Defect and Workpack Remote Sign Off

ReferenceRevisionDateTL-UGD-PMX-0011.016th November 2022

Overview

This guide takes you through the steps required for external third party MROs to resolve defects without the need to have a login to the Web Dashboard.

Single Defect Sign Off

117,	C-INDY Y Serviceable	C-INDY		Cindy Davis Admin
₹,	╤ Overview			STATUS
M	💉 Trips	Defects (1)	TYPE ATA DATE DAYS REM.	Overdue (0) Onen (1)
z	🗹 Logbook	Damaged door brake	Other 52 2022-11-13 3 DDL :	Resolved (0)
	▲ Defects	2a	2b Edit	 Блан (б) Туре
÷	🤌 Maintenance	1	Delete	
£	Workpacks			MEL (0)
o ₀	Documents			NEF (0) Other (1)
	H Metrics			DEFERRED
	♣ Settings			Non-deferred (0)

- 1) After choosing an aircraft, select **Defects** from the left-hand menu
- 2) a) Either click on a defect row, or b) use the three-dot menu to select **View**

At this point you need to generate a link to send to your external MRO

1177	C-INDY Y	🟹 C-INDY	Defect: 1			×
к. м		Defects (1)	SECTOR - 💫 SRP STATUS • Open Add CRS	DATE RECORDED 2022-11-13 13:36	share link	
1	🔎 irips	STATUS NO. ITEM 1 Damaged door brake	Defect Details	1 C	Copied to clipboard	2 efects/d78fb153-4b13-42dd-a926-10f72
A			NOTES Damaged door brake	JK Th	is link (valid for 30 days) wi	I allow a third party to view and
*			Reported by: Cindy D	lavis	put a resolution to the dere	Date: 2022-11-13
۰ م	Workpacks Documents		Deferral Options			
			DEFECT TYPE Deferred ATA SECTION	DEFERRAL OPTIONS Other REFERENCE	CATEGORY B DEFERRED UNTIL	ATA CHAPTER 52 - DOORS
	🍫 Settings		2	-	2022-11-16 @ 23:59 UTC	

- 1) Click on **Public Share Link**
- 2) A link is automatically copied to the clipboard and can now be forwarded to your external MRO via email or any other messaging system. This link contains a reference to the defect and a password component, anyone with the link will be able to view the defect's details and add a resolution, so only share it with a trusted provider.

Note the link will remain valid for 30 days after which a new one will be required if necessary.

The external MRO can click on the link within your email or copy and paste the link in the URL of a web browser. They can see the aircraft's current totals and details about the reported defect.

From here defect resolution details and CRS submission can be completed by following the next 4 steps:

Step 1 of 4 - Enter Resolution Details

Selecting the defect (1) will enable a choice of the rectification types to be available to the MRO engineer to complete:

- 2) Select and enter Inspection Details. Click Save Details
- 3) Select Parts Replaced and provide details of the parts. Click on Save Details
- 4) Select **Other Task** and provide details of the tasks performed. Click on **Save Details**

Aircraft Overview					
	9 Sy	84 Icles	2 Days	Unknown Hours	Unknown APU Hours
C-INDY BBJ (737 MAX 8) Cxxx					
FUEL ON BOARD LAST FLOWN 5 kg A Day Ago	Totals: Due:	17 1001	Today: 14 Nov Due: 16 Nov	Totals: 43:57 Due: -	Totals: 68:00 Due: -
STEP 1/4 Select repaired defects					
1 - DEF3 Damaged door brake					
Please provide resolution details.	1	Resolution Type Inspected Details	Part replaced Other Task	4	
	2*	Enter details h	ere		h
		Limitations Yes No]		
TYPE Other	CATEGORY B	Save detail	ata 52 - DOORS	ATA SECTION 0	
DETAILS Damaged door brake			ATTACHMENTS		
Reported and signed by: Cindy Davis				Repo	rted on: 2022-11-13 Deferred

Once the resolution details have been entered, they can be amended if needed by clicking on **Edit Resolution Details**.

STEP 1/ Select	⁷⁴ t repaired defects			
Ø	1 - DEF 1 Damaged do	oor brake		View SRP
	Resolution details			Edit Resolution Details
	RESOLUTION TYPE:	DETAILS :	LIMITATIONS :	
	Inspected	inspected and resolved	-	
	ТҮРЕ	CATEGORY	ATA	ATA SECTION
	Other	В	52 - DOORS	2
	DETAILS		ATTACHMENTS	
	Damaged door brake			
	Reported by: Cindy Da	avis		Reported on: 2022-11-13 Deferred

Step 2 of 4 - Enter Additional Tasks

If additional tasks have been completed as part of this release, details can be entered here by selecting **Yes** at this step. Enter the **Reference** and **Details**, if applicable.

STEP 2/4 Select additional tasks
Did you carry out any additional work not described in the workpack?
Yes No
Task Reference No.
20200202
Details
Enter details of the performed task
+ Add another task

Step 3 of 4 - Enter Part 145 Engineer and Company Details

This step captures the authorisation for the work that has been performed. There are two ways to achieve this in the system:

Option 1 - Fill in Engineer and Part 145 details

This option is to be used by the approved individual to enter their details against the work, in the same way that the CRS would be issued on paper. To complete the work under a Part 145 approval, engineer and company details are required. The resolution date can be changed where necessary, but will default to the current date.

STEP 3/4

Enter your company and personal details

Method

Fill in engineer details	Upload CRS document	
Engineer's First Name	Engineer's Last Name	
John	Smith]
Engineer's Authorisation/Li	cence Number	
JS.34500.25		
Part 145 Organisation		
TF Services Ltd		
Part 145 Approval		
M.Reg.150.34		
Workpack Ref. No. (optiona	I)	
Your Workpack Reference	Number	
Resolution Date (UTC)		
2022-11-13	Ë	+
Documents (optional)		
⊥ Upload		

Option 2 - Upload CRS document

This option is for closing work that has been completed and authorised on paper. Details of the person completing it are required and document upload is mandatory. It is preferred to have the work authorised directly in the application, but this approach can be used when necessary. The attachment must contain a copy of the authorisation for the work.

STEP 3/4

Enter your company and personal details

Method

Fill in engineer details	Upload CRS document
Your First Name	Your Last Name
Cindy	Davis
Engineer's First Name (opt.) Engineer's Last Name (c
John	Smith
Engineer's Authorisation/Li	cence Number
JS.34500.25	
Part 145 Organisation	
TF Services Ltd	
Part 145 Approval	
M.Reg.150.34	
Workpack Ref. No. (optiona	il)
Your Workpack Reference	Number
Resolution Date (UTC)	
2022-11-13	
Documents	
土 Upload	

Step 4 of 4 - Issue the Certificate of Release to Service

At this point, you must sign to issue the CRS, or confirm acceptance that the document uploaded contains a valid CRS for this work.

STEP 4/4

Sign to create a Certificate of Release to Service

Signature



Upon submitting the CRS, the SRP containing the CRS can be viewed by clicking on View SRP

t Overview				
	Unknown Cycles	Unknown Days	Unknown Hours	Unknown APU Hours
BBJ (737 MAX 8) Cxxx				
BOARD LAST FLOW	N Totals:	16 Today: 13 Nov	Totals: 40	0:57 Totals: 68:0
All items have been resol	ved on this workpack			
repaired defects				⊘ All defects resolved View
I - DEF1 Damaged do	or brake			Resolved on 2022-11-13
Resolution details				
RESOLUTION TYPE:	DETAILS:	LIMITATIONS :		
Inspected	inspected and resolved	-		
Resolved by				
ENGINEER:	REPORTER:	LICENCE NUMBER:	PART 145 ORGANISATION :	
John Smith		JS.34500.25	TF Services Ltd	
PART 145 APPROVAL: M.Reg.150.34	SIGNATURE:			
ATTACHMENTS:		2		
-				
ТҮРЕ	CATEGORY	ATA		ATA SECTION
other	D			2
DETAILS Damaged door brake		ATTACHMEN		

Work Pack Sign Off

A **workpack** consisting of multiple scheduled maintenance items and/or defects can also be signed off using this procedure. If the items are not already contained within a **workpack**, create one now:



- 1) After choosing an aircraft, select **Workpacks** from the left-hand menu
- 2) Click on Add a new Workpack

From here, enter the required details:

- 1) Enter the **PO number**
- 2) Date Created can be amended if required
- 3) Set **Status** to **Active**, if the workpack status is draft, it cannot be sent for resolution
- 4) Enter a **Description**
- 5) To add items to your workpack click on **All Types**, select each type to see the open items available. Click on an item to add it to the workpack.

1177	C-INDY ~	Workpack 3 X
×,		PO Number Date Created Status
2		Workpacks (0) WP P01200 2022-11-13 Orat Active
z	Logbook	
*		Aircraft Totals We couldn't find any matching www. AARRANE ENGINE 1 ENGINE 2 APU
æ		Try adjusting your filters or searchin 44 hrs 41 hrs 41 hrs 68 hrs another term. 17 cycles 16 cycles 100 cycles
•		Citear all Would you like to add any additional items?
•		All Types
		Save Cancel 5

Items added to the workpack are displayed and can be deleted

11%	C-INDY *	C-INDY	Workpack				×
z,			PO Number	Date Created	Status		
		Workpacks (0)	WP PO1200	2022-11-13	O Draft	 Active 	
R			Description				
z	Logbook						
•		🖶	Aircraft Totals				
*		We couldn't find any matching wo	AIRFRAME EN	SINE 1 ENGINE 2	APU		
£		Try adjusting your filters or searchin another term.	44 hrs 41 17 cycles 16	hrs 41 hrs cycles 16 cycles	68 hrs 100 cycles		
•		Clear all	Items in this workpack				Q
•			DEF Torn seat cov	er seat 25a		Created 13 Nov 2022	1
			DEF RH rear loo d	oor not not looking		Created 13 Nov 2022	Û
			SCH Engine 1, Eng	ine 1 – oli filter change	TrustFlight	Created 13 Nov 2022 🗘	0
			SCH Engine 2, Eng	ine 2 – oli filter change	🛟 TrustFlight	Created 13 Nov 2022	Û
			Would you like to add an	/ additional items?			
			Scheduled				
			Save Cancel				Ţ

Once all required items have been added to the workpack click on **Save**

1117	C-INDY ·	C-INDY	Workpack: WP PO1200 :	×
4 2			CRS ACCEPTANCE ENGINEERING WORK DATE CREATED DATE COMPLETED Active Active 2022-11-13 -	
ы		Workpacks (1) STATUS PO NUMBER DESCRIPTION DATE	Aircraft Totals 2	
z	Logbook	• WP PO1200 - 2022-11-13	AIRFRAME ENGINE 1 ENGINE 2 APU 44 hrs 41 hrs 41 hrs 68 hrs 17 cycles 16 cycles 16 cycles 100 cycles	
•		4		
÷			Items in this workpack	Q
Ð	💼 Workpacks		DEF Torn seat cover seat 25a Created 14 Nov 2022	0
o _			DEF RH rear loo door not not looking Created 14 Nov 2022	2
	Metrics		SCH Engine 1, Engine 1 – oil filter change TrustFilght Created 13 Nov 2022	2
			SCH Engine 2, Engine 2 – oil filter change TrustFlight Created 13 Nov 2022	2
			Add CRS	
			History	
			EVENT JUSTIFICATION TIMESTAMP USER	
			Update - 2022-11-14 13:06 Cindy Davis	
			Update - 2022-11-14 13:13 Cindy Davis	

- 1) Any updates to the workpack once it has been saved are tracked
- 2) To give an external MRO access to the the workpack, click on **Public Share Link**

A link is automatically copied to clipboard and can now be forwarded to your external MRO by pasting this into an email or other messaging service. This step is the same as when resolving a single defect.

Note the link will remain valid for 30 days after which a new one will be required if necessary.

The external MRO can click on the link, or copy and paste the link in the URL of a web browser to access details about the aircraft and the workpack. From here defect resolution details and CRS submission can be completed by following the next 5 steps:

					Date Opened: 2022-11-13
ircraf	t Overview				
		984 Cycles	2 Days	Unknown Hours	Unknown APU Hours
UEL ON	N BOARD LAST FLOWN 2 Days Ago	Totals: 17 Due: 1001	Today: 14 Nov Due: 16 Nov	Totals: 43:57 Due: -	Totals: 68:00 Due: -
i -	There are 4 items including addefects, 2 si	cheduled items			Select all
TEP 1/5		1			
	repaired defects 1 - DEF2 Torn seat cover seat 25a				Vie SRP
	TYPE Other	CATEGORY C	ATA 24 - ELECTRICAL POV	ATA SECTION	N 4
	TYPE Other DETAILS Torn seat cover seat 25a	CATEGORY C	ATA 24 - ELECTRICAL POV ATTACHMENTS	ATA SECTIO VER 2	4
	TYPE Other DETAILS Torn seat cover seat 25a Reported and signed by: Cindy Davis	CATEGORY C	ATA 24 - ELECTRICAL POV ATTACHMENTS	VER 2	N 4
	TYPE Other DETAILS Torn seat cover seat 25a Reported and signed by: Clindy Davis 2 - COST RH rear loo door not not lo	CATEGORY C	ATA 24 - ELECTRICAL POV ATTACHMENTS	ATA SECTION	N 4 orted on: 2022-11-13 Deterred View SRP
 	TYPE Other DETAILS Torn seat cover seat 25a Reported and signed by: Cindy Davis 2 - 0053 RH rear loo door not not lo TYPE Other	CATEGORY C Woking CATEGORY B	ATA 24 - ELECTRICAL POV ATTACHMENTS ATA 25 - EQUIPMENT/FUI	VER 2 ATA SECTION 2 Repo	N 4 orted on: 2022-11-13 [Deferred] View SRP
: (TYPE Other DETAILS Tom seat cover seat 25a Reported and signed by: Cindy Davis 2 - COST RH rear loo door not not loo TYPE Other DETAILS RH rear loo door not not looking	CATEGORY C Noking CATEGORY B	ATA 24 - ELECTRIGAL POW ATTACHMENTS ATA 25 - EQUIPMENT/FUI ATTACHMENTS	VER 2 2 Repo	N 4 Arted on: 2022-11-13 Deferred View SRP

Step 1 of 5 - Enter Resolution Details

- 1) The number and types of item in the workpack are shown here
- 2) For each **Defect**, selecting the item will enable a choice of rectification types to be available to the MRO engineer to complete:
 - a) Select and enter Inspection Details. Click Save Details
 - b) Select **Parts Replaced** and provide details of the parts. Click on **Save Details**
 - c) Select **Other Task** and provide details of the tasks performed. Click on **Save Details**
- 3) Clicking on **Select All** will select all items in the workpack and include them in the CRS.
- 4) Clicking on View SRP will download the Tech Log page on which the item was initially deferred.

Step 2 of 5 - Select completed maintenance items

In this step, select all completed scheduled maintenance items

SCH Engine 1 – o	il filter change				
AREA :	ATA CHAPTER :	ITEM:		NOTES:	EST. DUE:
ingine 1	-	Engine 1 – oil filter	change	-	2022-12-01
itatus		Flight Hrs	Cycles	Days	APU Hrs
hrs left		-	DUE:	DUE:	-
984 cycles left			10000 cycles	01 Dec	
7 days left					
APU hrs left					
scH) Engine 2 – o	il filter change				
REA :	ATA CHAPTER :	ITEM:		NOTES:	EST. DUE:

Step 3 of 5 - Select Additional Tasks

If additional tasks have been completed as part of this release, details can be entered here by selecting **Yes** at this step. Enter the **Reference** and **Details**, if applicable.

STEP 2/4
Select additional tasks
Did you carry out any additional work not described in the workpack?
Yes No
Task Reference No.
2000000X
Details
Enter details of the performed task
+ Add another task

Step 3 of 4 - Enter Part 145 Engineer and Company Details

This step captures the authorisation for the work that has been performed. There are two ways to achieve this in the system:

Option 1 - Fill in Engineer and Part 145 details

This option is to be used by the approved individual to enter their details against the work, in the same way that the CRS would be issued on paper. To complete the work under a Part 145 approval, engineer and company details are required. The resolution date can be changed where necessary, but will default to the current date.

STEP 3/4 Enter your company an	d personal details		
Method			
Fill in engineer details	Upload CRS document		
Engineer's First Name	Engineer's Last Name		
John	Smith		
Engineer's Authorisation/Lie	cence Number		
JS.34500.25			
Part 145 Organisation			
TF Services Ltd			
Part 145 Approval			
M.Reg.150.34			
Workpack Ref. No. (optiona	I)		
Your Workpack Reference	Number		
Resolution Date (UTC)			
2022-11-13		Ë	
Documents (optional)			
上 Upload			

Option 2 - Upload CRS document

This option is for closing work that has been completed and authorised on paper. Details of the person completing it are required and document upload is mandatory. It is preferred to have the work authorised directly in the application, but this approach can be used when necessary. The attachment must contain a copy of the authorisation for the work.



STEP 3/4

Enter your company and personal details

Method				
Fill in engineer details				
Your First Name				
Cindy				

Engineer's First Name (opt.) Engineer's Last Name (opt.)

Smith

Davis

Upload CRS document

<u></u>

Your Last Name

Engineer's Authorisation/Licence Number

JS.34500.25

John

Part 145 Organisation

TF Services Ltd

Part 145 Approval

M.Reg.150.34

Workpack Ref. No. (optional)

Your Workpack Reference Number

Resolution Date (UTC)

2022-11-13

Documents

土 Upload ←

Step 4 of 4 - Issue the Certificate of Release to Service

At this point, you must sign to issue the CRS, or confirm acceptance that the document uploaded contains a valid CRS for this work.

STEP 4/4	
sign to create a Certificate of Release to Service	
Signature	
Certifies that the work specified, except as otherwise specified, was accordance with Part-145 and in respect to that work the aircraft/air considered ready for release to service	carried out in rcraft component is

Note: Any defects or maintenance items that are not selected are deemed to have not been resolved and will automatically be added to a new draft work pack upon signing of a workpack. The system will inform you of this.

Part 145 Organisation		
TF Services LTD		
Part 145 Approval	Unresolved Items	×
M.Reg.150.34	The worknack contains items that were not completed as part of this	
Workpack Ref. No. (optional)	release. They will be moved to a new workpack.	
Resolution Date (UTC)	Cancel Continue	
2022-11-13		
Documents (optional)		
土 Upload		

STEP 1/5 Select repaired defects				⊘ All defects resolved View SR
1 - DEF2 Torm seat co	over seat 25a			Resolved on 2022-11-13 View
Resolution details				
RESOLUTION TYPE: Inspected	DETAILS: Seated covered changed	LIMITATIO -	NS:	
Resolved by				
ENGINEER: John Smith	REPORTER:	LICENCE NUMBER: JS.34500.25	PART 145 ORGANISA TF Services LTD	TION:
PART 145 APPROVAL: M.Reg.150.34	SIGNATURE:			
	1 - 5	2		
ATTACHMENTS:				
TYPE Other		ATA 24 - ELEC	TRICAL POWER	ATA SECTION 2
DETAILS Torn seat cover seat 2	5a	ATTACH		

Upon submitting the CRS, the signed work pack items are displayed. From here you can view the SRP relating to each associated defect, and the SRP showing the workpack's CRS.