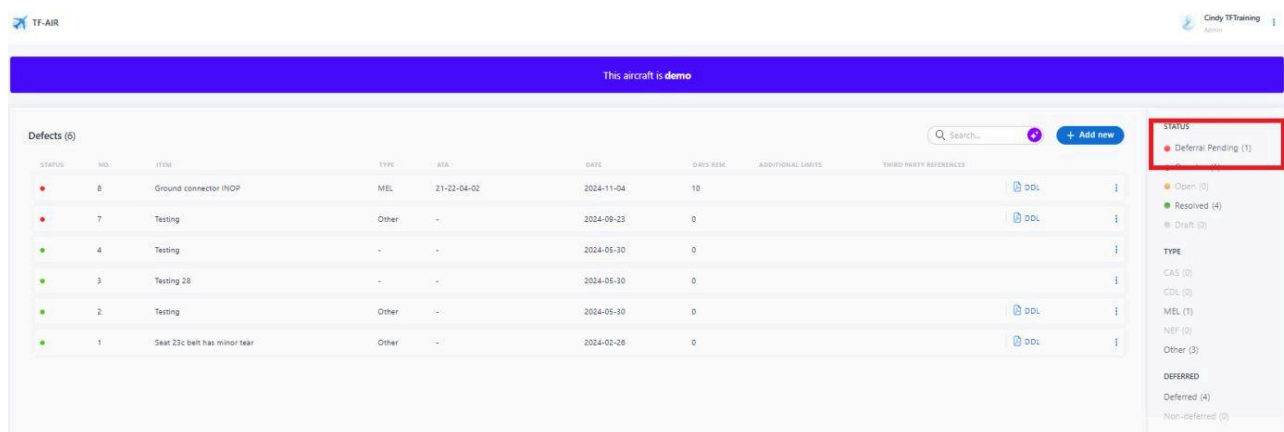
1. Adding a Deferral

- 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.

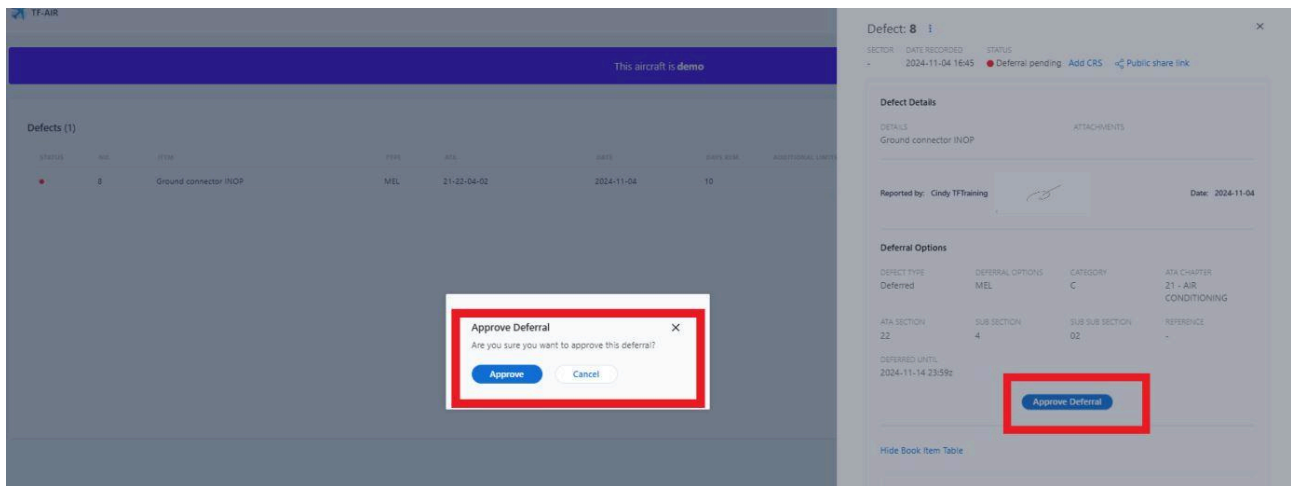


2. Approving a Deferral

- 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.

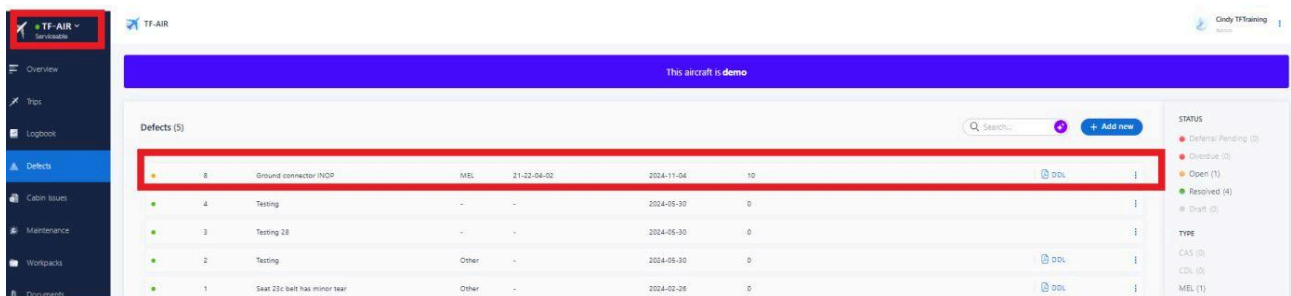


- Select the defect that needs approval. (It is assumed that the engineer or pilot is coordinating with the approver, likely via phone.)
- Click the **Approve** button and confirm the approval.



3. Result After Approval

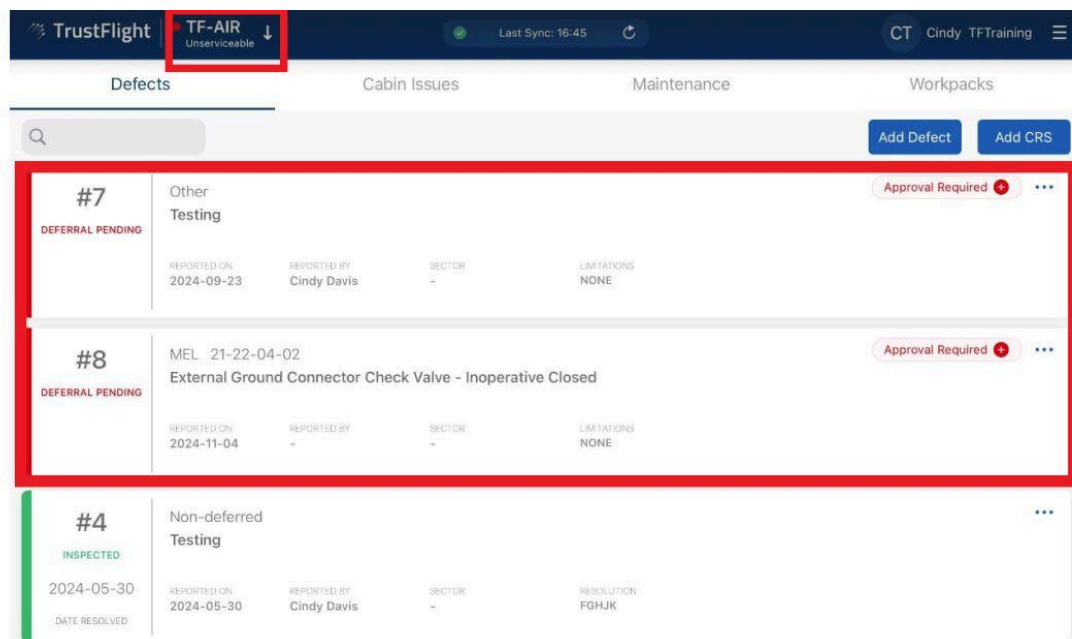
- Once the defect is approved, it is officially deferred. The aircraft's status should now be updated to **serviceable**.



Using the One-Time Password (OTP) Approval Method

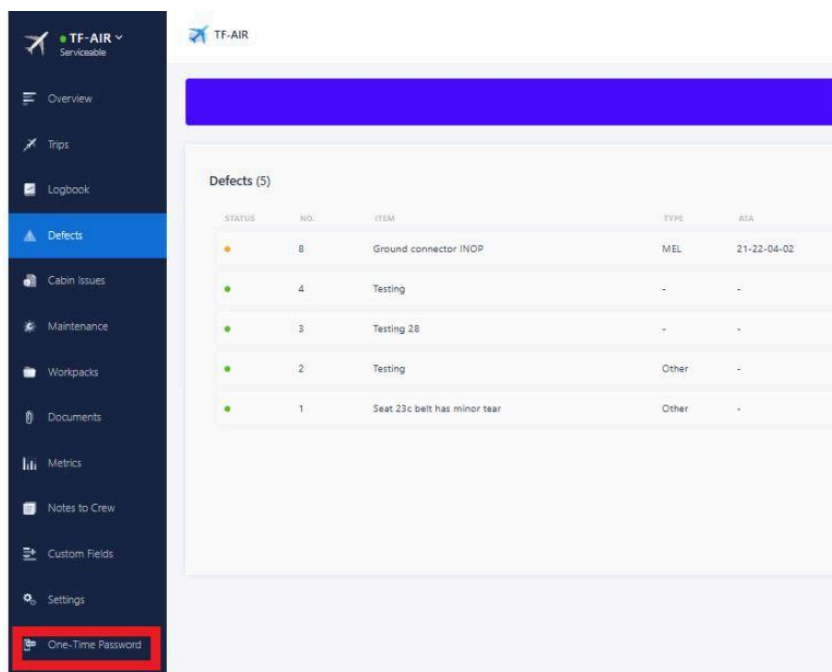
1. Adding a Deferral

- 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.

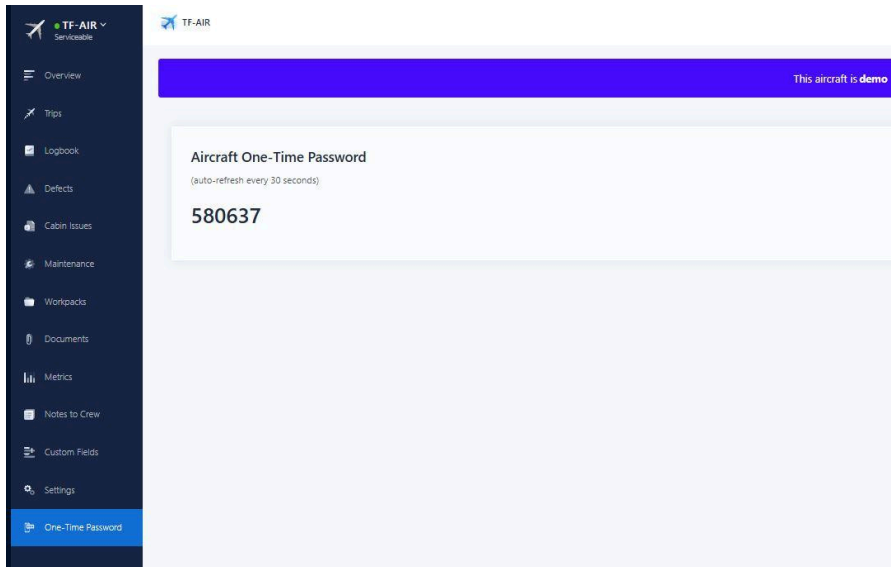


2. Generating a One-Time Password (OTP)

- 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**.

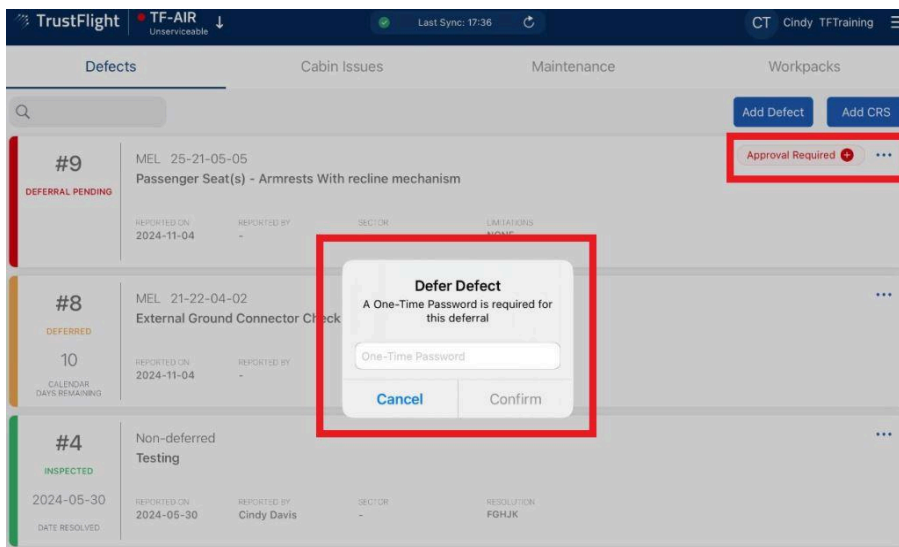


- A password will be generated, which can then be provided to the engineer or pilot (usually via phone).



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.



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.

