

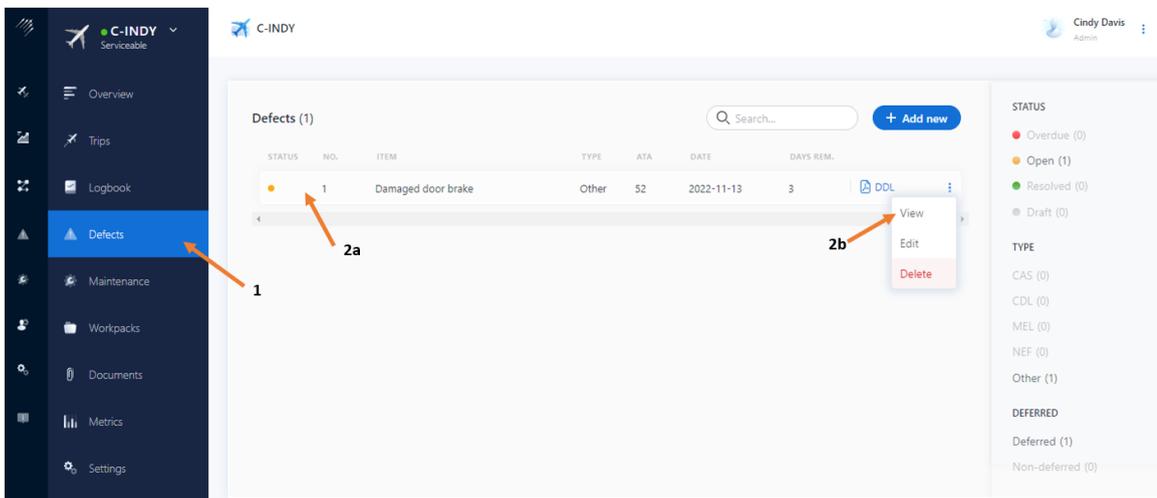
Defect and Workpack Remote Sign Off

Reference Revision Date
TL-UGD-PMX-001 1.0 16th November 2022

Overview

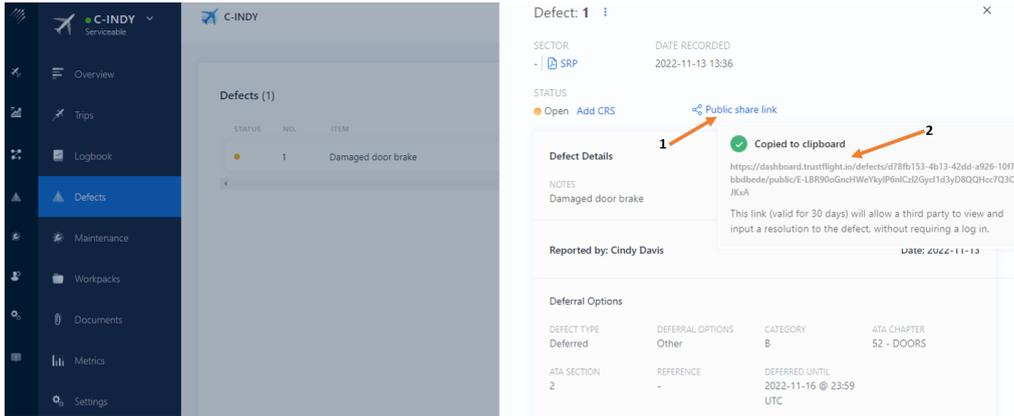
This guide takes you through the steps required for external third party MROs to resolve defects without the need to have a login to the Web Dashboard.

Single Defect Sign Off



- 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



- 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



C-INDY BBJ (737 MAX 8) | Cxxx

FUEL ON BOARD 5 kg
LAST FLOWN A Day Ago



Totals: 17
Due: 1001



Today: 14 Nov
Due: 16 Nov



Totals: 43:57
Due: -



Totals: 68:00
Due: -

STEP 1/4

Select repaired defects

1 - DEF 3 Damaged door brake
Please provide resolution details.

Resolution Type

Inspected (2) | Part replaced (3) | Other Task (4)

Details

Enter details here...

Limitations

Yes | No

Save details

TYPE	CATEGORY	ATA	ATA SECTION
Other	B	52 - DOORS	0
DETAILS		ATTACHMENTS	
Damaged door brake			
Reported and signed by: Cindy Davis			Reported 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 1/4

Select repaired defects

1 - DEF 1 Damaged door brake

[View SRP](#)

Resolution details

RESOLUTION TYPE: Inspected
DETAILS: inspected and resolved
LIMITATIONS: -

[Edit Resolution Details](#)

TYPE	CATEGORY	ATA	ATA SECTION
Other	B	52 - DOORS	2
DETAILS		ATTACHMENTS	
Damaged door brake			
Reported by: Cindy Davis			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?

Task Reference No.

Details

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

John

Engineer's Last Name

Smith

Engineer's Authorisation/Licence Number

JS.34500.25

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 (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

Your First Name

Your Last Name

 ←

Engineer's First Name (opt.)

Engineer's Last Name (opt.)

Engineer's Authorisation/Licence Number

Part 145 Organisation

Part 145 Approval

Workpack Ref. No. (optional)

Resolution Date (UTC)

Documents

 ←

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 carried out in accordance with Part-145 and in respect to that work the aircraft/aircraft component is considered ready for release to service



Please sign here Clear

Submit CRS

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

Aircraft Overview



Unknown
Cycles

Totals: 16
Due: -

Unknown
Days

Today: 13 Nov
Due: -

Unknown
Hours

Totals: 40:57
Due: -

Unknown
ARU Hours

Totals: 68:00
Due: -

C-INDY BBJ (737 MAX 8) | Cxxx

FUEL ON BOARD: 5 kg LAST FLOWN: 7 Days Ago

✓
All items have been resolved on this workpack

Select repaired defects

All defects resolved [View SRP](#)

✓
1 - DEF.1 Damaged door brake
→
Resolved on 2022-11-13
View SRP

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:	SIGNATURE:		
M.Reg.150.34			

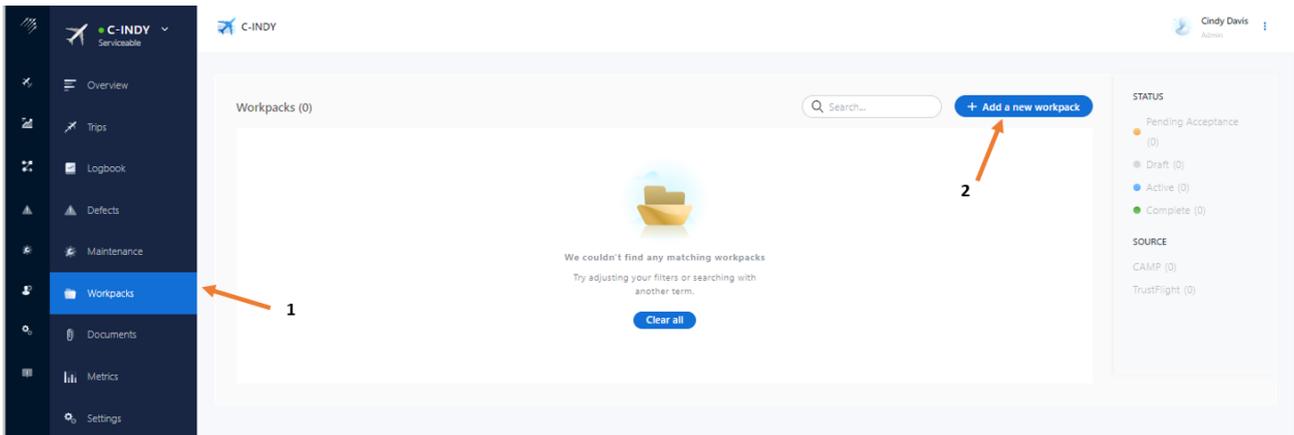
ATTACHMENTS: -

TYPE	CATEGORY	ATA	ATA SECTION
Other	B	52 - DOORS	2
DETAILS		ATTACHMENTS	
Damaged door brake			

Reported by: Cindy Davis
Reported on: 2022-11-13 Deferred

Work Pack Sign Off

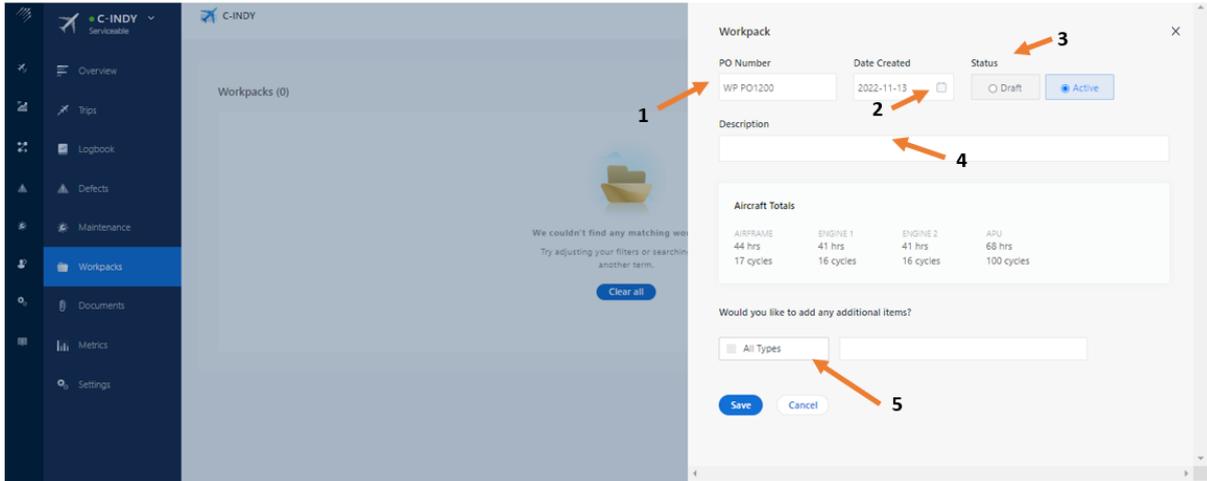
A **workpack** consisting of multiple scheduled maintenance items and/or defects can also be signed off using this procedure. If the items are not already contained within a **workpack**, create one now:



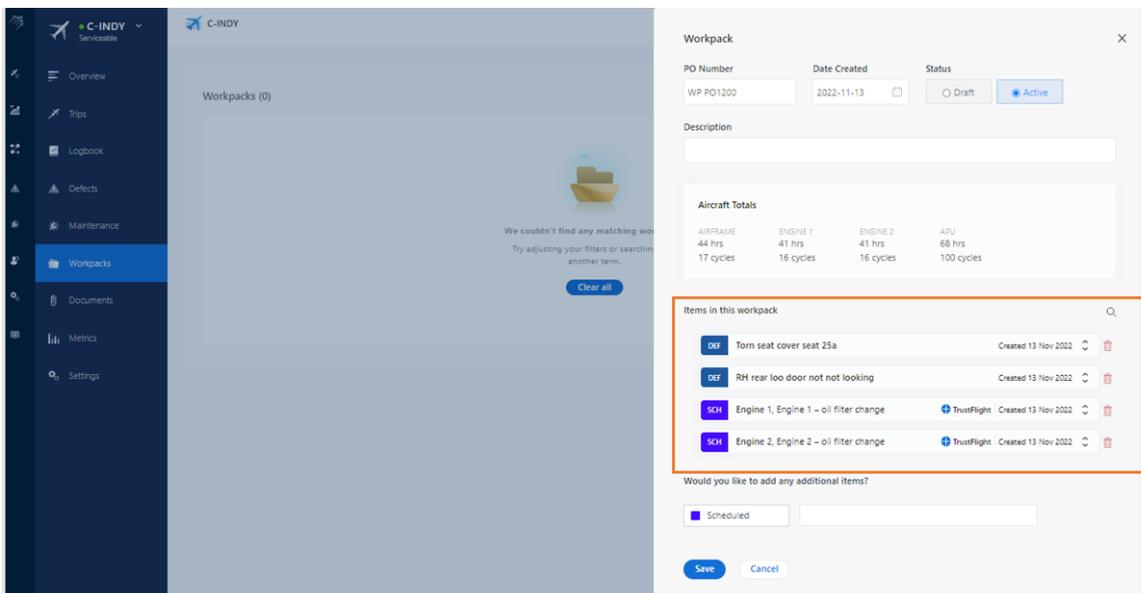
- 1) After choosing an aircraft, select **Workpacks** from the left-hand menu
- 2) Click on **Add a new Workpack**

From here, enter the required details:

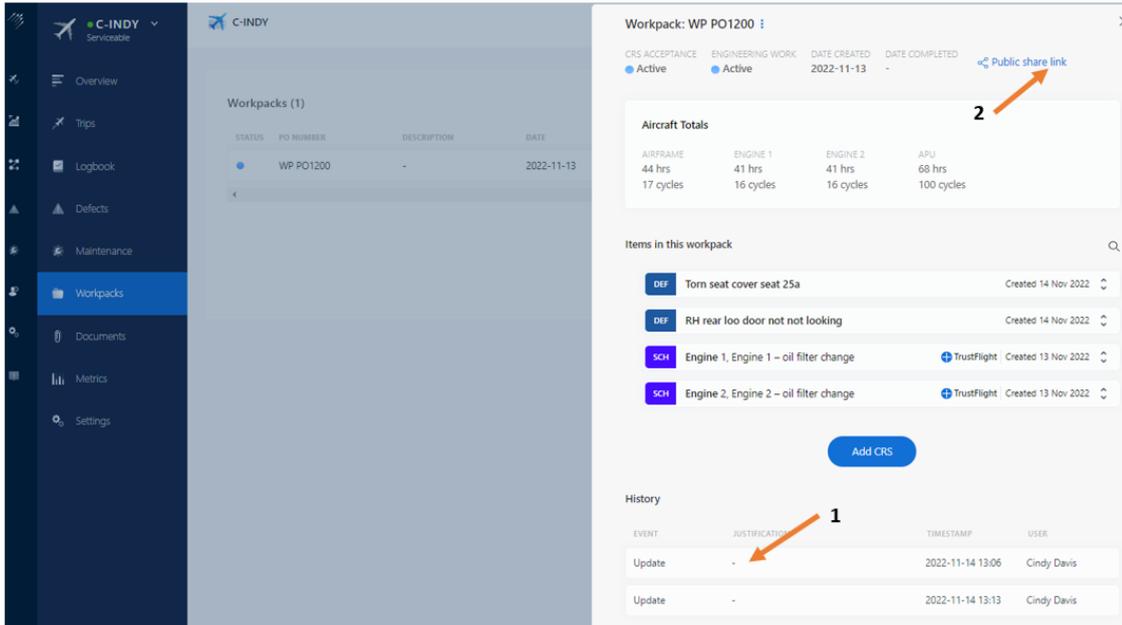
- 1) Enter the **PO number**
- 2) **Date Created** can be amended if required
- 3) Set **Status** to **Active**, if the workpack status is draft, it cannot be sent for resolution
- 4) Enter a **Description**
- 5) To add items to your workpack click on **All Types**, select each type to see the open items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



Items added to the workpack are displayed and can be deleted



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



- 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:

Aircraft Overview



C-INDY BBJ (737 MAX 8) | Cox

FUEL ON BOARD 5 kg LAST FLOWN 2 Days Ago



Totals: 17 Due: 1001



Today: 14 Nov Due: 16 Nov



Totals: 43:57 Due: -



Totals: 68:00 Due: -

There are 4 items including 2 defects, 2 scheduled items Select all

STEP 1/5
Select repaired defects

- 1 - DEF 2 Torn seat cover seat 25a View SRP

TYPE Other	CATEGORY C	ATA 24 - ELECTRICAL POWER	ATA SECTION 2
DETAILS Torn seat cover seat 25a		ATTACHMENTS	
Reported and signed by: Cindy Davis		Reported on: 2022-11-13 Deferred	

- 2 - DEF 1 RH rear loo door not looking View SRP

TYPE Other	CATEGORY B	ATA 25 - EQUIPMENT/FURNISHINGS	ATA SECTION 3
DETAILS RH rear loo door not looking		ATTACHMENTS	
Reported and signed by: Cindy Davis		Reported on: 2022-11-13 Deferred	

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

STEP 2/5

Select completed maintenance items

1 - SCH Engine 1 – oil filter change
⌵

AREA: Engine 1	ATA CHAPTER: -	ITEM: Engine 1 – oil filter change	NOTES: -	EST. DUE: 2022-12-01	
Status		Flight Hrs	Cycles	Days	APU Hrs
- hrs left		-	DUE: 10000 cycles	DUE: 01 Dec	-
9984 cycles left		<div style="width: 100%; height: 10px; background: linear-gradient(to right, green 99%, #ccc 99%);"></div>			
17 days left		<div style="width: 10%; height: 10px; background: linear-gradient(to right, green 10%, #ccc 10%);"></div>			
- APU hrs left					

2 - SCH Engine 2 – oil filter change
⌵

AREA: Engine 2	ATA CHAPTER: -	ITEM: Engine 2 – oil filter change	NOTES: -	EST. DUE: 2022-12-01
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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?

Task Reference No.

Details

[+ 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

John

Engineer's Last Name

Smith

Engineer's Authorisation/Licence Number

JS.34500.25

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 (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

Your First Name

Your Last Name

Engineer's First Name (opt.)

Engineer's Last Name (opt.)

Engineer's Authorisation/Licence Number

Part 145 Organisation

Part 145 Approval

Workpack Ref. No. (optional)

Resolution Date (UTC)

Documents

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

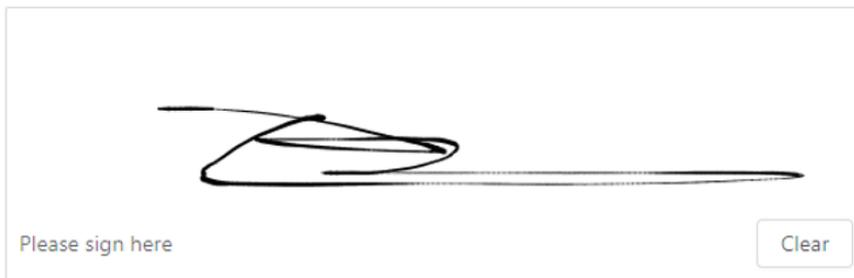
At this point, you must sign to issue the CRS, or confirm acceptance that the document uploaded contains a valid CRS for this work.

STEP 4/4

Sign to create a Certificate of Release to Service

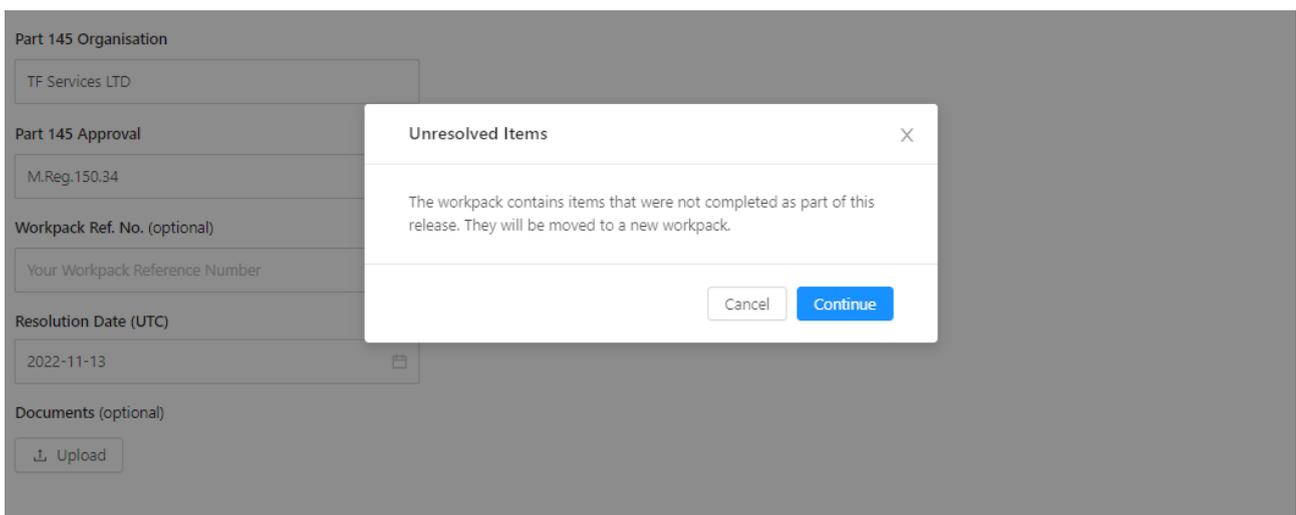
Signature

Certifies that the work specified, except as otherwise specified, was carried out in accordance with Part-145 and in respect to that work the aircraft/aircraft component is considered ready for release to service



Please sign here

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
M.Reg.150.34

Workpack Ref. No. (optional)
Your Workpack Reference Number

Resolution Date (UTC)
2022-11-13

Documents (optional)

Unresolved Items X

The workpack contains items that were not completed as part of this release. They will be moved to a new workpack.

STEP 1/5
Select repaired defects

1 - DEF 2 Torn seat cover seat 25a

All defects resolved [View SRP](#)

Resolved on 2022-11-13 [View SRP](#)

Resolution details

RESOLUTION TYPE: Inspected	DETAILS: Seated covered changed	LIMITATIONS: -
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Resolved by

ENGINEER: John Smith	REPORTER: 	LICENCE NUMBER: JS.34500.25	PART 145 ORGANISATION: TF Services LTD
PART 145 APPROVAL: M.Reg.150.34	SIGNATURE:		

ATTACHMENTS:
-

TYPE Other	CATEGORY C	ATA 24 - ELECTRICAL POWER	ATA SECTION 2
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DETAILS
Torn seat cover seat 25a

Reported and signed by: Cindy Davis  Reported on: 2022-11-13 Deferred

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.