# After Each Approval Release

#### **Tech Log Application**

ReferenceRevisionDate**TL-UGA-REL-0021.007/11 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).

- 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.

	First Name	Last Name	
4	Cindy	TFTEST	
	Email		
	cindy.davis+tfpilot@trustflight.con	n	
	Operator	Role	
	TrustFlight Training	✓ Camo	~
	Capabilities		
	Access iPad		
	Yes     O No		
	Approve deferrals		
	Yes     O No		
	Approve Release		
	Yes     O No		
1.2	Edit PIN		

# **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).

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7 TrustFlight		nown 🗸		Last Sync: 16:10	C		CT Cindy	/ Training 📃
	Defects			Maintenance			Workpacks	
Q							Add Defect	Add CRS
#18 DEFERRED	Other Seat 34a armre	est INOP					Add CRS	 +
10 calendar	REPORTED ON 2024-11-10	REPORTED BY Cindy Training	SECTOR	LIMIT	ATIONS E		Edit defect	/
DAYS REMAINING	1						Share defect link	₾
#16 INSPECTED	MEL 25-11-01 Flightcrew Sea	-03 ts - Lumbar Suppo	rts					
2024-11-08 DATE RESOLVED	REPORTED ON 2024-11-08	REPORTED BY Cindy TFTraining	SECTOR =	RESO RESO	DLVED			
#13 INSPECTED	NEF Seat 23c belt h	as minor tear						
2024-11-07 Date resolved	REPORTED ON 2024-11-07	REPORTED BY Cindy TFTraining	SECTOR -	RESO RESO	DLVED			
#15 INSPECTED	Non-deferred Hhjjkk							
Dashboard		XV New Trip		Trip Logs		S Maintenance	Docu	ments

#### Enter **Reference** ( if required)

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( Ba	ck Delete	Save
	Reference	
	MEL Critical Rectification Interval: C (10 days) Reported At: 2024-11-08	
	Please enter a Workpack Reference, PO Number, or other reference for the work undertaken	
	REFERENCE :	
	Continue	

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

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	pok.	Delete	Savo	
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	Туре			
	25-11-01-03			
	MEL Flightcrew Seats - Lumbar Supports			
	Rectification Interval: C (10 days) Reported At: 2024-1	11-08		
	Please select the type of work completed:			
	Inconcetion			
	inspection			
	Part removal/exchange			
	Other Task			

**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.

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	A Back	ck Delete	Save
		Open Defects	
		Below is a list of open Defects. Additional defects can be added by tapping 'Add defect'	
-4-			
		No Open Defects	
		Add Defect No More Defects	

#### 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.

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<pre></pre>	ack	Delete	Save
	Licence: E	Engineer Details	
	MEL Critical 25-11-01-03 Flightcrew S Rectification Inte	3 Seats – Lumbar Supports rval: C (10 days) Reported At: 2024-11-08	
	PART 145 NAME:	PART 145 APPROVAL NUMBER:	
	ENGINEER FIRST NAME:	ENGINEER LAST NAME:	
	ENGINEER LICENCE/AUTHORISAT	ION NUMBER:	
	PART 145 EMAIL (IF ENTERED A C EMAIL ADDRESS BELOW):	COPY OF THE SRP WILL BE SENT TO THE	
		Continue	

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Back	ء Additional Information	Delete	Save	
	MEL 25-11-01-03 Flightcrew Seats - Lumbar Supports Rectification Interval: C (10 days) Reported AL: 2024-11-	-08		
	Please provide any further attachments relevant to this CRS	)		
	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.

∠ Back Delete Save	
Release Requirement	
MEL         25-11-01-03           Critical         Flightcrew Seats - Lumbar Supports           Rectification Interval: C (10 days)         Reported At: 2024-11-08	
Date: 2024-11-08 13:26	
Details: PO bhjk carried out. Details	
Open defects: No open defects	
CRS Signed By: John Smith (JSmith1234) (Pending signature)	
Release required: No	
IS RELEASE REQUIRED FOR THIS WORK?: Yes No	

#### 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.

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КВа	ck	De	elete Save	
		Summary		
	MEL Critical	25-11-01-03 Flightcrew Seats - Lumbar Supports Rectification Interval: C (10 days) Reported At: 2024-11-01	3	
	Date:	2024-11-08 13:26		
	Details:	PO bhjk carried out. Details		
	Open defects:	No open defects		
	CRS Signed By:	John Smith (JSmith1234) (Pending signature)		
	Release required:	Yes		
	Attachments:			
		Tap to add a signature		
20				

# 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.

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TrustFlight <sup>■</sup> TF-AIR     Unserviceable     ↓	Serviceabil	Last Sync: 15:01	C.	CT Cindy TFTE	st ∃
Cindy TFTEST, TrustFlight Training (	Maintenance	e Serv	riceability unknown 🌑		
	Defects		Serviceable 🌒	days ago UNKNOWN	
TF-AIR AIRCRAFT UNSERVICEABLE (i	Release		Missing 🔴 🍟	Hours Rem. (i) Last Flown	i
757 MAX 6 (X)   FOB: 0 Kg	Maintenance	Checks Not Servi	ceability Impacting		
No upcoming trips No upcoming trips have been found : this accraft.	Documents Sync Expirat	ion	No issues  No issues  No issues	4 MAINTENANCE CHECKS	
Add new trip			0	) E	
Last Trip				0	
2024-10-07         Luke Franklin         CO           1. 00AL → 00AK         00:00 - 00:00         00:00         02:00         - 02:00           2. 00AK → 00AA         02:00 - 02:00         - <t< th=""><th>MPLETE</th><th></th><th>DOCUMENTS</th><th>ADD UPLIFT</th><th>SUP</th></t<>	MPLETE		DOCUMENTS	ADD UPLIFT	SUP
			0 0		
Dashboard New	Trip	Trip Logs	Mainter	ance Documents	

#### **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**.

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🦉 TrustFlight	TF-AIR Unserviceable ↓				C		CT Cinc	IV TFTEST 🔳
	Defects			Maintenance	)		Workpacks	
2							Add Defect	Add CRS
! Re	lease Required - 1 F	Release Require Appr	oval					
#16	MEL 25-11-01- Flightcrew Sea	-03 ts - Lumbar Suppor	ts				Approval Requir	red 🕕 🚥
2024-11-08 DATE RESOLVED	REPORTED ON 2024-11-08	REPORTED BY Cindy TFTraining	SECTOR -	RE	SOLUTION SOLVED			
#13	NEF Seat 23c belt h	as minor tear						
2024-11-07 DATE RESOLVED	REPORTED ON 2024-11-07	REPORTED BY Cindy TFTraining	SECTOR	RE	SOLUTION			
#15	Non-deferred Hhjjkk							
2024-11-07 DATE RESOLVED	REPORTED ON 2024-11-07	REPORTED BY Cindy TFTraining	SECTOR -	RE	SOLUTION			
Dashboard		New Trip		Trip Logs		C Maintenance	Doc	Iments

#### 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.

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🦇 TrustFlight	t │ <sup>●</sup> TF-AIR <sub>Unserviceable</sub> ↓		CT Cindy	Training 📃
	Defects	Maintenance	Workpacks	
Q			Add Defect	Add CRS
! Re	elease Required - 1 Release Require Appro	val		
#18 Inspected	Other Seat 34a armrest INOP		Approval Required	• • • • • • • • • • • • • • • • • • • •
2024-11-10 DATE RESOLVED	REPORTED ON REPORTED BY 2024-11-10 Cindy Training	Unauthorised You don't have permission to approve this release as you completed the maintenance		
#16 INSPECTED	MEL 25-11-01-03 Flightcrew Seats - Lumbar Suppor	OK		
2024-11-08 DATE RESOLVED	REPORTED ON REPORTED BY 2024-11-08 Cindy TFTraining	SECTOR RESOLUTION - RESOLVED		
#13 INSPECTED	NEF Seat 23c belt has minor tear			
2024-11-07 DATE RESOLVED	REPORTED ON REPORTED BY 2024-11-07 Cindy TFTraining	SECTOR RESOLUTION - RESOLVED		
Dashboard	ہ چی New Trip	Trip Logs	Maintenance Docum	ents

This user has no permission to Approve a Release.

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⑦ TrustFlight	TF-AIR Unserviceable ↓			CT Cindy TFTEST =
	Defects	Maintenance		Workpacks
Q				Add Defect Add CRS
! Re	lease Required - 1 Release Require Appro	val		
#18 INSPECTED	Other Seat 34a armrest INOP			Approval Required 📀 🚥
2024-11-10 date resolved	REPORTED ON REPORTED BY 2024-11-10 Cindy Training	Unauthorised You don't have permission to approve this release.		
#16 INSPECTED	MEL 25-11-01-03 Flightcrew Seats - Lumbar Suppor Seat 64a armrest INOP	ОК		
2024-11-08 DATE RESOLVED	REPORTED ON REPORTED BY 2024-11-08 Cindy TFTraining	SECTOR RESOLUTION - RESOLVED		
#13 INSPECTED	NEF Seat 23c belt has minor tear			
2024-11-07 date resolved	REPORTED ON REPORTED BY 2024-11-07 Cindy TFTraining	SECTOR RESOLUTION - RESOLVED		
Baatabaaard	I A New Trip	₩ Tin Loos	S	Documents

#### Completion of Second Approval Release

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

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Defe	Unserviceable Cts	Cabin Issues		Maintenance	Workpacks
					Add Defect Add CRS
! Re	lease Required - 1 Relea	se Require Approval			
#16	MEL 25-11-01-03 Flightcrew Seats - L	umbar Supports			Approval Required 😝 🔸
2024-11-08 DATE RESOLVED	REPORTED ON REF 2024-11-08 -	DRTED BY SECTO	r re Re	SOLUTION	
#13	NEF Seat 23c belt has m	inor tear			
2024-11-07 DATE RESOLVED	REPORTED ON REP 2024-11-07 -	DRTED BY SECTO	r re Re	SOLUTION	
#15	Non-deferred <b>Hhjjkk</b>				
2024-11-07 DATE RESOLVED	REPORTED ON REP 2024-11-07 -	DRTED BY SECTO	R RE GI	SOLUTION JJJKKK	
Dashboard	I	ZV New Trip	Trip Logs	Naintenance	Documents

#### Enter Engineer Details and continue

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	Licence: Eng	jineer Details	
	PART 145 NAME:	PART 145 APPROVAL NUMBER:	
	ENGINEER FIRST NAME:	ENGINEER LAST NAME:	
	ENGINEER LICENCE/AUTHORISATION N	IUMBER:	
	PART 145 EMAIL (IF ENTERED A COPY ( EMAIL ADDRESS BELOW):	OF THE SRP WILL BE SENT TO THE	
	Con	tinue	

Add Additional Info (if required) and continue

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		_
Sector Sect	Delete	
Additional Information		
Please provide any further attachments relevant to this CRS		
ATTACHMENTS (OPTIONAL):		
L L L L L L L L L L L L L L L L L L L		
or Add Files		
Continue		
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

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Z5-11-01-03         Fightcrew Rests - Lumbar Supports         Actification Interval: C (10 days)         Date:       2024-11-08 13:38         Details:       P0 bijk carried out.         Details:       P0 bijk carried out.         CRS Signed Bs:       John Smith (JSmith1234)         Attachments:       Image: Comparison of Compariso	< B	ack	Approving 1 Release	Delete	
Date:       2024-11-08 13:38         Details:       PD bhjk carried out.         Details       John Smith (USmith1234)         Attachments:       Image: Comparison of the second s		MEL Resolved	25-11-01-03 Flightcrew Seats - Lumbar Supports Rectification interval: C (10 days) Reported At: 2024-11-08		
Details: Poblik carried out. Details: John Smith (JSmithi234) Attachments: John Smith (JSmithi234) Signature: John Smith (JSmithi234) Continue		Date:	2024-11-08 13:38		
CRS Signed By: John Smith (JSmith/234) Attachments: Signature: Continue		Details:	PO bhjk carried out. Details		
Attachments:		CRS Signed By:	John Smith (JSmith1234)		
Signature:		Attachments:	<b>W</b>		
Continue		Signature:	H		
			Continue		

#### 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.

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A Base of the second s Second second sec	ack		Delete	
		Summary		
		,		
	Date:	2024-11-10 17:06		
	Open defects:			
	Release Reported By:	Cindy TFTraining		
	Release Signed I	By:Simon Cook (SC234) (Pending signature)		
	Attachments:			
		Tap to add a signature		
		Complete		

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.