

Applying a Deferral to a Defect

Web Dashboard

Reference	Revision	Date
TL-UGD-DEF-002	1.0	14th July 2022

Overview

This guide details how to apply a deferral to an open defect through the Web Dashboard.

Prerequisites

A deferral can be applied only to defects that have not been resolved. If a defect had a deferral applied already, it can be edited or removed.

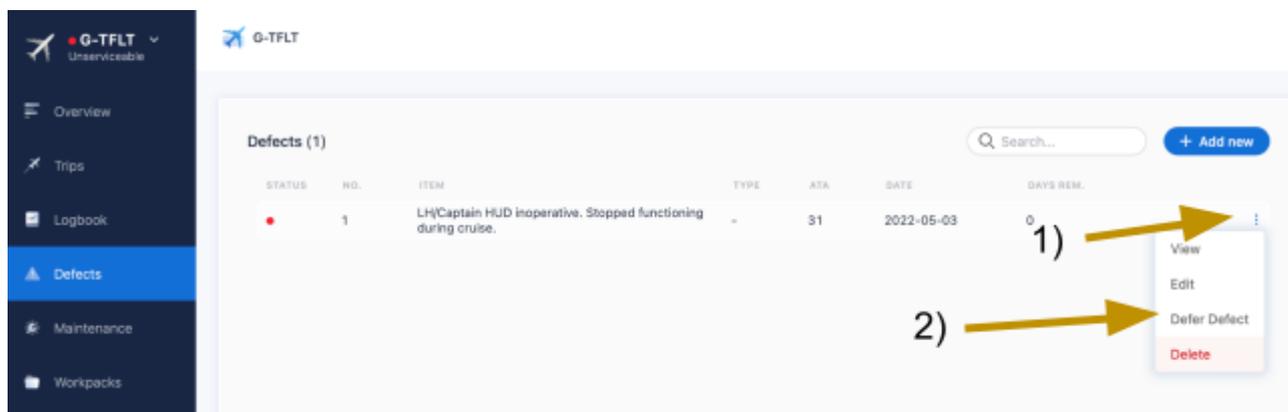
In order to access this functionality, the *Edit Defects* permission is required.

Related Documents

- **TL-UGA-DEF-002** Applying a Deferral to a Defect (Tech Log Application)

Applying a Deferral

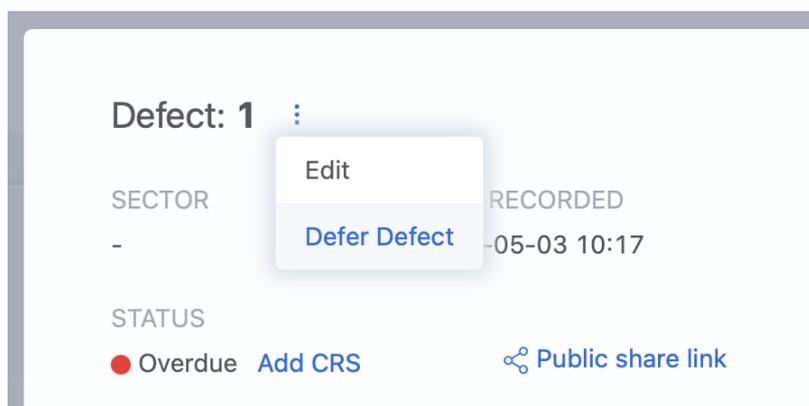
Starting the Add Deferral Flow



After selecting an aircraft, enter the **Defects** module.

- 1) From the three-dot menu on the defect you wish to defer,
- 2) Select **Defer Defect**

The same menu option is available from the three-dot menu when viewing a defect's details:



Editing Defect: 1



Sector

EGBB(09:11)-EGPH(10:17) 2022-05-03

Date Recorded

2022-05-03

Time Recorded

10:17



Defect Details

Notes

LH/Captain HUD inoperative. Stopped functioning during cruise.

Attachments



Defect Deferral

[- Remove deferral](#)

Deferral Options

MEL

CDL

NEF

CAS

Other

MEL - Minimum Equipment List

Search...

23-15-0

Satellite Communication System (SATCOM)

Option 1

Rectification Interval: D 120 days

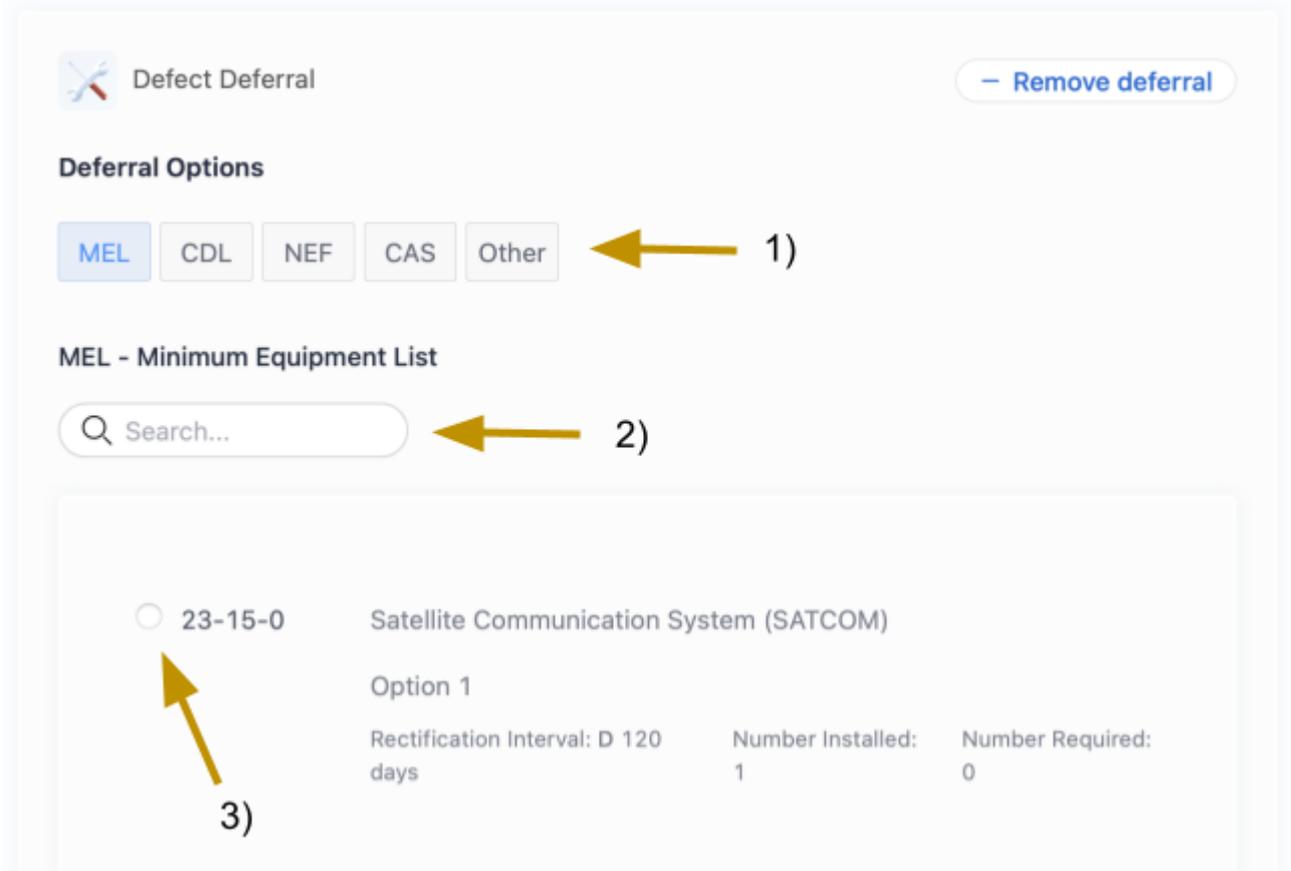
Number Installed: 1

Number Required: 0

This will open the **Edit Defect** flow with a deferral section added.

Select a Deferral Option

Flow Variant: MEL deferral, with a Digital MEL



The screenshot shows the 'Defect Deferral' interface. At the top left is a wrench icon and the text 'Defect Deferral'. At the top right is a button labeled '- Remove deferral'. Below this is the 'Deferral Options' section, which contains five buttons: 'MEL' (highlighted in blue), 'CDL', 'NEF', 'CAS', and 'Other'. A yellow arrow labeled '1)' points to the 'MEL' button. Below the buttons is the 'MEL - Minimum Equipment List' section, which features a search input field with a magnifying glass icon and the text 'Search...'. A yellow arrow labeled '2)' points to the search field. Below the search field is a list of MEL items. The first item is '23-15-0' with a radio button next to it, which is highlighted by a yellow arrow labeled '3)'. To the right of the radio button is the text 'Satellite Communication System (SATCOM)'. Below this text is 'Option 1'. At the bottom of the item are three columns of data: 'Rectification Interval: D 120 days', 'Number Installed: 1', and 'Number Required: 0'.

From within the **Defect Deferral** section,

- 1) Select the deferral option you wish to use. Note that your operational procedures may limit which deferral options you are permitted to use:
 - **MEL**: Minimum Equipment List
 - **CDL**: Configuration Deviation List
 - **NEF**: Non-Essential Equipment and Furnishings
 - **CAS**: Computerised Assessment System
 - **Other**

If you select MEL and your aircraft is configured with a Digital MEL, you will be presented with a searchable list of MEL items applicable to the aircraft. In all other cases, you will be required to manually enter details of the deferral. This example assumes the presence of a Digital MEL, please see the next flow variant for other deferrals.

- 2) (Optional) Search for keywords or references relating to the MEL item you wish to locate

3) Select the radio button next to the item you wish to defer against

If you are unable to locate the MEL item you wish to defer against, please confirm that you have typed your search query correctly. Your operational procedures may allow you to manually enter the deferral under the **Other** category at this point if you are still unable to locate the correct item.

Flow Variant: Deferral without a Digital MEL, or non-MEL deferral

 Defect Deferral - Remove deferral

Deferral Options

CDL - Configuration Deviation List

Please enter a Workpack Reference, PO Number or other reference for the work undertaken and fill out the work below.

Reference

ATA Chapter

ATA Section **Rectification Category**

Selecting **CDL**, **CAS**, **Other**, or **MEL** (when no Digital MEL is available for the aircraft) will show this same set of fields. Selecting **NEF** will only show the **Reference** field, and not **ATA Chapter**, **ATA Section** or **Rectification Category**.

The **Rectification Category** can be one of:

- Advisory Only: This defect will never expire
- A: Custom limits, defined in the next step
- B: 3 day validity
- C: 10 day validity
- D: 120 day validity

These deferral options can be used by entering the required information into the fields.

Deferral Time

Deferral Date	Deferral Time	DEFERRED UNTIL	
2022-07-12 	13:00 z	2022-07-14	 Unlock

After selecting a deferral option, you are able to customise the date and time that the deferral was recorded as being applied. By default, it will show the current date and time.

Select **Unlock** in order to record a different deferral time. Note that the **Deferred Until** will not change in response to the deferral time, as the deferral period begins when the defect is recorded, regardless of when the deferral is applied. The values entered here will be shown as the deferral action time on any PDF exports.

Limits and Limitations

Variant: Category A Deferral

Enter Rectification Intervals (optional) 

Please enter all rectification interval limits listed in the MEL

Flight Hours Limit	APU Hours Limit	Flight Days Limit
<input type="text"/>	<input type="text"/>	<input type="text"/>
Calendar Hours Limit	Calendar Days Limit	Cycles Limit
<input type="text"/>	<input type="text"/>	<input type="text"/>
Flight Limit	Other Limit	
<input type="text"/>	<input type="text"/>	

If you selected the **Rectification Category** of **A** in the previous step, you will be required to confirm any airworthiness limits. If using a Digital MEL, these will have been pre-filled for you, but many require adjusting. Please enter values only in the relevant fields, and leave unnecessary fields blank.

Any value entered in a box other than **Other Limits** will be tracked against the aircraft, turning the aircraft **Unserviceable** once they expire.

Text entered into the **Other Limits** box will be displayed prominently on the Application's Dashboard view while the defect remains unresolved. It is the responsibility of the crew to comply with any limit entered in this manner, and they will not automatically render the aircraft unserviceable at any point.

Once completed, please proceed down the workflow.

All Categories

Aircraft Limitations as applicable ?

Are there any limitations?

Except for ER Operations?

Please enter additional information

Reason to defer (optional)

Deferral approval reference (optional)

At this point, you will be asked about Limitations. In contrast to **Other Limits**, described above, these limitations must not influence the serviceability status of the aircraft, only impose some operational limit on the aircraft. In order to enter a limit, simply answer **Are there any limitations?** with **Yes** and enter the limitations in the text box that appears. If there are no limitations, ensure that **No** is selected.

Select an answer for **Except for ER Operations?**. **Yes** restricts the aircraft to non-EROPS/ETOPS/EDTO operations, while **No** does not impose the restriction.

A **Reason to defer** and **Deferral approval reference** may be entered at this point. Your operational requirements will specify whether they are required or not.

Required Procedures (Digital MEL Only)

Confirm you have reviewed and actioned the below

 **Placards**

Placard Air Conditioning Panel "PACK BACK-UP INOP".

Placards Number (optional)

I have read and reviewed the placards

 **Operational Procedures**

BEFORE START WITH AIRPLANE ENERGIZED: PACK BACKUP Button
..... OFF

I have read and reviewed the operational procedures

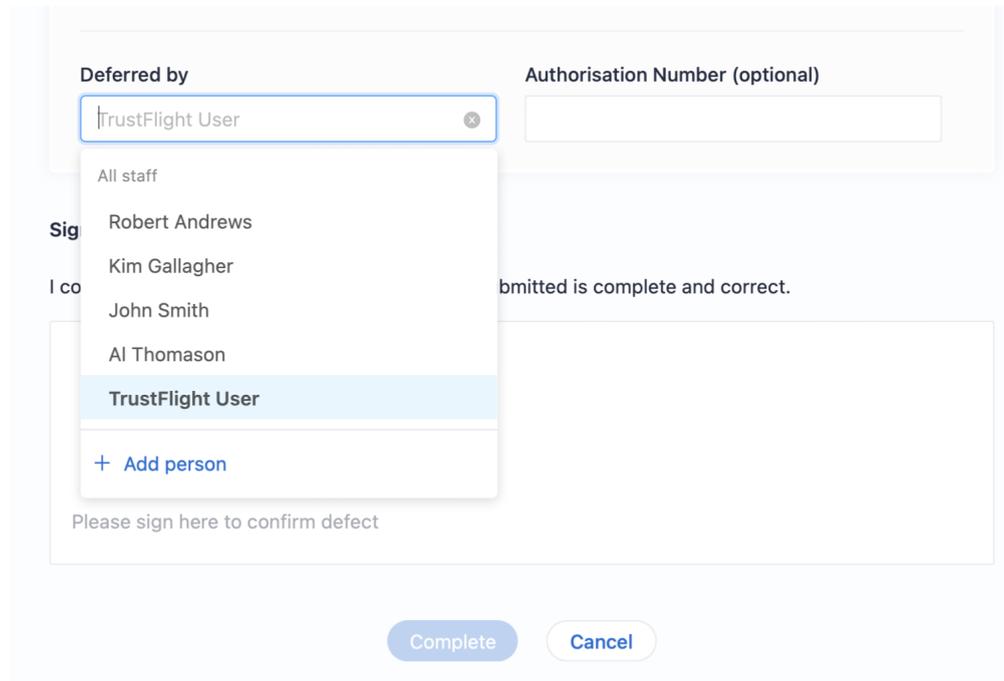
If deferring using an item selected from a Digital MEL, any required procedures will be shown as the next step. These include:

- Operational Procedures
- Placarding Procedures
- Maintenance Procedures

Operational and Placarding Procedures require only to be acknowledged, with the optional ability to enter a placard number. Any maintenance procedure will automatically be raised against the aircraft as a Scheduled Maintenance Task when the deferral process is completed. As a result, the aircraft will display as **Unserviceable** until the Scheduled Maintenance Task is completed. You are required to select the radio button, confirming that you have reviewed each procedure.

Completing the Deferral

The final step is to select the user responsible for the deferral and, optionally, provide an **Authorisation Number**, followed by a signature.



Deferred by

TrustFlight User

Authorisation Number (optional)

All staff

Robert Andrews

Kim Gallagher

John Smith

Al Thomason

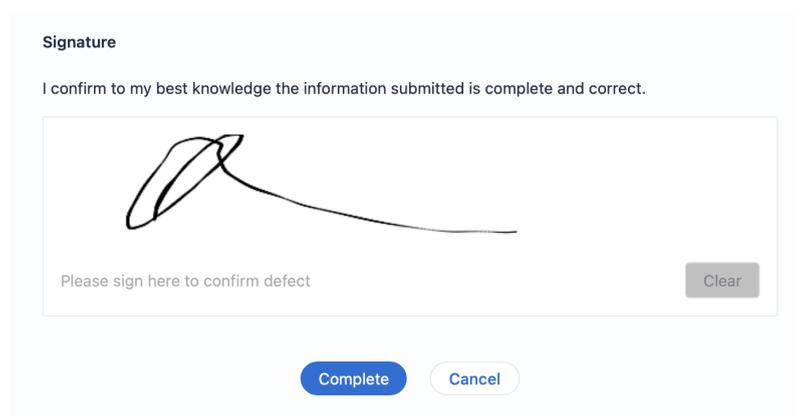
TrustFlight User

+ Add person

Please sign here to confirm defect

Complete Cancel

The list of users can be searched, and additionally, selecting **Add Person** will allow you to enter the details of a new person (note that this will not allow the new **User** to login, only make them available for selecting as crew).



Signature

I confirm to my best knowledge the information submitted is complete and correct.

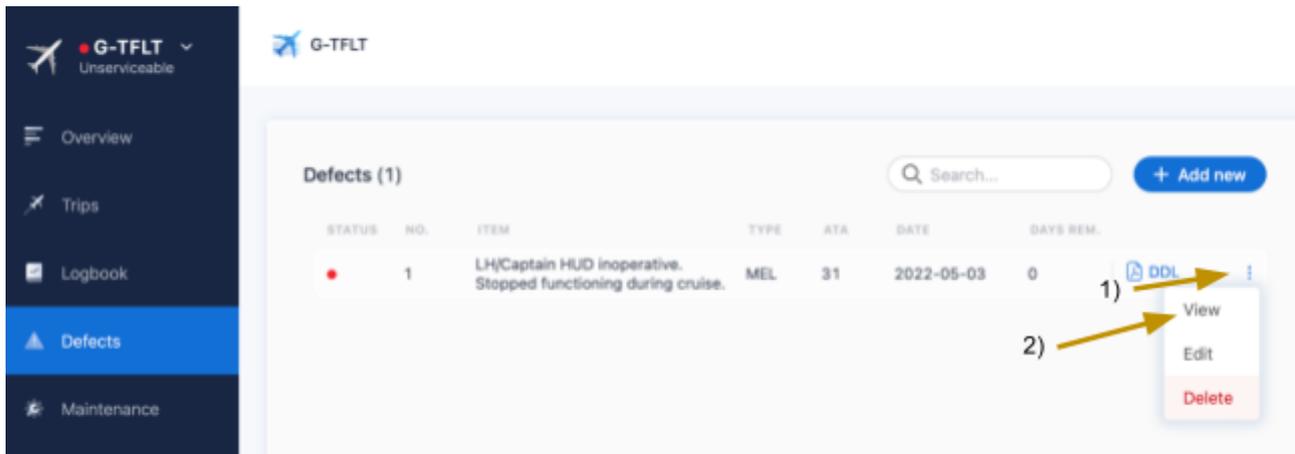
Please sign here to confirm defect

Clear

Complete Cancel

A signature is then required. After this, select **Complete** to finish the process and store the deferral. If the **Complete** button is not selectable, then please review the sections above and locate where a value has been omitted.

Viewing a Deferral



After selecting an aircraft, enter the **Defects** module.

- 1) From the three-dot menu on the defect you wish to view,
- 2) Select **View**

Defect: 1 ⋮
×

SECTOR	DATE RECORDED	STATUS	
-	2022-05-03 10:17	● Overdue Add CRS	Public share link

Defect Details

<p>NOTES</p> <p>LH/Captain HUD inoperative. Stopped functioning during cruise.</p>	<p>ATTACHMENTS</p>
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Reported by: TrustFlight User
Date: 2022-07-14

Deferral Options

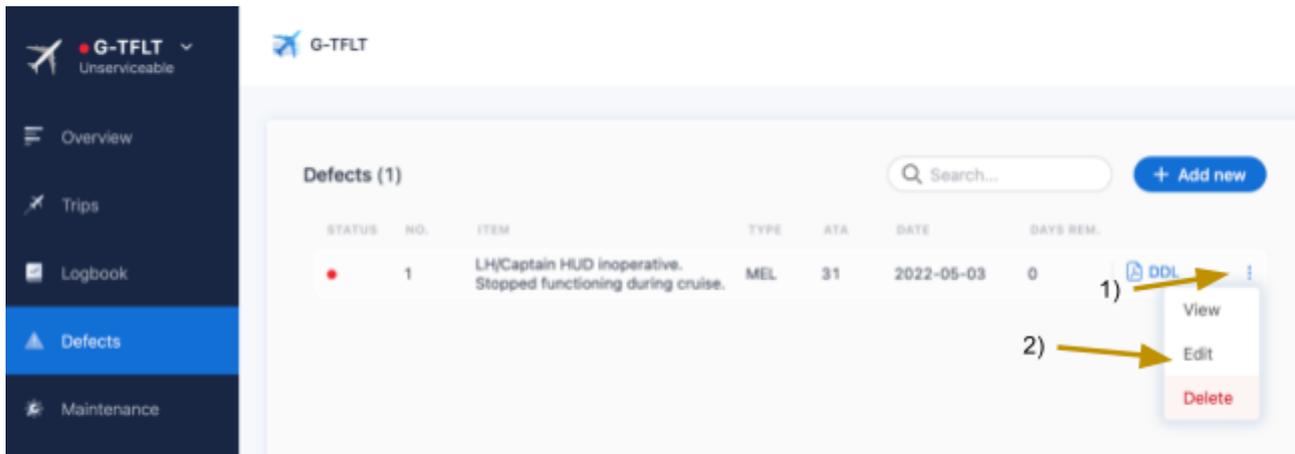
DEFECT TYPE	DEFERRAL OPTIONS	CATEGORY	ATA CHAPTER
Deferred	MEL	NONDEFERRED	31 - INDICATING/RECORDING SYSTEMS
ATA SECTION	REFERENCE	DEFERRED UNTIL	
-	-	2022-05-03 @ 23:59 UTC	

[Hide MEL Table](#)

1. System, Sequence number & Item	2. Rectification Interval
31-64 Head-Up Display (HUD) System	3. Number Installed
	4. Number required for dispatch
	5. Remarks or Exceptions
	D 1 0

The **View Defect** screen will appear, displaying information about the defect and deferral.

Editing a Deferral



After selecting an aircraft, enter the **Defects** module.

- 3) From the three-dot menu on the defect you wish to edit,
- 4) Select **Edit**

Editing Defect: 1
×

Sector

Date Recorded

Time Recorded

Defect Details

Notes

LH/Captain HUD inoperative. Stopped functioning during cruise.

Attachments



 Defect Deferral [— Remove deferral](#)

Deferral Options

MEL
CDL
NEF
CAS
Other

MEL - Minimum Equipment List

● 31-64-0

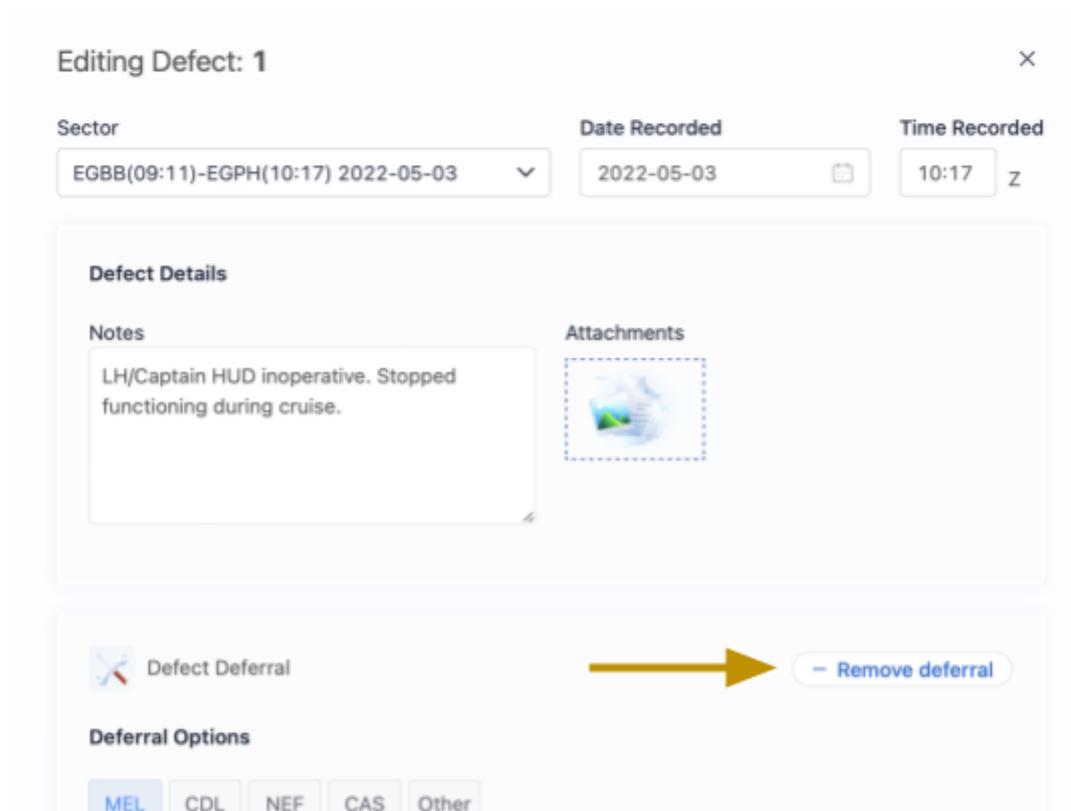
Head-Up Display (HUD) System

-

Rectification Interval: D 120 days	Number Installed: 1	Number Required: 0
(M)		

All details, including the deferral information, can now be edited. Please follow the instructions for adding a deferral to understand this process. A new signature must be provided in order to save any changes.

Removing a Deferral



The screenshot displays the 'Editing Defect: 1' interface. At the top, there are three input fields: 'Sector' with a dropdown menu showing 'EGBB(09:11)-EGPH(10:17) 2022-05-03', 'Date Recorded' with a date picker set to '2022-05-03', and 'Time Recorded' with a time picker set to '10:17'. Below these is a 'Defect Details' section containing a 'Notes' text area with the text 'LH/Captain HUD inoperative. Stopped functioning during cruise.' and an 'Attachments' area with a placeholder image. At the bottom, there is a 'Deferral Options' section with buttons for 'MEL', 'CDL', 'NEF', 'CAS', and 'Other'. A yellow arrow points to a 'Remove deferral' button.

After entering the **Edit Defect** view, simply select **Removal deferral** to remove the deferral information from the defect. Upon signing and clicking **Complete**, the defect will return to its red status and the aircraft will be **Unserviceable**.