

# After Each Approval Release

## Tech Log Application

Reference	Revision	Date
TL-UGA-REL-002	1.0	07/11 2024

## Overview

This guide is for customers who operate under regulators that require a second Approval Release on specific maintenance items following an initial release. The steps below detail how to complete this process in the Tech Log Application.. This functionality is available on App version 1.34 and above.

**Note:** You can rename this feature in the Web Dashboard to fit your organisation's terminology. For example, replace "CRS" with "RII" (Required Inspection Item).

1. **Navigate to:** Operator Settings -> Edit Operator Settings -> Terminology – Approval Release
2. **Edit Terminology:** Remove the word "CRS" and add your preferred terminology (e.g., "RII").
3. **Save** the settings.

## Enabling the After Each Approval Release Feature

To enable this feature:

1. **Go to Operator Settings** in the Web Dashboard
2. **Click:** Edit Operator Settings
3. **Go to:** Workpack Configuration -> Approval Release Mode
4. **Set Mode:** After each approval release required.
5. **Save** the settings

## Granting Access to Approve Release

1. **Go to User Settings** in the Web Dashboard.
2. Click the three-dot menu for the relevant user, select **Edit**.
3. Set **Approve Deferrals** to "Yes" and **Save**.

Editing: Cindy TFTEST

First Name: Cindy Last Name: TFTEST

Email: cindy.davis+tfpilot@trustflight.com

Operator: TrustFlight Training Role: Camo

Capabilities:

Access iPad  Yes  No

Approve deferrals  Yes  No

**Approve Release  Yes  No**

Edit PIN

Save Cancel

## Resolving Maintenance

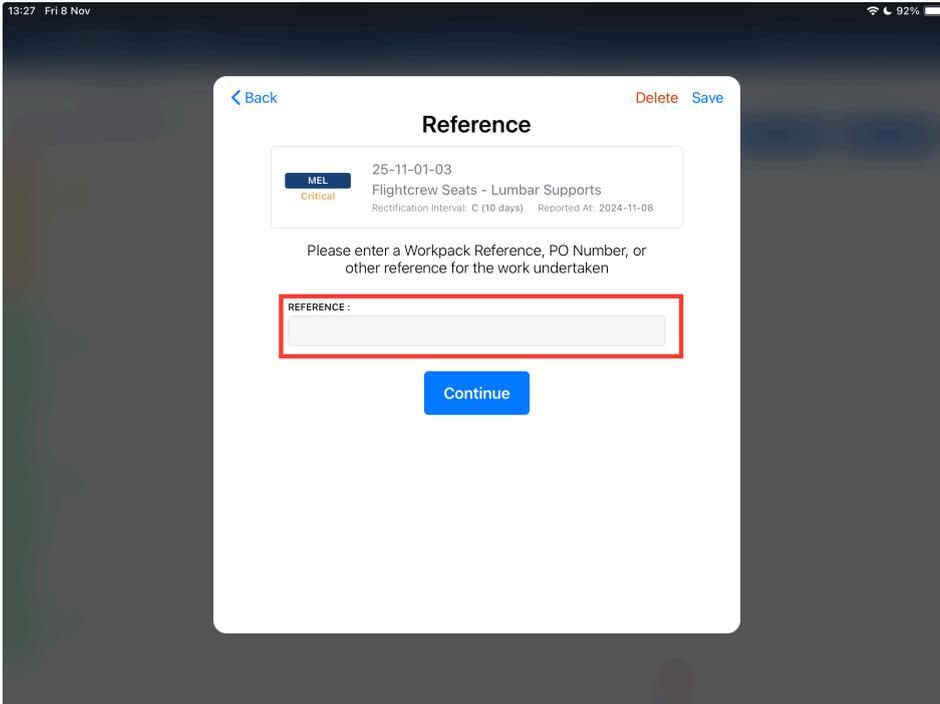
Follow the normal workflow for resolving an individual defect from the **Maintenance Module** view:

Click on **Add CRS** for the defect or workpack ( depending on your operator configuration, this option might be named differently).

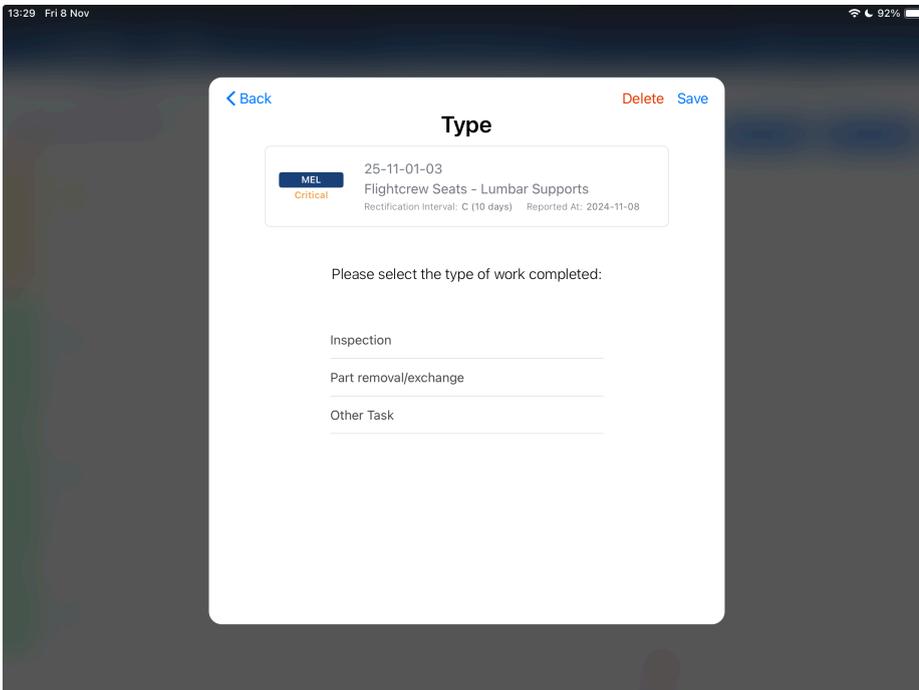
The screenshot shows the TrustFlight mobile application interface. At the top, the status bar shows 16:11 on Sun 10 Nov. The app header includes the TrustFlight logo, 'TF-AIR Serviceability Unknown', 'Last Sync: 16:10', and the user profile 'CT Cindy Training'. Below the header, there are three tabs: 'Defects', 'Maintenance', and 'Workpacks'. The 'Defects' tab is active, displaying a list of defects. The first defect, #18, is highlighted with a red box. A context menu is open for this defect, with the 'Add CRS' option also highlighted by a red box. The menu options are 'Add CRS', 'Edit defect', and 'Share defect link'. The bottom navigation bar includes icons for Dashboard, New Trip, Trip Logs, Maintenance, and Documents.

Defect ID	Status	Description	Reported On	Reported By	Sector	Resolution
#18	DEFERRED	Other Seat 34a armrest INOP	2024-11-10	Cindy Training	-	NONE
#16	INSPECTED	MEL 25-11-01-03 Flightcrew Seats - Lumbar Supports	2024-11-08	Cindy TFTraining	-	RESOLVED
#13	INSPECTED	NEF Seat 23c belt has minor tear	2024-11-07	Cindy TFTraining	-	RESOLVED
#15	INSPECTED	Non-deferred Hhjkk				

Enter **Reference** ( if required)

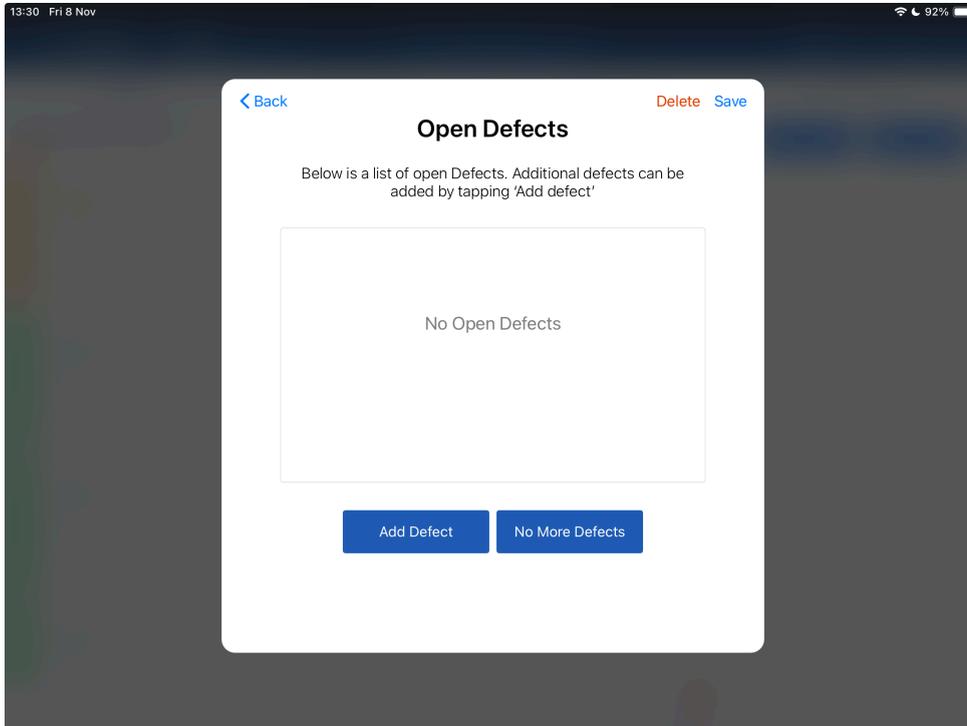


Select and complete the appropriate **Resolution** details for the work carried out for the defect.



**Confirm Defects:** A list of defects that will remain open will be displayed.

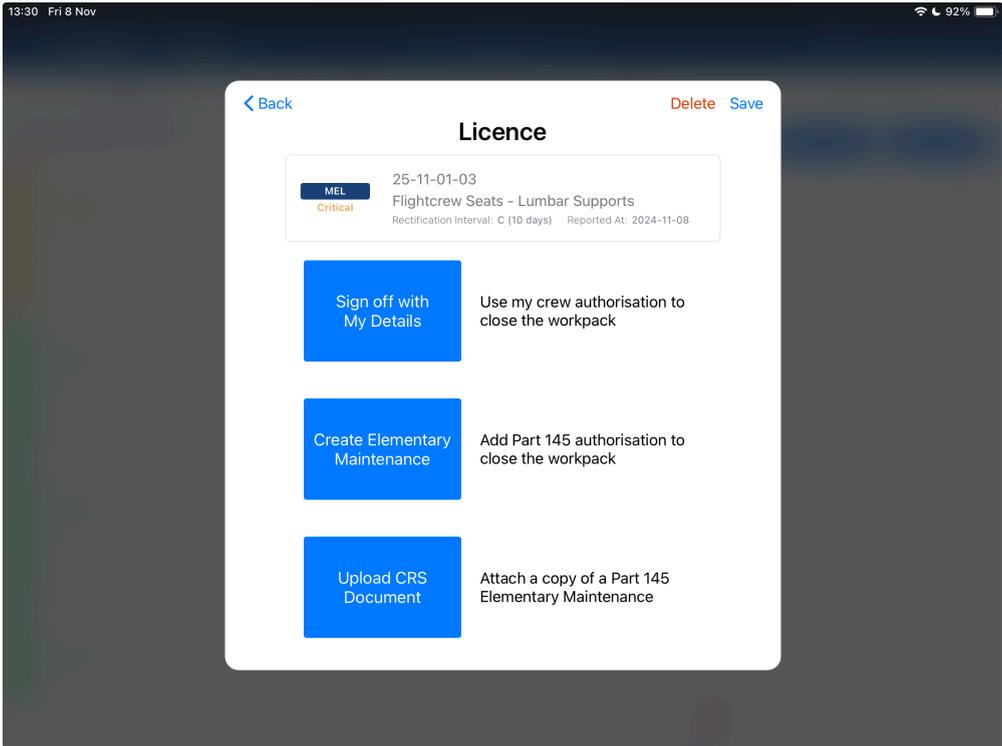
- **Select No More Defects** to proceed to release.
- **Add Defect** if you encountered a new defect.



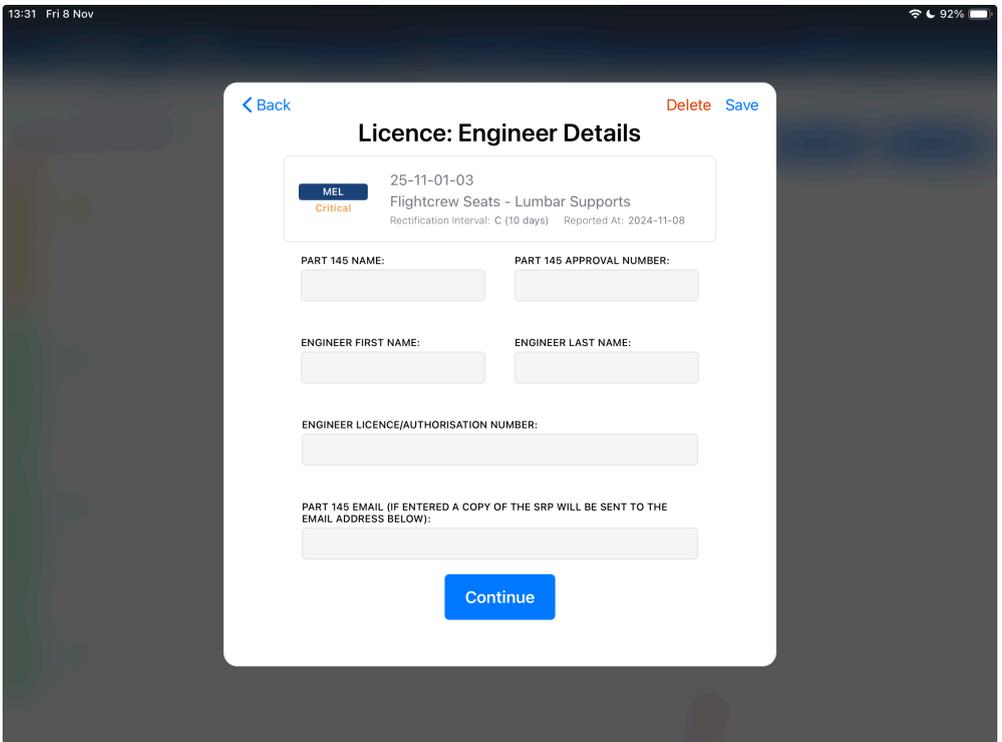
**Select appropriate Authorisation Options:**

- **Sign off with My Details:** Use if authorised to complete work without Part 145 approval.
- **Create Certificate of Release to Service:** Use for work under Part 145 approval.
- **Upload CRS Document:** Use for authorised work documented on paper.

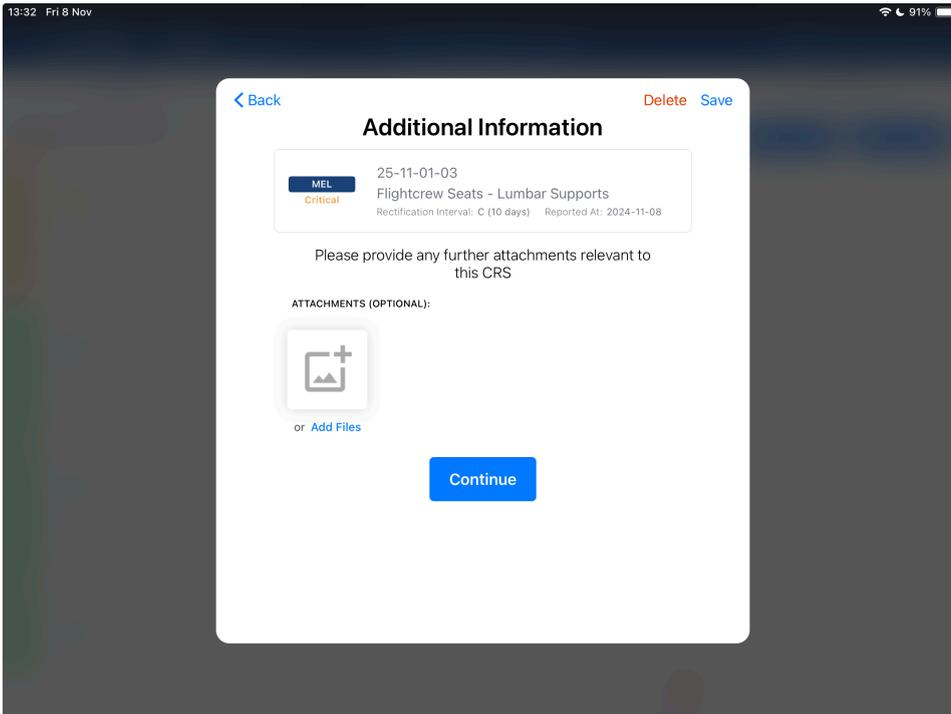
Select **Create Certificate of Release to Service** to continue



Enter **Part 145 Authorisation Details** and continue.



Add any relevant attachments (if required) then select **Continue**

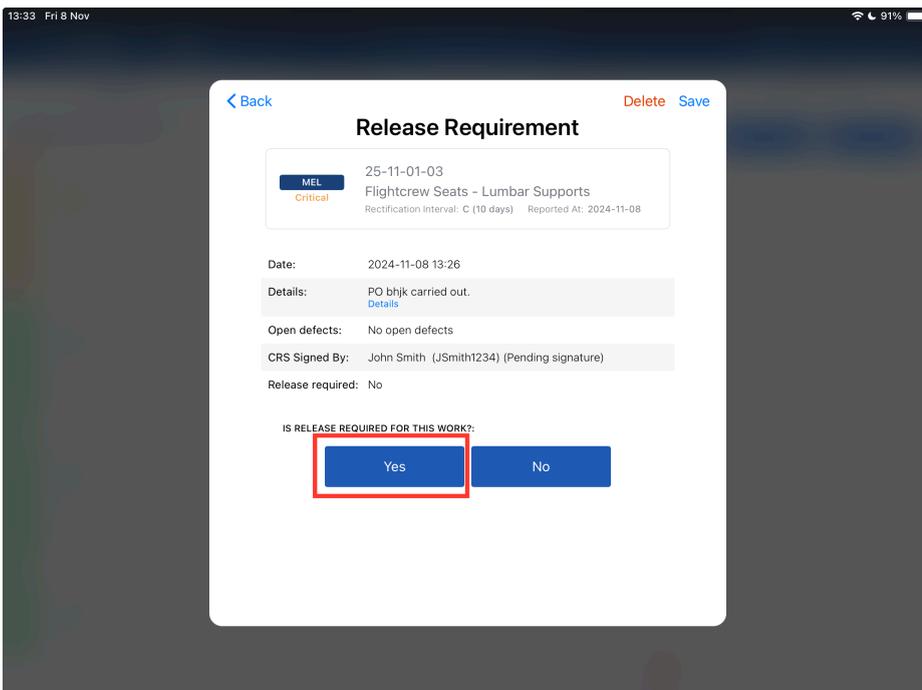


## Release Requirement

Indicate if a second **Approval Release** is required for the item.

Select **Yes** if required, or **No** if not.

In this example we're requiring an Approval Release, so press "Yes" to continue.

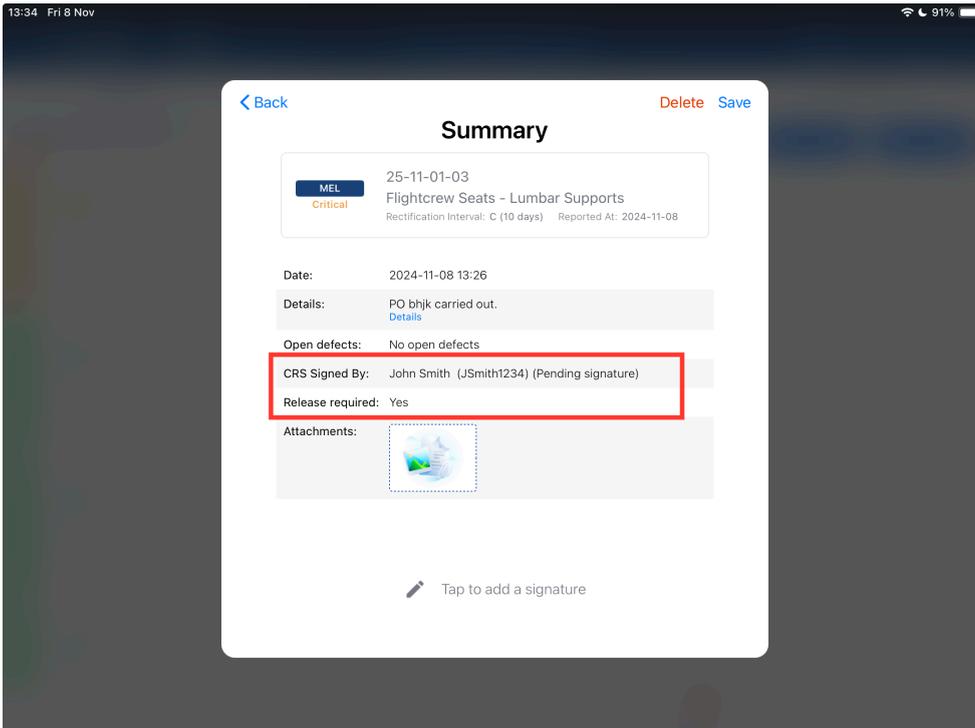


## Summary of Initial Release

You will see a summary screen with Release details.

- **CRS signed by** will display the engineer's name, with "signature pending" until completed.
- **Release Required** will display as "YES"

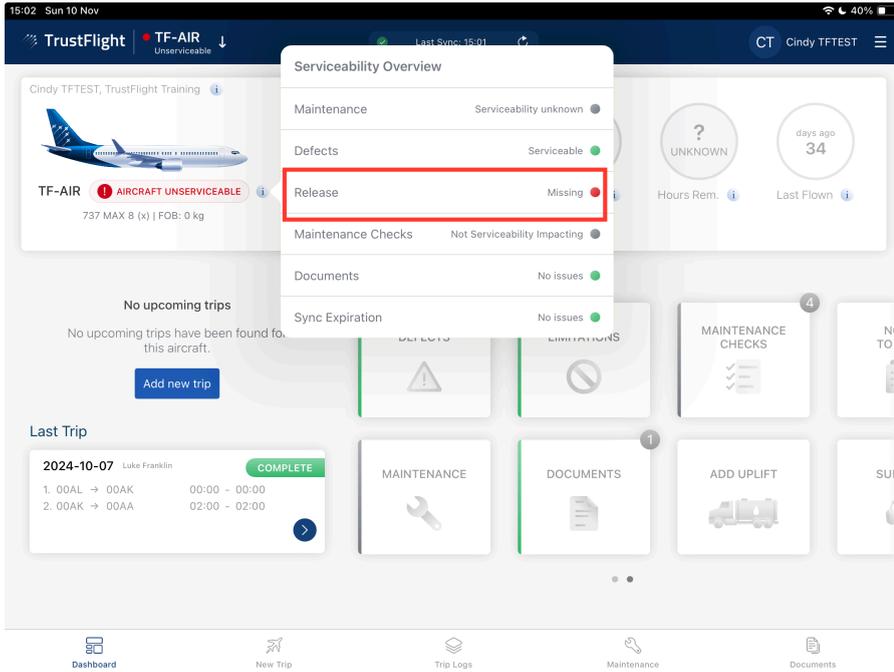
Select **Tap to add a signature** and add your signature to complete the initial release.



## Approving the Second Approval Release

After the initial release, the defect or task will be resolved, but the aircraft will remain unserviceable until the second approval is completed.

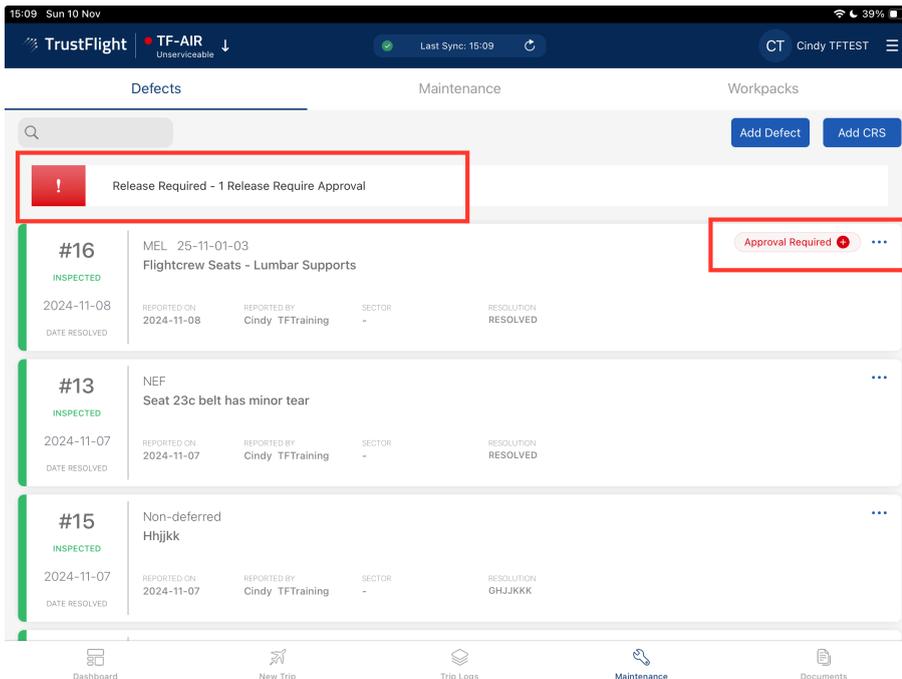
The serviceability overview will display the item driving the aircraft's unserviceable status.



## Maintenance View

If an aircraft has a defect or task requiring a second Approval Release, the aircraft will have a static **Release Required** notification on the maintenance module view. The number of items requiring second Approval Release is also clearly visible in the notification

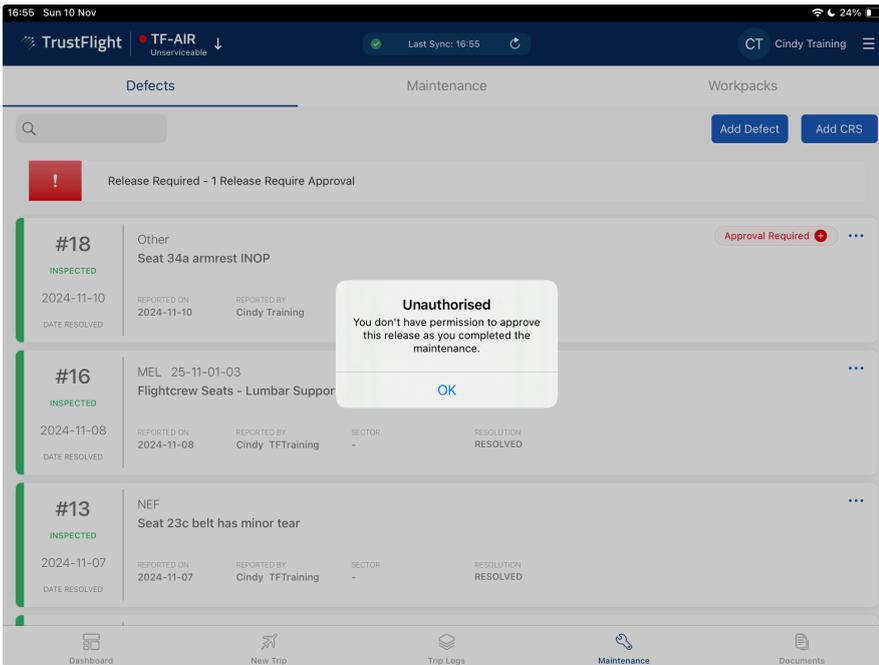
Items with pending approval will be flagged as **Approval Required**.



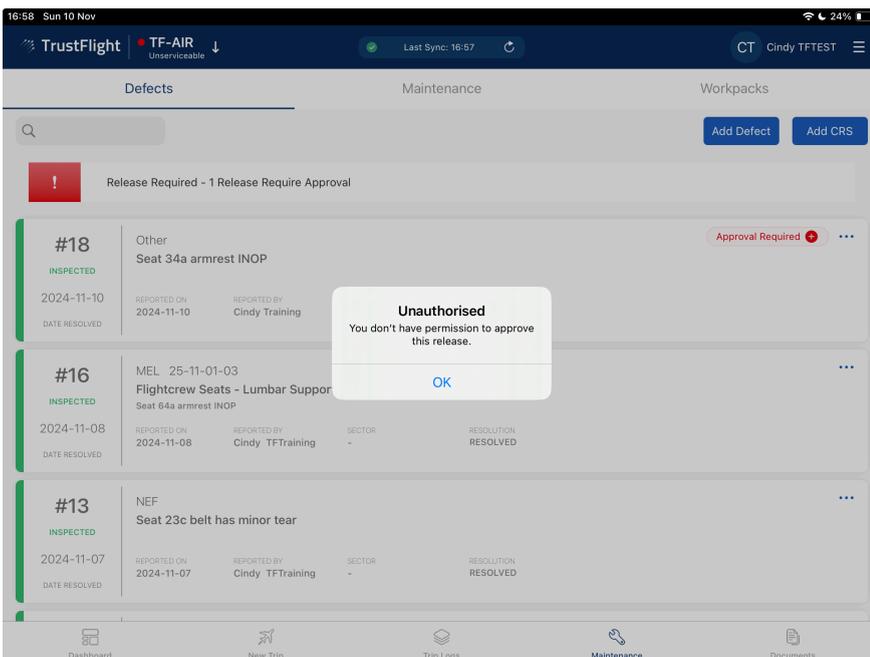
## Unauthorised Completion of Second Approval Release

Only authorised personnel can complete the second approval release. Users authorised to Approve Releases will be denied access to Approve their own work. Unauthorised users without the correct Approval Release permissions will also be denied access.

This user is attempting to Approve own work.

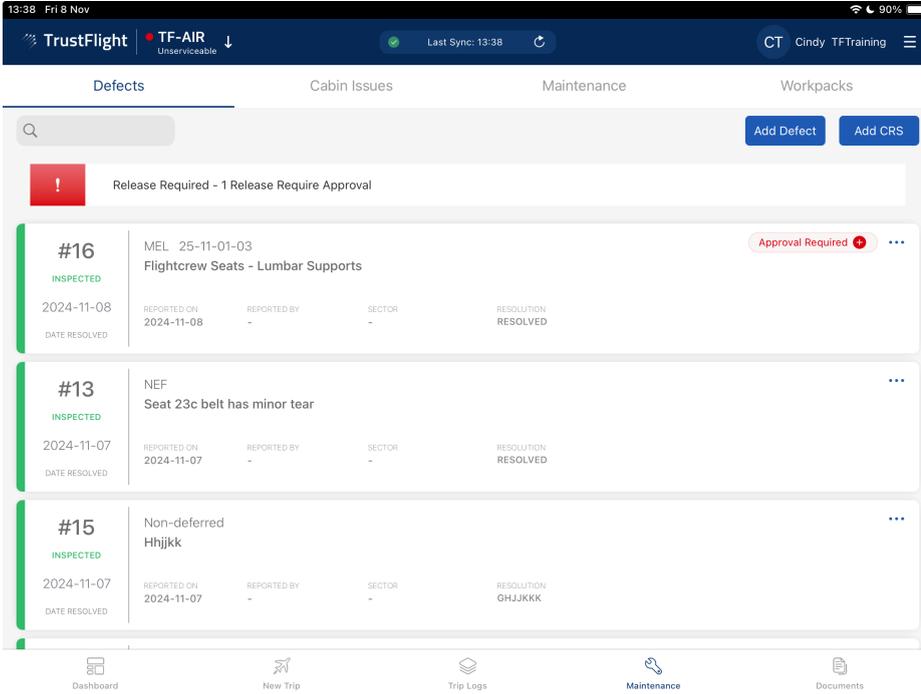


This user has no permission to Approve a Release.

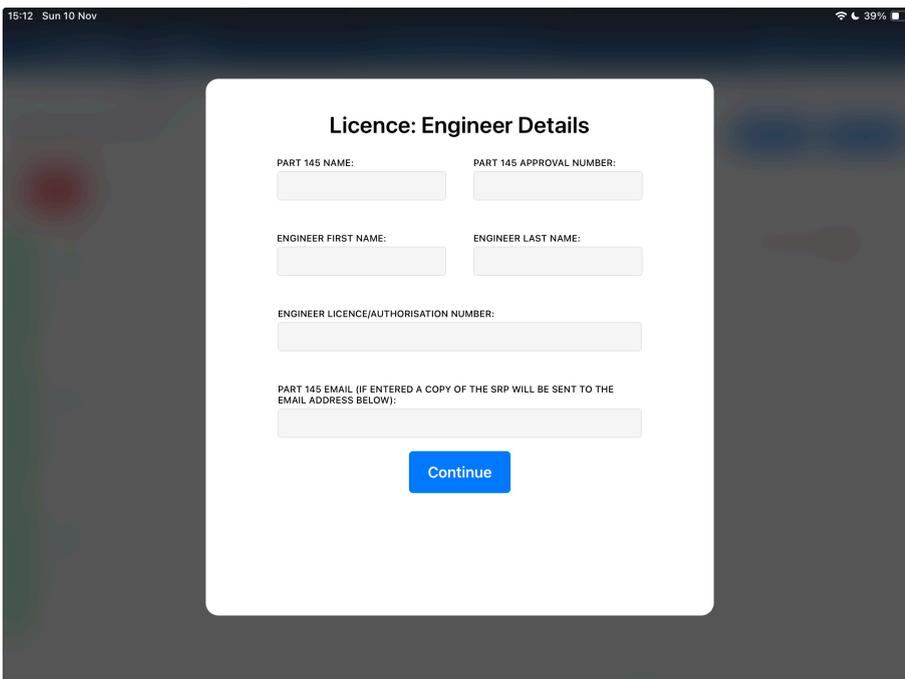


## Completion of Second Approval Release

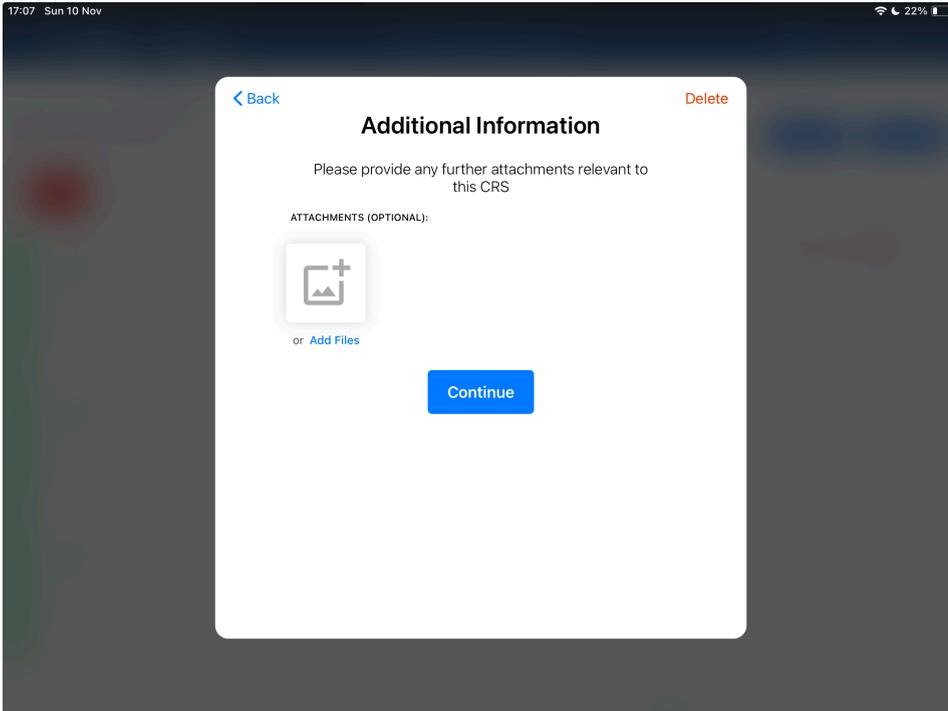
Tap **Approval Required** to start the second Approval Release workflow.



Enter **Engineer Details** and continue



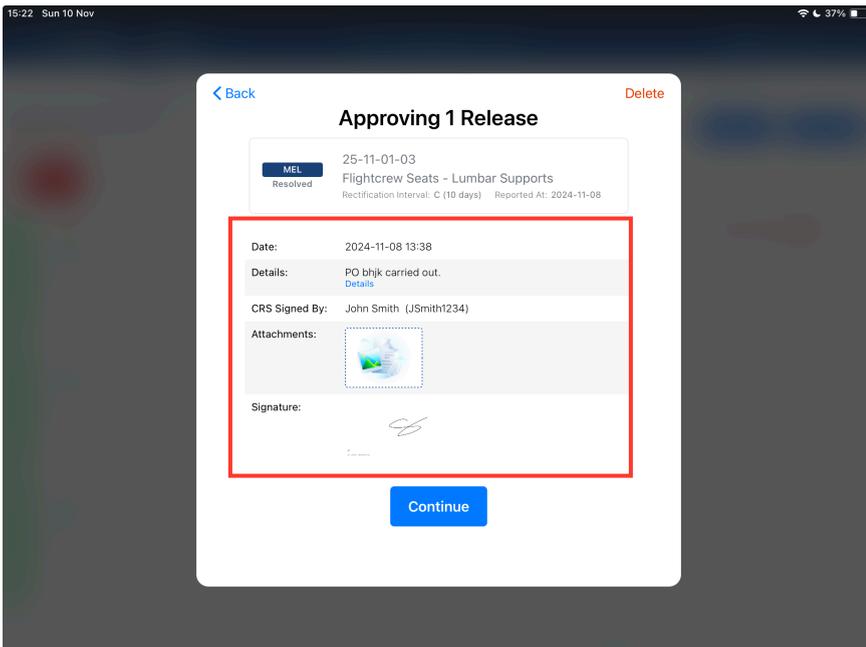
Add **Additional Info** (if required) and continue



## Approving Release

Review details of the work being approved.

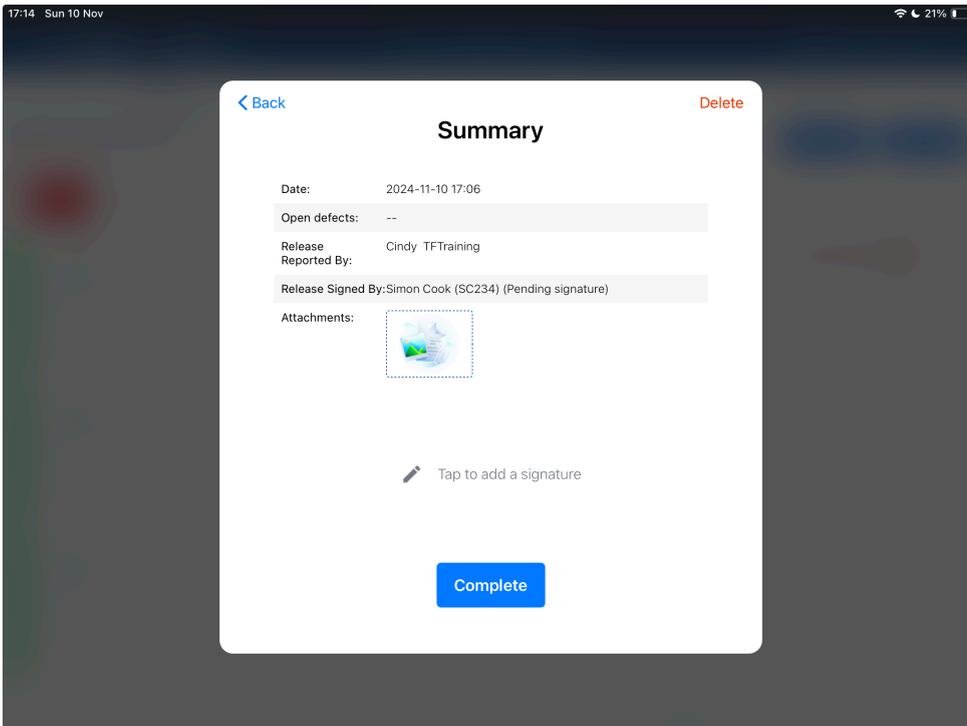
- Tapping on **Details** will show the full list of items included in the release.
- **CRS signed by** will display the name and signature of the initial resolver



## Summary of Approval Release

The summary screen will show any remaining open items on the aircraft and details of the person who requested the Approval Release and name of the person who is approving the release.

**Tap to add a signature** and add your signature to Approve Release.



## Completion of Second Approval Release

Once the second approval is completed, the aircraft's status will update to **serviceable**, provided no other items require approval or have overdue maintenance.