

โครงการซื้อชุดควบคุมและกำกับดูแลความสมควรเดินอากาศ พร้อมติดตั้ง จำนวน 1 ชุด

Training Material for Key Users

Royal Thai Air Force

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1 Customer Management

1.1 Create Person

Step 1: Select the customer management module

1. Click the **Module** tab on the top left of the screen
2. Select the **CM Customer Management**

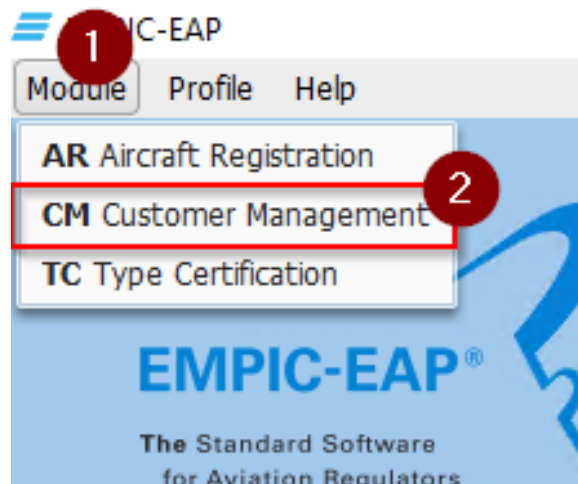


Figure 1: Selected module window

Step 2: Creating new person data

1. Click **New**
2. Choose **Person** topic in order to create the data of the new person

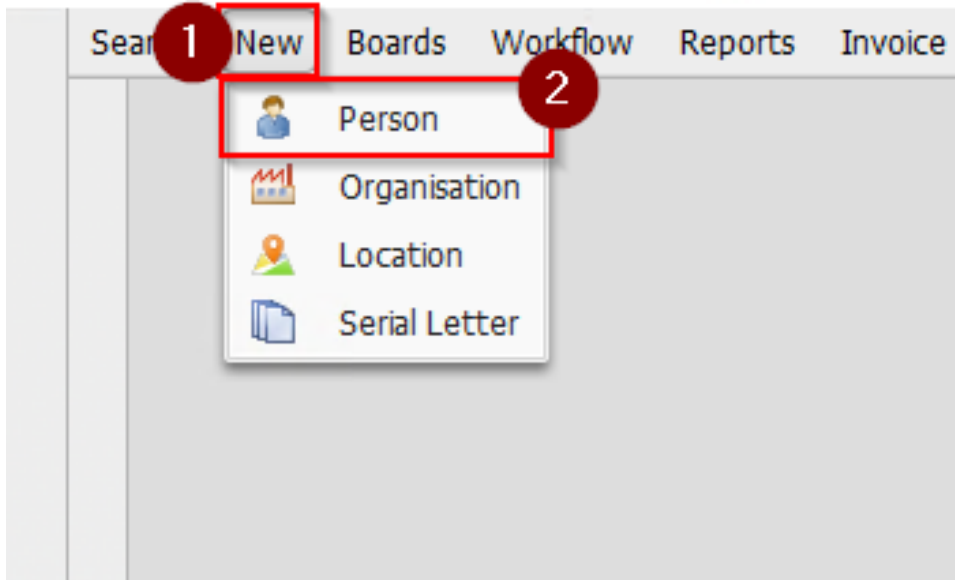


Figure 2: Creating a new person record

Step 3: Adding the person's first and last name

1. Enter the person's **First Name**
2. Enter the person's **Last Name**

The screenshot shows the 'New Person' dialog box with the following sections and fields:

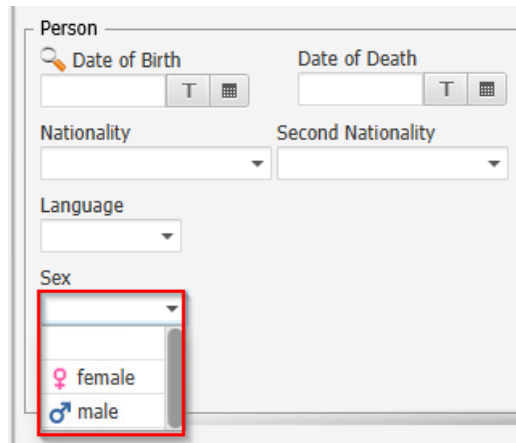
- Names:** First Name, Last Name, Initials, Birth Name, Additional Name.
- Person:** Date of Birth, Date of Death, Nationality, Second Nationality, Language, Sex, Marital Status.
- Status:** Status (Active), Extended Status.
- IDs:** External ID Type, External ID, Social Insurance No., Trade Register No., ERP ID.
- Salutation:** Title, Salutation Letter Title.
- Place of Birth:** Country, City, ZIP.
- Image:** Profile, Signature.
- Comment:** Comment field.
- Foreigners:** Immigration Date, Last Residence, Passport Number.
- Debt:** Amount, edited, manual.

Figure 3: New Person dialogue opens

The screenshot shows the 'New Person' dialog box with red boxes and numbers highlighting the 'First Name' and 'Last Name' fields. The 'First Name' field is highlighted with a red box and the number '1', and the 'Last Name' field is highlighted with a red box and the number '2'.

Figure 4: General data for creating a new person

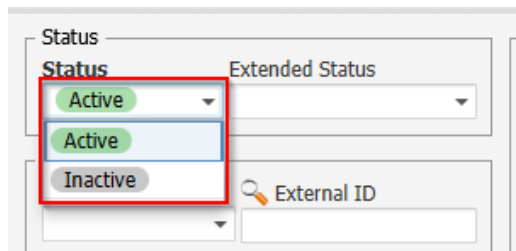
Step 4: Select Sex from the drop-down list



The screenshot shows a 'Person' form with several fields: 'Date of Birth', 'Date of Death', 'Nationality', 'Second Nationality', 'Language', and 'Sex'. The 'Sex' dropdown menu is open, showing two options: 'female' with a female symbol and 'male' with a male symbol. A red box highlights the dropdown menu.

Figure 5: The drop-down list for selected sex

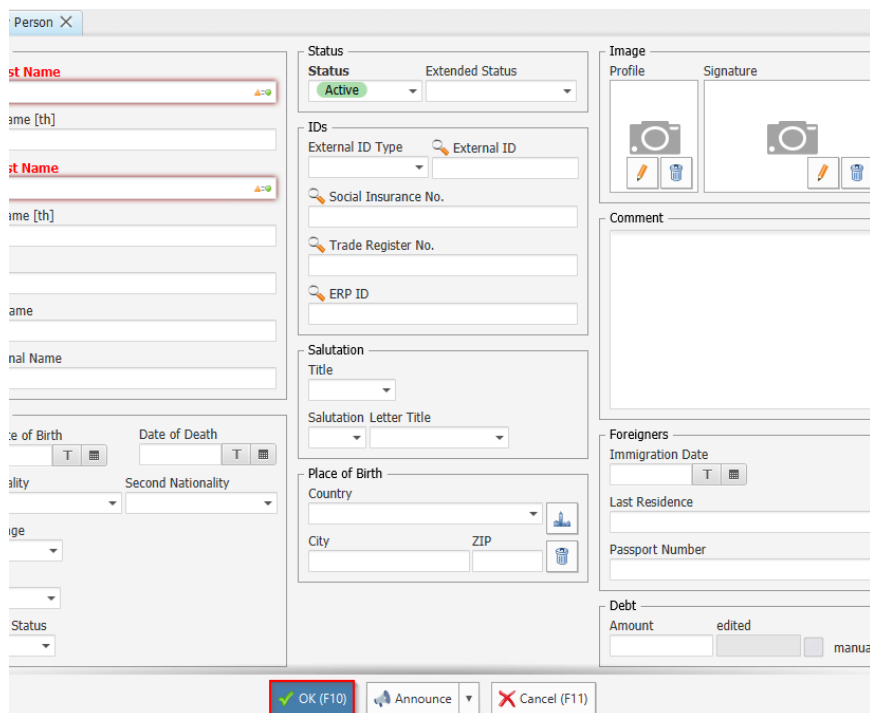
Step 5: Select Status from the drop-down list



The screenshot shows the 'Status' dropdown menu open, with three options: 'Active', 'Active', and 'Inactive'. A red box highlights the dropdown menu.

Figure 6: The drop-down list for selected status

Step 6: Click OK to confirm and save your entries



The screenshot shows the full 'Person' form with various fields filled out. The 'Status' dropdown menu is set to 'Active'. The 'OK (F10)' button is highlighted with a red box.

Figure 7: Click OK to confirm the entry

Step 7: Click **Addresses** tab in order to adding addresses of the person

The screenshot shows a user profile for 'Test Test (1030)'. The top section contains fields for 'Customer No.' (1030), 'Date of Birth', and 'Address'. Below this is a sidebar with tabs: 'Person', 'Business Relations', 'Competency', 'Contact Information', and 'Communication'. The 'Addresses' tab under 'Contact Information' is highlighted with a red box. The main content area shows 'Names' with 'First Name' (Test) and 'Last Name' (Test), and 'Status' (Active).

Figure 8: General data tab of the person

Step 8: Click **New** for creating the new addresses of the person

The screenshot shows the same user profile, but now the 'Addresses' tab is selected in the sidebar. The main content area is empty, with a table header showing columns: 'Defa...', 'Stan...', 'Deliv...', 'Invoice', 'Postal', 'Remi...', and 'Cred...'. At the bottom of the main area, there are two buttons: 'New (F5)' and 'Delete (F8)'. The 'New (F5)' button is highlighted with a red box.

Figure 9: Adding new person addresses data

Step 9: Adding new address information of the person

1. Select **Status** from the drop-down list
2. Add the **City** of addresses
3. Add **Zip Code** of addresses
4. Select **Country** from the drop-down list
5. The **Address Types** can be selected more than one type for the same address

The screenshot shows a web interface for adding a new address for a person named "Test Test (1030)". The form is titled "New Address" and contains several sections:

- Address Information:** Includes fields for Address ID, Street No., P.O. Box Name, P.O. Box, Region, City, ZIP Code, Country, Building, and Extra Line. A "Status" dropdown menu is set to "Active".
- Address Type:** A section with checkboxes for "Standard", "Delivery", "Invoice", "Postal", "Reminder", and "Creditor". A "SAP Code" field is also present.
- Coordinates (Decimal Degrees):** Fields for Latitude and Longitude.
- Alternate Address:** A large text area for additional address information.

Red boxes and numbers 1-5 highlight the following elements:

- 1: The "Status" dropdown menu.
- 2: The "City" text input field.
- 3: The "ZIP Code" text input field.
- 4: The "Country" dropdown menu.
- 5: The "Address Type" section.

Figure 10: Adding new person addresses information

Step 10: Click OK to confirm and save the addresses

Figure 11: Confirm adding new person address information

Step 11: The saved addresses will be displayed, and user can add the new address by clicking New button

	Defa...	Stan...	Deliv...	Invoice	Postal	Remi...	Cred...
99999 Bangkok			✓	✓			

Figure 12: The existed person address information

Step 12: Click Communication tab in order to adding contact information of the person

Figure 13: General data of the person

Step 13: Click New for creating new contact information

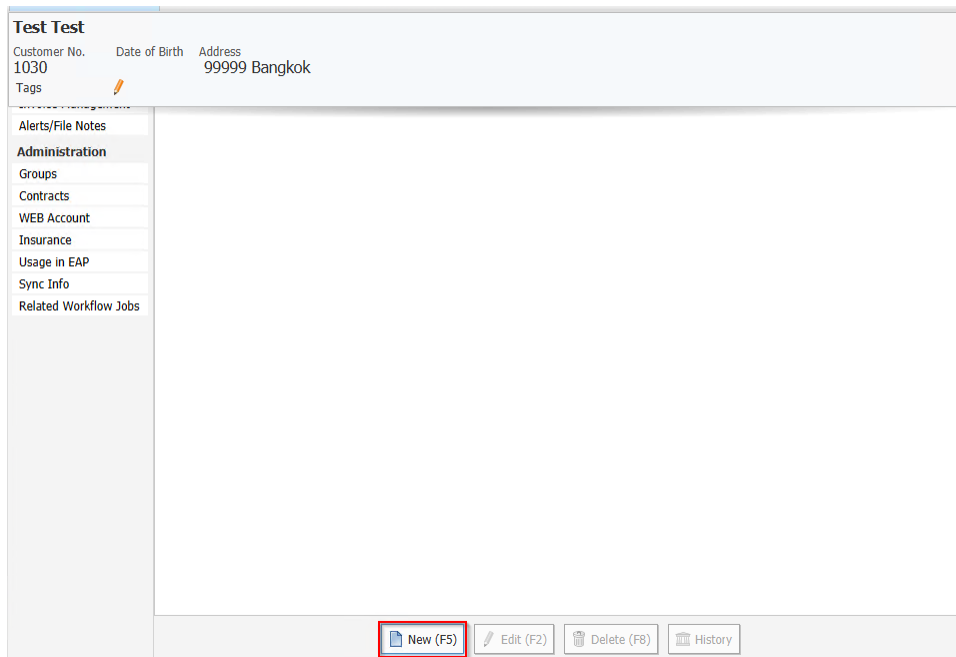


Figure 14: Person communication information

Step 14: The Types of communications can be selected by clicking the drop-down list

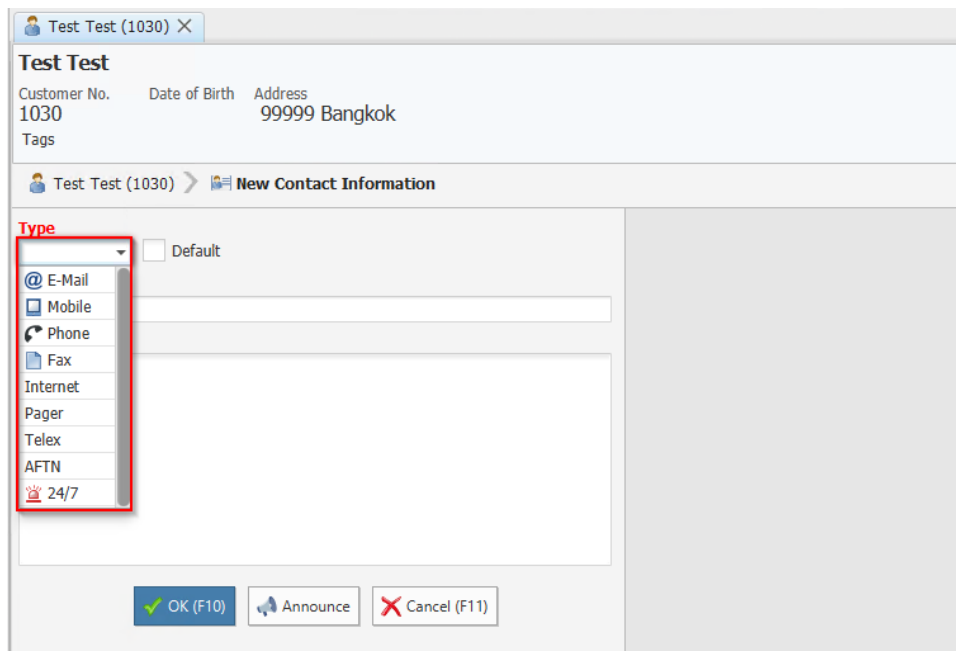


Figure 15: Adding new person contact information

Step15: Adding new contact information of the person

1. After selected the type for communication the related data can be filled in **Data** tab
2. Tick the button in the **Default** tab in order to set the contact information as the default data
3. Click **OK** to confirm and save the contact information

The screenshot shows the 'New Contact Information' form for a person named 'Test Test'. The form has a header with 'Customer No. 1030', 'Date of Birth', and 'Address 99999 Bangkok'. Below the header, there is a 'Type' dropdown menu set to '@ E-Mail' and a 'Default' checkbox which is checked. The 'Data' field contains the email address 'prachaya@to70.co.th'. At the bottom, there are three buttons: 'OK (F10)', 'Announce', and 'Cancel (F11)'. Red circles with numbers 1, 2, and 3 highlight the 'Data' field, the 'Default' checkbox, and the 'OK' button respectively.

Figure 16: Confirm adding new person contact information

Step 16: The saved contact information will be displayed and user can add the new contact information by clicking **New** button

The screenshot shows the 'Communication' tab in the 'Test Test' profile. A table displays the saved contact information. The table has columns for 'Data', 'Remark', and 'Default'. The first row shows '@ E-Mail' with the data 'prachaya@to70.co.th' and a green checkmark in the 'Default' column. A red box highlights the entire row.

Data	Remark	Default
@ E-Mail	prachaya@to70.co.th	✓

Figure 17: The existed person contacts information

Step 17: Click **Business Relations** tab in order to adding position in the organisation of that person

The screenshot shows the 'Business Relations' tab in the 'Test Test' profile. The 'Business Relations' tab is selected and highlighted with a red box. The form displays general data for the person, including 'First Name' (Test), 'Last Name' (Test), 'Status' (Active), and 'Extended Status'. There are also fields for 'First Name [th]', 'Last Name [th]', 'External ID Type', 'External ID', and 'Social Insurance No.'.

Figure 18: General data of the person

Step 18: Click **New** for creating new business relation with the organisation

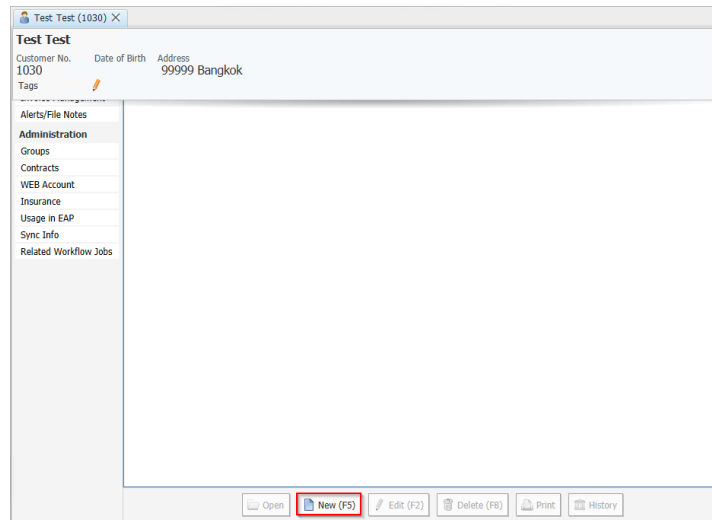


Figure 19: Person business relations information

Step 19: Searching for the existing organisation

1. Search for Organisation in the **Search for** tab
2. Click **Search** tab for search organisation

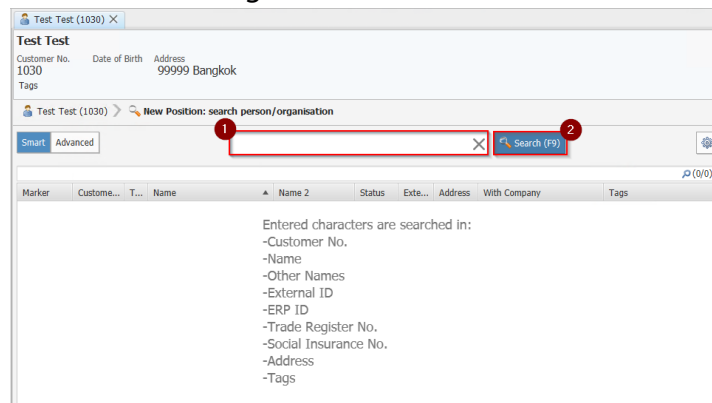


Figure 20: Searching the existed organisation

Step 20: Click the related organisation and click **OK** to confirm adding the organisation

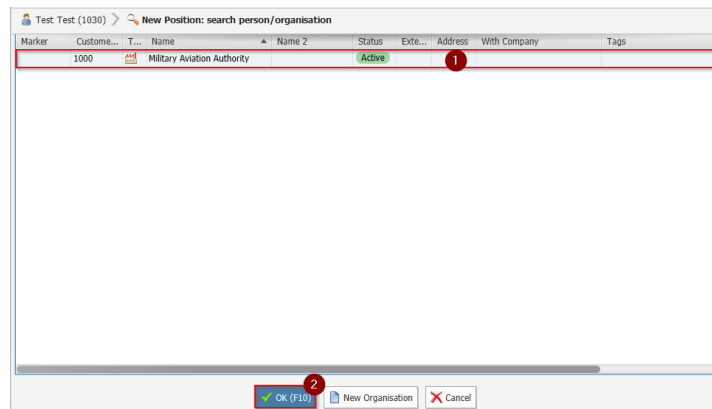


Figure 21: The existed organisation data

Step 21: The related position of that person can be selected by clicking the drop-down list

Test Test (1030) X

Test Test

Customer No. 1030 Date of Birth Address 99999 Bangkok

Tags

Test Test (1030) > Add Position

Position

Accountable Manager
Aero-medical Examiner
Aircrew
Airport Manager
Airworthiness Review Examiner
Airworthiness Review Manager
Airworthiness Review Staff
Certificate Holder
Chief Flight Instructor
Chief Theoretical Knowledge Instructor

Deputy

Active from

Active until

OK (F10) Cancel (F11)

Figure 22: Select the related person position

Step 22: Click OK to confirm and save the entry

Test Test (1030) > Add Position

Position

Employee Deputy

Job Title

Additional Info

Active from

Active until

OK (F10) Cancel (F11)

Figure 23: Confirm the related position

Step 23: The saved business relation will be displayed and user can add the new business relation by clicking **New** button

Test Test

Customer No. 1030 Date of Birth Address 99999 Bangkok

Tags

General

Person

Business Relations

Competency

Contact Information

Addresses

Communication

	Deputy	Default O...	Active from	Active until	Status
Demo (1040)					Active

New

Figure 24: The existed organisation business relations information

1.2 Edit Person Data

Step 1: Search for the existing person

1. Click Search
2. Choose Persons/Organisations topic

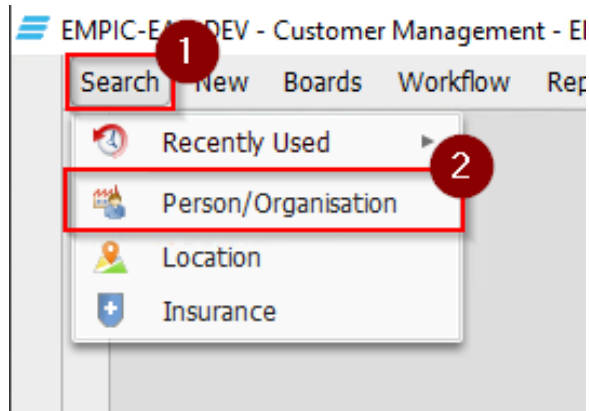


Figure 25: Searching for the existed person data

Step 2: Search for the existed person information

1. To choose the person data only, click **Advance** tab
2. Select **Person** on Type tab
3. Click **Search** tab for search person

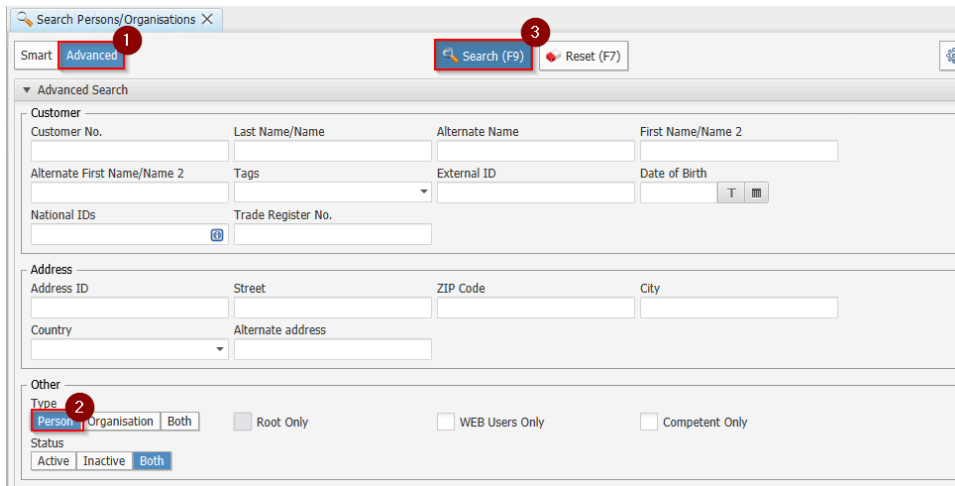
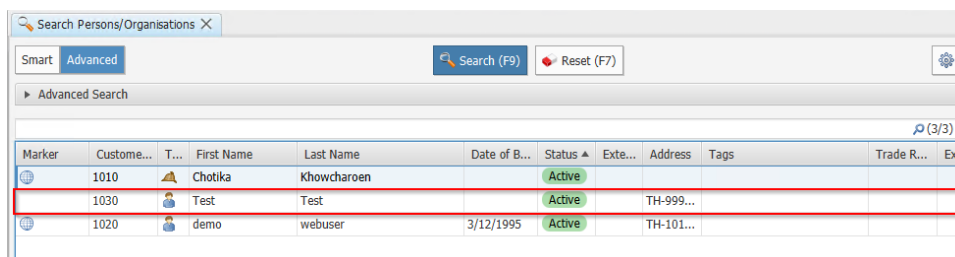
A screenshot of the 'Search Persons/Organisations' window. The 'Advanced' tab is selected. The form includes sections for 'Customer', 'Address', and 'Other'. Under 'Other', the 'Type' section has 'Person' selected. A red circle with the number 2 highlights the 'Person' selection. A red circle with the number 3 highlights the 'Search (F9)' button. The 'Status' section has 'Active' selected.

Figure 26: Searching for the specific person data

Step 3: Double-click the selected person to open up the information window



Marker	Custome...	T...	First Name	Last Name	Date of B...	Status	Ext...	Address	Tags	Trade R...	Ext
	1010		Chotika	Khowcharoen		Active					
	1030		Test	Test		Active		TH-999...			
	1020		demo	webuser	3/12/1995	Active		TH-101...			

Figure 27: Select the specific person data

Step 4: Click the **Edit** button to add or modify the data of the person

The screenshot shows a web application interface for editing a person's information. At the top, the name 'Test Test' is displayed. Below it, fields for 'Customer No.' (1030), 'Date of Birth', and 'Address' (99999 Bangkok) are visible. A left-hand navigation menu includes options like 'Alerts/File Notes', 'Administration', 'Groups', 'Contracts', 'WEB Account', 'Insurance', 'Usage in EAP', 'Sync Info', and 'Related Workflow Jobs'. The main form area is divided into several sections: 'Birth Name', 'Additional Name', 'Person' (with sub-fields for Date of Birth, Date of Death, Nationality, Second Nationality, Language, Sex, and Marital Status), 'Salutation' (with Title and Letter Title), 'Place of Birth' (with Country, City, and ZIP), 'Foreigners' (with Immigration Date, Last Residence, and Passport Number), and 'Debt' (with Amount, edited, and manual checkboxes). At the bottom of the form, there are five buttons: 'Edit (F2)' (highlighted with a red box), 'Delete (F8)', 'Lock', 'History', and 'Print'.

Figure 28: Editing the person information

Step 5: Click **OK** to confirm and save new entries

This screenshot shows the same 'Test Test' person information form, but now in an 'Edit Person' mode. The 'Status' dropdown is set to 'Active'. The 'Names' section includes fields for 'First Name' (Test), 'Last Name' (Test), 'Initials', and 'Birth Name'. The 'Person' section has 'Date of Birth' and 'Date of Death' fields with calendar icons. The 'IDs' section includes 'External ID Type', 'External ID', 'Social Insurance No.', 'Trade Register No.', and 'ERP ID'. The 'Salutation' section has 'Title' and 'Letter Title' dropdowns. The 'Place of Birth' section has 'Country' and 'ZIP' fields. The 'Image' section has 'Profile' and 'Signature' fields with camera icons. The 'Comment' section has a large text area. The 'Foreigners' section has 'Immigration Date' and 'Last Residence' fields. At the bottom, there are three buttons: 'OK (F10)' (highlighted with a red box), 'Announce', and 'Cancel (F11)'. A 'Worktree' sidebar is visible on the left.

Figure 29: Confirm the new person entry

1.3 Create Organisation

Step 1: Select the customer management module

1. Click the **Module** tab on the top left of the screen
2. Select the **CM Customer Management**



Figure 30: Selected module window

Step 2: Create new Organisation

1. Click **New**
2. Choose **Organisation** topic in order to create the data of the new organisation

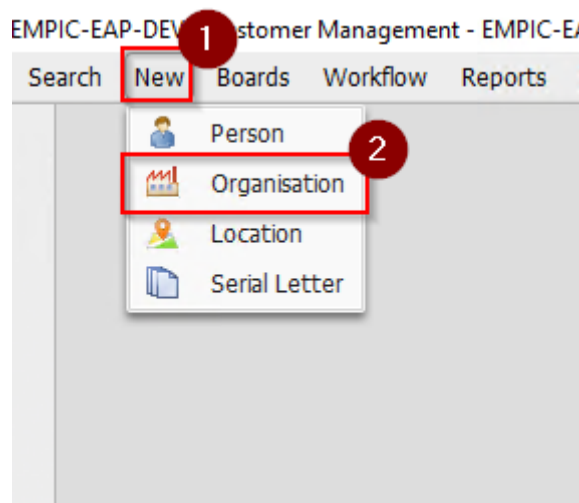


Figure 31: Creating a new organisation record

Step 3: Enter the Organisation's Name

The screenshot shows a 'New Organisation' dialog box with the following fields and controls:

- Name:** A search icon, a text input field, and a confirmation icon.
- Name [th]:** A text input field.
- Name 2:** A search icon, a text input field, and a confirmation icon.
- Name 2 [th]:** A text input field.
- Company Type:** A dropdown menu.
- Type:** A dropdown menu and a checkbox labeled 'Competent'.
- Country:** A dropdown menu.
- Language:** A dropdown menu.
- Salutation:** A dropdown menu.
- Post Salutation:** A dropdown menu.
- Legal Residence:** A text input field.
- ICAO 3-Letter-Code:** A search icon and a text input field.
- ICAO Callsign:** A search icon and a text input field.
- External ID Type:** A search icon, a dropdown menu, and a text input field.
- External ID:** A search icon and a text input field.
- Status:** A section with 'Status' (dropdown menu, currently 'Active') and 'Extended Status' (dropdown menu).
- Trade Register Entry:** A section with 'Trade Register No.' (text input field) and 'Entered on' (text input field with 'T' and calendar icons).
- Registration Office:** A dropdown menu.
- Authority Contact:** A section with a search icon, a star icon, and a refresh icon.
- VATIN:** A search icon and a text input field.
- EU VATIN:** A text input field.
- Debt:** A text input field.
- edited:** A text input field.
- manual:** A checkbox.

At the bottom, there are three buttons: 'OK (F10)' with a green checkmark, 'Announce' with a megaphone icon, and 'Cancel (F11)' with a red X.

Figure 32: New organisation dialogue opens

This screenshot is identical to Figure 32, but the 'Name' search icon and text input field are highlighted with a red rectangular border.

Figure 33: General data for creating a new organisation

Step 4: Select **Status** from the drop-down list to activate the created organisation

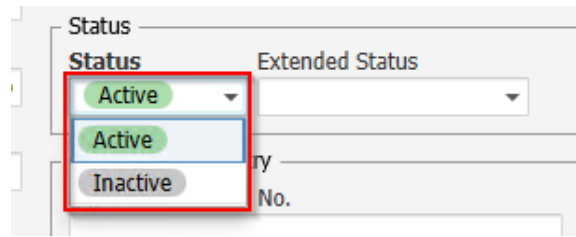


Figure 34: The drop-down list for selected status

Step 5: Click **OK** to confirm and save your entries

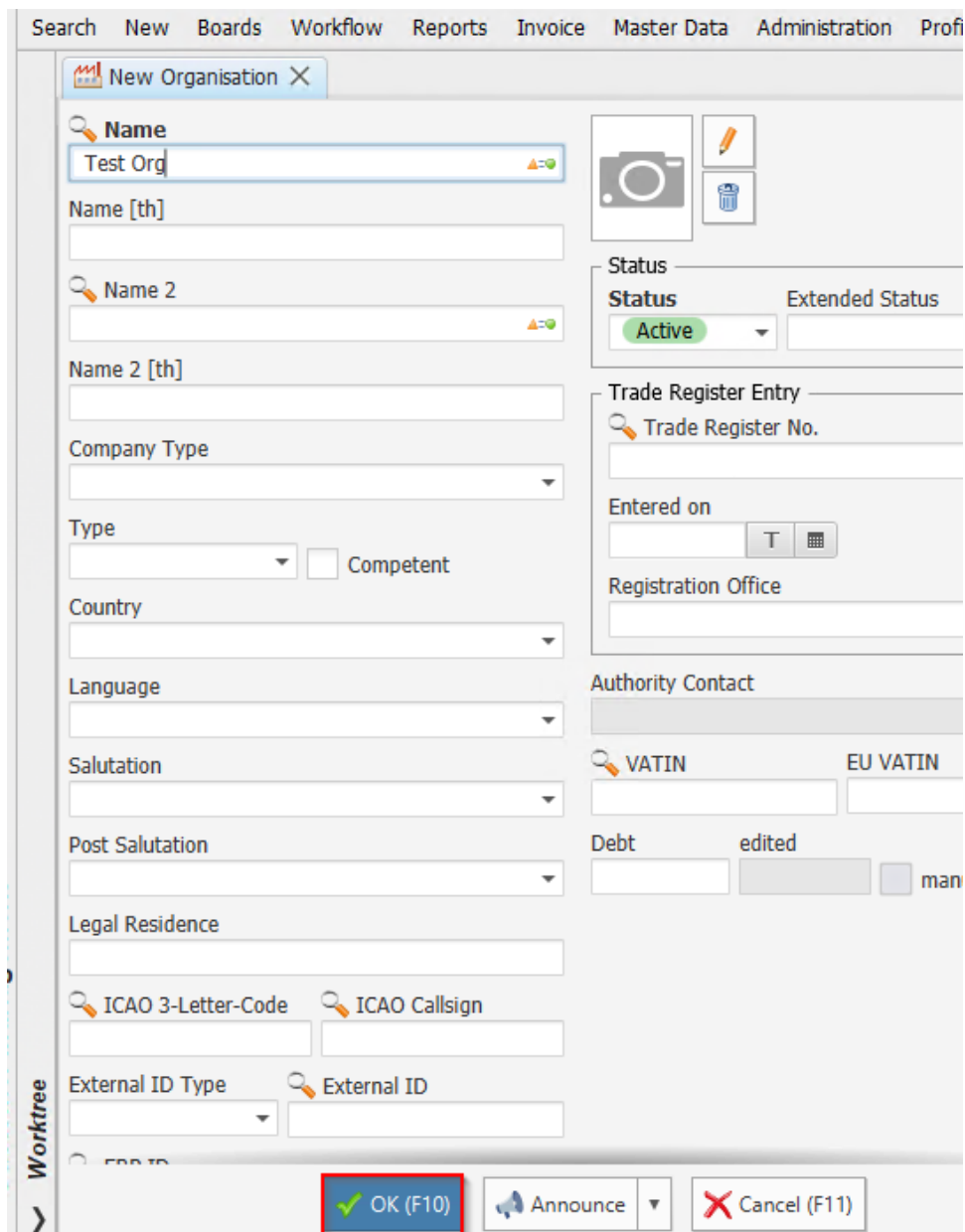


Figure 35: Click OK to confirm the entry

Step 6: Click **Addresses** tab in order to adding addresses of the organisation

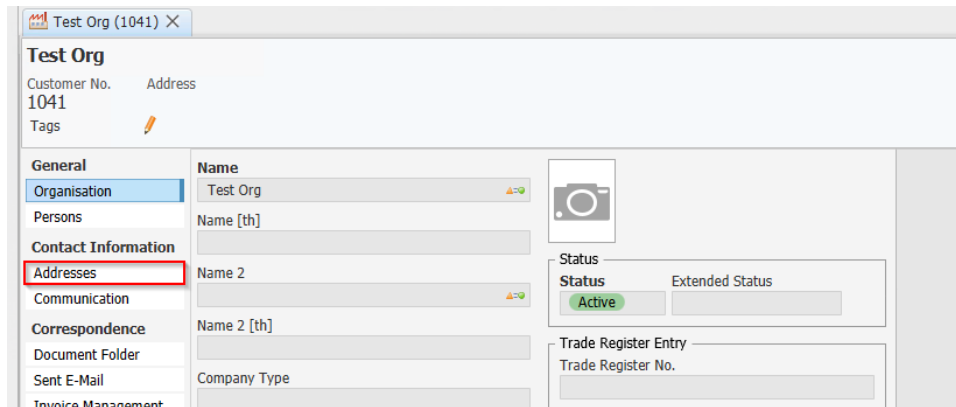


Figure 36: General data tab of the organisation

Step 7: Click **New** to create the new addresses of the organisation

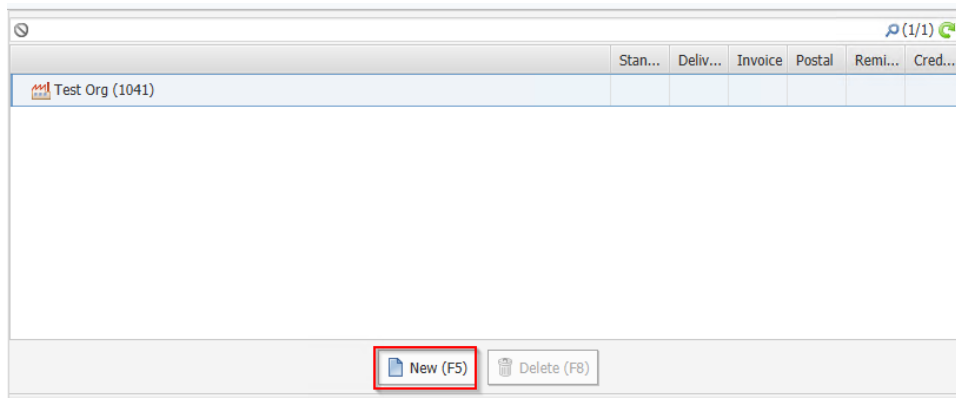


Figure 37: Organisation addresses information

Step 8: Add new address information of the organisation

1. Select **Status** from the drop-down list
2. Add the **City** of addresses
3. Add **Zip Code** of addresses
4. Select **Country** from the drop-down list
5. The **Address Types** can be selected more than one type for the same address

Figure 38: Adding new organisation addresses information

Step 9: Click OK to confirm and save the addresses

Figure 39: Confirm adding organisation address information

Step 10: The saved addresses will be displayed, and user can add the new address by clicking **New** button

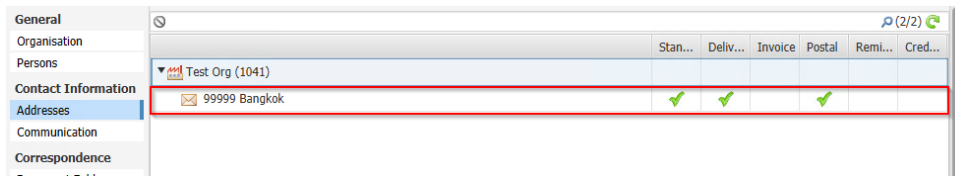


Figure 40: The existed organisation address information

Step 11: Click **Communication** tab to add contact information of the organisation

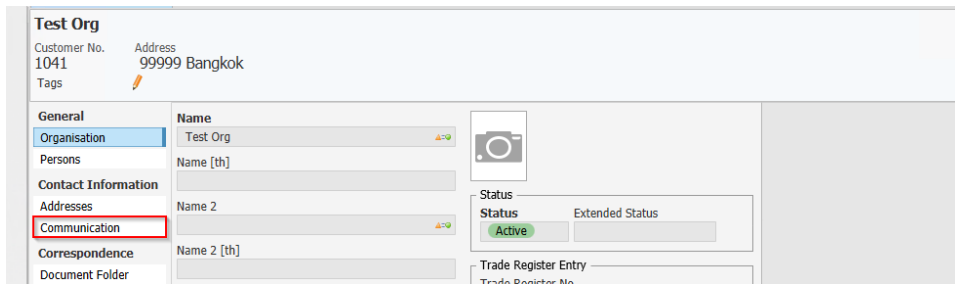


Figure 41: General data of the organisation

Step 12: Click **New** to create new contact information

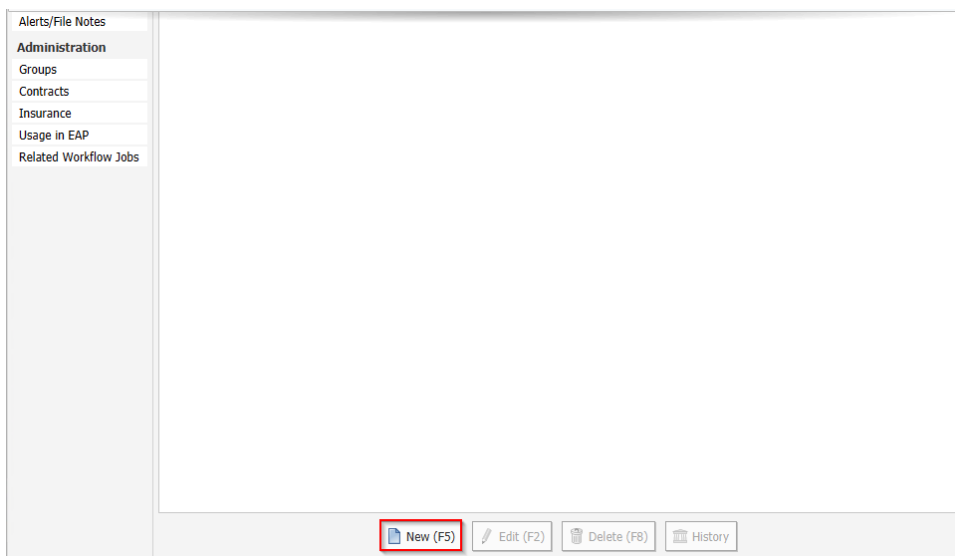


Figure 42: Create new organisation communication information

Step 13: The **Types** of communications can be selected by clicking the drop-down list

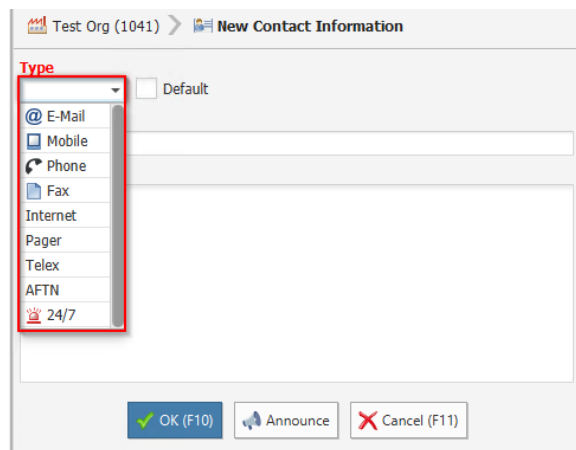


Figure 43: Adding new organisation contact information

Step 14: Add new contact information of the organisation

1. After selected the type for communication the related data can be filled in **Data** tab
2. Tick the button in the **Default** tab in order to set the contact information as the default data
3. Click **OK** to confirm and save the contact information

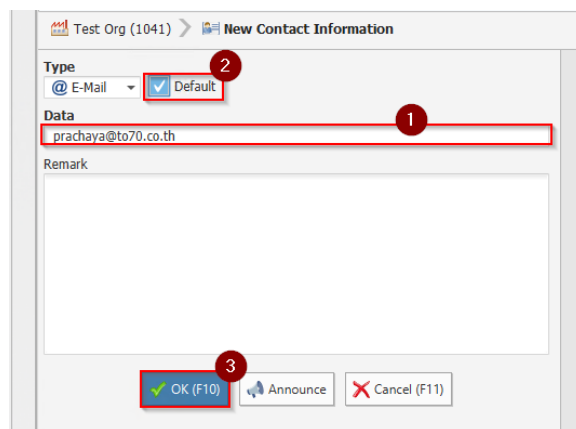


Figure 44: Confirm adding new organisation contact information

Step 15: The saved contact information will be displayed, and user can add the new contact information of the organisation by clicking **New** button

Type	Data	Remark	Default
@ E-Mail	prachaya@to70.co.th		✓

Figure 45: The existed organisation contacts information

Step 16: Click **Persons** tab to add person in the organisation

Test Org
 Customer No. 1041 Address 99999 Bangkok
 Tags

General
Organisation
Persons
 Contact Information
 Addresses
 Communication
 Correspondence

Name
 Test Org
 Name [th]
 Name 2
 Name 2 [th]

Status
 Status: Active
 Extended Status

Figure 46: General data of the organisation

Step 17: Click **New** to create add person in the organisation

Administration
 Groups
 Contracts
 Insurance
 Usage in EAP
 Related Workflow Jobs

Load Persons Open **New (F5)** Edit (F2) Delete (F8) Print History

Figure 47: Person tab information of the organisation

Step 18: Searching for the existing person

1. To choose the person data only, click **Advance** tab
2. Select **Person** on Type tab
3. Click **Search** tab for search person

The screenshot shows a search interface for a person. At the top, there are tabs for 'Smart' and 'Advanced', with 'Advanced' selected. A 'Search (F9)' button is highlighted with a red box. Below the search criteria, the 'Type' section has 'Person' selected, also highlighted with a red box. Other options include 'Organisation', 'Both', 'Root Only', 'WEB Users Only', and 'Competent Only'. The 'Status' section has 'Active', 'Inactive', and 'Both' options.

Figure 48: Searching the existed person

Step 19: Selected the related person

1. Click the related person
2. Click **OK** to confirm adding person to the organisation

Marker	Customer No.	T...	First Name	Last Name	Date of B...	Status	Exte...	Address	Tags	Trade R...
	1010		Chotika	Khowcharoen		Active				
	1030		Test	Test		Active		TH-999...		
	1020		demo	webuser	3/12/1995	Active		TH-101...		

The screenshot shows a table of search results. The row for 'Test' is highlighted with a red box, and a red circle with the number '1' is placed over the 'Tags' column of that row. At the bottom of the dialog, the 'OK (F10)' button is highlighted with a red box, and a red circle with the number '2' is placed over it. Other buttons include 'New Person' and 'Cancel'.

Figure 49: The existed person data

Step 20: The related position of that person can be selected by clicking the drop-down list

Test Org (1041) > Add Position

Position

Accountable Manager
Aero-medical Examiner
Aircrew
Airport Manager
Airworthiness Review Examiner
Airworthiness Review Manager
Airworthiness Review Staff
Certificate Holder
Chief Flight Instructor
Chief Theoretical Knowledge Instructor

Deputy

Active from

Active until

OK (F10) Cancel (F11)

Figure 50: Select the related person position

Step 21: Click OK to confirm and save the entry

Position

Employee Deputy

Job Title

Additional Info

Active from

Active until

OK (F10) Cancel (F11)

Figure 51: Confirm the related position

Step 22: The saved business relation will be displayed, and user can add the new business relation by clicking **New** button

Organisation	Deputy	Default O...	Active from	Active until	Status
Test Test (1030)					Active

Figure 52: The existed person information in the organisation

1.4 Create Sub-Organisation (Operation Site)

Step 1: Select the customer management module

1. Click the **Module** tab on the top right of the screen
2. Select the **CM Customer Management**



Figure 53: Select module window

Step 2: Search for existed Organisation

In Menu tab, click **File, Search, Persons/Organisations** respectively

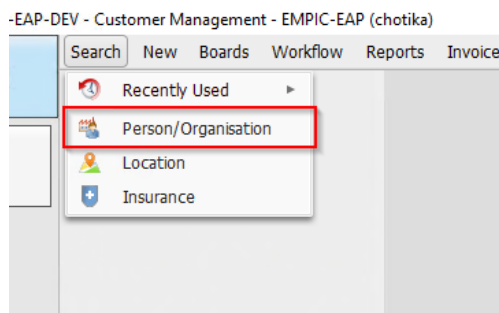


Figure 54: Person/Organisation searching tab

1. To choose the organisation data only, click **Advance** tab
2. Select **Organisation** on Type tab
3. Click **Search** tab for search person

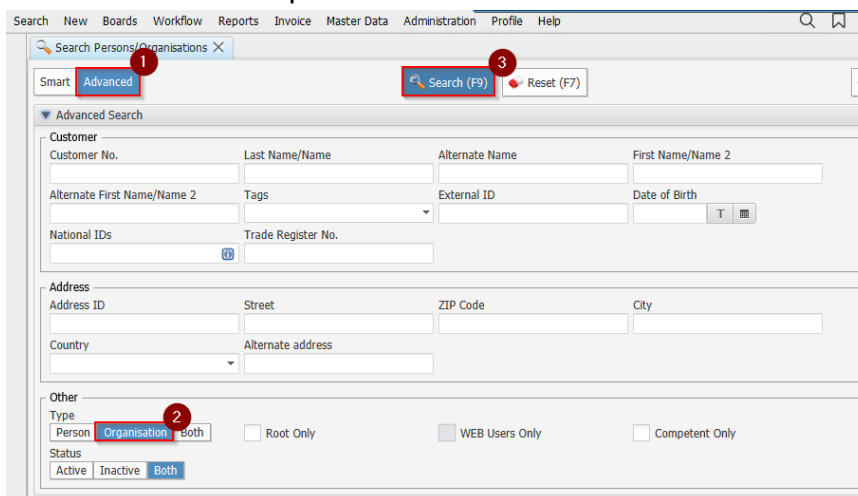
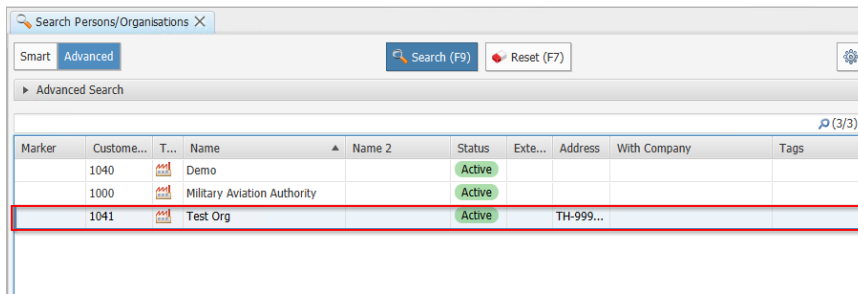


Figure 55: Advance search window for searching organisation

Then, double-click the selected organisation to open up the information window

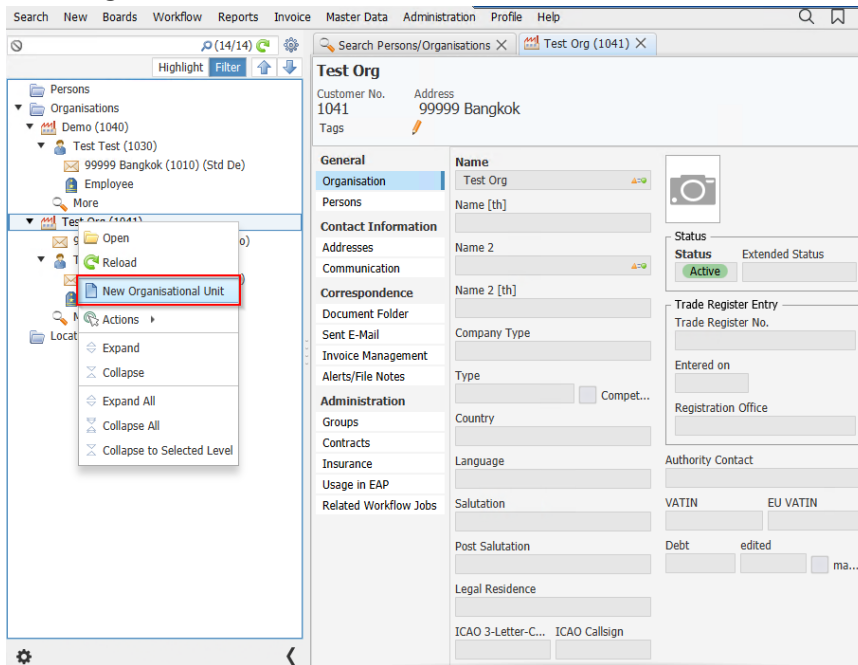


Marker	Custom...	T...	Name	Name 2	Status	Ext...	Address	With Company	Tags
1040			Demo		Active				
1000			Military Aviation Authority		Active				
1041			Test Org		Active		TH-999...		

Figure 56: Selecting the organisation to create sub-organisation

Step 3: Create New Organisation to be used as a Sub-Organisation

1. Under organisation tree, right click at the Organisation
2. Click New Organisation Unit



The screenshot shows the 'Test Org' information window. On the left, a tree view shows the organisation hierarchy. A context menu is open over the 'Test Org' node, with 'New Organisational Unit' highlighted. The main window displays the details for 'Test Org', including Customer No. 1041, Address 99999 Bangkok, and Status Active.

Figure 57: Adding new organisation unit

1. Input the information of the organisation
2. Click OK

Figure 58: General data for sub-organisation

- Step 4:** Drag the newly created Organisation into the desired parent Organisation
- Under Organisation tree, drag the Organisation into the parent Organisation

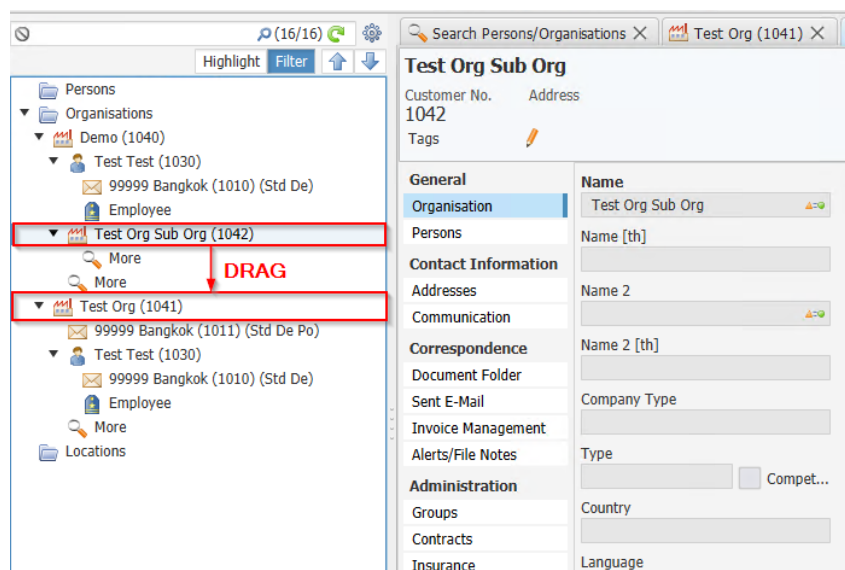


Figure 59: Assign newly organisation to parents

Click OK in the confirmation Window

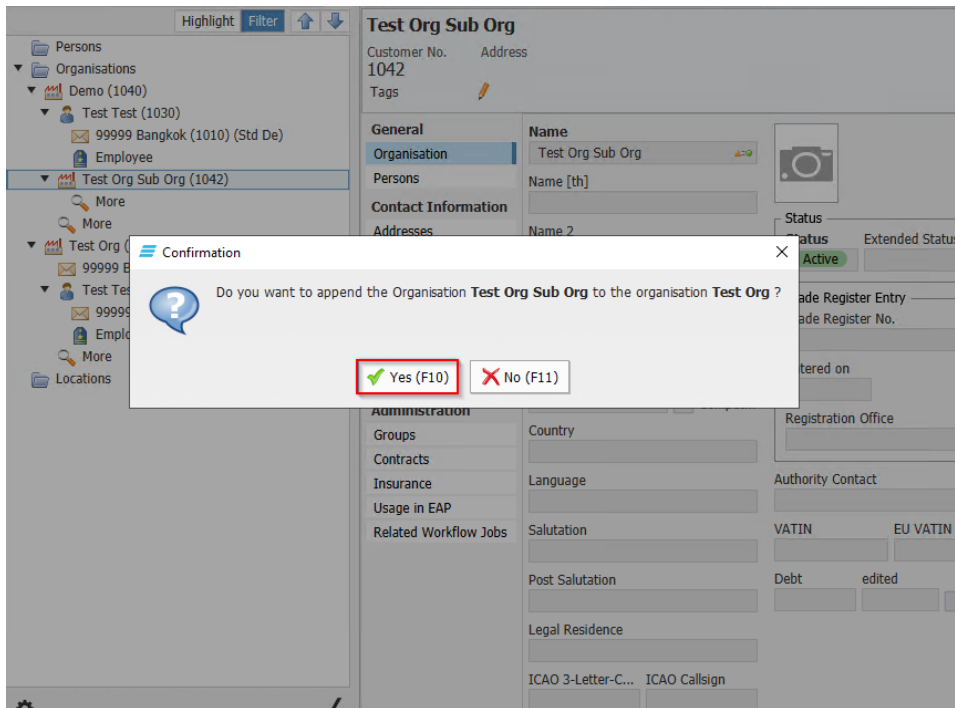


Figure 60: Confirm the assignment

The Sub-Organisation will be listed under parent Organisation

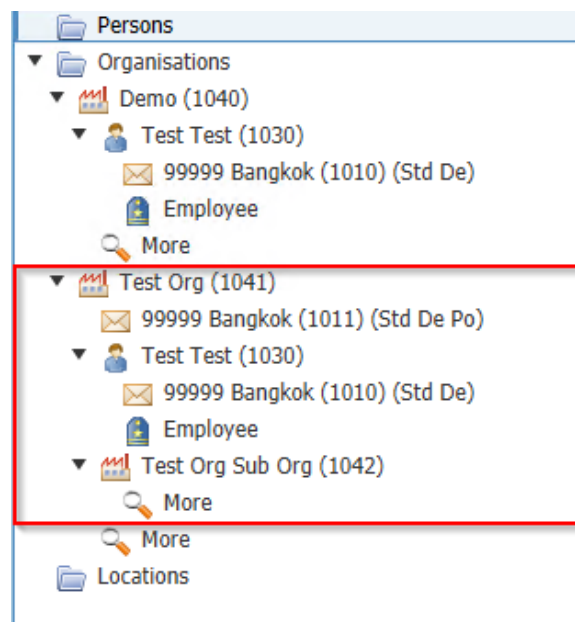


Figure 61: Sub-Organisation under the parent organisation

1.5 Edit Organisation Data

Step 1: Search for existed Organisation

In Menu tab, click **File, Search, Persons/Organisations** respectively

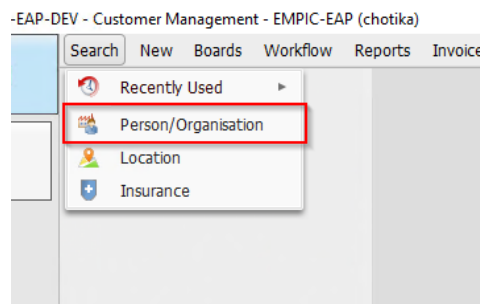


Figure 62: Person/Organisation searching tab

1. To choose the organisation data only, click **Advance** tab
2. Select **Organisation** on Type tab
3. Click **Search** tab for search person

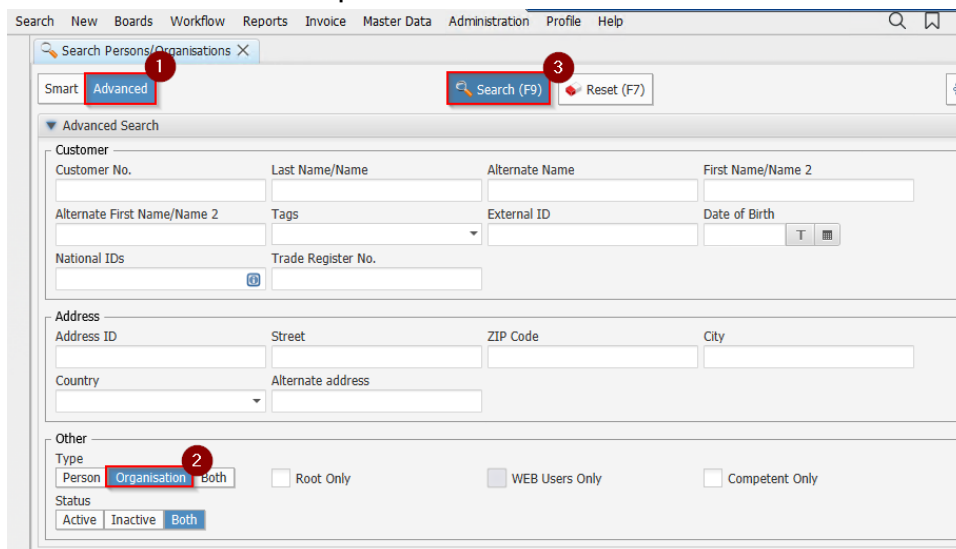
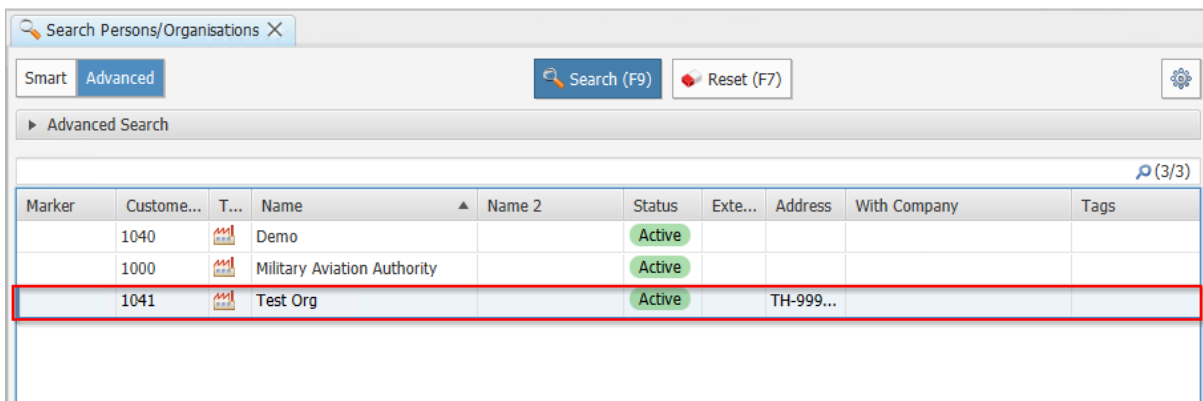
A screenshot of the 'Advanced Search' window. The window title is 'Search Persons/Organisations'. It has tabs for 'Smart' and 'Advanced' (selected). There are 'Search (F9)' and 'Reset (F7)' buttons. The search criteria are organized into sections: 'Customer' (with fields for Customer No., Last Name/Name, Alternate Name, First Name/Name 2, etc.), 'Address' (with fields for Address ID, Street, ZIP Code, City, etc.), and 'Other' (with radio buttons for Type: Person, Organisation (selected), Both; and checkboxes for Root Only, WEB Users Only, Competent Only; and buttons for Status: Active, Inactive, Both). Red circles with numbers 1, 2, and 3 point to the 'Advanced' tab, the 'Organisation' type, and the 'Search (F9)' button respectively.

Figure 63: Advance search window for searching organisation

Then, double-click the selected organisation to open up the information window



Marker	Custom...	T...	Name	Name 2	Status	Ext...	Address	With Company	Tags
	1040		Demo		Active				
	1000		Military Aviation Authority		Active				
	1041		Test Org		Active		TH-999...		

Figure 64: Selecting the organisation to create sub-organisation

Step 2: Click Edit to edit the organisation data

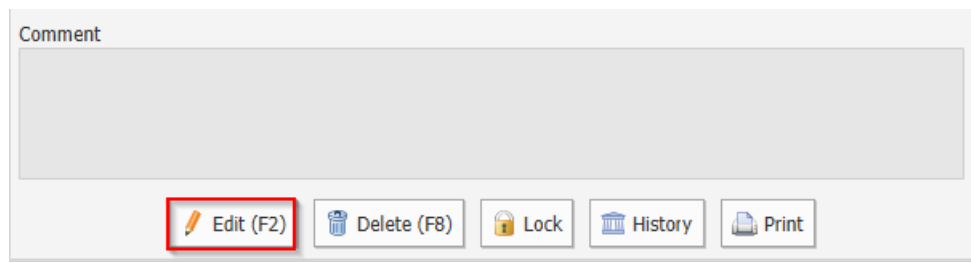


Figure 65: Edit button for edit organisation data

Step 3: Fill in the data that want to edit and then click OK to confirm the change

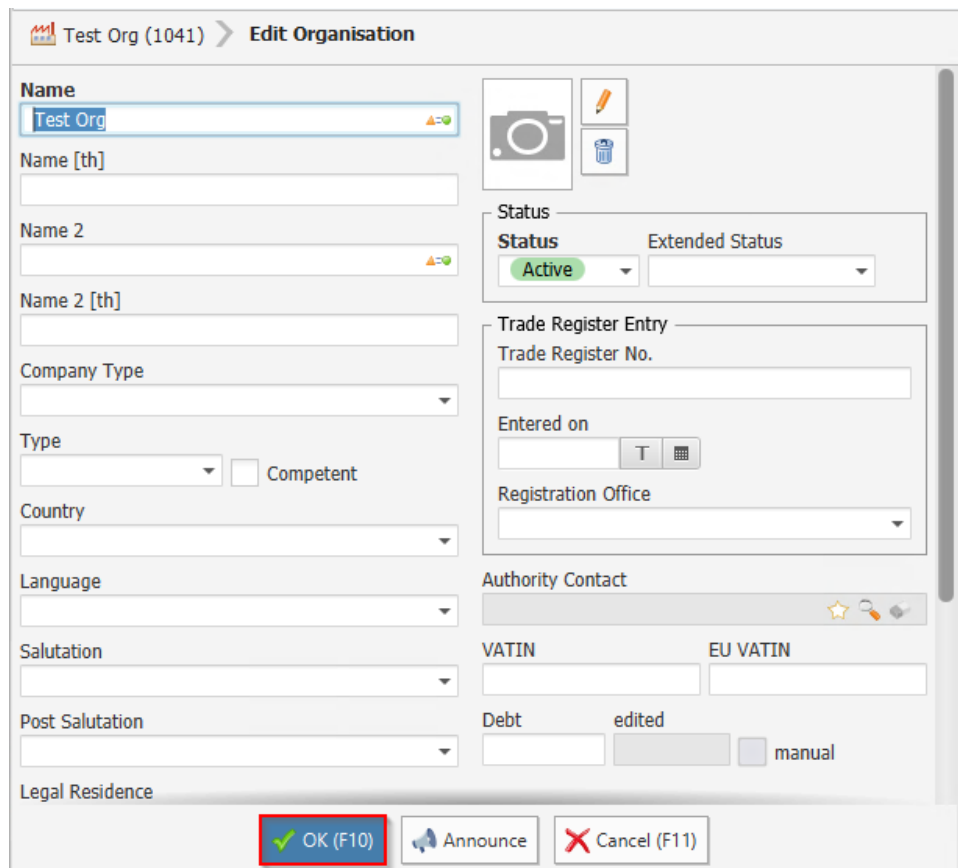


Figure 66: Click OK to confirm the change

2 Create SEC

2.1 Create User

Step 1: Select the Security module

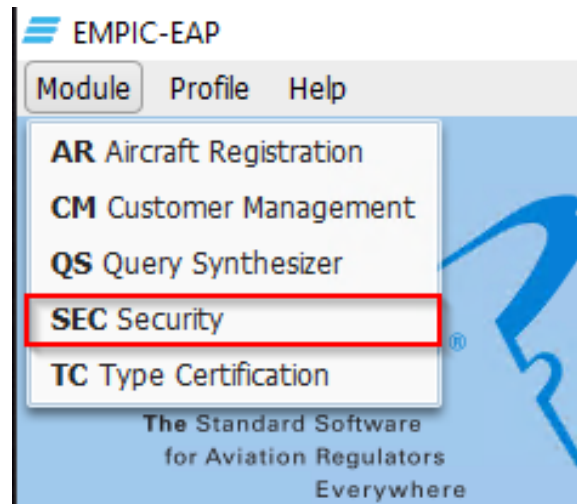


Figure 67: Selected module window

Step 2: Create new user

1. Click **System**
2. Select **User** topic in order to create new user

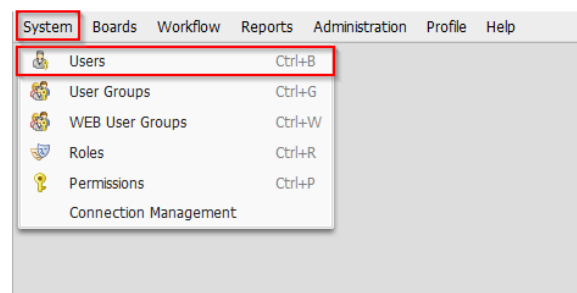


Figure 68: Open user list in the system

Then, click **new** to create new user

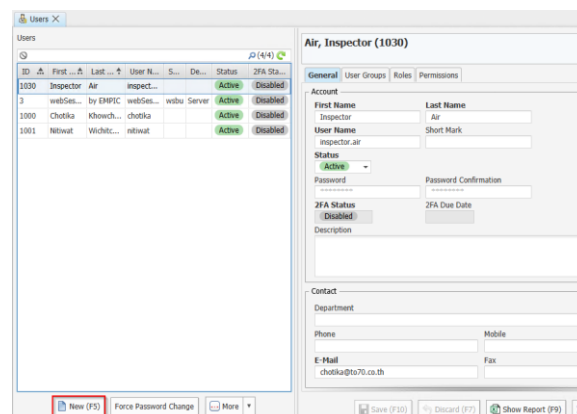


Figure 69: New user creating tab

Step 3: Adding new user data

1. Enter user's **First Name**
2. Enter user's **Last Name**
3. Enter **User Name**
4. Enter **Password**
5. Enter **Password Confirmation**
6. Enter user's **E-Mail**

The screenshot shows a user creation form with the following fields and callouts:

- 1**: First Name
- 2**: Last Name
- 3**: User Name
- 4**: Password
- 5**: Password Confirmation
- 6**: E-Mail

Other visible fields include: Short Mark, Status (Active), 2FA Status (Disabled), 2FA Due Date, Department, Phone, Mobile, and Fax.

Figure 70: Require data for creating new user

Step 4: Click Save to confirm and save your entries

The screenshot shows the bottom portion of the user creation form, including the 'Description' field, 'Contact' section (Department, Phone, Mobile, E-Mail, Fax), and a toolbar with the following buttons:

- Save (F10)** (highlighted in red)
- Delete (F8)
- Show Report (F9)
- History

Figure 71: Click Save to save your entries

2.2 Create WEB User

Step 1: Search for the existing person in CM Module

1. Click **Search**
2. Choose **Persons/Organisation** topic

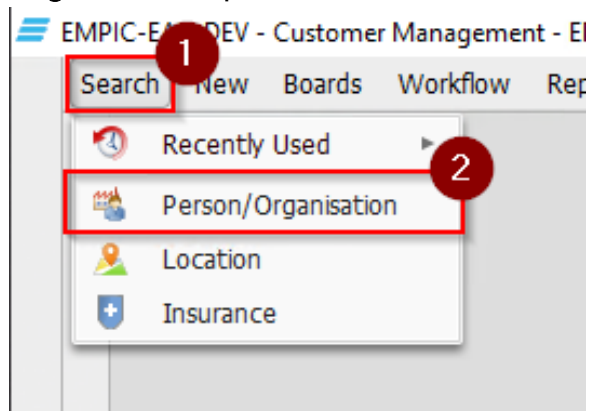


Figure 72: Searching for the existed person data

Step 2: Search for the existed person information

1. To choose the person data only, click **Advance** tab
2. Select **Person** on Type tab
3. Click **Search** tab for search person

A screenshot of the 'Search Persons/Organisations' window. The 'Advanced' tab is selected. The form includes sections for 'Customer' (with fields for Customer No., Last Name/Name, Alternate Name, First Name/Name 2, etc.), 'Address' (with fields for Address ID, Street, ZIP Code, City, etc.), and 'Other' (with 'Type' set to 'Person', 'Status' set to 'Both', and checkboxes for 'Root Only', 'WEB Users Only', and 'Competent Only'). Red circles with numbers 1, 2, and 3 highlight the 'Advanced' tab, the 'Person' type selection, and the 'Search (F9)' button respectively.

Figure 73: Searching for the specific person data

Step 3: Double-click the selected person to open up the information window

Marker	Customer No.	First Name	Last Name	Date of Birth	Status	Address	Tags
	1010	Chotka	Khowcharoen		Active		
	1030	Test	Test		Active	TH-999...	
	1020	demo	webuser	3/12/1995	Active	TH-101...	

Figure 74: Select the specific person data

Step 4: Click the **WEB Account** button to add Grant WEB Client account by activate the “Active” button

Test Test WEB Account

Customer No. 1030 Date of Birth Address 99999 Bangkok
Tags

General

Person User Name test.test Active

Business Relations E-Mail prachaya@to70.co.th

Competency

Contact Information

Addresses

Communication

Correspondence

Document Folder

Sent E-Mail

Invoice Management

Alerts/File Notes

Administration

Groups

Contracts

WEB Account

Insurance

Usage in EAP

Sync Info

Related Workflow Jobs

WEB Use Cases via WEB User Groups (6/6)

WEB Use Case	WEB User Groups
CM: Edit Address Data	Default Group
Notifications	Default Group
Service Requests: Forms	Default Group
Service Requests: My Requests and Procedures	Default Group
Service Requests: Submit Request	Default Group
Tasks	Default Group

Add / Remove WEB User Groups

WEB Use Cases via Objects

Related Objects

Figure 75: Editing the person information

2.3 Change Password

Step 1: Open Users list

1. Click **System** tab
2. Select **Users**

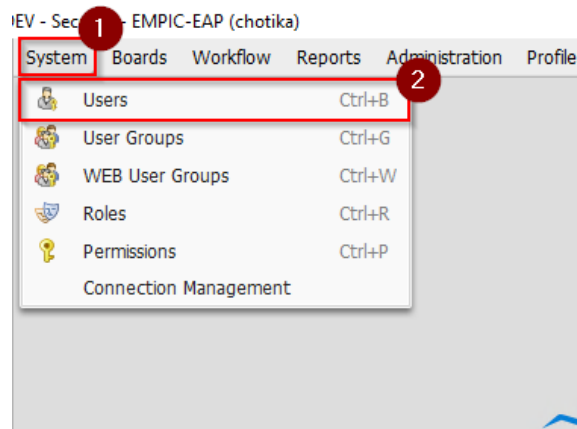


Figure 76: Open Users list in the system

Step 2: Force change password of users

1. Select the users that want to change password
2. Click **Force Password Change**

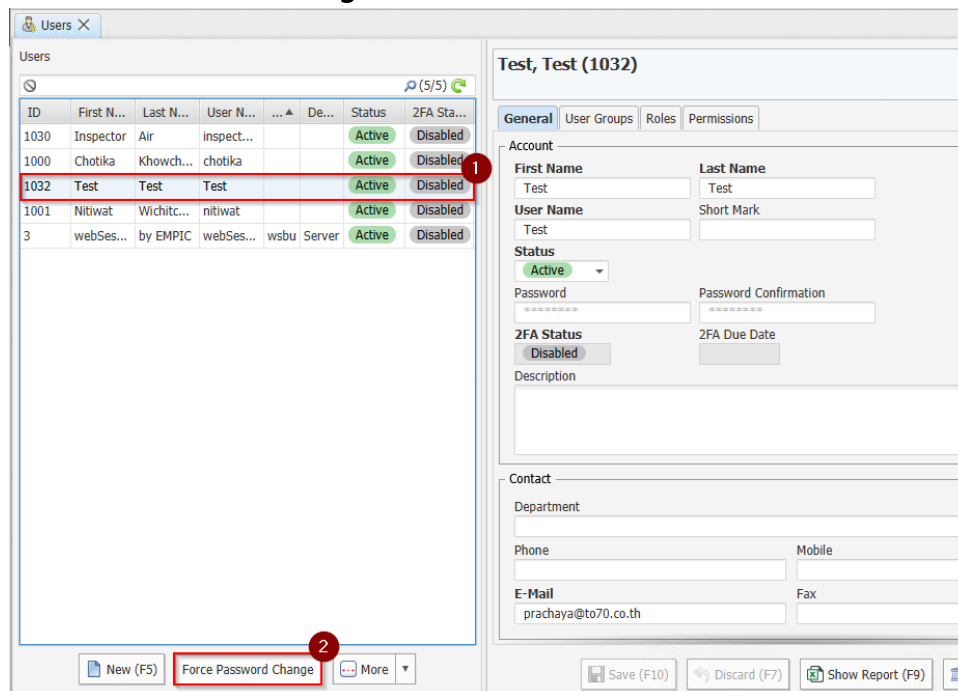


Figure 77: Force user's password change

Step 3: Force change password for next log in

1. Tick **Force Change of Password at Next Login**
2. Click **OK** to confirm

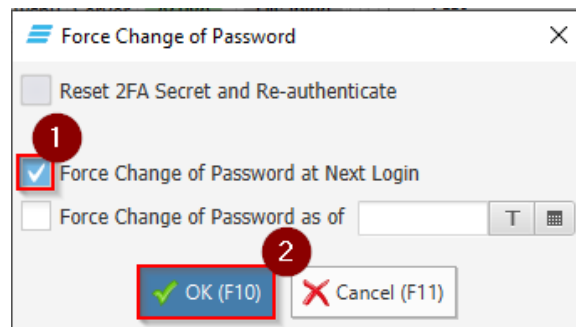


Figure 78: Tick to force password change and click OK confirm

2.4 Assign user in group

Step 1: Select user to assign in group

1. Select user who wants to assign in group
2. Click on **User Groups** tab to assign user

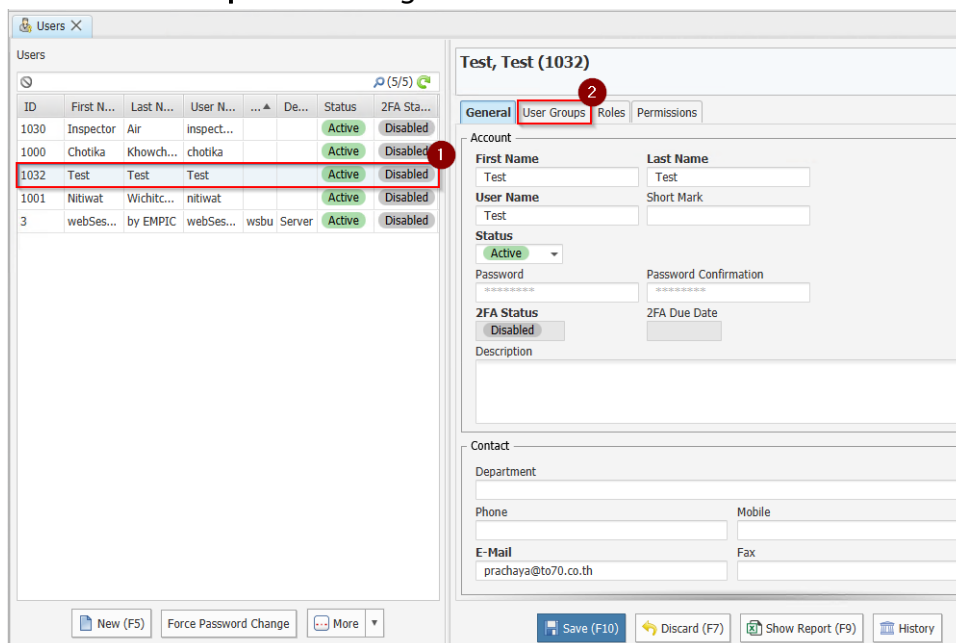
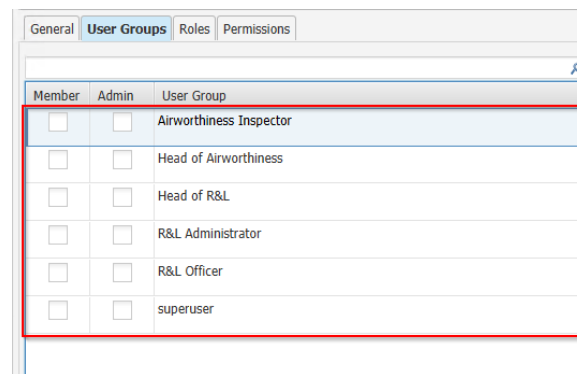


Figure 79: User Group tab of each user

Step 2: Tick the **Member** and **Admin** box to assign user in the list that wants to assign



Member	Admin	User Group
<input type="checkbox"/>	<input type="checkbox"/>	Airworthiness Inspector
<input type="checkbox"/>	<input type="checkbox"/>	Head of Airworthiness
<input type="checkbox"/>	<input type="checkbox"/>	Head of R&L
<input type="checkbox"/>	<input type="checkbox"/>	R&L Administrator
<input type="checkbox"/>	<input type="checkbox"/>	R&L Officer
<input type="checkbox"/>	<input type="checkbox"/>	superuser

Figure 80: User Group for assigning the user

Then, click **Save** to confirm and save your entries

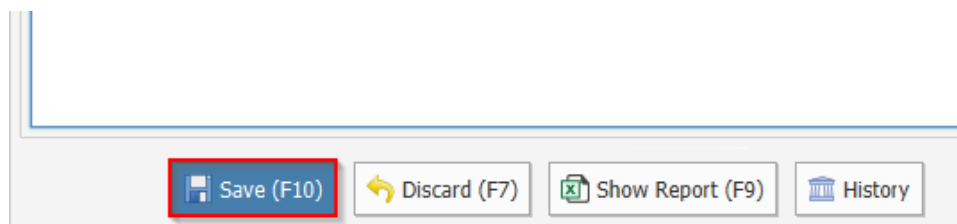


Figure 81: Click Save to save your entries

2.5 Assign competency

Step 1: Select the customer management module

1. Click the **Module** tab on the top left of the screen
2. Select the **CM Customer Management**

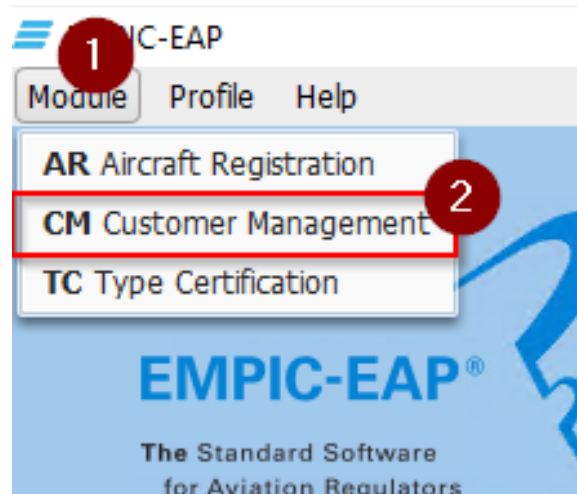


Figure 82: Selected module window

Step 2: Select Person to add competency

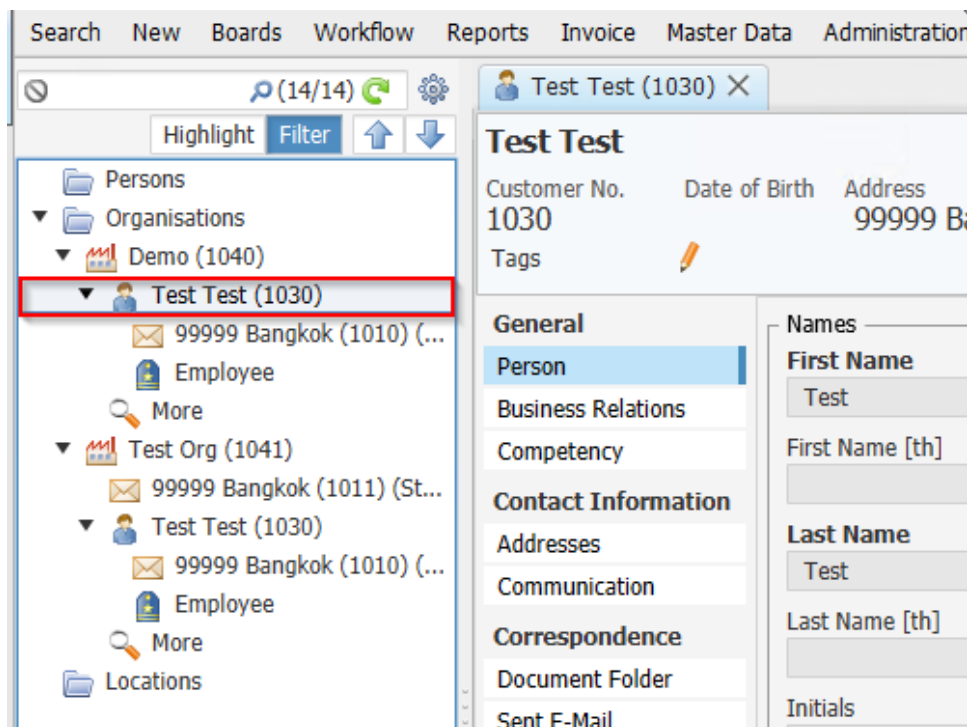


Figure 83: Selected user to add competency from the workflow tree

Step 3: Create Competency

1. Select **Competency** tab
2. Click Create Competency

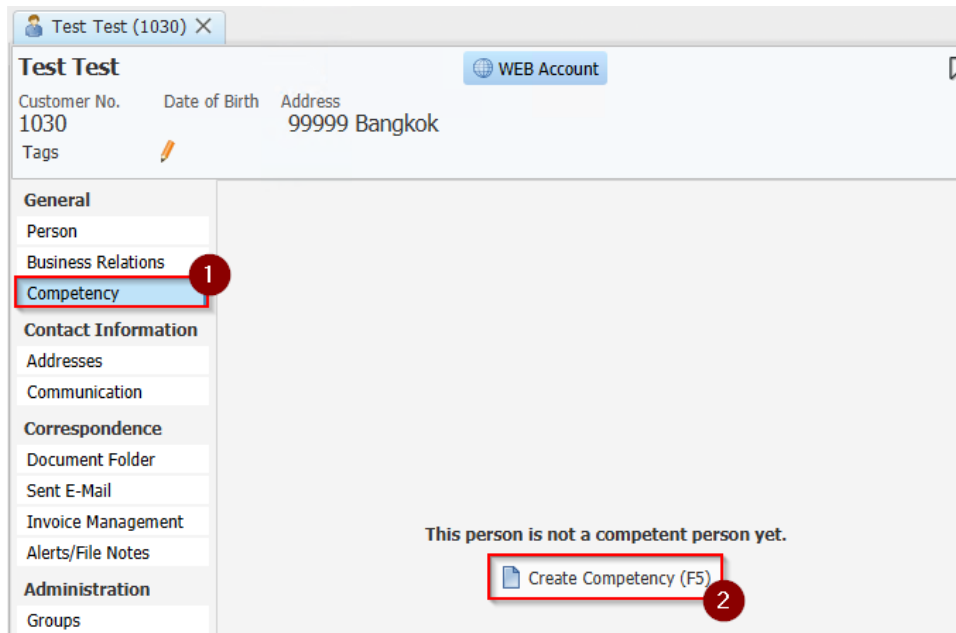


Figure 84: Create user competency tab

Step 4: Select Users

1. Click **Search**
2. Select User to add
3. Click **OK** to confirm

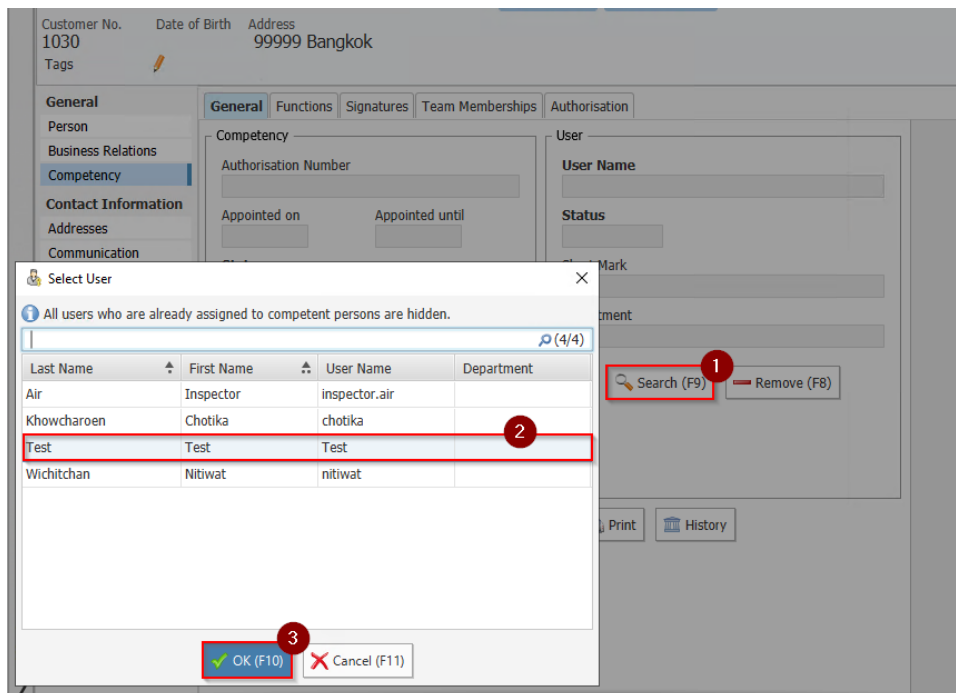


Figure 85: Selected user to add competency

Step 5: Click **Functions** tab to create new function, and the click **New**

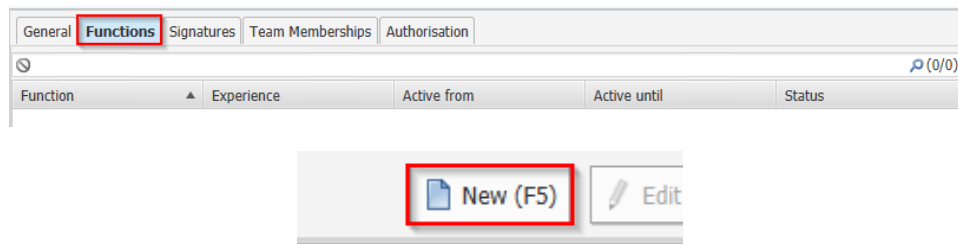


Figure 86: Create user function tab

Step 6: Fill in the Functions data

1. Click **Function** to select function in the drop down list
2. Fill the active date
3. Click **OK** to confirm

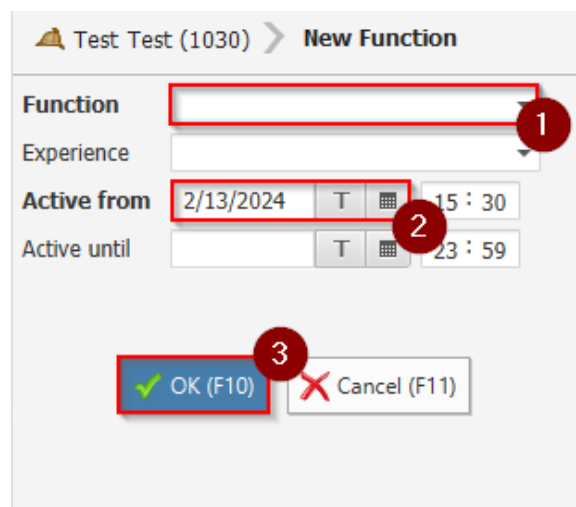


Figure 87: Fill in the function data

3 Workflow Management

3.1 Notification of incoming task

Step 1: When you receive the email of the incoming task, the task will appear in the workflow task. To investigate task, select TC or AR Module.

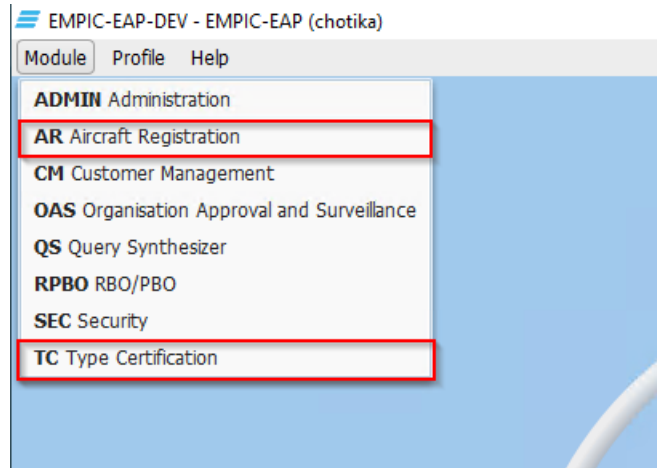


Figure 88: Selected module window

Step 2: Investigate incoming task.

1. Click **Workflow tap**
2. Select **Tasks**

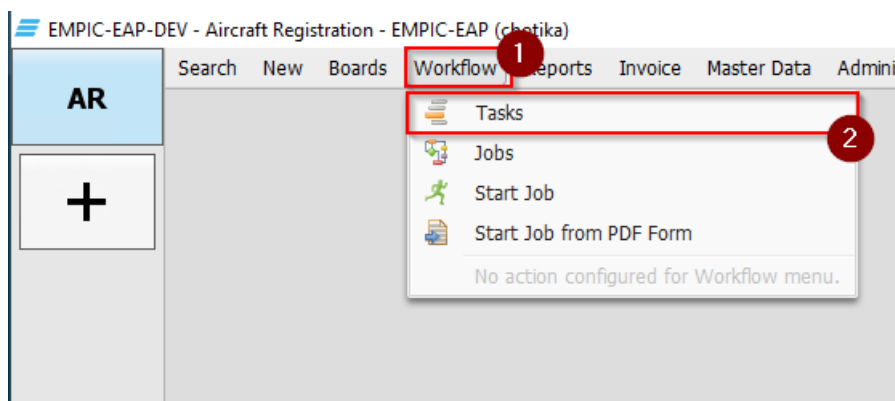


Figure 89: Investigate incoming task

Step 3: The assigned task appears in workflow task

Job ID	Job Name	ID	Name	Performer	Created on	Modified on	Activit...	New Data	Urger
1063	Application for Air...	1647	Check completene...	Khowcharoen, Ch...	3/26/2024 6...	3/26/2024...			
1052	CASE: Require mo...	1550	Check completene...	Khowcharoen, Ch...	3/21/2024 2...	3/21/2024...			
1044	CASE: Require mo...	1474	Check completene...	Khayankhean, Tee...	2/22/2024 3...	2/22/2024...		2/22/2024 3:58...	
1045	CASE: Require mo...	1472	Check completene...	Armarittayakul, Wa...	2/22/2024 3...	2/22/2024...			
1028	Application for Air...	1464	Assign inspector in...	Khowcharoen, Ch...	2/22/2024 3...	3/26/2024...			
1026	Application for Air...	1285	Assign inspector in...	Khowcharoen, Ch...	2/22/2024 2...	2/22/2024...		2/22/2024 2:27...	
1013	Application for TC ...	1070	Check completene...	Armarittayakul, Wa...	2/22/2024 1...	2/22/2024...			
1012	Application for TC ...	1068	Check completene...	Khowcharoen, Ch...	2/22/2024 1...	2/22/2024...			
1018	Application for TC ...	1062	Check completene...	Khayankhean, Tee...	2/22/2024 1...	2/22/2024...			

Figure 90: Assigned task in workflow task

3.2 Reassign jobs to related person

Step 1: Process to assign task

1. Select the task that want to assign
2. Click **Process** to assign task

Job ID	Job Name	ID	Name	Performer	Created on	Modified on	Activit...	New Data	Urger
1063	Application for Air...	1647	Check completene...	Khowcharoen, Ch...	3/26/2024 6...	3/26/2024...			
1052	CASE: Require mo...	1550	Check completene...	Khowcharoen, Ch...	3/21/2024 2...	3/21/2024...			
1044	CASE: Require mo...	1474	Check completene...	Khayankhean, Tee...	2/22/2024 3...	2/22/2024...		2/22/2024 3:58...	
1045	CASE: Require mo...	1472	Check completene...	Armarittayakul, Wa...	2/22/2024 3...	2/22/2024...			
1028	Application for Air...	1464	Assign inspector in...	Khowcharoen, Ch...	2/22/2024 3...	3/26/2024...			
1026	Application for Air...	1285	Assign inspector in...	Khowcharoen, Ch...	2/22/2024 2...	2/22/2024...		2/22/2024 2:27...	
1013	Application for TC ...	1070	Check completene...	Armarittayakul, Wa...	2/22/2024 1...	2/22/2024...			
1012	Application for TC ...	1068	Check completene...	Khowcharoen, Ch...	2/22/2024 1...	2/22/2024...			
1018	Application for TC ...	1062	Check completene...	Khayankhean, Tee...	2/22/2024 1...	2/22/2024...			

Figure 91: Click Proceed to reassign jobs

Step 2: Assign related person to do the task

1. Click **Workflow Data** tab
2. Select **Team** to assign
3. Select **Function** in team
4. Select **Performer** to do the task
5. Click **OK and Next** to assign the person to do the task

The screenshot displays a software interface for assigning a task. At the top, there are browser tabs and a header area with the following information: Name: Reassign job to R&L officer, Processing Status: Assign job to R&L officer, Created on: 3/26/2024 3:47:57 PM by Test, Test (test.test), Urgency, Display as: Application submitted, Modified on: 3/26/2024 5:44:07 PM by Khowcharoen, Chotika (chotika). Below this is a 'Description' field. A tabbed interface shows 'Workflow Data' as the active tab, with other tabs being 'Document Folder', 'File Notes', and 'Sent E-Mail'. Under 'Edit Data', the 'Assignee (Actor List)' section has two radio buttons: 'Team, Function and User' (selected) and 'User Only'. Under 'Team, Function and User', there are three fields: 'Team' (R&L officer), 'Function' (Registration and Licensing Officer), and 'Performer' (Khowcharoen, Chotika). Below this is a 'Read-Only' section titled 'Submit application' with fields for Submitted by (Test, Test (1030)), Reference (REQUEST-00055), Request (REQUEST-00055), Organisation Name (Test), Aircraft type (Test), RTAF Number (Test), and Serial Number (Test). At the bottom, there are five buttons: 'OK (F10)', 'OK and Next' (highlighted with a red box and a red circle with the number 5), 'Apply Data', 'Cancel (F11)', and 'More'.

Figure 92: Assign person to do the task

3.3 Check completeness of application package

Step 1: Double-click to select task to check completeness of application package

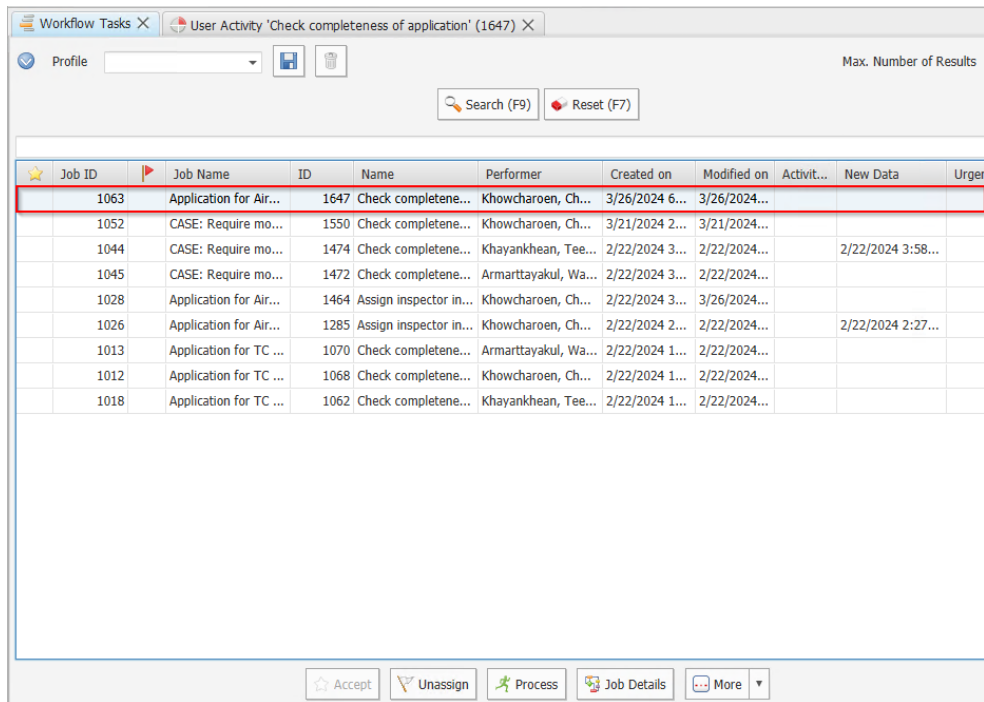


Figure 93: Select task to check completeness

Step 2: Check completeness of application package.

1. Select **Document Folder** tap
2. Click to drop-down list to show the application package
3. Investigate the application package

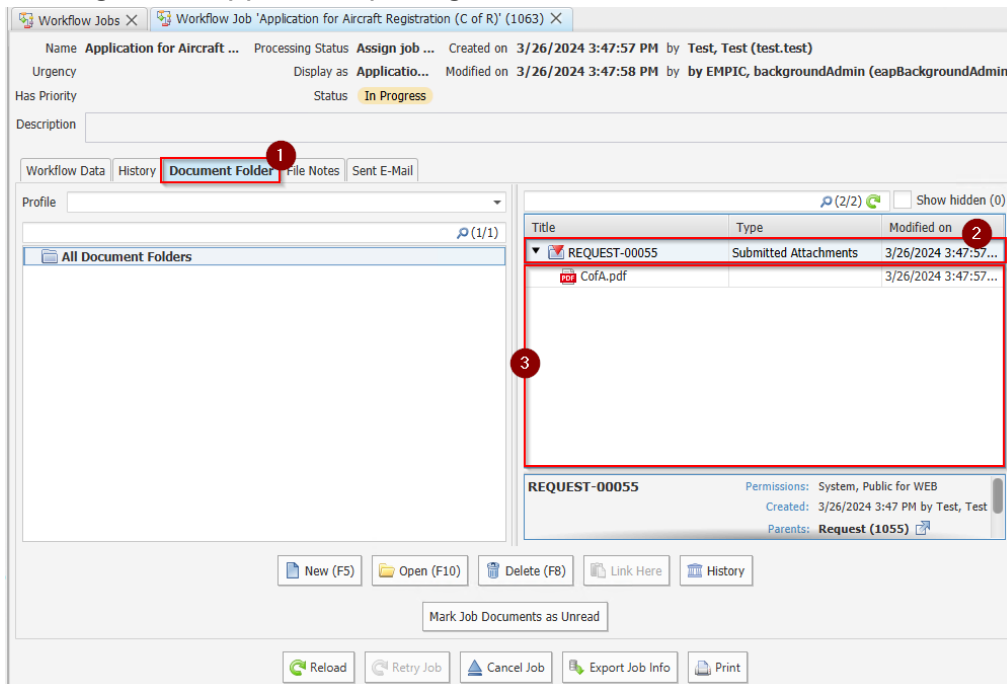


Figure 94: Check completeness of application package

Step 3: If all documents are completed...

1. Go back to Workflow Data tap
2. Mark **Yes** at All documents complete? question
3. Then, click **OK and Next**

Workflow Tasks X User Activity 'Check completeness of application' (1647) X

Name Check comple... Processing Status Check doc... Created on 3/26/2024 3:47:57 PM by Test, Test (test.test)

Urgency Display as Applicatio... Modified on 3/26/2024 6:00:27 PM by EMPIC, backgroundAdmin (eapBackgroundAdmin)

Has Priority

Description

Workflow Data Document Folder File Notes Sent E-Mail

▼ Edit Data

All documents complete? Yes No

Note to Applicant:

▼ Read-Only

Submit application

Submitted by Test, Test (1030)

Reference REQUEST-00055

Request REQUEST-00055

Organisation Name Test

Aircraft type Test

RTAF Number Test

OK (F10) **OK and Next** Apply Data Cancel (F11) More ▼

Figure 95: All documents complete

Step 4: If required more documents form the applicant

1. Mark **No** at All documents complete? Question
2. Add some note to the applicant about the requested documents
3. Click **OK and Next** to send the email back to the applicant

Workflow Tasks X User Activity 'Check completeness of application' (1647) X

Name Check comple... Processing Status Check doc... Created on 3/26/2024 3:47:57 PM by Test, Test (test.test)

Urgency Display as Applicatio... Modified on 3/26/2024 6:00:27 PM by EMPIC, backgroundAdmin (eapBackgroundAdmin)

Has Priority

Description

Workflow Data Document Folder File Notes Sent E-Mail

▼ Edit Data

All documents complete? Yes No

Note to Applicant: Require more documents

▼ Read-Only

Submit application

Submitted by Test, Test (1030)

Reference REQUEST-00055

Request REQUEST-00055

Organisation Name Test

Aircraft type Test

RTAF Number Test

OK (F10) **OK and Next** Apply Data Cancel (F11) More ▼

Figure 96: Require more documents

3.4 Assign Aircraft Registration in workflow

Step 1: Select Aircraft Registration that want to assign in workflow, and then click OK and Next

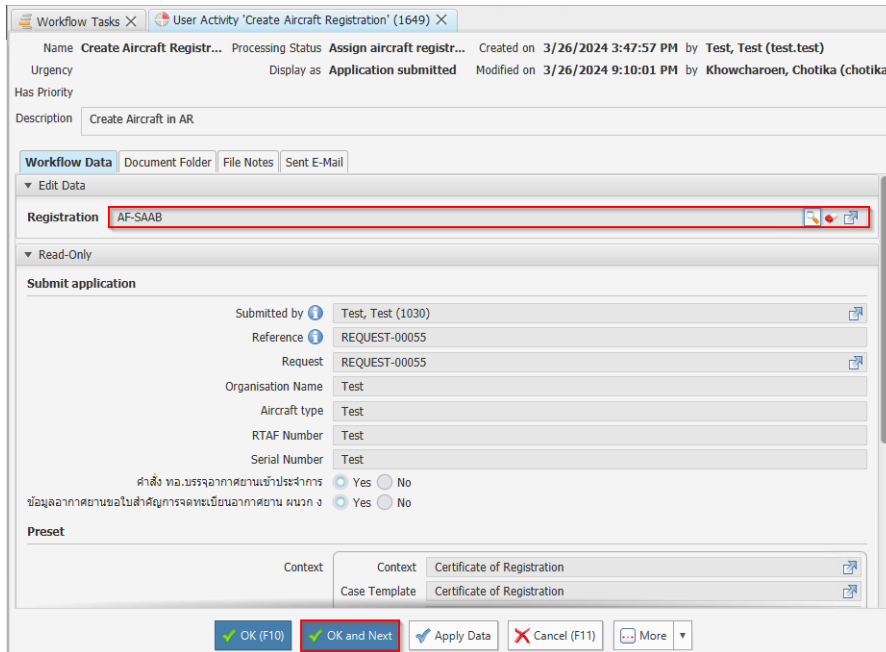


Figure 97: Assign aircraft registration in workflow

3.5 Create CASE in workflow task

Step 1: In workflow data tap, click the arrow on the red box to create CASE via workflow task

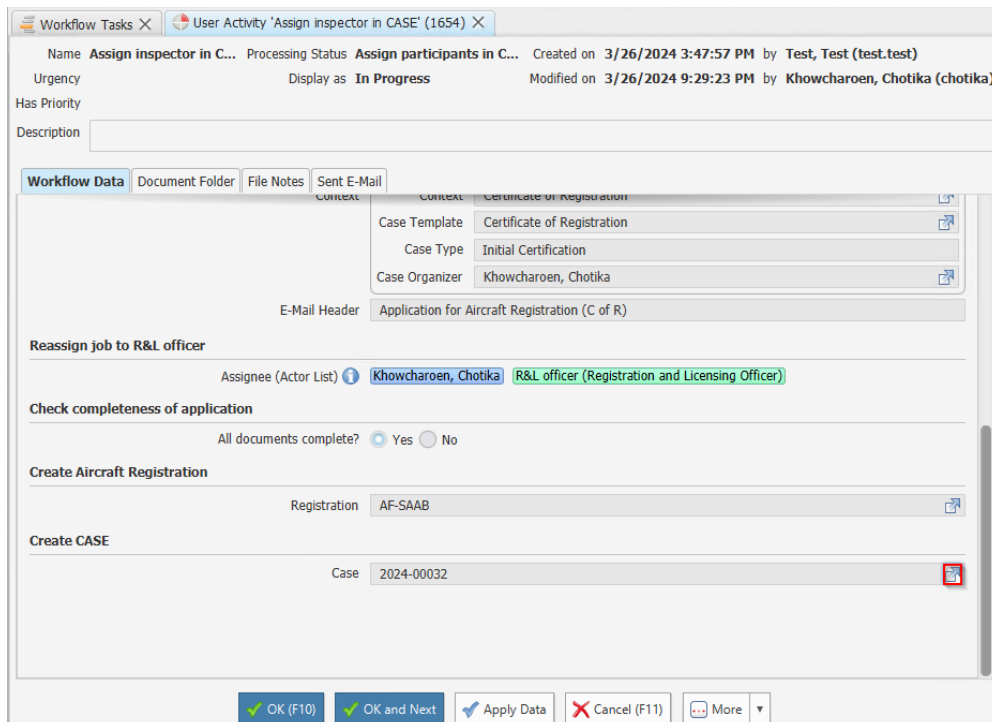


Figure 98: Assign aircraft registration in workflow

3.6 Close CASE via workflow

Step 1: When all CASE is fulfilled, go back to workflow task and select the task to close

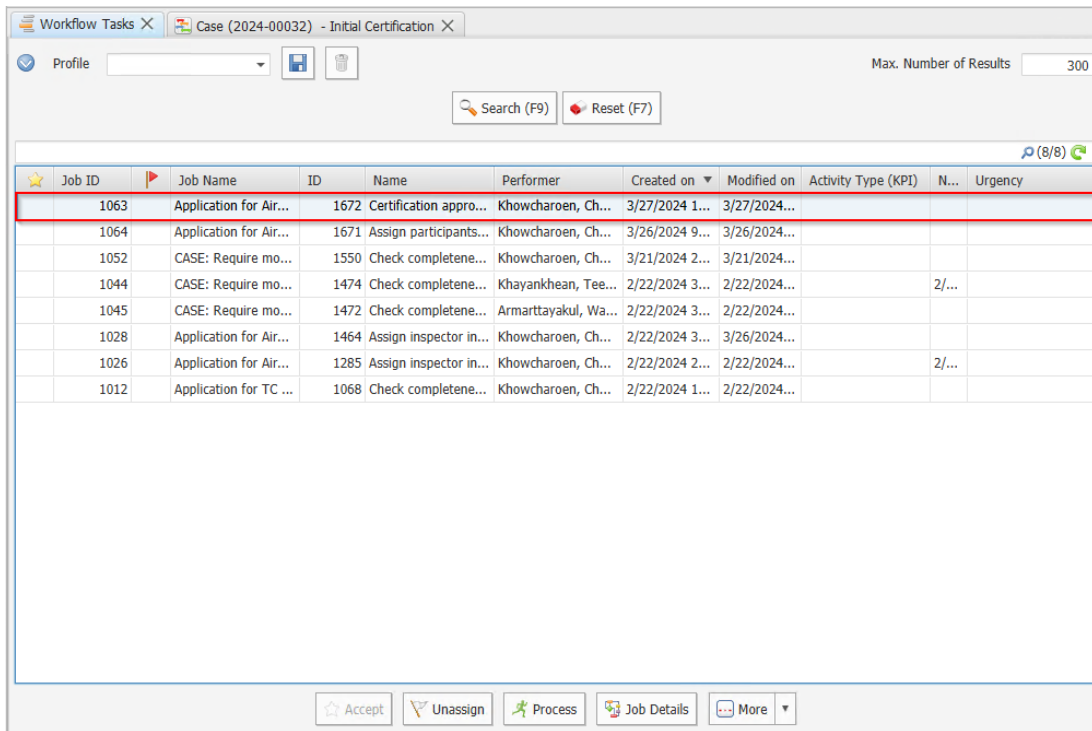


Figure 99: Select task to close

Step 2: When the task is selected

1. Click Yes in All task are completed
2. Change CASE status to Closed
3. Change CASE status to Closed Successful
4. Click OK and Next to confirm

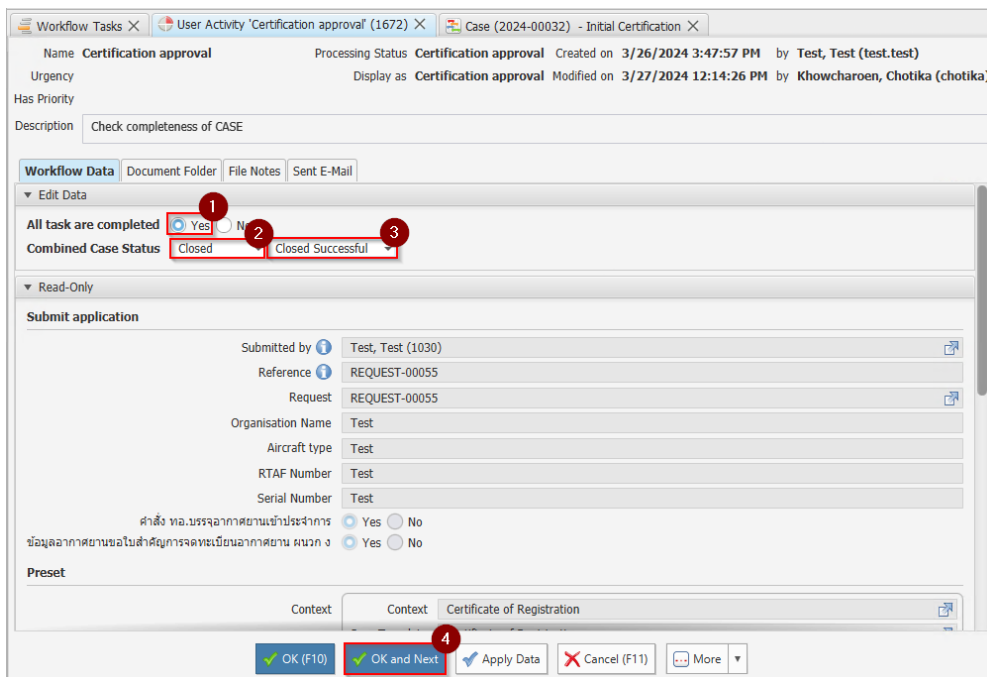


Figure 100: Change CASE Status

3.7 Cancel CASE via workflow

Step 1: Select workflow task to cancel

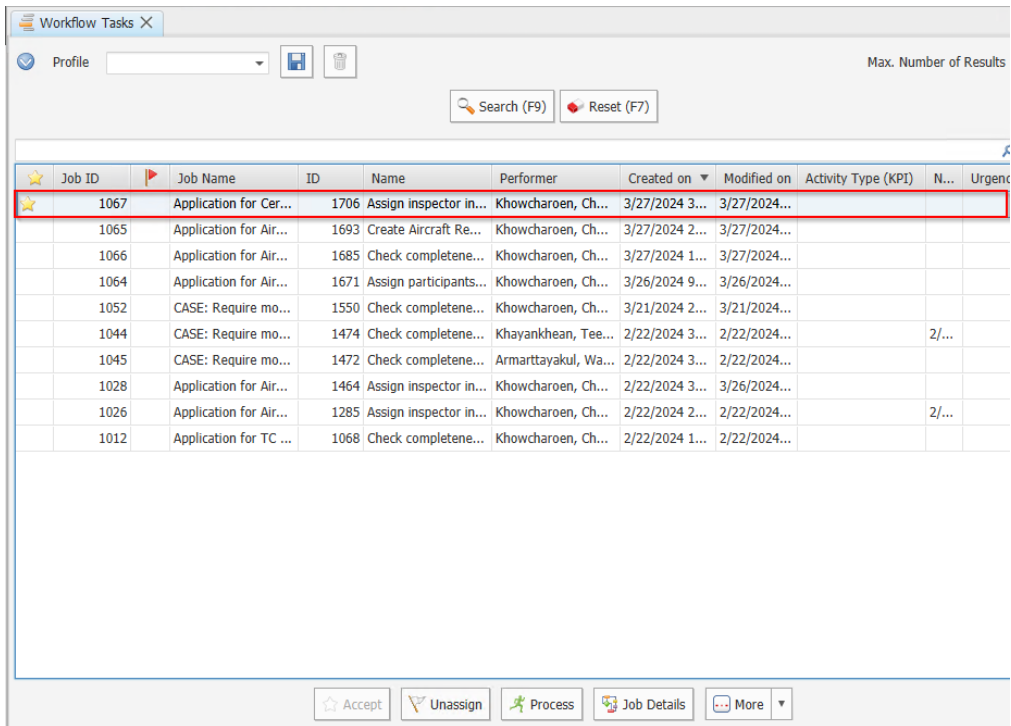


Figure 101: Select workflow task

Step 2: Cancel workflow job by clicking more and then click cancel job

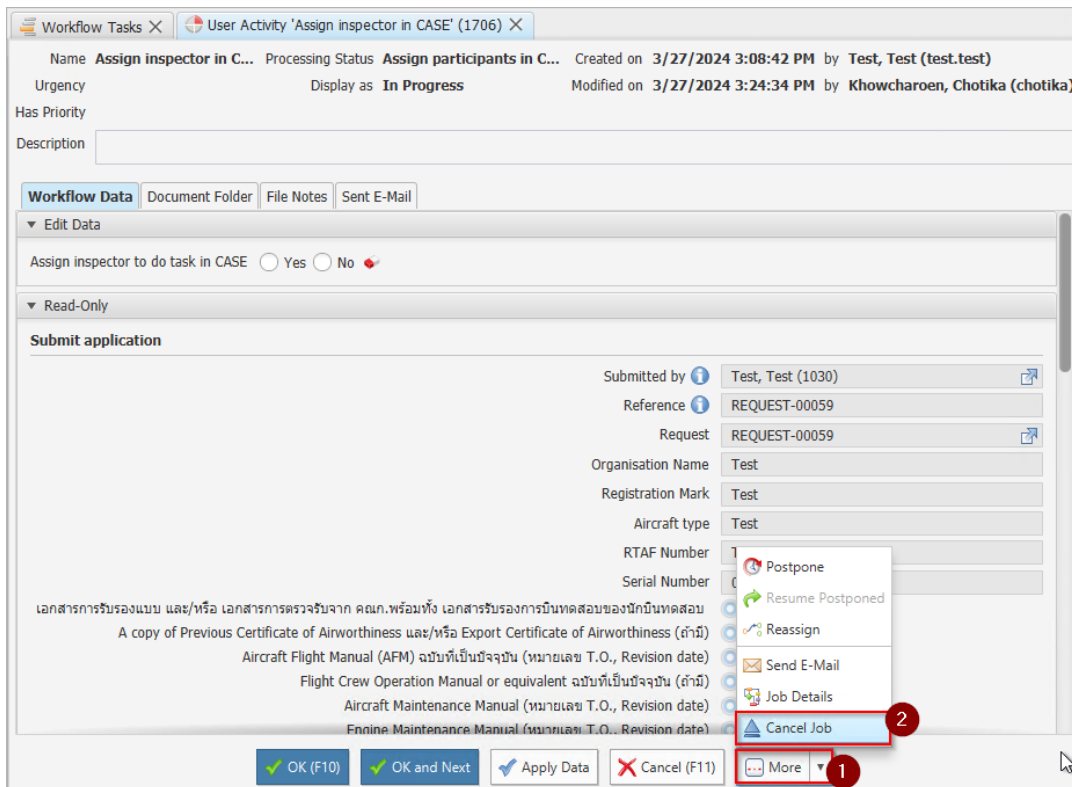


Figure 102: Cancel Jobs

4 CASE Management of TC and AR

4.1 Create CASE

Step 1: Select Aircraft Registration or Type Certification Module

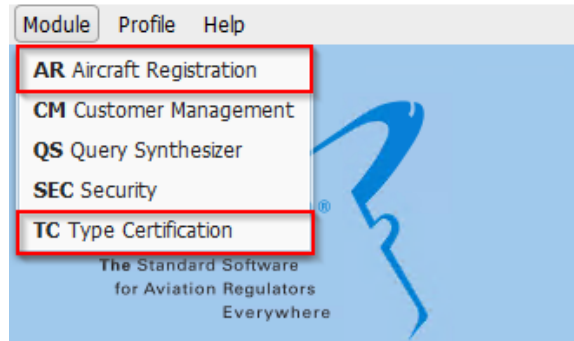


Figure 103: Selected module window

Step 2: Search Registration (for AR) or Type (for TC)

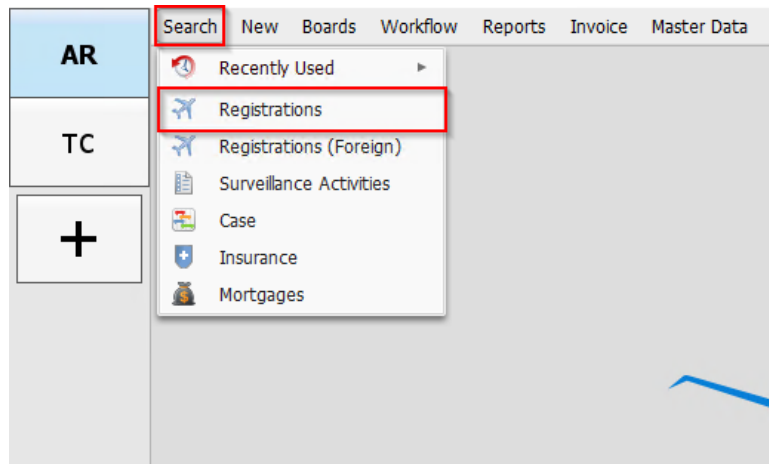


Figure 104: Search for Aircraft Registration to create CASE

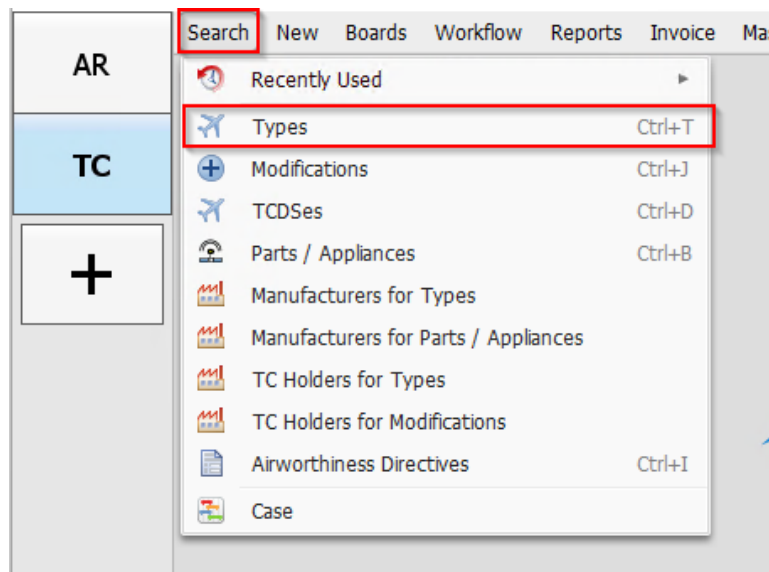
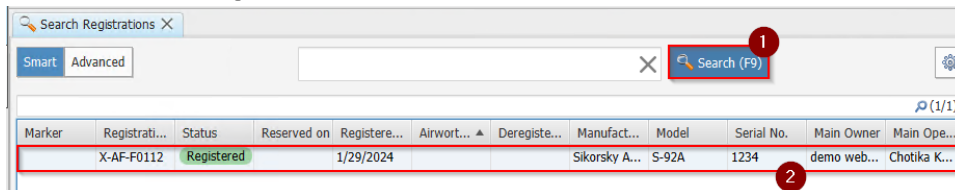


Figure 105: Search for Aircraft Type to create CASE

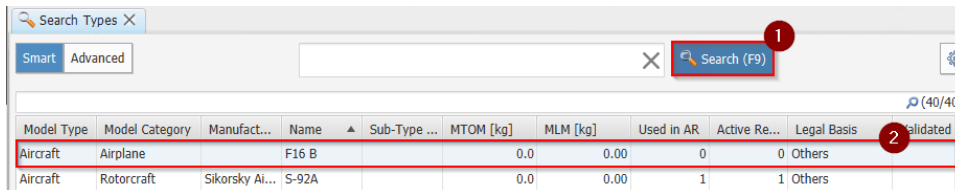
Step 3: Select aircraft or registration to set up CASE

1. Click **search** to search for aircraft or registration
2. Select **aircraft** or **registration** to set up CASE



Marker	Registrati...	Status	Reserved on	Registere...	Airwort... ▲	Deregiste...	Manufact...	Model	Serial No.	Main Owner	Main Ope...
X-AF-F0112		Registered	1/29/2024				Sikorsky A...	S-92A	1234	demo web...	Chotika K...

Figure 106: Select Aircraft Registration to set up CASE

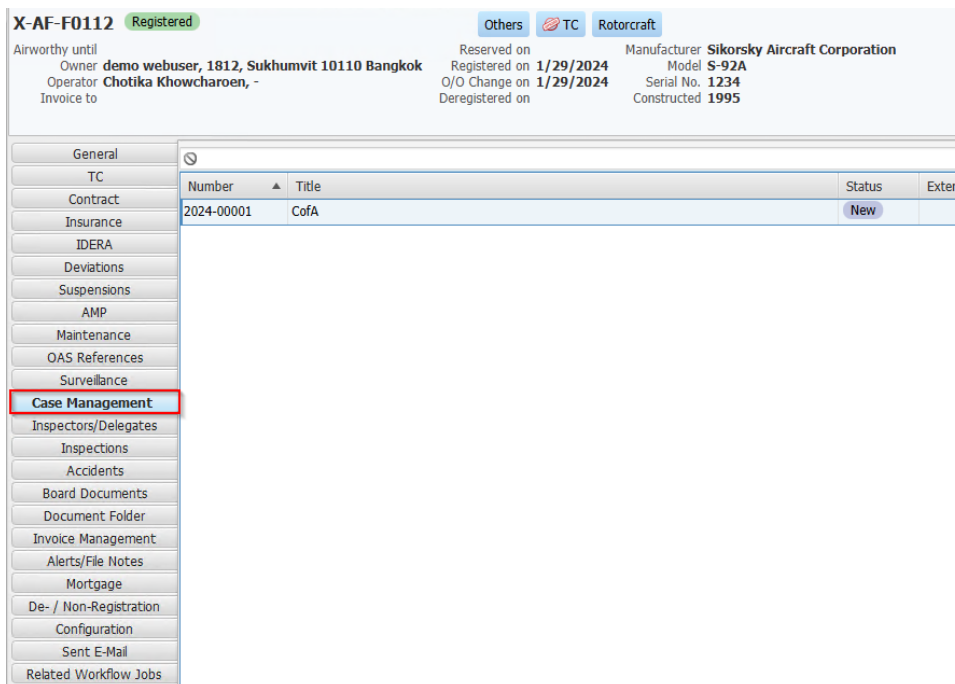


Model Type	Model Category	Manufact...	Name ▲	Sub-Type ...	MTOM [kg]	MLM [kg]	Used in AR	Active Re...	Legal Basis	Validated
Aircraft	Airplane		F16 B		0.0	0.00	0	0	Others	
Aircraft	Rotorcraft	Sikorsky Ai...	S-92A		0.0	0.00	1	1	Others	

Figure 107: Select Aircraft Type to set up CASE

4.2 Setting up a case

Step 1: Select CASE Management in the selected aircraft or registration



X-AF-F0112 Registered

Others TC Rotorcraft

Airworthy until
Owner demo webuser, 1812, Sukhumvit 10110 Bangkok
Operator Chotika Khowcharoen, -
Invoice to

Reserved on 1/29/2024
Registered on 1/29/2024
O/O Change on 1/29/2024
Deregistered on

Manufacturer Sikorsky Aircraft Corporation
Model S-92A
Serial No. 1234
Constructed 1995

General
TC
Contract
Insurance
IDERA
Deviations
Suspensions
AMP
Maintenance
OAS References
Surveillance
Case Management
Inspectors/Delegates
Inspections
Accidents
Board Documents
Document Folder
Invoice Management
Alerts/File Notes
Mortgage
De- / Non-Registration
Configuration
Sent E-Mail
Related Workflow Jobs

Number ▲	Title	Status	Extend
2024-00001	CofA	New	

Figure 108: Create new case in AR

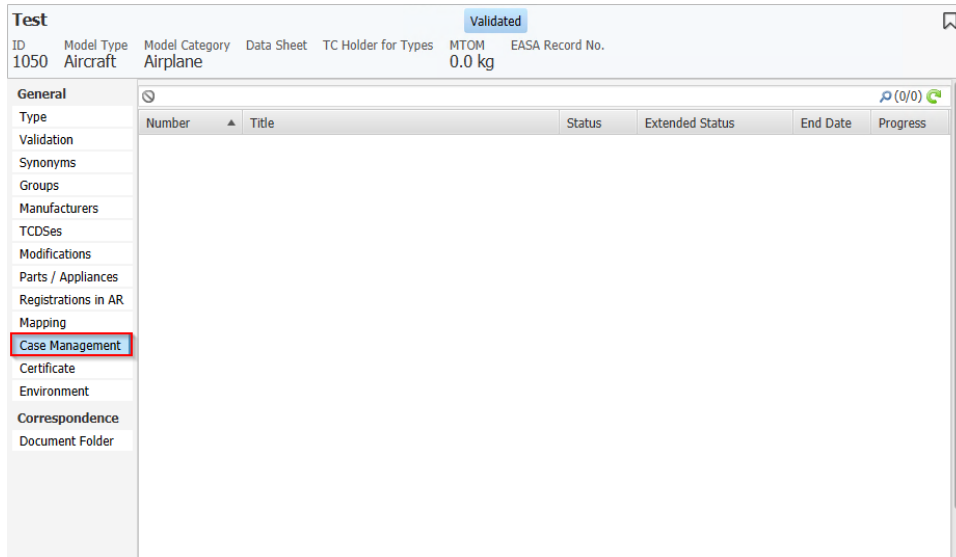


Figure 109: Create new case in TC

Step 2: Click New to create new CASE

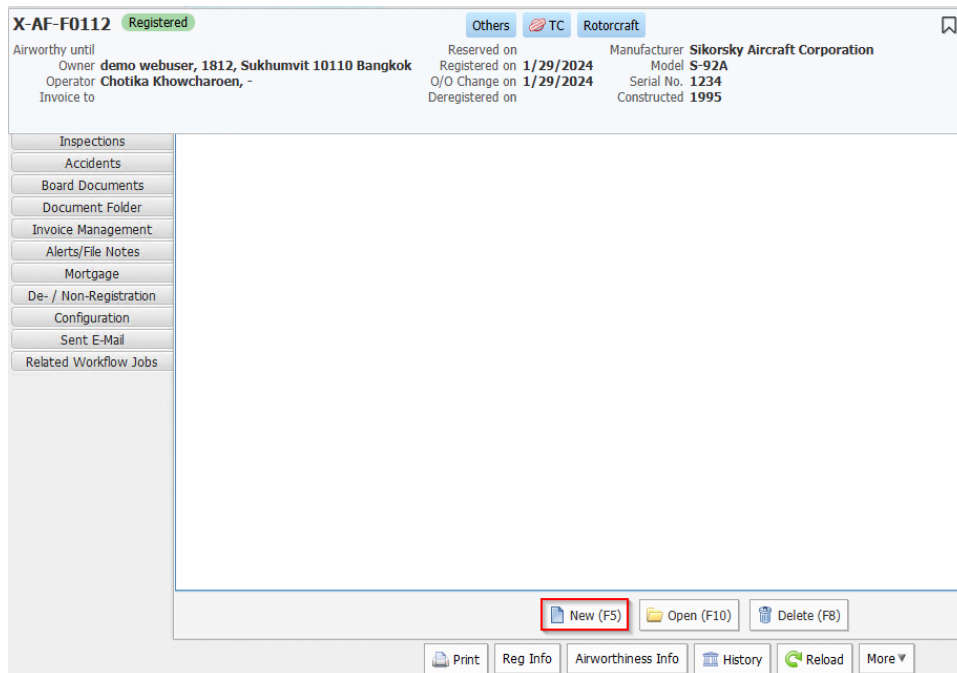


Figure 110: New case information window

Step 3: Adding CASE data (for both TC and AR)

1. Enter CASE's Number
2. Enter CASE's Context
3. Enter CASE's Type
4. Enter **Status**
5. Enter Request Date (Requested on)
6. Add Organiser/ Admin
7. Enter CASE's Title
8. Add CASE's Template following by the list in the table below
9. Click **OK** to confirm the data

Table 1: List of case template

List of Case template
Certificate of Airworthiness
Reissue of Certificate of Airworthiness
Renew of Certificate of Airworthiness
Certificate of Registration
Reissue Certificate of Registration
Temporary Certificate of Registration
TC and STC Validation
Reissue TC and STC Validation

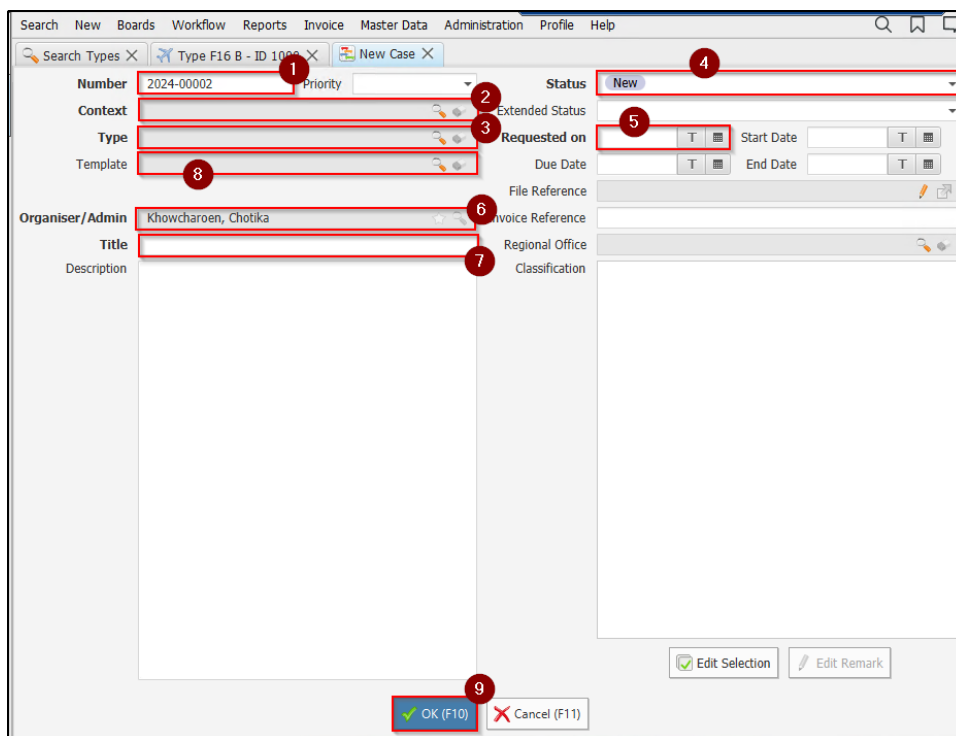


Figure 111: Filled new case information window

2024-00002

Registration X-AF-F0112 (S-92A) Status New Extended Status - Due Date - Priority - 0%

General | Participants | Worksheet | Related Objects | File Notes | Document Folder | Related Workflow Jobs | Sent E-Mail

Number	2024-00002	Priority		Status	New
Context	Certificate of Registration			Extended Status	
Type	Initial Certification			Requested on	2/8/2024
Template	Certificate of Registration			Due Date	
				Start Date	
				End Date	
Organiser/Admin	Khowcharoen, Chotika			File Reference	
Title	Test			Invoice Reference	
Description				Regional Office	
				Classification	

Edit (F2) Delete (F8) History

Figure 112: New created CASE

4.3 Assign Participants

Step 1: Click Participants tab to assign the participant

The screenshot shows the 'Participants' tab for registration 2024-00002. The interface includes a top navigation bar with tabs for General, Participants, Worksheet, Related Objects, File Notes, Document Folder, Related Workflow Jobs, and Sent E-Mail. The main content area is divided into two columns. The left column contains fields for Number (2024-00002), Context (Certificate of Registration), Type (Initial Certification), Template (Certificate of Registration), and Organiser/Admin (Khowcharoen, Chotika). The right column contains fields for Status (New), Requested on (2/8/2024), Due Date, End Date, File Reference, Invoice Reference, Regional Office, and Classification. At the bottom, there are buttons for Edit (F2), Delete (F8), and History.

Figure 113: Participants tab of Aircraft Registration

Step 2: Under Participants tab, add the certification team by

1. Right click at function
2. Add person at the authority function

The screenshot shows the 'Participants' tab with the 'Authority Personnel' table. The table has columns for Function/Name, Expe..., and Additional Info. The first row is 'Airworthiness Inspector' with a sub-row 'Registration and Licensing Of...'. A context menu is open over the 'Airworthiness Inspector' row, showing options: Add Person, Remove, Set to 'mandatory', Expand, Collapse, Expand All, Collapse All, and Collapse to Selected Level. Red circles with numbers 1 and 2 highlight the 'Airworthiness Inspector' row and the 'Add Person' option, respectively. At the bottom, there are buttons for Add Function, Add Person, Edit, and Remove. The right side of the screen shows the 'Customer' section with a table for Position/Name, Deputy, and Additional Info.

Figure 114: Add person at the authority function

Step 2: Choose inspector for each function

Case (2024-00002) - Initial Certification > Add participant: Authority (Airworthiness Inspector)

Persons from: Certificate of Registration Function: Airworthiness Inspector

(1/1)

Customer No.	Type	First Name	Last Name	Functions	Teams	Department
1010		Chotika	Khowcharoen	Airworthiness Inspector Head of Airworthiness Divi... Registration and Licensing ... Registration and Licensing ...	Airworthiness division head Airworthiness inspector R&L Administrator R&L officer	

Figure 115: Choose inspector

Search Registrations X Registration X-AF-F0112 X Case (2024-00002) - Initial Certification X

2024-00002

Registration X-AF-F0112 (S-92A) Status: New Extended Status: - Due Date: - Priority: - 0%

General **Participants** Worksheet Related Objects File Notes Document Folder Related Workflow Jobs Sent E-Mail

Authority

Teams

Authority Personnel (4/4)

Function/Name	Expe...	Additional Info
▼ Airworthiness Inspector		
🔔 Khowcharoen, Chotika		
▼ Registration and Licensing Of...		
🔔 Khowcharoen, Chotika		

Customer

Position/Name	Deputy	Additional Info

Figure 116: Assigned inspector

4.4 CASE Worksheet Item (CWI) management

4.4.1 Assign inspector to do task in CASE

Step1: Click Worksheet to assign inspector

2024-00002
Registration X-AF-F0112 (S-92A) Status New Extended Status - Due Date - Priority -

0%

General Participants **Worksheet** Related Objects File Notes Document Folder Related Workflow Jobs Sent E-Mail

Number 2024-00002 Priority Status New

Context Certificate of Registration Extended Status

Type Initial Certification Requested on 2/8/2024 Start Date

Template Certificate of Registration Due Date End Date

File Reference

Invoice Reference

Organiser/Admin Khowcharoen, Chotika Regional Office

Title Test Classification

Description

Edit (F2) Delete (F8) History

Figure 117: Assign inspector in Case

Step 2: Assign inspector in each task

1. Right-click on task
2. Select **Assignee** to assign inspector

2024-00002
Registration X-AF-F0112 (S-92A) Status New Extended Status - Due Date - Priority -

0%

General Participants **Worksheet** Related Objects File Notes Document Folder Related Workflow Jobs Sent E-Mail

Assignee Unassigned Due before

Status Flagged by me

(8/8) Highlight Filter

Name	Due Date	Status	Assignee
1 - Assign te...		Open	
2 - Review a...		Open	
3 - Fill in airc...		Open	
4 - On-site i...		Open	
5 - Create C...		Open	
6 - Print Cof...		Open	

Item Clearance Related Objects File Notes Document Folder

Name

1 - Assign team for CoFR

Edit

Not Applicable

Skip

Grab

Assignee

Flag

New

Add Worksheet Template

Delete

Sort Order/Structure

Expand

Collapse

Expand All

Edit (F2) Status Log History

Figure 118: Assign the inspector in task

Step 3: Select inspector to assign in task

2024-00002
 Registration X-AF-F0112 (S-92A) Status New Extended Status - Due Date - Priority - 0%

Case (2024-00002) - Initial Certification > Select Assignee

Persons from: Participants Function: []

Customer No.	Type	First Name	Last Name	Functions	Teams	Department
1010		Chotika	Khowcharoen	Airworthiness Inspector Head of Airworthiness Divi... Registration and Licensing ... Registration and Licensing ...	Airworthiness division head Airworthiness inspector R&L Administrator R&L officer	

OK (F10) Cancel (F11)

Figure 119: Choose the competent person

Assignee [] Unassigned [] Due before [] T []

Status [] Flagged by me []

(8/8) Highlight Filter [] []

Name	Due Date	Status	Assignee	[]	[]	[]	[]	[]	[]
1 - Assign te...		Open	Khowc...						
2 - Review a...		Open	Khowc...						
▼ 3 - Fill in airc...		Open	Khowc...						
3.1 - Assig...		Open	Khowc...						
3.2 - Add ...		Open	Khowc...						
4 - On-site i...		Open	Khowc...						
5 - Create C...		Open	Khowc...						
6 - Print Cof...		Open	Khowc...						

+ Add Worksheet Template [] New [] Delete []

Figure 120: Chosen competent person

4.4.2 Finalise CASE worksheet task

Step 1: Click Worksheet to finalise CASE worksheet task

The screenshot shows the '2024-00002' case page. The 'Worksheet' tab is highlighted in red. The case details include:

- Registration: X-AF-F0112 (S-92A)
- Status: New
- Number: 2024-00002
- Context: Certificate of Registration
- Type: Initial Certification
- Template: Certificate of Registration
- Organiser/Admin: Khowcharoen, Chotika
- Title: Test
- Status: New
- Requested on: 2/8/2024

Buttons at the bottom include 'Edit (F2)', 'Delete (F8)', and 'History'.

Figure 121: Open case to finalise task

Step 2: Click Green Tick to finalise CASE worksheet

The screenshot shows the 'Worksheet' tab for case 2024-00002. A green tick icon is highlighted in red in the top toolbar. The interface includes a table of tasks and a right-hand panel for task details.

Name	Due Date	Status	Assignee
1 - Assign te...		Open	Khowc...
2 - Review a...		Open	Khowc...
3 - Fill in air...		Open	Khowc...
3.1 - Assig...		Open	Khowc...
3.2 - Add ...		Open	Khowc...
4 - On-site i...		Open	Khowc...
5 - Create C...		Open	Khowc...
6 - Print Cof...		Open	Khowc...

Right-hand panel details for item '1 - Assign team for CofR':

- Status: Open
- Assigned Team: [Field]
- Assignee: Khowcharoen, Chotika
- File Reference: [Field]

Buttons at the bottom include 'Add Worksheet Template', 'New', 'Delete', 'Edit (F2)', 'Status Log', and 'History'.

Figure 122: Finalise CASE worksheet

Step 3: Fulfilled the assignee in each task

1. Click the **drop-down list** in **Status** tab, and select Fulfilled
2. Select **OK** to confirm

The screenshot shows a software interface for editing a case worksheet item. At the top, there are tabs for 'Search Registrations', 'Registration X-AF-F0112', and 'Case (2024-00002) - Initial Certification'. Below this, the case details are displayed: '2024-00002', 'Registration X-AF-F0112 (S-92A)', 'Status New', 'Extended Status -', 'Due Date -', and 'Priority -'. The main section is titled 'Case (2024-00002) - Initial Certification' and includes a link to 'Edit Case Worksheet Item'. Under 'Item Data', there are two tabs: 'Item Data' and 'Advanced'. The 'Item Data' tab is active, showing a table with columns 'Mark', 'Name', and 'Sequence No.'. The first row has '1' in the 'Mark' column, 'Assign team for CofR' in the 'Name' column, and '1000' in the 'Sequence No.' column. Below the table is an 'Instructions' field. The 'Status' section features a dropdown menu with options: 'Fulfilled' (checked), 'Open', 'In Progress', 'Fulfilled' (checked), 'Unsuccessful', 'Blocked', 'Not Applicable', and 'Skipped'. A red circle with the number '1' is around the 'Fulfilled' option in the dropdown. To the right of the status dropdown is a 'Timeframe' section with 'Due Date', 'Start Date' (2/8/2024), and 'End Date' (2/8/2024) fields. At the bottom, there are two buttons: 'OK (F10)' (highlighted with a red box and a circled '2') and 'Cancel (F11)'.

Figure 123: Assignee finalise to do task

The screenshot shows a software interface for editing an entry. At the top, there is a tab for 'Edit Entry'. Below this, the entry details are displayed: 'Name 4 - Create draft AOC, OPS Spec and DG permit (if requested)'. The 'Instructions' field contains the text 'Create certificate as "draft" status and fill in details'. The 'Status' section features a dropdown menu with options: 'Fulfilled' (checked), 'Open', 'In Progress', 'Fulfilled' (checked), 'Unsuccessful', 'Blocked', 'Not Applicable', and 'Skipped'. A red circle with the number '1' is around the 'Fulfilled' option in the dropdown. To the right of the status dropdown is a 'Timeframe' section with 'Due Date', 'Start Date', and 'End Date' (2020-06-18) fields. Below the status and timeframe sections are fields for 'Assignee' (Khowcharoen, Chotika), 'Assigned Org.', and 'File Reference'. At the bottom, there are two buttons: 'OK (F10)' (highlighted with a red box and a circled '2') and 'Cancel (F11)'.

Figure 124: Selected status

4.5 CASE Worksheet item list

After assign the assignee in the CASE, the task will appear for the assignee. The assignee can investigate their own task by...

Step 1: Select the board tab, and click the CASE worksheet item list. The assignee can investigate their own task in the list below.

Case No...	Case Parent	Case Status	Case Worksheet Item	Due Date...	Status of CWI	Team	Case ...	Case Title
2024-00001	X-AF-F0112 (S-92A)	In Progress	2 - Review applicatio...		Open		Initial ...	CofA
2024-00001	X-AF-F0112 (S-92A)	In Progress	3 - Review Manual		Open		Initial ...	CofA
2024-00001	X-AF-F0112 (S-92A)	In Progress	4 - On-site inspection		Open		Initial ...	CofA
2024-00001	X-AF-F0112 (S-92A)	In Progress	5 - Create CofA in b...		Open		Initial ...	CofA
2024-00001	X-AF-F0112 (S-92A)	In Progress	6 - Print CofA and si...		Open		Initial ...	CofA
2024-00012	X-AF-F0532 (F32)	In Progress	4 - On-site inspection		In Progress		Initial ...	Certificate ...
2024-00029	AF-F0123 (S-92A)	In Progress	5 - Create CofA in b...	4/25/2024	Open		Initial ...	Certificate ...
2024-00029	AF-F0123 (S-92A)	In Progress	6 - Print CofA and si...	4/25/2024	Open		Initial ...	Certificate ...
2024-00034	AF-SAAB (F32)	In Progress	4 - On-site inspection		Open		Initial ...	Certificate ...
2024-00034	AF-SAAB (F32)	In Progress	5 - Create CofA in b...		Open		Initial ...	Certificate ...
2024-00034	AF-SAAB (F32)	In Progress	6 - Print CofA and si...		Open		Initial ...	Certificate ...

Figure 125: CASE Worksheet item list

4.6 Email management

4.6.1 Send email via Case worksheet

Step1: Click **Worksheet** to send Email

2024-00002

Registration X-AF-F0112 (S-92A) Status: New Extended Status: - Due Date: - Priority: -

0%

General Participants **Worksheet** Related Objects File Notes Document Folder Related Workflow Jobs Sent E-Mail

Number 2024-00002 **Priority**

Context Certificate of Registration **Status** New

Type Initial Certification **Requested on** 2/8/2024 **Start Date**

Template Certificate of Registration **Due Date** **End Date**

Organiser/Admin Khowcharoen, Chotika **File Reference**

Title Test **Invoice Reference**

Description **Regional Office**

Classification

Edit (F2) Delete (F8) History

Figure 126: CASE Worksheet tab

Step 2: Select Action

1. Select the task that want to send an Email
2. Click **Action** button

The screenshot displays a software interface for task management. At the top, the task ID is 2024-00002, with a registration number X-AF-F0112 (S-92A) and a status of 'In Progress'. The interface includes several tabs: General, Participants, Worksheet, Related Objects, File Notes, Document Folder, Related Workflow Jobs, and Sent E-Mail. Below these tabs, there are controls for Assignee, Status, and Due Date. A table lists tasks with columns for Name, Due Date, Status, and Assignee. The first task, '1 - Assign te...', is highlighted with a red box and a red circle labeled '1'. To the right, a task details panel shows the selected task's name, status (Fulfilled), and assignee (Khowcharoen, Chotika). An 'Action' button is highlighted with a red box and a red circle labeled '2'. At the bottom, there are buttons for 'Add Worksheet Template', 'New', and 'Delete'.

Name	Due Date	Status	Assignee
1 - Assign te...		Fulfilled	Khowc...
2 - Review a...		Fulfilled	Khowc...
3 - Fill in air...		Fulfilled	Khowc...
4 - On-site i...		Fulfilled	Khowc...
5 - Create C...		Fulfilled	Khowc...
6 - Print Cof...		Fulfilled	Khowc...

Figure 127: Select Action in task

1. Click **Send E-Mail**
2. Select the E-Mail Template to send

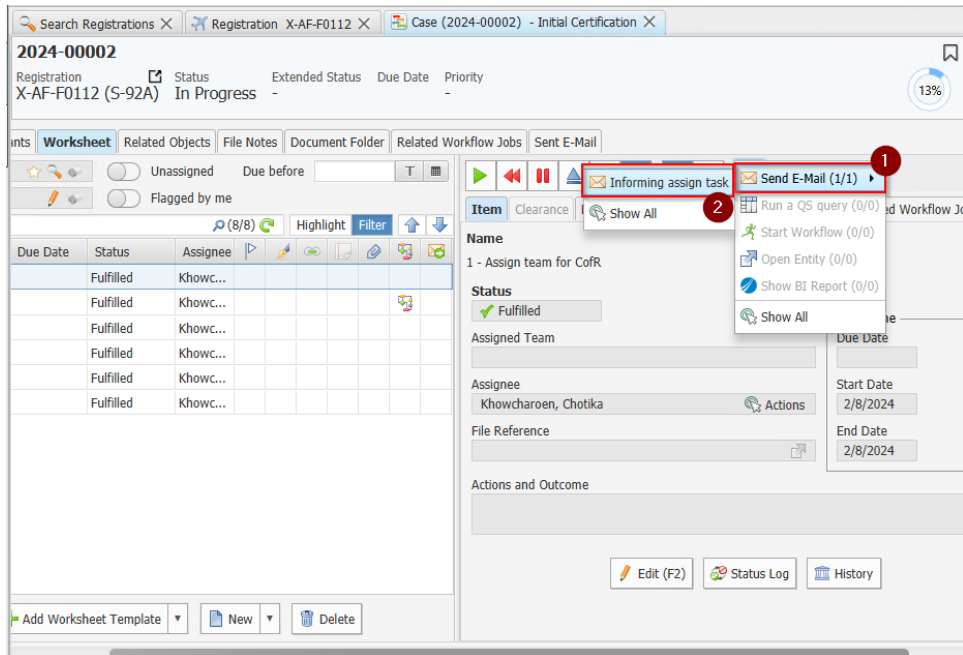


Figure 128: Send E-Mail via CASE

Step 3: Send E-Mail

1. Enter the E-Mail address for sending the E-Mail
2. Click Send E-Mail

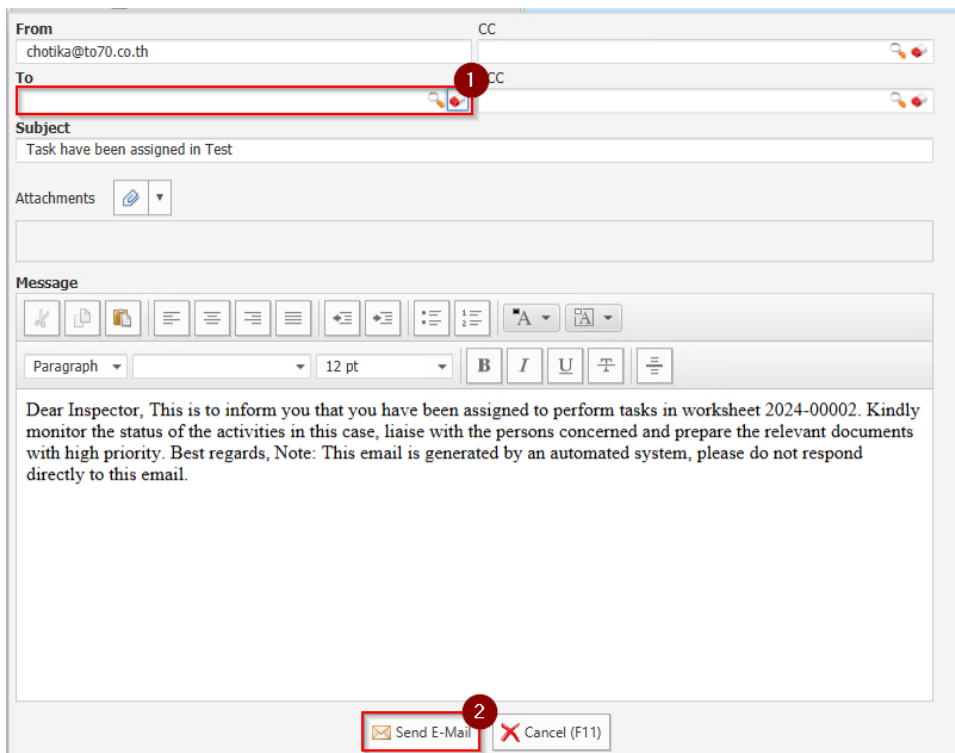


Figure 129: E-Mail detail

4.7 Run workflow via CASE

Step 1: Click Worksheet to run workflow

The screenshot shows the 'Worksheet' tab for registration 2024-00002. The 'Worksheet' tab is highlighted with a red box. The form contains the following details:

- Registration:** X-AF-F0112 (S-92A)
- Status:** New
- Priority:** -
- Requested on:** 2/8/2024
- Start Date:** -
- Due Date:** -
- End Date:** -
- Organiser/Admin:** Khowcharoen, Chotika
- Title:** Test
- Description:** -

Buttons at the bottom include 'Edit (F2)', 'Delete (F8)', and 'History'.

Figure 130: CASE Worksheet tab

Step 2: Run workflow

1. Select task that contain the workflow (the task that contain the workflow will show the icon as shown in green box)
2. Click Run icon

The screenshot shows the 'Worksheet' tab with a task list. The task '2 - Review a...' is highlighted with a red box, and a green box highlights the workflow icon in the 'Item' column. A red circle with the number '2' highlights the 'Run' icon in the toolbar. The task list is as follows:

Name	Due Date	Status	Assignee	Item
1 - Assign te...		Fulfilled	Khovc...	
2 - Review a...		Fulfilled	Khovc...	
3 - Fill in airc...		Fulfilled	Khovc...	
3.1 - Assig...		Fulfilled	Khovc...	
3.2 - Add ...		Fulfilled	Khovc...	
4 - On-site i...		Fulfilled	Khovc...	
5 - Create C...		Fulfilled	Khovc...	
6 - Print Cof...		Fulfilled	Khovc...	

The right-hand side of the form shows details for the selected task, including 'Status: Fulfilled', 'Assigned Team', 'Assignee: Khowcharoen, Chotika', and 'Start Date: 2/8/2024'.

Figure 131: Run workflow in task

1. In the Run tab, select workflow to run
2. Click **Run**

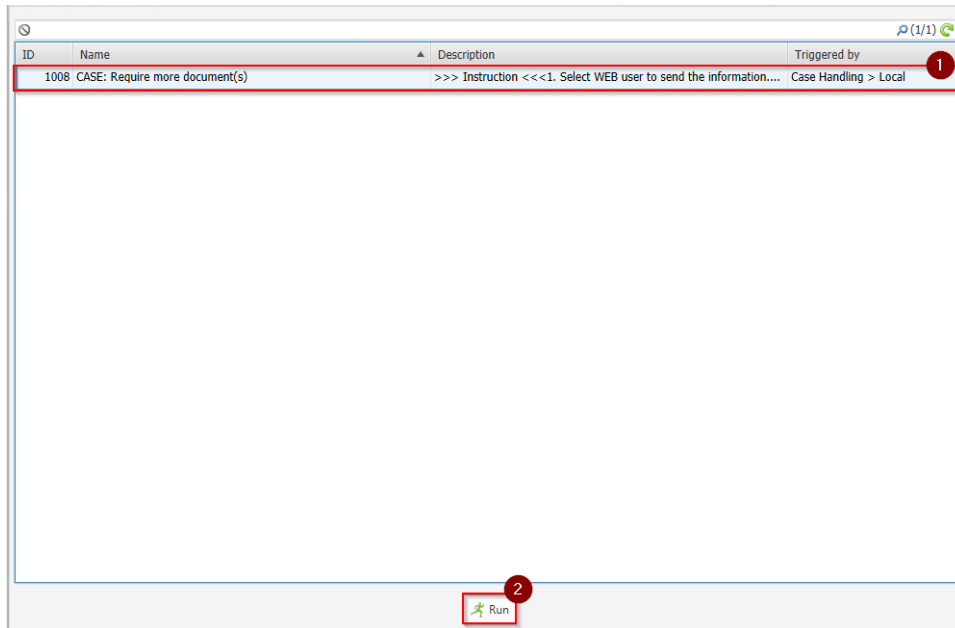


Figure 132: Selected workflow for running

1. Select the WEB User
2. Click **OK** to run the workflow

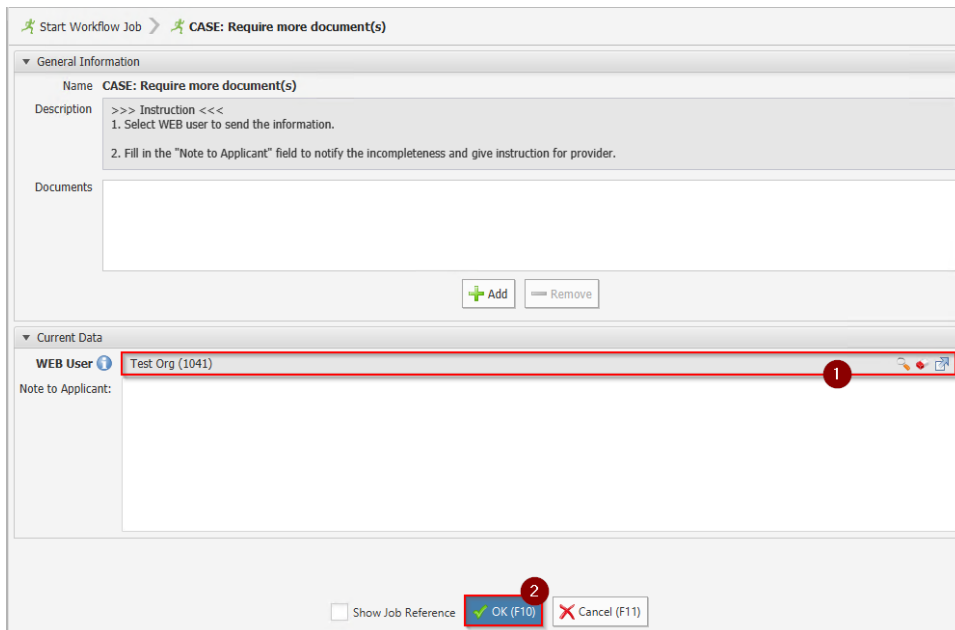


Figure 133: Selected WEB User for running

After run completed, the workflow will become the icon below

The screenshot displays a software interface for managing workflows. At the top, there are tabs for 'General', 'Participants', 'Worksheet', 'Related Objects', 'File Notes', 'Document Folder', 'Related Workflow Jobs', and 'Sent E-Mail'. Below the tabs, there are controls for 'Assignee' and 'Status', with options for 'Unassigned' and 'Flagged by me'. A toolbar contains various icons for navigation and actions. The main area features a table with columns for 'Name', 'Due Date', 'Status', and 'Assignee'. The table lists six workflow steps, all of which are marked as 'Fulfilled'. The second step, '2 - Review application package', is highlighted, and a red box highlights a green circular refresh icon in its 'Assignee' column. To the right of the table, a detailed view for the selected item shows its 'Name', 'Status' (Fulfilled), 'Assigned Team', 'Assignee' (Khowcharoen, Chotika), and 'File Reference'. It also includes a 'Timeframe' section with 'Start Date' and 'End Date' (both 2/8/2024) and an 'Actions and Outcome' section with buttons for 'Edit (F2)', 'Status Log', and 'History'.

Name	Due Date	Status	Assignee
1 - Assign te...		Fulfilled	Khowc...
2 - Review a...		Fulfilled	Khowc...
3 - Fill in airc...		Fulfilled	Khowc...
4 - On-site i...		Fulfilled	Khowc...
5 - Create C...		Fulfilled	Khowc...
6 - Print Cof...		Fulfilled	Khowc...

Figure 134: Run CASE

5 Surveillance Activity

5.1 Create Surveillance Activity

Step1: Click **Worksheet** to create Surveillance Activity

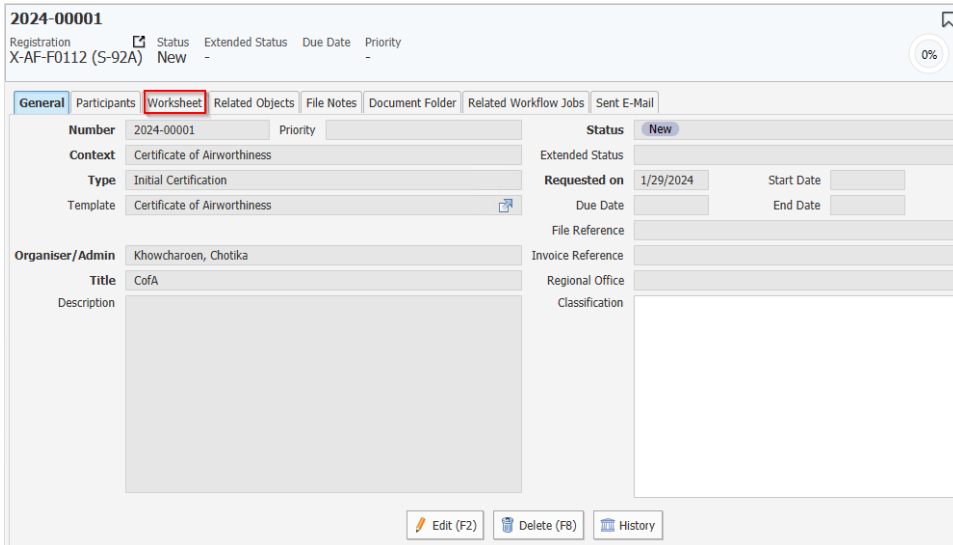


Figure 135: CASE Worksheet tab

Step 2: Create new surveillance activity

1. Select task that want to add surveillance activity
2. Click on **Related Objects** tab
3. Click **New**
4. Select Surveillance Activity

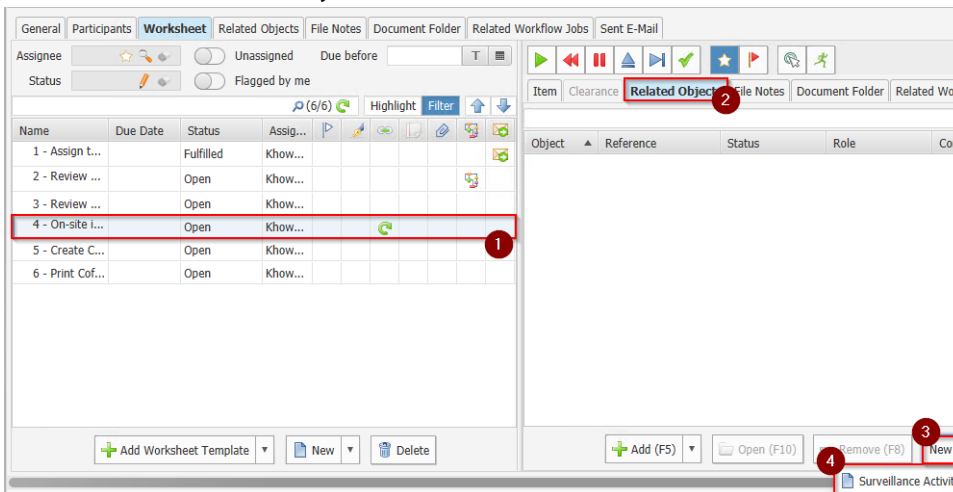


Figure 136: Related Objects tab in CASE worksheet

Step 3: Select Surveillance Template

1. Choose Surveillance Template
2. Click **Next**

Surveillance Activity via Wizard: Surveillance Templates

Context: Certificate of Airworthiness
 Update required

Name	Version	Form Number	Description	Phase	Type	Status	Owner
Fighter Aircraft Inspection						Active	Me
Helicopter Inspection						Active	Me
Small Aircraft Inspection						Active	Me
Transport Aircraft Inspection						Active	Me

Clear Selection

Cancel (F11) Next

Figure 137: Select the surveillance activity template

Step 4: Select Context/ Surveillance Activity Type

1. Select **Context**
2. Click **Next**

Surveillance Activity via Wizard: Context / Surveillance Activity Type

Context: Certificate of Airworthiness
Assigned Audit Type: Inspection

Context	Assigned Audit Type
Certificate of Airworthiness	Inspection

Cancel (F11) Back Next

Figure 138: Select Context/ Surveillance Activity Type

Step 4: Fill in data following information below:

- Number of Days
- Start (date)
- End (date)
- Time Zone (choose “(GMT+.7:00) Asia/Bangkok”)
- Context
- Type
- Phase
- Method
- Organiser (Name)
- Certificate (certificate number)

The screenshot shows a software interface for entering common data. On the left, a sidebar lists steps 1 through 8. Step 3, 'Common Data', is highlighted with a red box. The main form area is divided into sections: 'Date' (with Planned and Actual fields for Days, Start, and End), 'Time Zone' (set to GMT+07:00 Asia/Bangkok), 'General' (with fields for Context, Type, Subtype, Phase, Method, Oversight Office, Organiser, Form Number, File Reference, and External ID), and 'Locations' (with a table for Name, Location Type, and Additional Information). On the right, there are sections for Assignments (Registration: X-AF-F0112), Reason/Motivation, and Classification.

Figure 139: Fill in the common Data

Then click **Next**

The screenshot shows a navigation bar with four buttons: 'Edit Selection' (with a checkmark icon), 'Edit Remark' (with a pencil icon), 'Back' (with a left arrow icon), and 'Next' (with a right arrow icon). The 'Next' button is highlighted with a red box.

Figure 140: Click Next to confirm

Step 5: Click Team in Participant

Surveillance Activity via Wizard: Participants

1 Surveillance Templates ✓
2 Context / Surveillance Activity Type ✓
3 Common Data ✓
4 Participants
5 Agenda
6 Scope of Surveillance
7 Questions
8 Fine Planning

Authority
Teams
Authority Personnel
Function/Name E... Additional Info
Add Funct... Add Pers... More

Customer
Position/Name ... Additional Info
Add Position Add Person More

Cancel (F11) Back Next Create Surveillance Activity

Figure 141: Select Participant Team

Step 6: Select Team

1. Choose **Team** to assign
2. Click **OK**

Surveillance Activity via Wizard > **Select Teams**

Teams from: Certificate of Registration All Teams

Sel.	Name	Status	Organisation	Team Coordinator	Mem...	Functions
<input type="checkbox"/>	Airworthiness division head	Active	Military Aviation Authority	Khowcharoen, Chotika	1	Airworthiness Inspector (1) Head of Airworthiness Division ... Registration and Licensing Adm... Registration and Licensing Offic...
<input type="checkbox"/>	Airworthiness inspector	Active	Military Aviation Authority	Khowcharoen, Chotika	1	Airworthiness Inspector (1) Head of Airworthiness Division ... Registration and Licensing Adm... Registration and Licensing Offic...
<input type="checkbox"/>	R&L officer	Active	Military Aviation Authority	Khowcharoen, Chotika	1	Airworthiness Inspector (1) Head of Airworthiness Division ... Registration and Licensing Adm... Registration and Licensing Offic...

OK (F10) Cancel (F11)

Figure 142: Select Team

Step 7: Add Function

1. Click **Add Function**
2. Select **Function** to add
3. Click **OK**

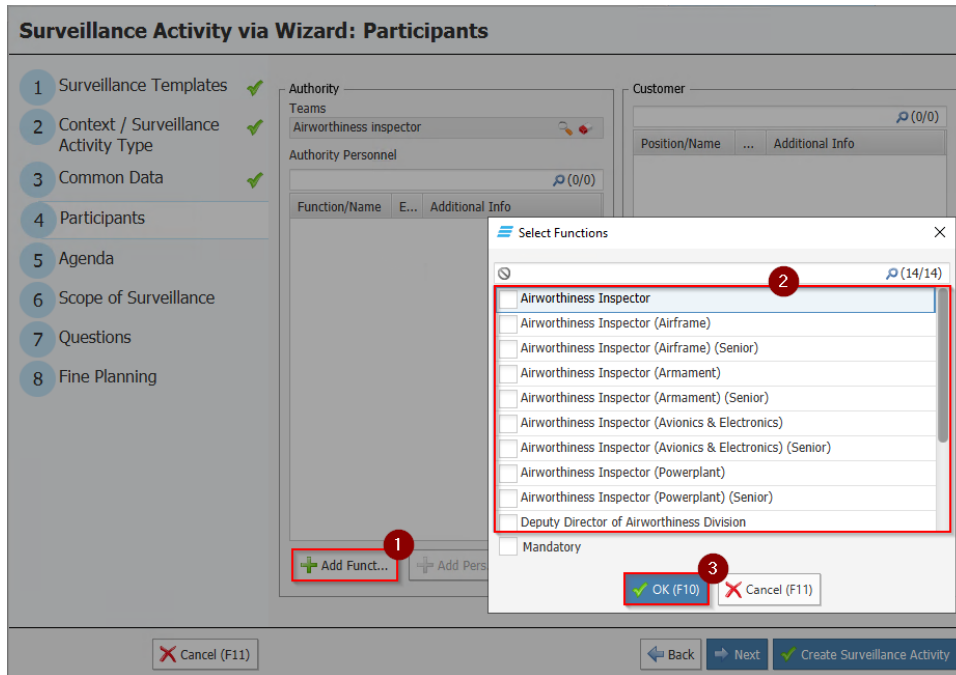


Figure 143: Add Function in the team

Step 8: Add Person in Function

Click Add Person

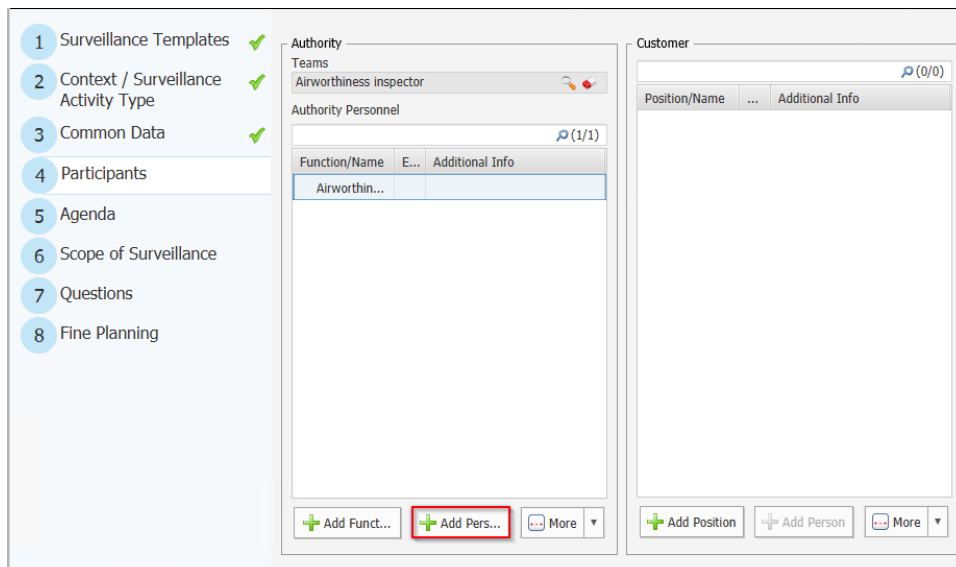


Figure 144: Add Person in Function

Select person to assign and click **OK**

Surveillance Activity via Wizard > Add participant: Authority (Airworthiness Inspector)

Persons from: Teams | Function: Airworthiness Inspector

Customer No.	Type	First Name	Last Name	Functions	Teams	Department
1010		Chotika	Khowcharoen	Airworthiness Inspector Head of Airworthiness Division Registration and Licensing Ad... Registration and Licensing Off...	Airworthiness division head Airworthiness Inspector R&L Administrator R&L officer	

OK (F10) | Add Non-listed Person (F5) | Cancel (F11)

Figure 145: Select person in function

Step 9: Click Create Surveillance Activity

Surveillance Activity via Wizard: Participants

- Surveillance Templates ✓
- Context / Surveillance Activity Type ✓
- Common Data ✓
- Participants
- Agenda
- Scope of Surveillance
- Questions
- Fine Planning

Authority

Teams: Airworthiness inspector

Authority Personnel (2/2)

Function/Name	Ex...	Additional Info
▼ Airworthines...		
👤 Khowc...		

+ Add Function | + Add Person | More

Customer (0/0)

Position/Name	De...	Additional Info
---------------	-------	-----------------

+ Add Position | + Add Person | More

Cancel (F11) | Back | Next | **Create Surveillance Activity**

Figure 146: Click to create surveillance activity

2024-00001

Registration X-AF-F0112 (S-92A) Status In Progress Extended Status - Due Date - Priority -

General Participants **Worksheet** Related Objects File Notes Document Folder Related W

Assignee Unassigned Due before T

Status Flagged by me

(6/6) Highlight Filter

Name	Due Date	Status	Assig...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 - Assign te...		Fulfilled	Khowc...						<input type="checkbox"/>
2 - Review a...		Open	Khowc...					<input type="checkbox"/>	
3 - Review M...		Open	Khowc...						
4 - On-site in...		Open	Khowc...		<input type="checkbox"/>				
5 - Create C...		Open	Khowc...						
6 - Print Cof...		Open	Khowc...						

Figure 147: Created Surveillance Activity

5.2 Carry-out surveillance

5.2.1 Using EMPIC EAP

Step 1: Select Checklist Assessment tab in Surveillance Activity

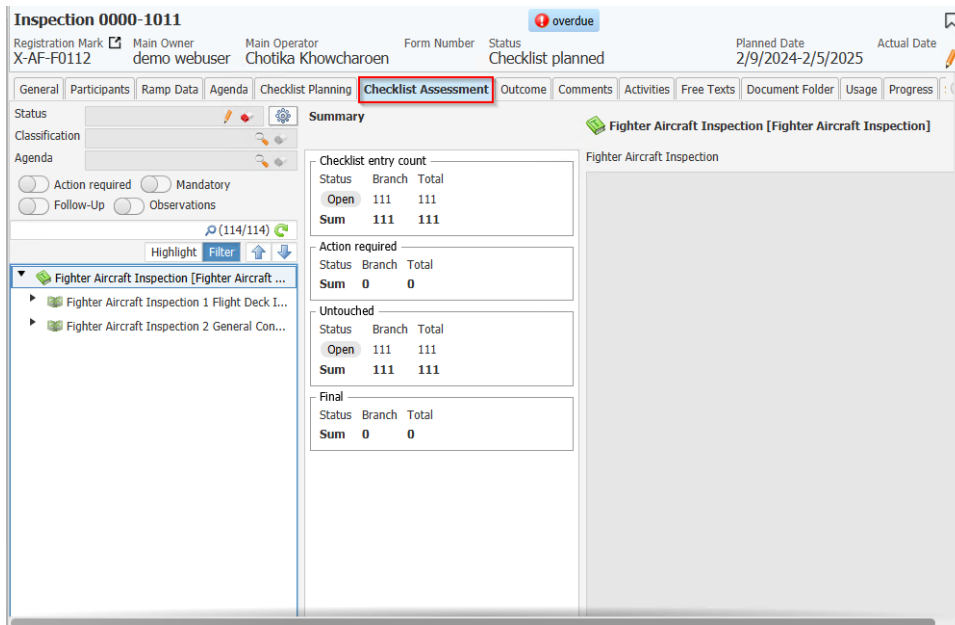


Figure 148: Checklist Assessment tab in Surveillance Activity

Step 2: Check all surveillance checklist

1. Select Checklist
2. Right click at the question checklist
3. Select the Status

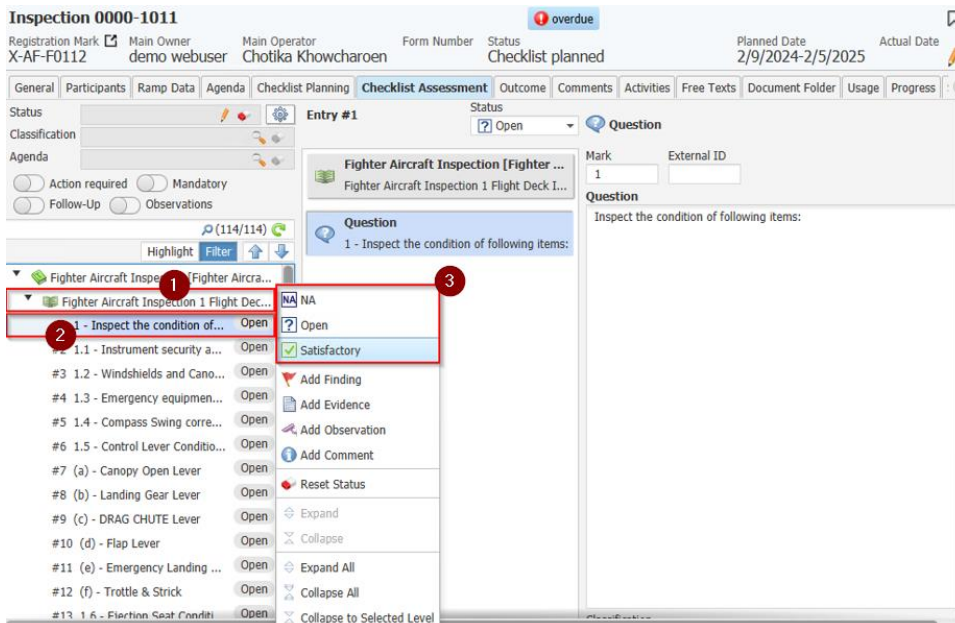


Figure 149: Checklist status

The status may choose following by the condition below

Table 2: Condition for setting the status

Status	Condition
NA	The question checklist is not applicable to the inspection/audit
Open	The question checklist is still not assessed
Satisfactory	The question checklist is satisfied

If all question checklists are satisfied, select all status as **satisfactory**, and click **Validate Checklist**, and the click **Print**

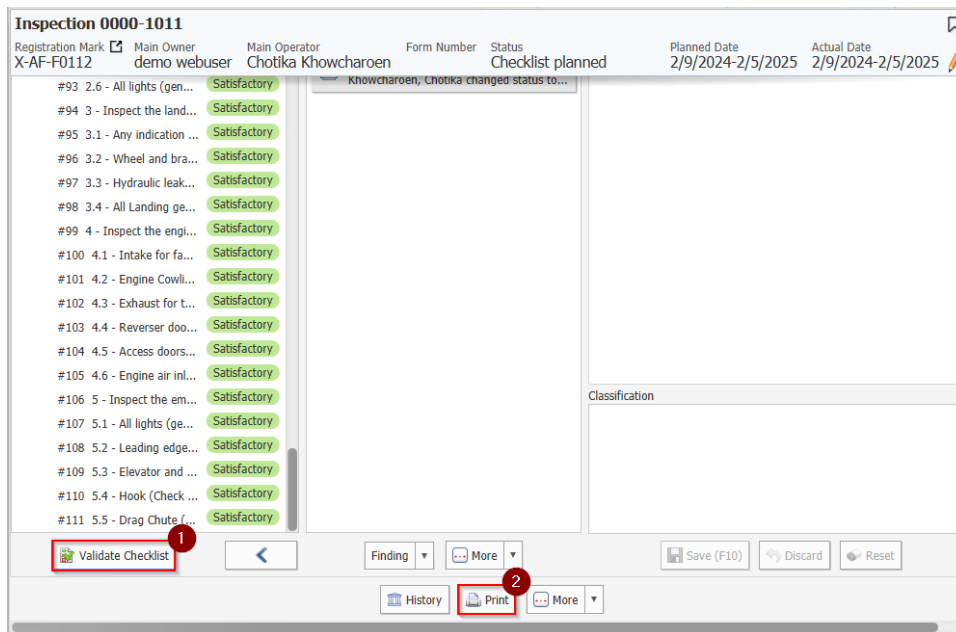


Figure 150: Checked all Checklists are satisfied

5.2.2 Using mobile-SL

Step 1: Login mobile SL

1. Open **mobile SL** and click **Setting** tab
2. Fill in the **Name** of user
3. Fill in User Name and Password
4. Click **Test** button
5. Click **Save**

The screenshot shows the 'Create Settings' screen of a mobile application. On the left is a dark sidebar with navigation options: 'Masterdata' (with a red '1' callout), 'Settings' (highlighted in blue), and 'About'. The main content area is titled 'Create Settings' and has a 'Save' button with a red '5' callout in the top right. The form is divided into sections: 'Name*' with a red '2' callout; 'Connection' which includes 'Login by' (radio buttons for 'User/Password' and 'Token'), 'Access Point*' (with 'http://10.107.20.151:8080' and a red '3' callout), 'User Name', 'Password', and a 'Remember Password' checkbox; and 'Interface' which includes 'Language' (set to 'English'), 'Colour Theme' (set to 'EMPIC Default' with a 'Select' button), 'Image Editor', and 'Default Inspector'. A 'Test' button with a red '4' callout is located below the 'Connection' section.

Figure 151: Login mobile SL

Step 2: Import Surveillance activity template

1. Select **AR** Module
2. Tick **Mine Only** to search only the assign task
3. Click **Search**
4. Select the inspect task
5. Click **import** to import task

The screenshot displays a mobile application interface for searching and importing surveillance activity templates. At the top, there are radio buttons for 'OAS' and 'AR', with 'AR' selected and marked with a red circle and the number '1'. Below this are input fields for 'Surveillance Activity' and 'Registration'. To the right, there are 'Planned from' and 'Planned until' date pickers. A 'Mine Only' checkbox is checked and marked with a red circle and the number '2'. A 'Status' dropdown menu is set to 'Checklist planned'. A search bar contains the text 'Q Search' and is marked with a red circle and the number '3'. A 'Clear' button is next to it. Below the search bar is a 'Filter' field and a 'Sort by' dropdown set to 'Audit Number'. The search results show two entries: '0000-1000 Initial Inspection' and '0000-1011 Initial Inspection'. The first entry is highlighted with a red box and marked with a red circle and the number '4'. An 'Import' button is next to it, marked with a red circle and the number '5'. The second entry also has an 'Import' button.

Figure 152: Import Surveillance activity template to mobile SL

And then, click **OK**

The screenshot shows the same mobile application interface as Figure 152, but now only one result is displayed: '0000-1011 Initial Inspection'. The 'Import' button next to it is highlighted with a red box. A confirmation dialog box is overlaid on the screen, titled 'Successfully imported'. The dialog contains an information icon and the text 'Surveillance Activity 0000-1000 has been imported.' An 'OK' button is at the bottom right of the dialog and is highlighted with a red box.

Figure 153: Click OK to confirm the import

Step 3: Select the surveillance activity template to audit

1. Select Surveillance activity tab
2. And click at surveillance activity template to audit

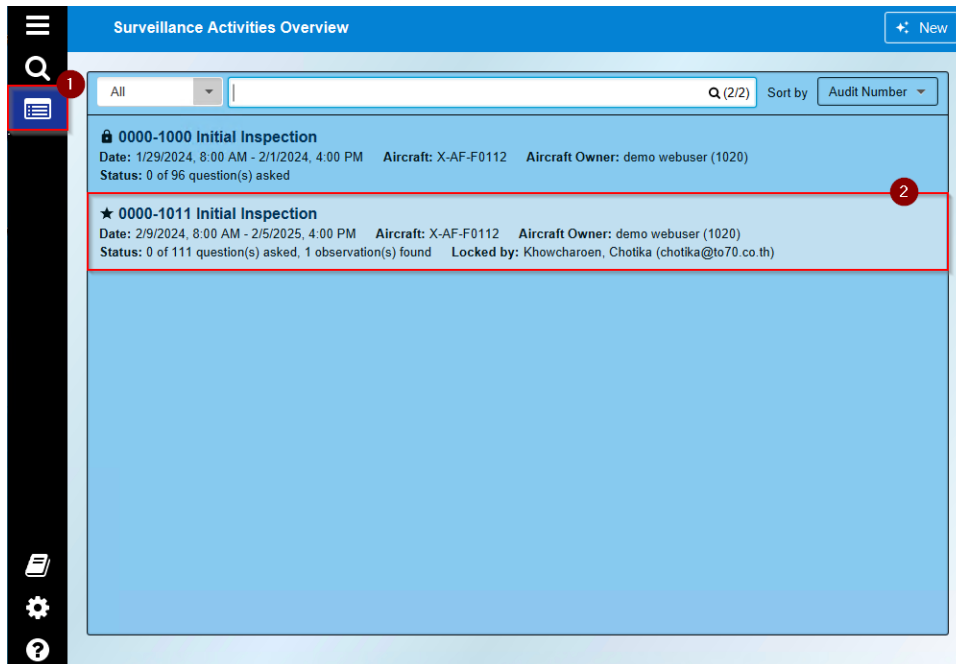


Figure 154: Choose surveillance activity template to audit

Step 4: Set up carry out click **Edit** data

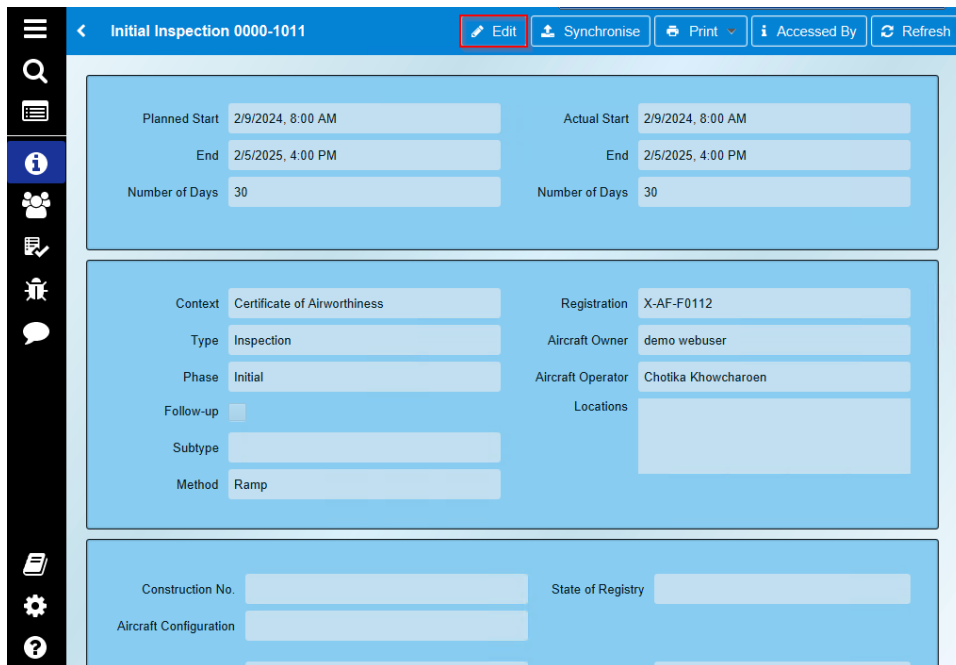


Figure 155: Set up carry out date click Edit data

Step 5: Fill in data following information below;

- Number of Days
- Actual Start
- End
- Reason/Motivation

And click **Save** button to save information

Figure 156: Carry out data

Step 5: Add participant

1. Choose Participants tab
2. Add **Authority inspectors** click + button and fill in data
3. Add **Customer Participants** click + button and fill in data

Figure 157: Add participant

The added **Authority Inspector** need to fill in data following the information below

- Customer No.
- First Name
- Last Name
- Function

And then, click **Save**

The screenshot shows a mobile application interface for adding a new Authority Inspector. The form is titled "New Inspector" and is contained within a light blue container. The form fields are: Customer No. (text input), First Name* (text input), Last Name* (text input), Function* (dropdown menu), Additional Info (text input), and Experience (dropdown menu). A red box highlights the form fields, and a red circle with the number "1" is placed above the form. A red circle with the number "2" is placed above the "Save" button in the top right corner of the form.

Figure 158: Information required for the Authority Inspector

The added **Customer Participants** need to fill in data following the information below

- Customer No.
- First Name
- Last Name
- Position

And then, click **Save**

The screenshot shows a mobile application interface for adding a new Customer Participant. The form is titled "New Participant" and is contained within a light blue container. The form fields are: Customer No. (text input), First Name* (text input), Last Name* (text input), Position* (dropdown menu), Job Title (text input), Additional Info (text input), and Deputy (checkbox). A red box highlights the form fields, and a red circle with the number "1" is placed above the form. A red circle with the number "2" is placed above the "Save" button in the top right corner of the form.

Figure 159: Information required for the Customer Participants

Step 6: Select question checklist to surveillance

1. Select **Checklist** tab
2. Choose **Question** to surveillance

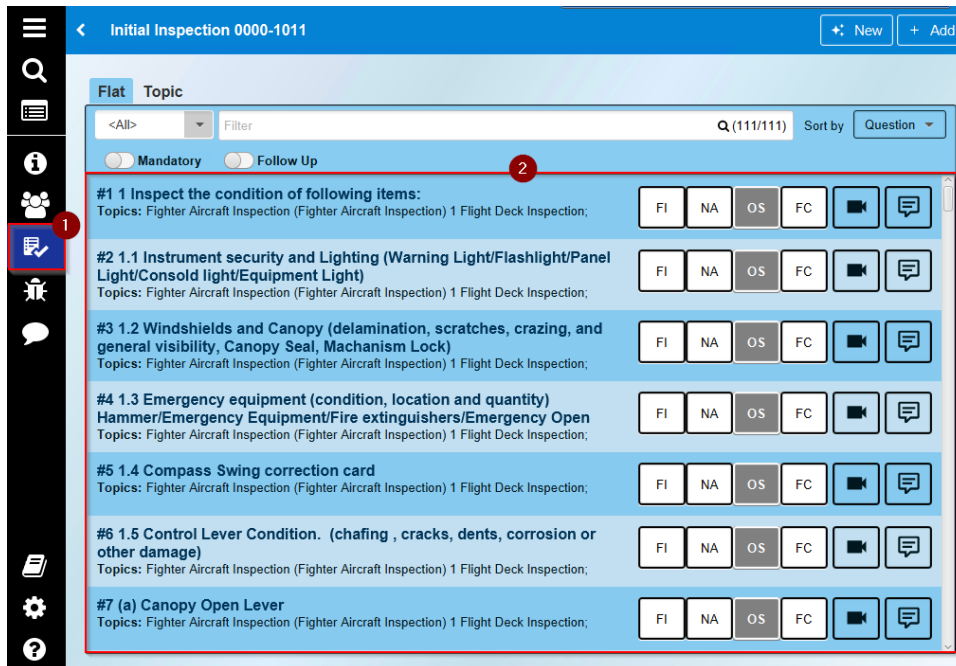


Figure 160: Select question

Step 7: Select Status for surveillance question

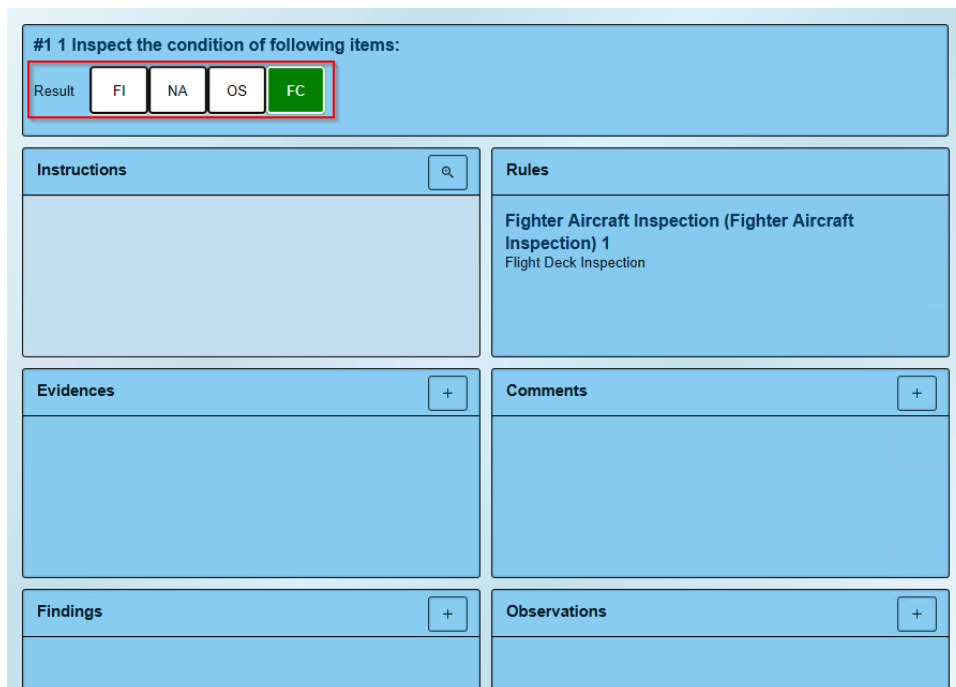


Figure 161: Select Status

Step 8: Synchronise data to EMPIC EAP

1. Select Main surveillance activity tab
2. Click **Synchronise** button
3. Choose **Yes** for release surveillance activity to EAP

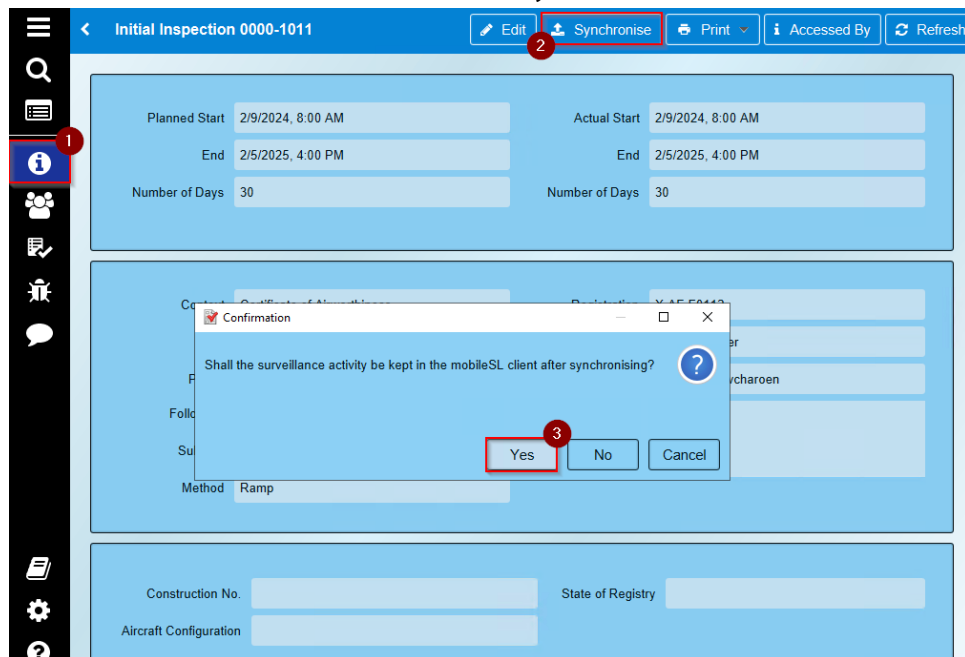


Figure 162: Synchronise data to EMPIC EAP

5.3 Add a finding

5.3.1 Using EMPIC EAP

Step 1: Add finding

1. Select **Checklist** tab
2. Right click at question
3. Choose **Add finding** tab

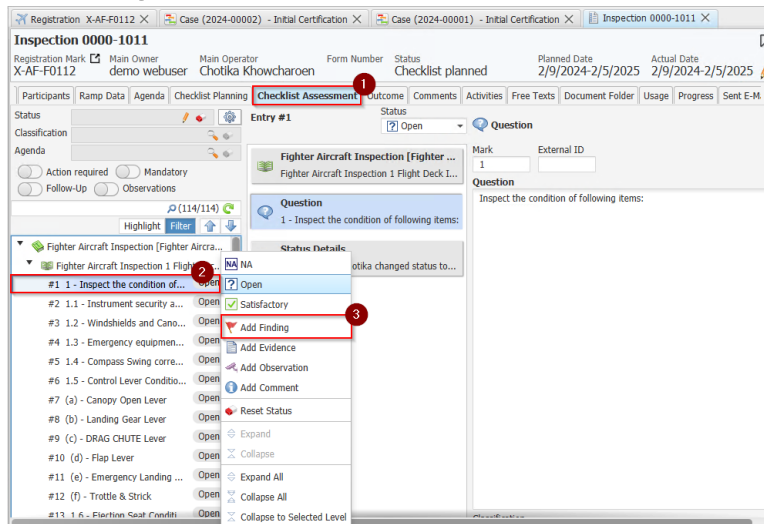


Figure 163: Add finding

Step 2: Fill in following information

1. Fill Finding Level
2. Fill Finding Date
3. Fill Finding Text
4. Fill Due Date of Finding
5. Fill Submit date of Corrective action plan (CAP)
6. Fill Submit date of Root cause analysis (RCA)

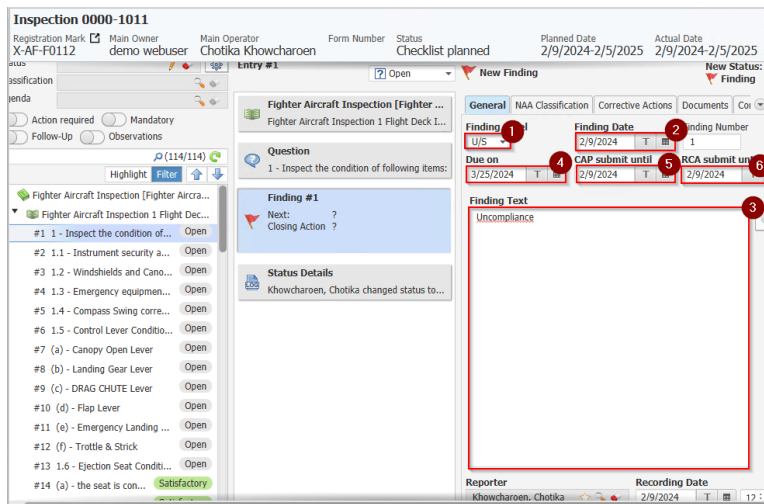


Figure 164: Fill in the finding detail

Then click **Save**

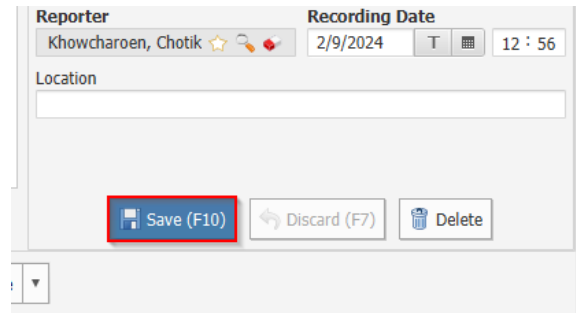


Figure 165: Click Save to confirm the finding detail

The checklist status will be shown as **Finding** and the Finding detail will be displayed

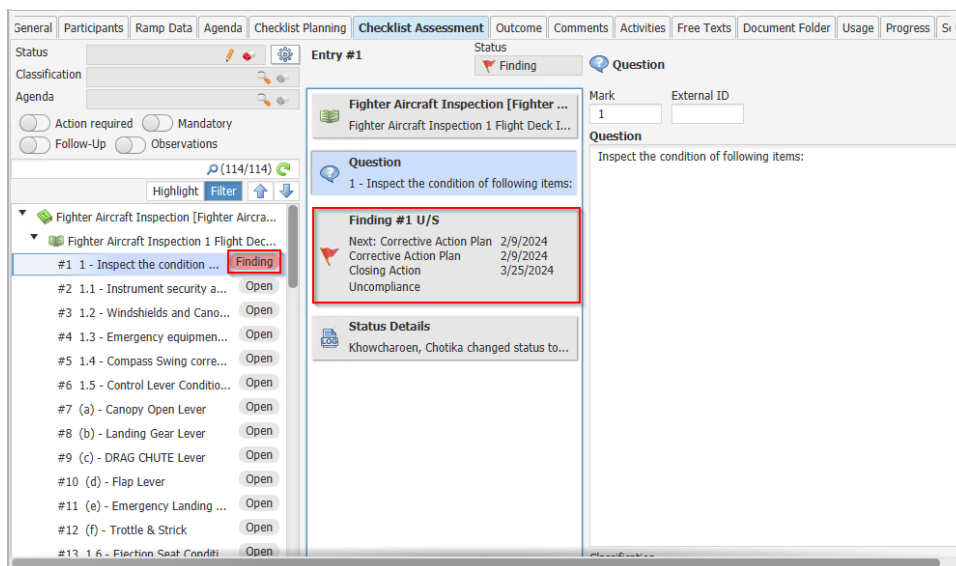


Figure 166: Finding detail in Checklist

5.3.2 Using mobile-SL

Step 1: Select Question to add finding

1. Select **Checklist** tab
2. Click the question to add finding

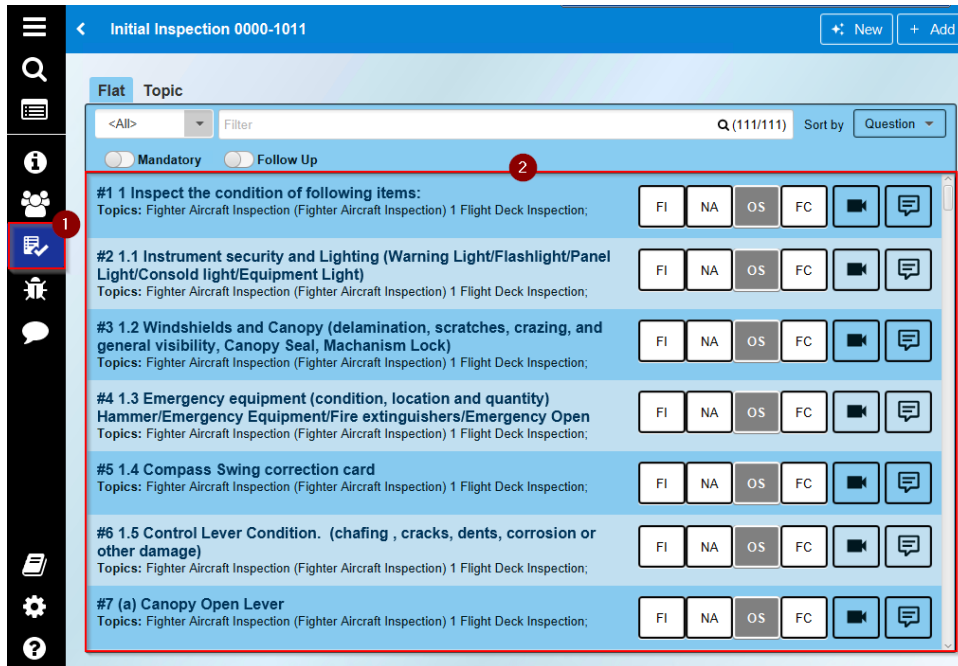


Figure 167: Select Question to add finding in mobile SL

Step 2: Add finding in mobile SL by click + button in Findings box

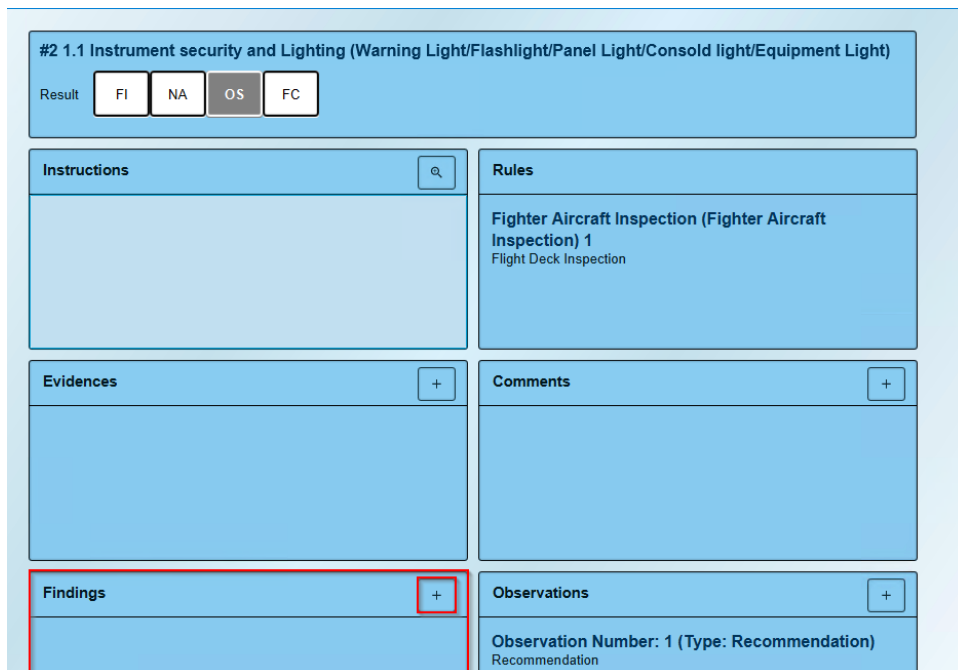


Figure 168: Add finding in mobile SL

Step 3: Fill in the finding data

1. Fill in Finding Text
2. Fill in Finding Level
3. Fill in Finding Date
4. Fill in Finding Recoding Date
5. Click **Save** to save and confirm the filled data

You may fill in other related optional data

The screenshot shows a mobile application interface for entering finding information. The form is titled 'Finding' and has a 'Save' button in the top right corner. The form fields are as follows:

- Finding Text***: A large text input field containing the word 'Test'. A red box and the number '1' highlight this field.
- Level***: A dropdown menu with 'U/S' selected. A red box and the number '2' highlight this field.
- Finding Number**: A text input field containing the number '1'. A red box and the number '3' highlight this field.
- Finding Date***: A date picker field showing '2/15/2024'. A red box and the number '3' highlight this field.
- Due Date***: A date picker field showing '3/31/2024'. A red box and the number '3' highlight this field.
- CAP Submit Until***: A date picker field showing '3/29/2024'. A red box and the number '3' highlight this field.
- RCA Submit Until***: A date picker field showing '6/27/2024'. A red box and the number '3' highlight this field.
- Recording Date***: A date and time picker field showing '2/15/2024' and '16:07'. A red box and the number '4' highlight this field.
- Reporter***: A text input field containing 'You'.
- Location**: A text input field.
- Reference**: A text input field.
- Save**: A button with a checkmark icon and the text 'Save'. A red box and the number '5' highlight this button.

Figure 169: Fill in finding information

It can also add the comment and document folder (in form of file or figure) by clicking the + in the comment and document folders box

The screenshot shows the 'Finding' form with the 'Close Finding' section expanded. The form fields are as follows:

- Close Finding**: A section with the following fields:
 - Closure Date**: A date picker field.
 - Closure Reference**: A text input field.
 - Closure Description**: A large text input field.
 - Authority Comment**: A large text input field.
- Comments**: A section with a large text input field and a '+' button in the top right corner. A red box highlights this section.
- Document Folders**: A section with a large text input field, a camera icon, and a '+' button in the top right corner. A red box highlights this section.

Figure 170: Adding Comment or Document Folders in Finding information

When you add the comment, it can add the data following by the information below

- Comment Title
- Description
- Comment Type
- Sort Order
- Internal Use Only

After all detail are added, click **Save** to save and confirm data

The screenshot shows a mobile application interface for adding a new comment. The header is blue with a back arrow on the left and the text 'New Comment'. On the right of the header is a 'Save' button with a checkmark icon. The main content area is light blue and contains a 'Title' text input field, a large 'Description' text area, a 'Type' dropdown menu, a 'Sort Order' text input field, and an 'Internal' checkbox. Red circles with numbers 1 and 2 highlight the form area and the Save button respectively.

Figure 171: Adding Comment detail

When you add the Document Folders, it can attach the file or figure on the finding by following these steps

1. Fill in the **Title** and **Remark**
2. Click **Camera icon** or **File icon** to attach figure or file
3. Click **Save** to save and confirm

The screenshot shows a mobile application interface for adding a document folder. The header is blue with a back arrow on the left and the text 'Document Folder'. On the right of the header is a 'Save' button with a checkmark icon. The main content area is light blue and contains a 'Title*' text input field, a large 'Remark' text area, and a 'Documents' section with a camera icon and a file icon. Red circles with numbers 1, 2, and 3 highlight the form area, the icons, and the Save button respectively.

Figure 172: Adding Document Folders

When click the **Camera icon**, you can take a photo and edit it by using the edit box as shown in the figure below. If the added photo is satisfied, click **Save** to confirm.

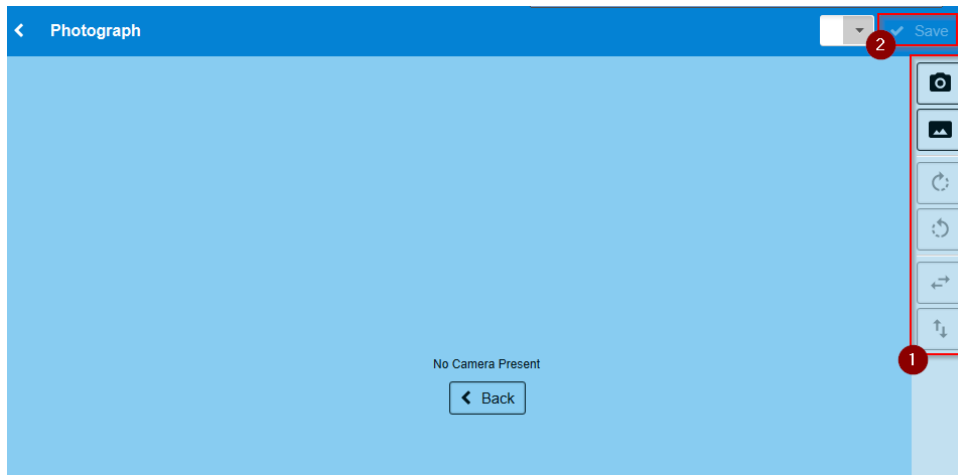


Figure 173: Adding Photo

When click the **File icon**, you can choose the photo or file to attached, and then click Open to upload. Then, click **Save** to save and confirm the information.

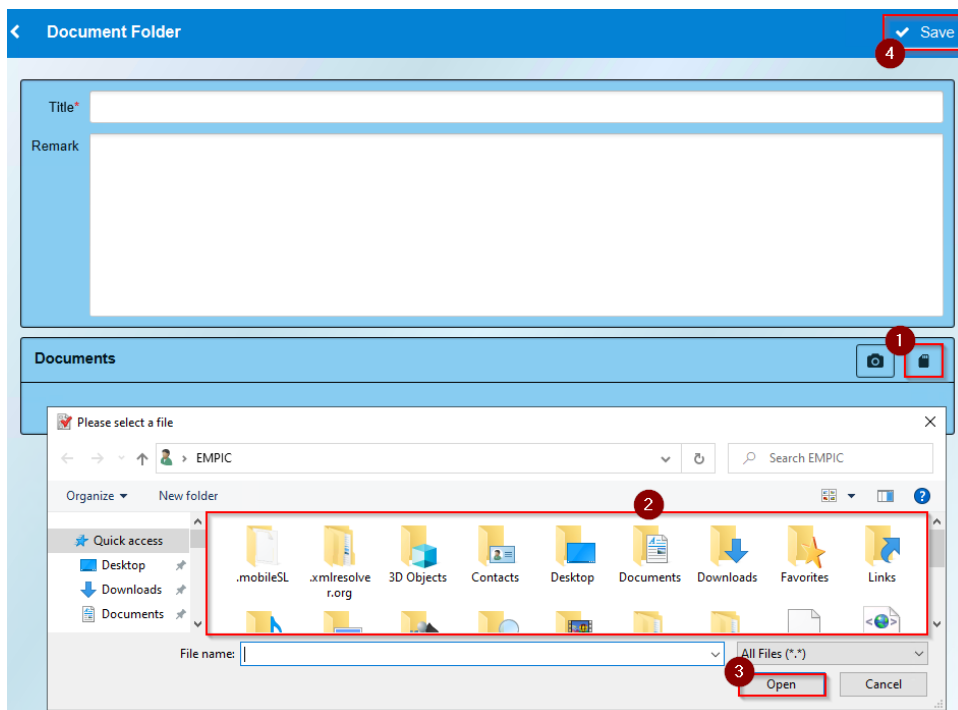


Figure 174: Adding File

Step 4: Click Save to confirm all detail of Finding

The screenshot shows a form titled "Finding" with a blue header bar containing a back arrow and a "Save" button with a checkmark, which is highlighted with a red rectangular box. Below the header is a large text area labeled "Finding Text*" containing the word "Test". Underneath are several input fields: "Level*" with a dropdown menu showing "U/S", "Finding Number" with the value "1", "Finding Date*" with a date picker showing "2/15/2024", "Due Date*" with a date picker showing "3/31/2024", "CAP Submit Until*" with a date picker showing "3/29/2024", and "RCA Submit Until*" with an empty date picker.

Figure 175: Save Finding

The screenshot shows a checklist item titled "Question 2 of 111" with "Previous" and "Next" navigation buttons. The main content area is titled "Light/Equipment Light" and includes a "Result" section with four buttons: "FI" (highlighted in red), "NA", "OS", and "FC". Below this are four panels: "Instructions" (empty), "Rules" (containing "Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1" and "Flight Deck Inspection"), "Evidences" (empty), and "Comments" (empty). At the bottom, there are two panels: "Findings" (highlighted with a red border, containing "Finding #1 (Level: U/S, Due Date: 3/31/2024)" and "Test") and "Observations" (containing "Observation Number: 1 (Type: Recommendation)" and "Recommendation").

Figure 176: Added Finding detail in the Checklist

5.4 Add an Evidence

5.4.1 Using EMPIC-EAP®

Step 1: Add Evidence

1. Select **Checklist** tab
2. Right click at question
3. Choose **Add Evidence** tab

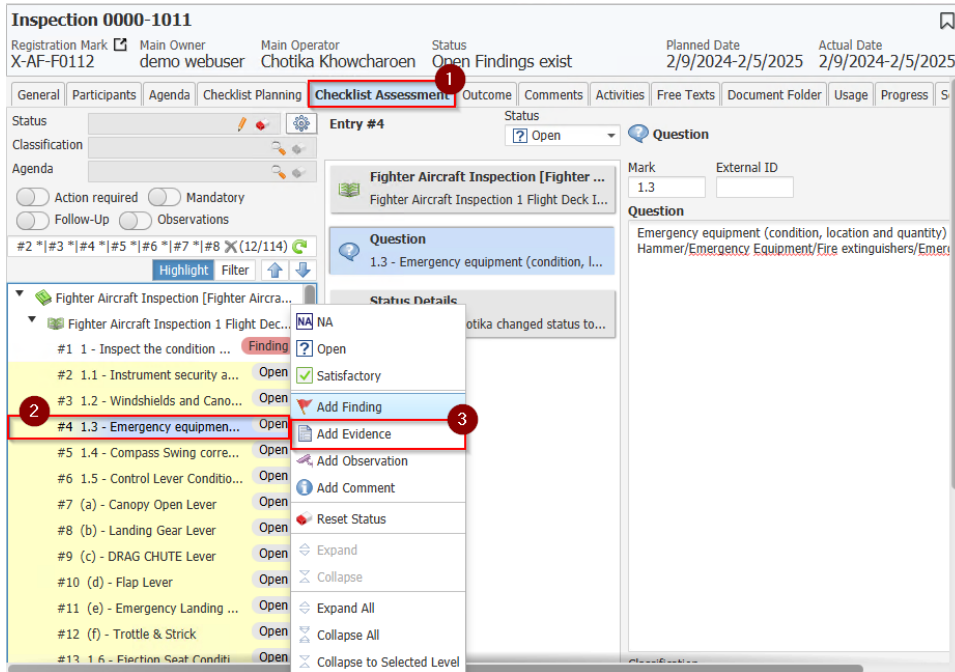


Figure 177: Adding Evidence

Step 2: Fill in following information

1. Fill the Suggested Status
2. Fill the Description

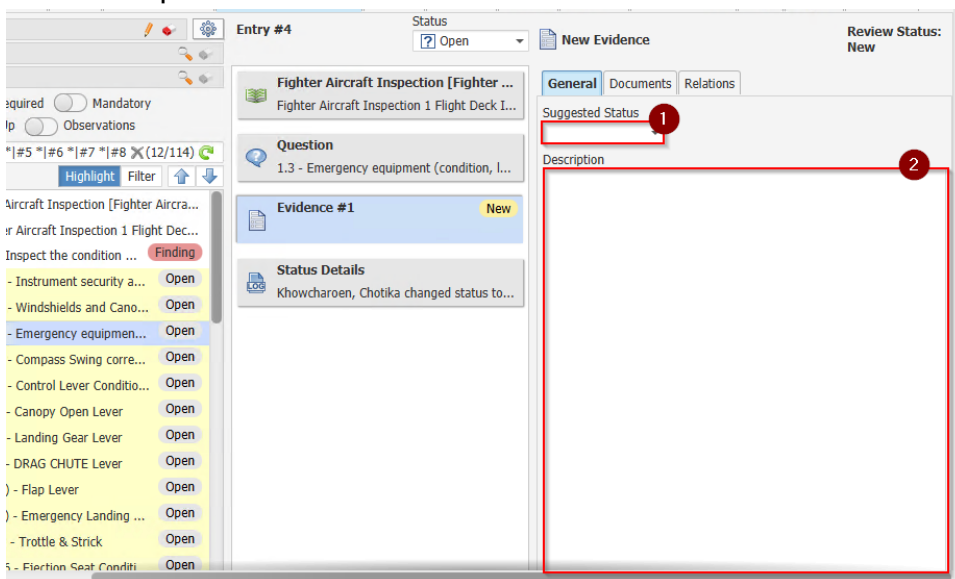


Figure 178: Fill in the evidence detail

Then, Click Save

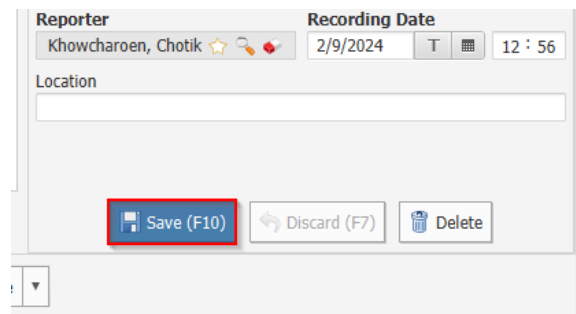


Figure 179: Click Save to confirm the evidence information

The checklist status will be shown as **Action required** and the detail will be displayed

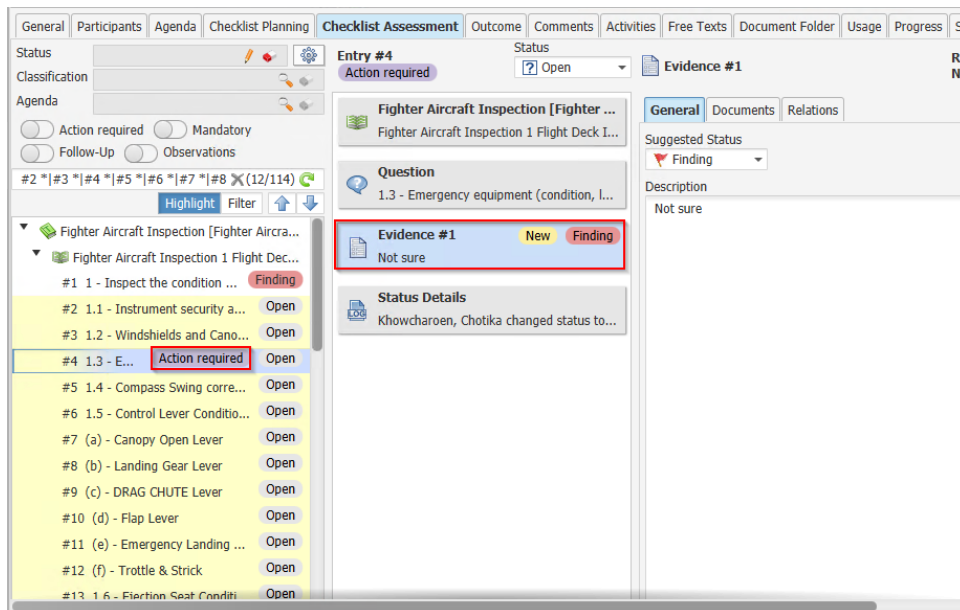


Figure 180: Evidence detail in Checklist

5.4.2 Using mobile-SL

Step 1: Select Question to add finding

1. Select **Checklist** tab
2. Click the question to add finding

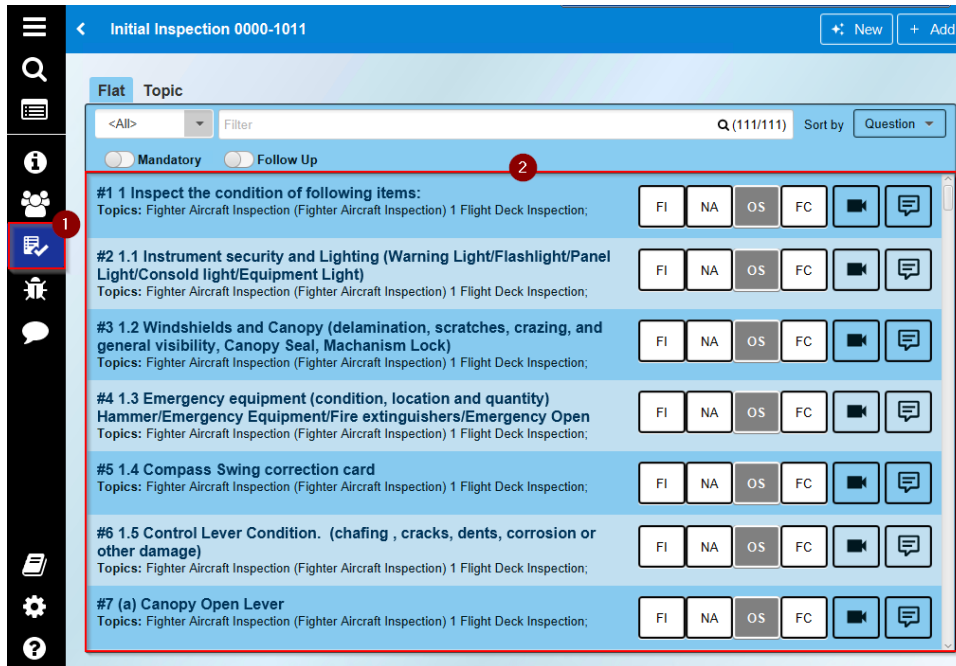


Figure 181: Select Question to add Evidence in mobile SL

Step 2: Add Evidence in mobile SL by click + button in Evidence box

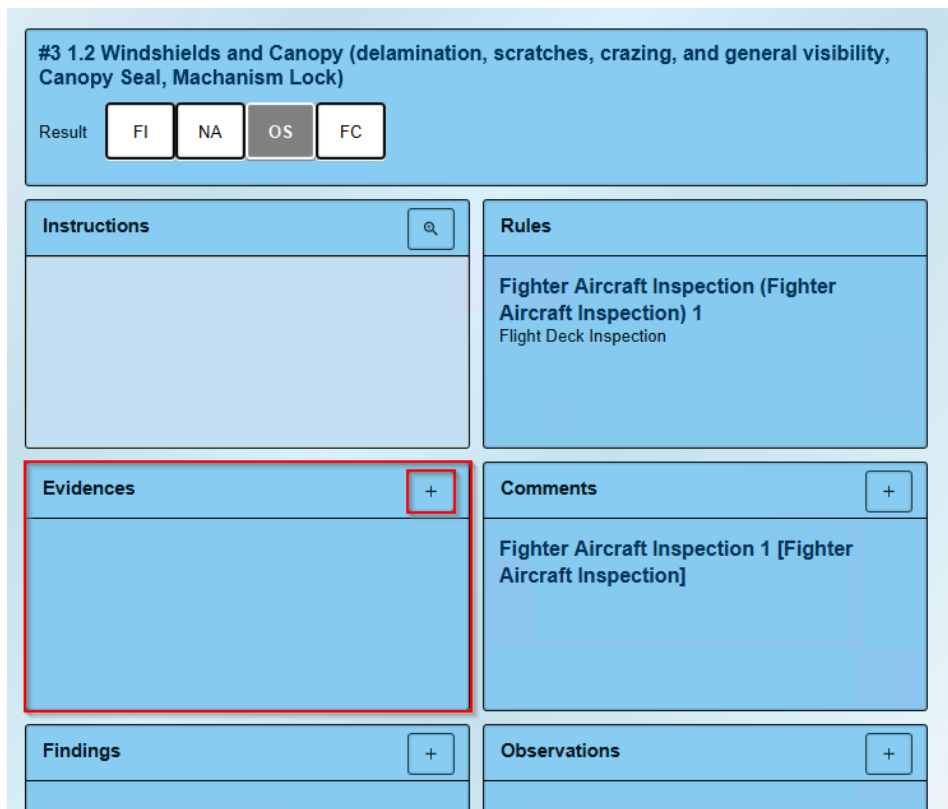
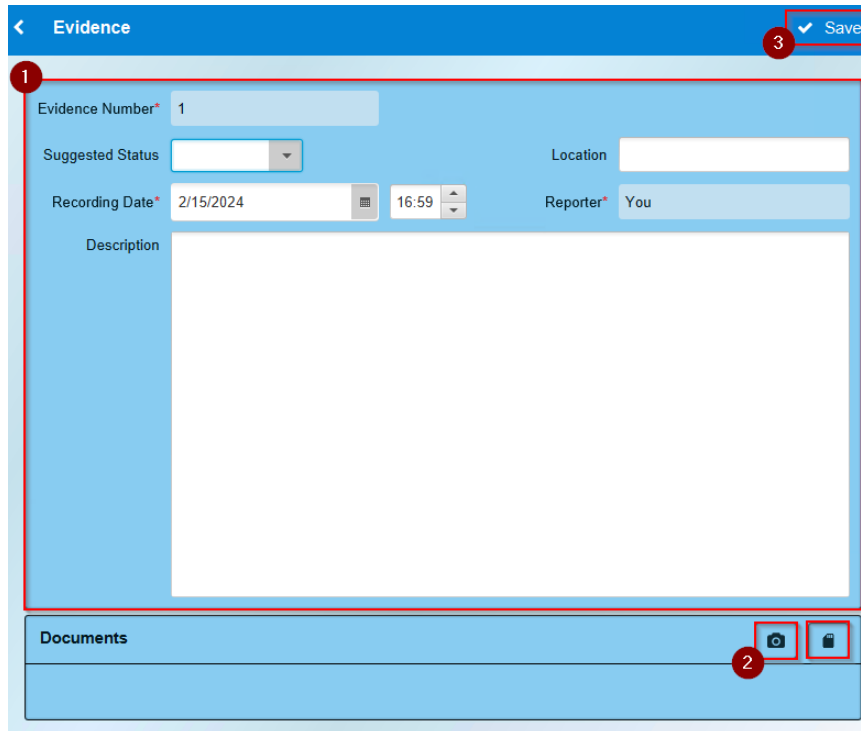


Figure 182: Add Evidence in mobile SL

Step 3: Fill in the finding data

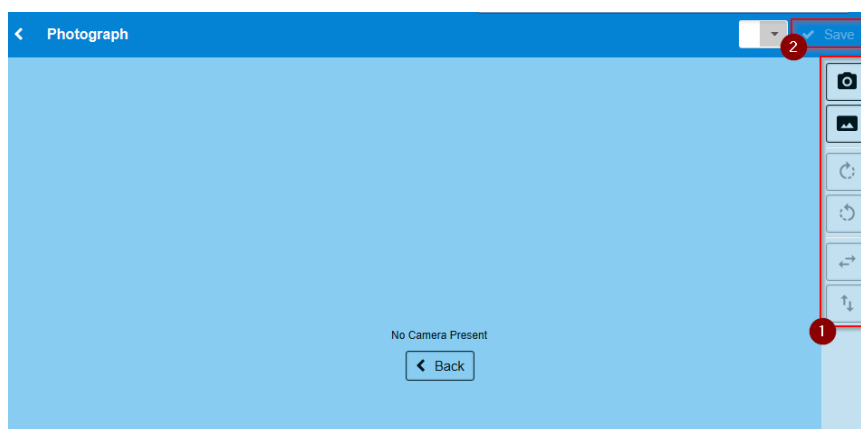
1. Fill in the Evidence information
 - Evidence Number
 - Suggested Status
 - Recording Date
 - Reporter
 - Description
2. Click **Photo icon** or **File icon** to attach the **photo** or **file** to the evidence
3. Click **Save** to save and confirm



The screenshot shows a mobile application interface for adding evidence. At the top, there is a blue header with a back arrow and the title "Evidence". In the top right corner, there is a "Save" button with a checkmark icon, highlighted with a red circle and the number 3. The main form area is light blue and contains several input fields: "Evidence Number*" with the value "1", "Suggested Status" with a dropdown arrow, "Location" with an empty text box, "Recording Date*" with the value "2/15/2024" and a time picker set to "16:59", and "Reporter*" with the value "You". Below these fields is a large white text area for "Description", highlighted with a red circle and the number 1. At the bottom of the form, there is a "Documents" section with two icons: a camera icon and a file icon, both highlighted with a red circle and the number 2.

Figure 183: Add Evidence information

When click the **Camera icon**, you can take a photo and edit it by using the edit box as shown in the figure below. If the added photo is satisfied, click **Save** to confirm.



The screenshot shows a mobile application interface for adding a photograph. At the top, there is a blue header with a back arrow and the title "Photograph". In the top right corner, there is a "Save" button with a checkmark icon, highlighted with a red circle and the number 2. The main area is light blue and contains a vertical toolbar on the right side with several icons: a camera icon, a photo gallery icon, a refresh icon, a circular arrow icon, a square icon, and a vertical double arrow icon. The camera icon is highlighted with a red circle and the number 1. At the bottom center, there is a "No Camera Present" message and a "Back" button with a left arrow icon.

Figure 184: Adding Photo

When click the **File icon**, you can choose the photo or file to attached, and then click Open to upload. Then, click **Save** to save and confirm the information.

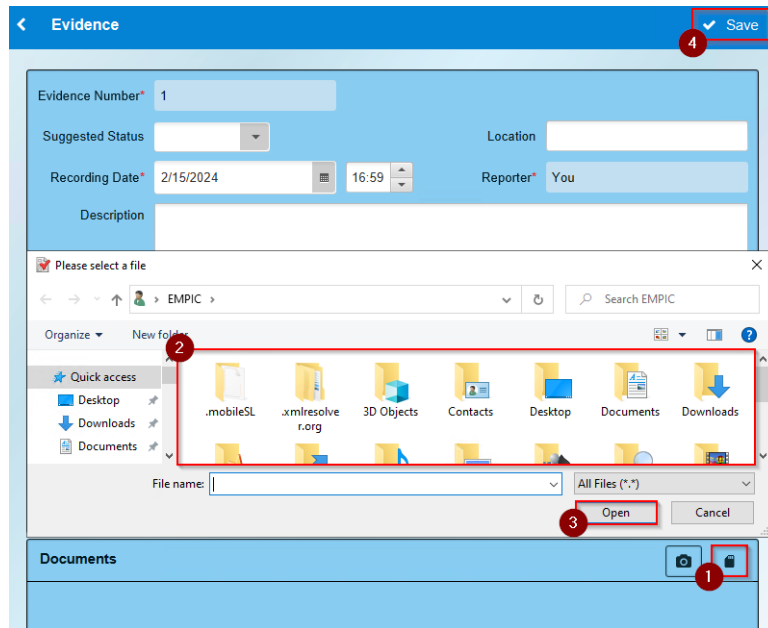


Figure 185: Adding File

Step 4: Click **Save** to save and confirm the information

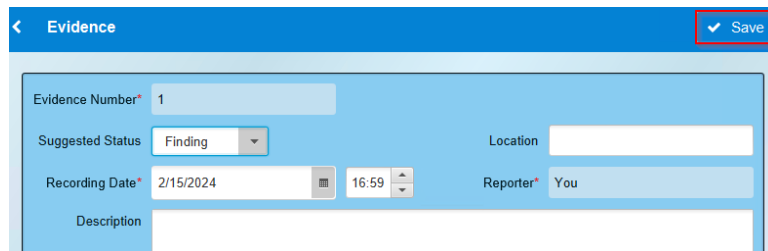


Figure 186: Save to confirm Evidence

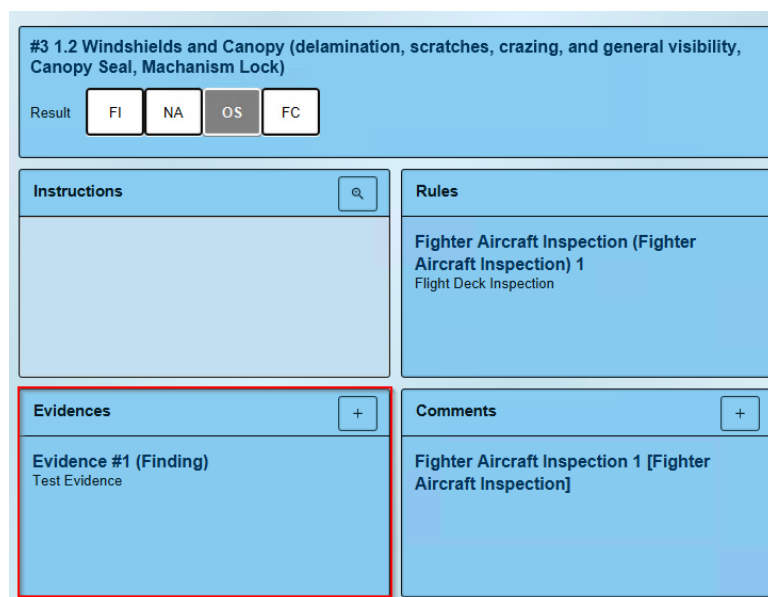


Figure 187: Added Evidence detail in the Checklist

5.5 Add an observation

5.5.1 Using EMPIC EAP

Step 1: Add observation

1. Select Checklist Assessment tab
2. Right click at question
3. Choose Add Observation tab

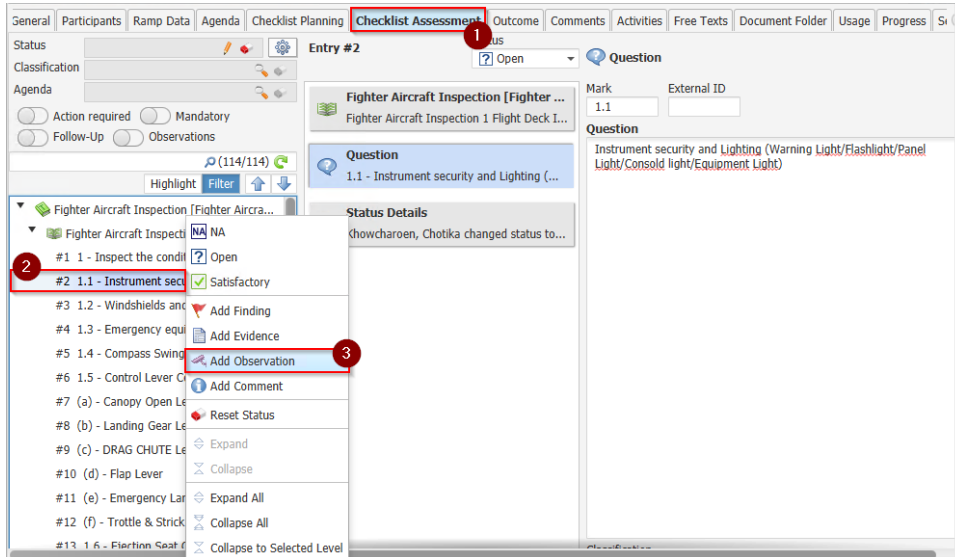


Figure 188: Add observation

Step 2: Fill in following information

1. Fill Observation Type
2. Fill Observation Date
3. Fill Observation Text

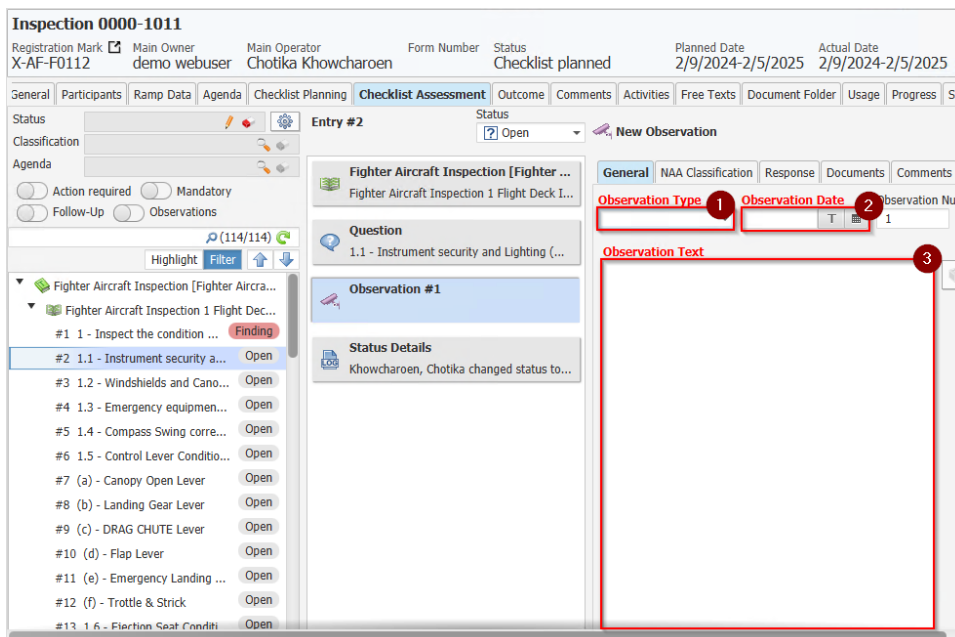


Figure 189: Fill in the Observation detail

Then click at OK

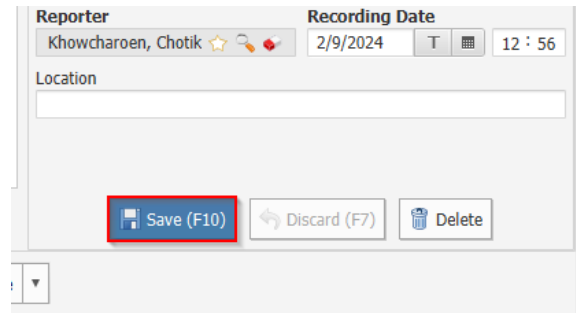


Figure 190: Click Save to confirm the Observation detail

The observation detail will be displayed as shown

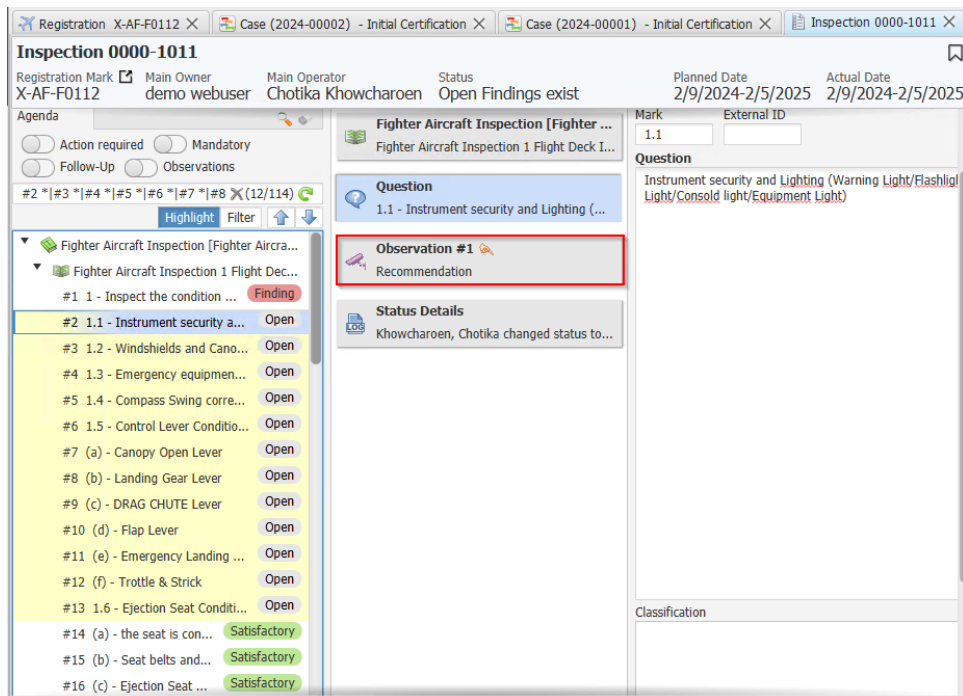


Figure 191: Observation detail in Checklist

5.5.2 Using mobile-SL

Step 1: Select Question to add Observation

1. Select **Checklist** tab
2. Click the question to add Observation

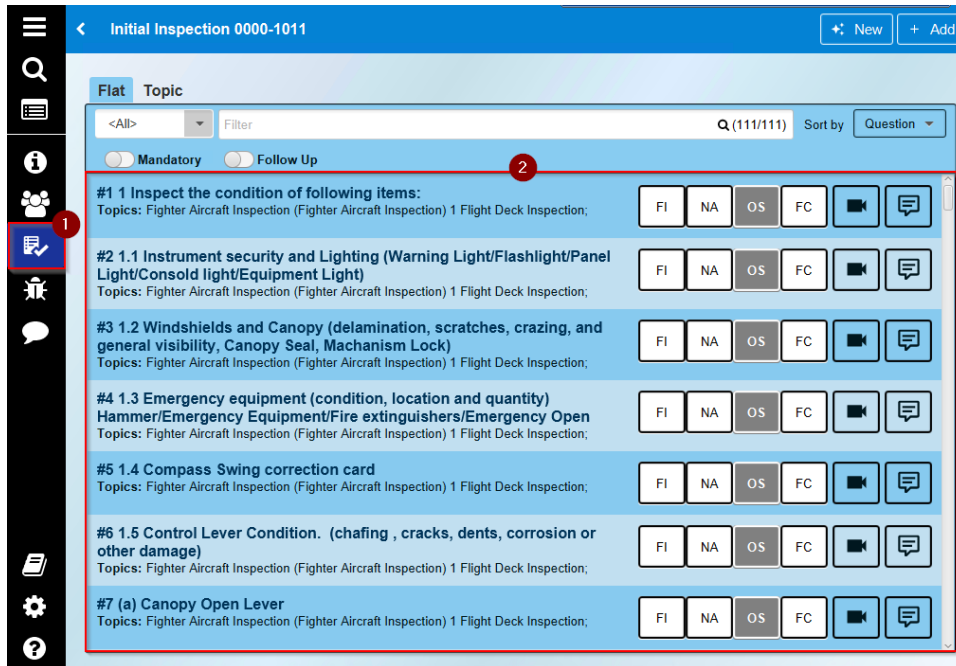


Figure 192: Select Question to add Observation in mobile SL

Step 2: Add Observation in mobile SL by click + button in **Observation** box

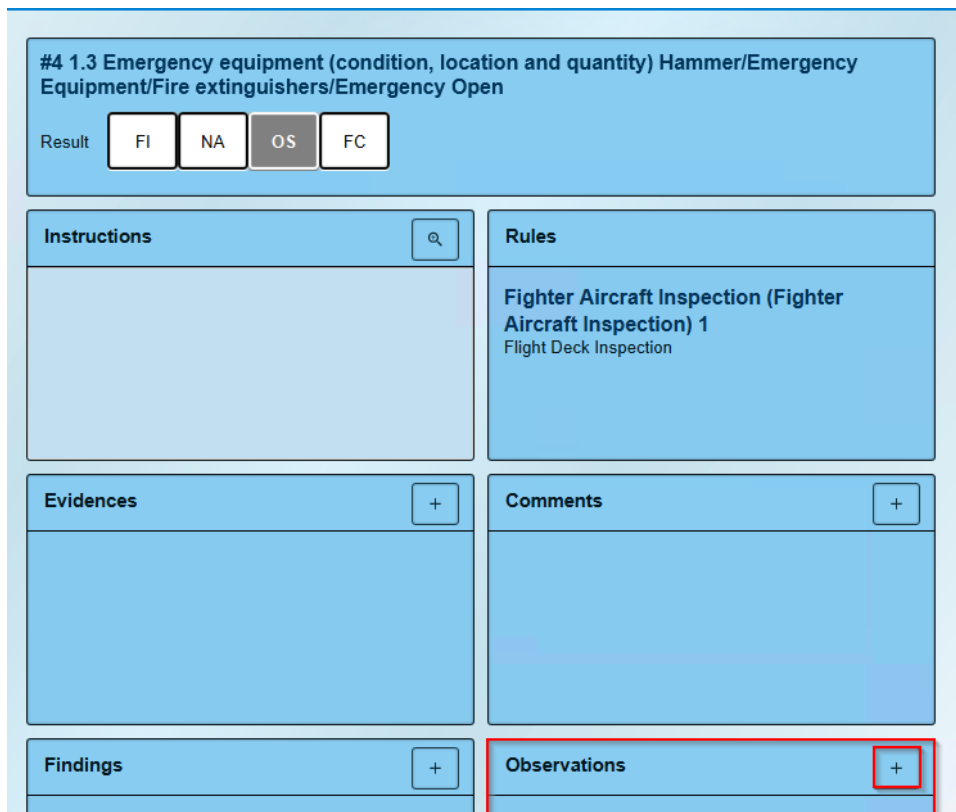


Figure 193: Add Observation in mobile SL

Step 3: Fill observation information

1. Fill in observation detail
 - Observation Type
 - Observation Date
 - Recording Date
2. Fill in Observation text
3. Attach photo or file by click the **Camera icon** or **File icon**
4. Add more comment by click + in the **Comments** box
5. Click **Save** to save and confirm observation information

The screenshot shows a mobile application interface for creating an observation. The form is titled 'Observation' and has a blue header bar with a back arrow and a 'Save' button. The form is divided into several sections:

- Observation Detail (Callout 1):** A form with fields for 'Type*' (dropdown), 'Observation Date*' (calendar icon), 'Observation Number' (text input with value '2'), 'Reference' (text input), 'Recording Date*' (calendar icon with value '2/16/2024' and time '10:44'), 'Reporter' (text input with value 'You'), and 'Location' (text input).
- Comments (Callout 4):** A large text area for adding comments, with a '+' icon in the top right corner.
- Observation Text* (Callout 2):** A large text area for entering the observation text.
- Document Folders (Callout 3):** A section for attaching files, with a camera icon and a '+' icon.
- Save (Callout 5):** A button in the top right corner of the form.

Figure 194: Fill in observation information

When you add the comment, it can add the data following by the information below

- Comment Title
- Description
- Comment Type
- Sort Order
- Internal Use Only

After all detail are added, click **Save** to save and confirm data

Figure 195: Adding Comment detail

When click the **Camera icon**, you can take a photo and edit it by using the edit box as shown in the figure below. If the added photo is satisfied, click **Save** to confirm.

Figure 196: Adding Photo

When click the **File icon**, you can choose the photo or file to attached, and then click Open to upload. Then, click **Save** to save and confirm the information.

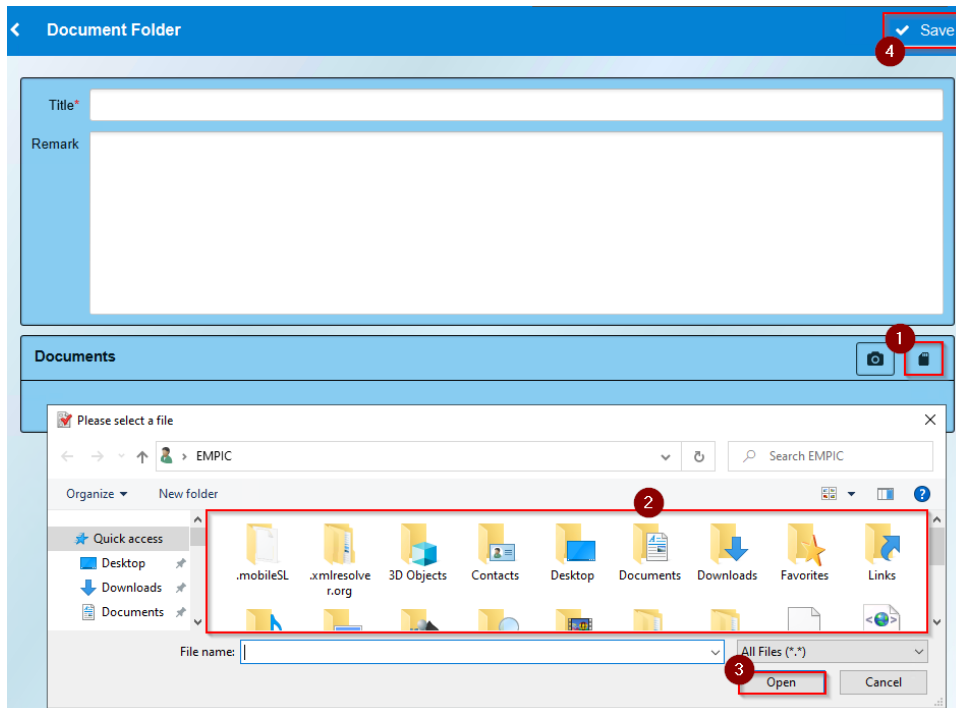


Figure 197: Adding File

5.6 Add a comment

5.6.1 Using EMPIC EAP

Step 1: Add comment

1. Select **Checklist** tab
2. Right click at question
3. Choose **Add Comment** tab

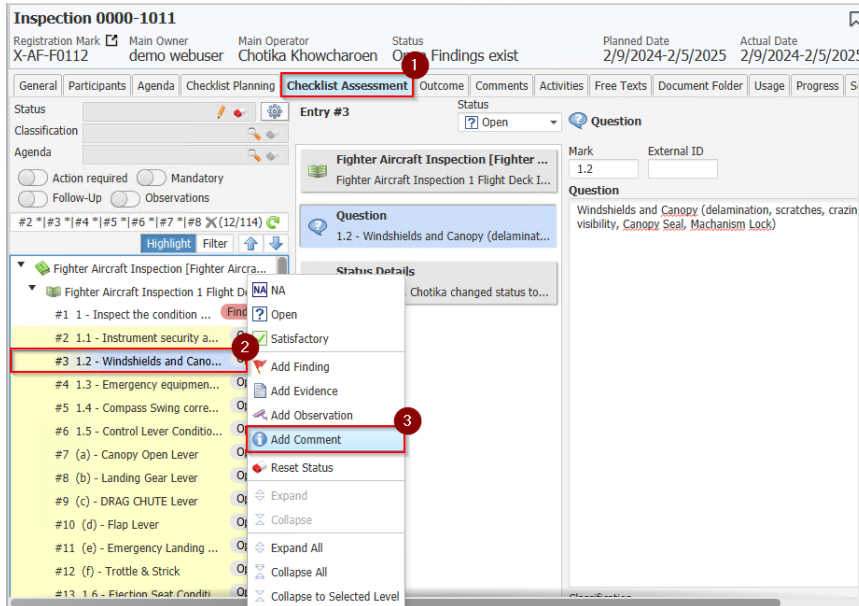


Figure 198: Add comment

Step 2: Fill in following information

1. Fill Title
2. Fill Type
3. Fill Sequence
4. Fill Comment

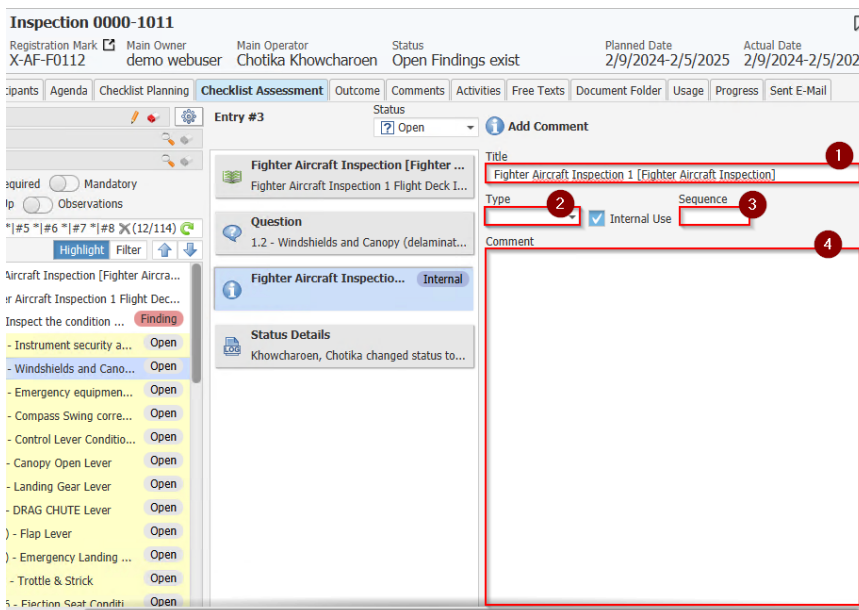


Figure 199: Fill in the Comment detail

Then click at **Save**

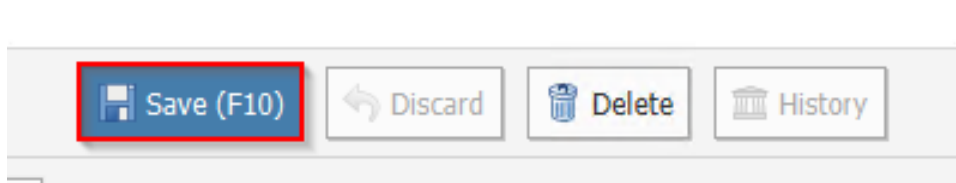


Figure 200: Click Save to confirm the Comment detail

The comment detail will be displayed as shown below

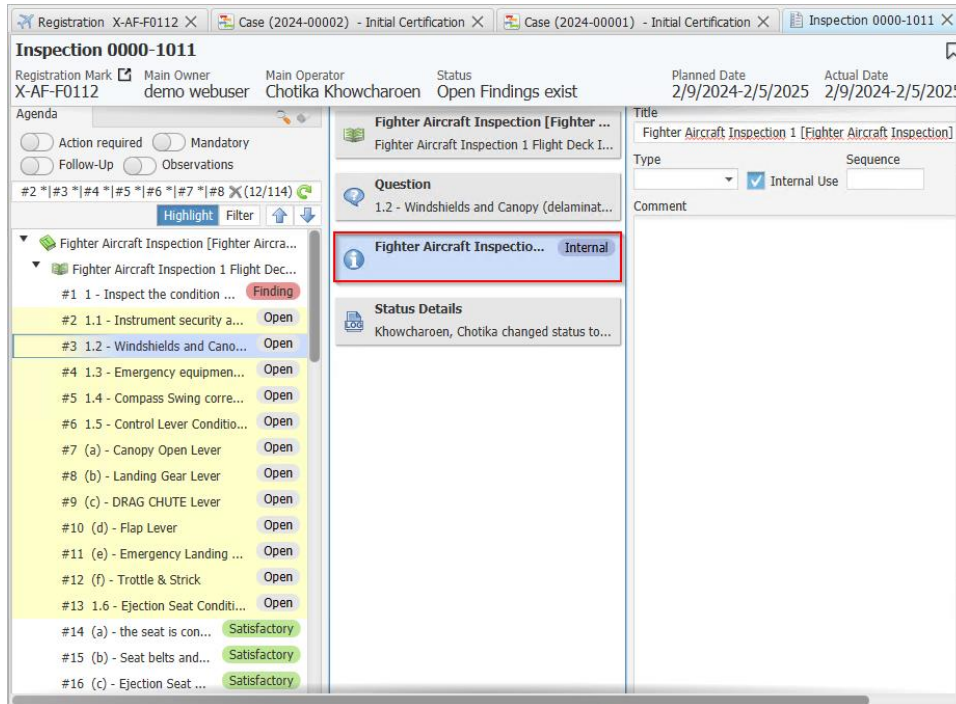


Figure 201: Comment detail in Checklist

5.6.2 Using mobile-SL

Step 1: Select Question to add Comment

1. Select **Checklist** tab
2. Click the question to add Comment

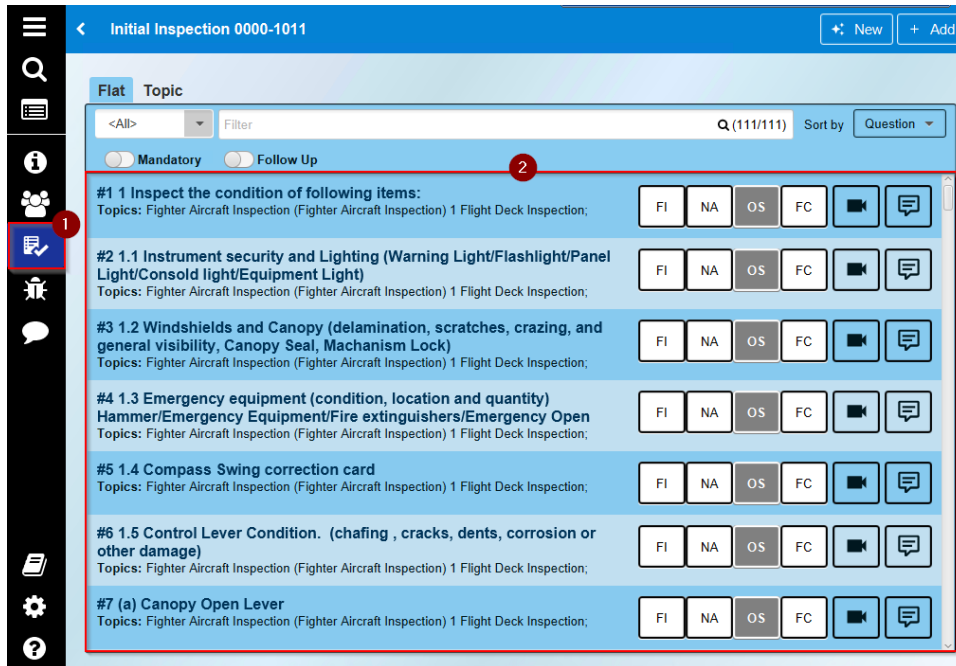


Figure 202: Select Question to add Comment in mobile SL

Step 2: Add Comment in mobile SL by click + button in **Comment** box

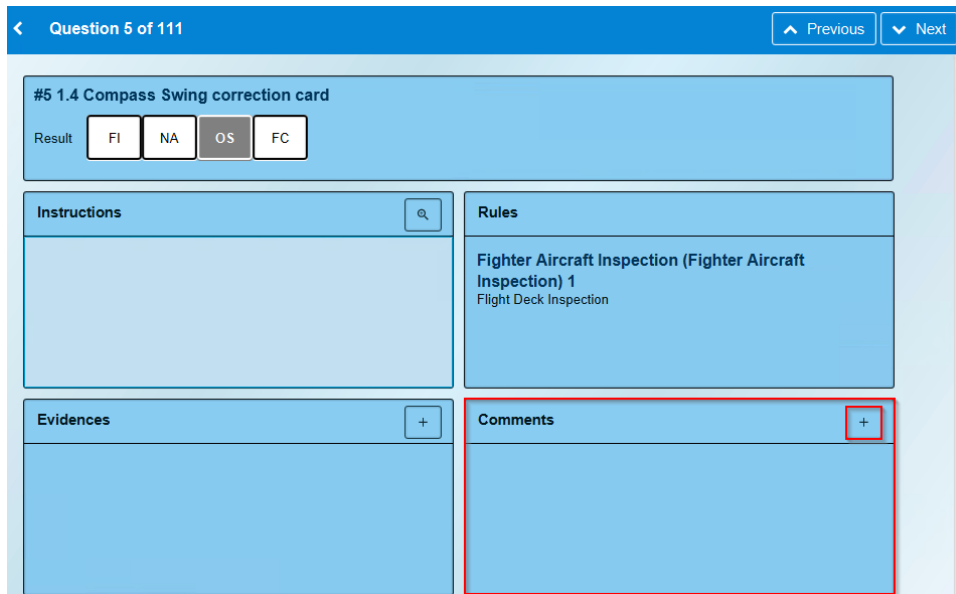
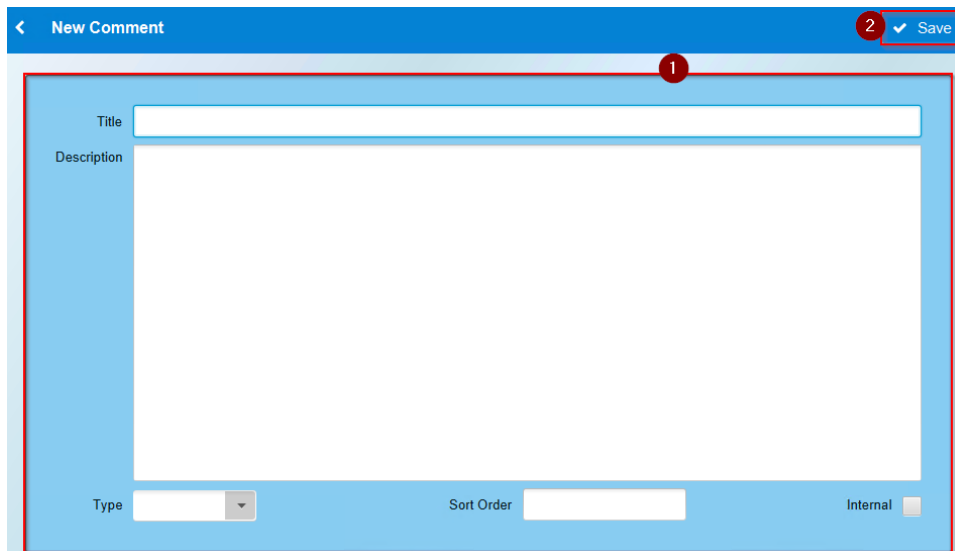


Figure 203: Add Comment in mobile SL

Step 3: Fill comment information

- Comment Title
- Description
- Comment Type
- Sort Order
- Internal Use Only

After all detail are added, click **Save** to save and confirm data



The screenshot shows a mobile application interface for adding a new comment. At the top, there is a blue header bar with a back arrow on the left, the text "New Comment" in the center, and a "Save" button with a checkmark icon on the right. A red circle with the number "2" is placed over the "Save" button. Below the header is a large light blue area containing a form. A red circle with the number "1" is placed over the top edge of this form area. The form has a "Title" label and a text input field. Below it is a "Description" label and a large text area. At the bottom of the form, there are three fields: "Type" with a dropdown arrow, "Sort Order" with a text input field, and "Internal" with a checkbox.

Figure 204: Add Comment detail

5.7 Print Checklist and Audit Report

Step 1: Click Free Texts tab to create new Free texts

Displayed Name	Template	Title	Text	Sequence
Checklist Name	Checklist		... Division of MAA	0
Checklist Name	Checklist		Compliance Review and Approval Checklist - ...	0
Objective/Scope or Specific info	Audit Report		Objective of this audit	0
Sub unit or document where finding was	Audit Report		-	0

Figure 205: Free Text tab

Then, click New to create Free Text in print template

Figure 206: Click New to create new free text

Step 2: Fill in the detail of Free Text in each template

1. Select Template from the drop-down list
2. Select Displayed Name
3. Fill in the Title
4. Fill in the detail of Free Text

Inspection 0000-1011 > T New Free Text Block

Template: Checklist (1)

Displayed Name: Checklist Name (2)

Title: (3)

Text: (4)

Sequence Number: 0

OK (F10) (5) Cancel (F11)

Figure 207: Fill in the Free Text detail

Step 3: Select General tab

The screenshot shows the 'General' tab selected in the 'Inspection 0000-1020' interface. The top navigation bar includes tabs for 'General', 'Participants', 'Agenda', 'Checklist Planning', 'Checklist Assessment', 'Outcome', 'Comments', 'Activities', 'Free Texts', 'Document Folder', 'Usage', 'Progress', and 'Send'. The 'General' tab is highlighted with a red box. Below the navigation bar, the 'Date' section contains 'Planned' and 'Actual' information, including 'Days', 'Start', and 'End' times. The 'Time Zone' is set to '(GMT+07:00) Asia/Bangkok'. The 'General' section includes fields for 'Context' (Certificate of Airworthiness), 'Type' (Inspection), and 'Subtype' (Announce, Follow-Up). Other fields include 'Phase', 'Method', 'Oversight Office', 'Organiser' (Khowcharoen, Chotika), 'Form Number', 'File Reference', 'File Reference Date', and 'External ID'. The 'Locations' section is currently empty, showing '(0/0)'. The 'Assignments' section shows 'Registration X-AF-F0112'. The 'Reason/Motivation' and 'Classification' sections are also empty.

Figure 208: General tab

Step 4: Click Print to print checklist or audit report

This screenshot is similar to Figure 208, showing the 'General' tab in the 'Inspection 0000-1020' interface. The 'Print' button in the bottom right corner is highlighted with a red box. The 'Print' button is located in a row with 'History' and 'More' buttons. The 'More' button has a dropdown arrow. The 'Locations' section is still empty, showing '(0/0)'. The 'Edit (F2)' button is also visible above the 'Print' button.

Figure 209: Click print to print report

Step 5: Select print template and print

1. Select the print template between Checklist or Audit Report
2. Click **Print** to print

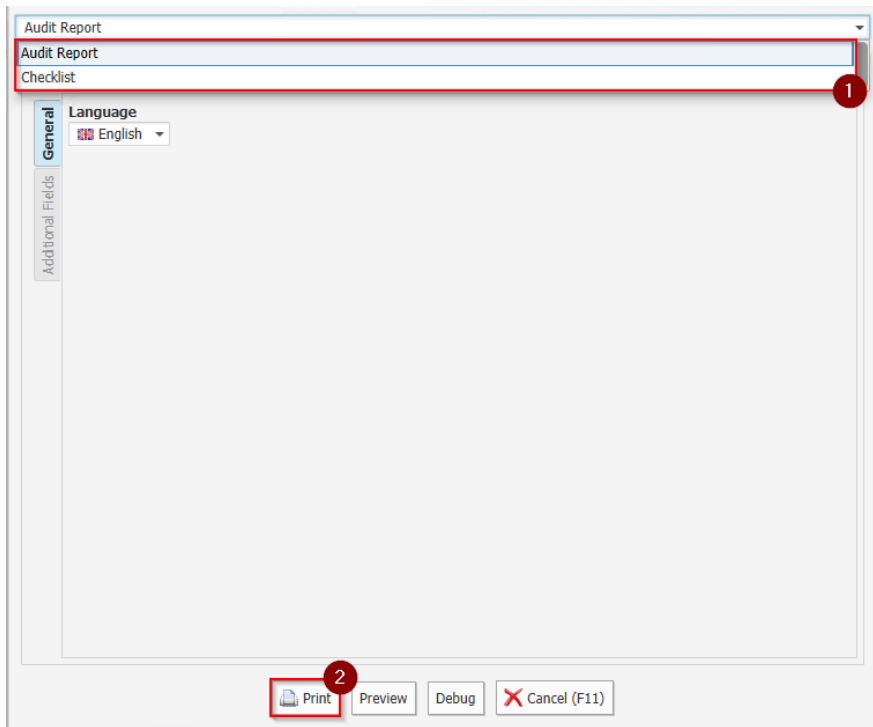


Figure 210: Choose the print template to print Audit Report

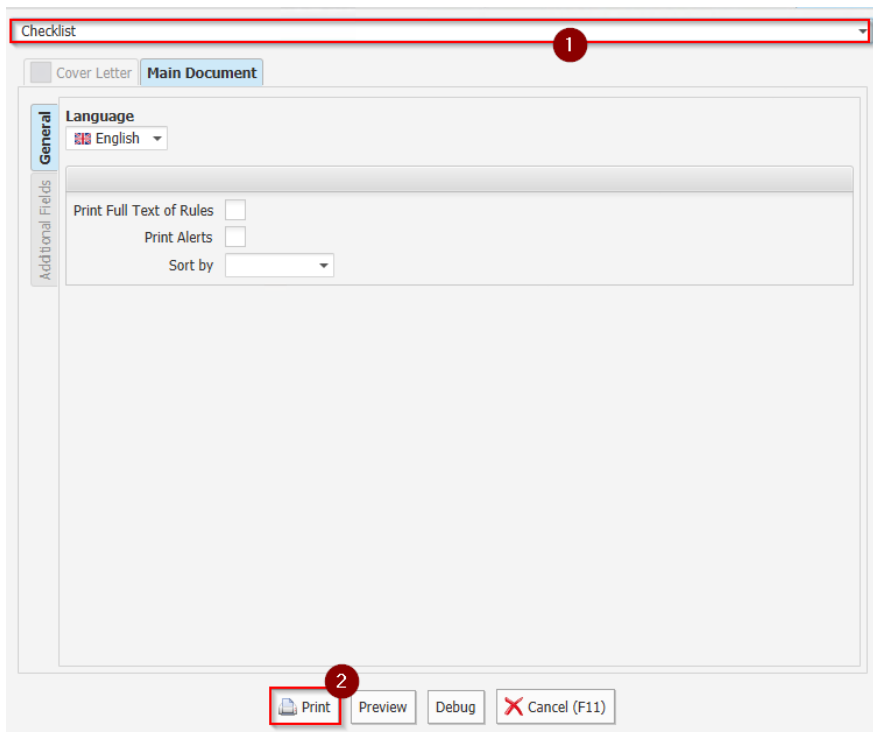


Figure 211: Choose the print template to print Checklist

Step 6: Select print template and print

1. Mark the Green Tick in the box
2. Click **Proceed** to print

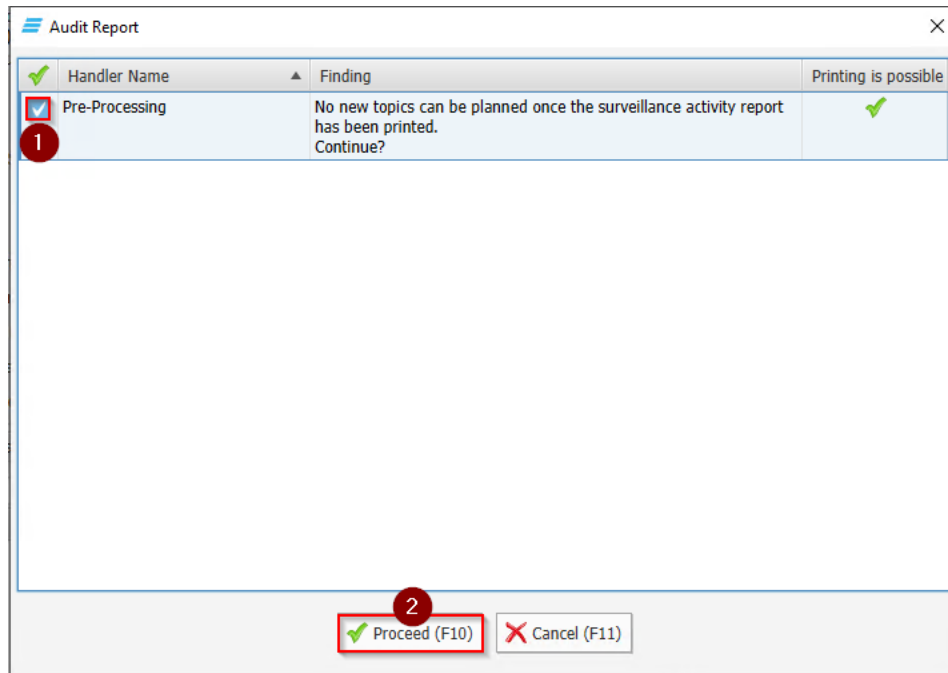



Figure 212: Proceed to print the report

After click Proceed to print, the Checklist and Audit Report will be displayed.



Organisation: X-AF-F0112	
Address:	
Contact Name:	Tel no: Email:
Reference: - Helicopter Inspection [Helicopter Inspection]	

No.	Subject	Reference	S	U	N/A	Comment
	2 Cabin Inspection					
a.	Conformity of Placards and Marking		✓			
	1 Flight Deck Inspection					
1	Inspect the following		✓			
a.	Instrument security and range markings		✓			
b.	Windows (delamination, scratches, crazing, and general visibility)		✓			

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Figure 213: Printed Checklist



Finding Report

Part : 1 General info	
Unit : Chotika Khovcharoen	Finding No: 1011 - 1
Sub unit or document where finding was detected : -	Date : 20 February 2024
Criteria/Standard/Requirement as specified :	Objective/Scope or Specific info :Objective of this audit

Part : 2 Finding Description	
Requirement :	
- Fighter Aircraft Inspection 1 (Fighter Aircraft Inspection) Flight Deck Inspection	
Finding :	
Finding Test	

Assessment of Finding:	Managing level (suggestion) :
Major <input type="radio"/>	Central <input type="radio"/>
Minor <input type="radio"/>	Local <input type="radio"/>
Observation <input type="radio"/>	

Finding accepted by :

(Auditee Name & Signature)	(Lead Auditor Name & Signature)
Date :	Date :

Figure 214: Printed Audit Report

5.8 Corrective action handling

Step 1: Release finding to WEB

1. Click **More**
2. Select **Release for WEB**

Then edit email and click **Send E-mail**

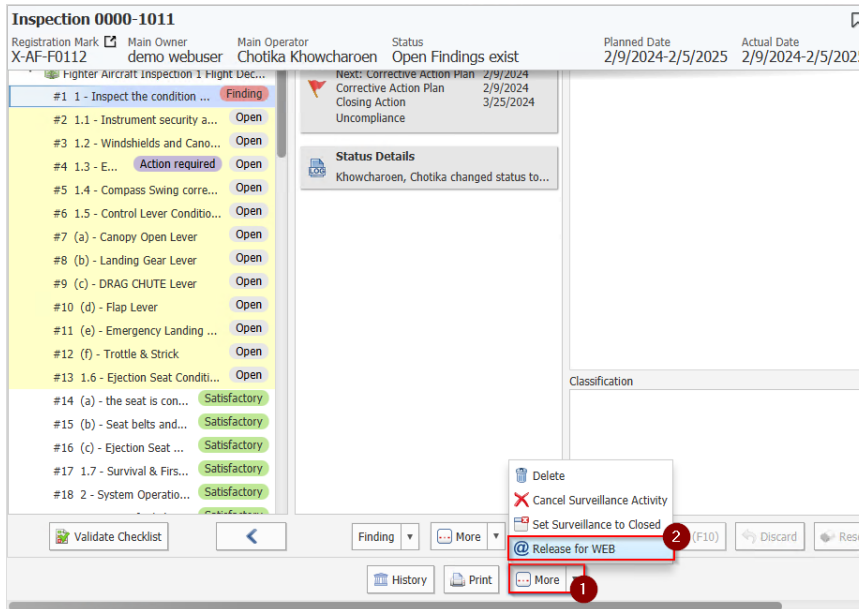


Figure 215: Release finding to WEB

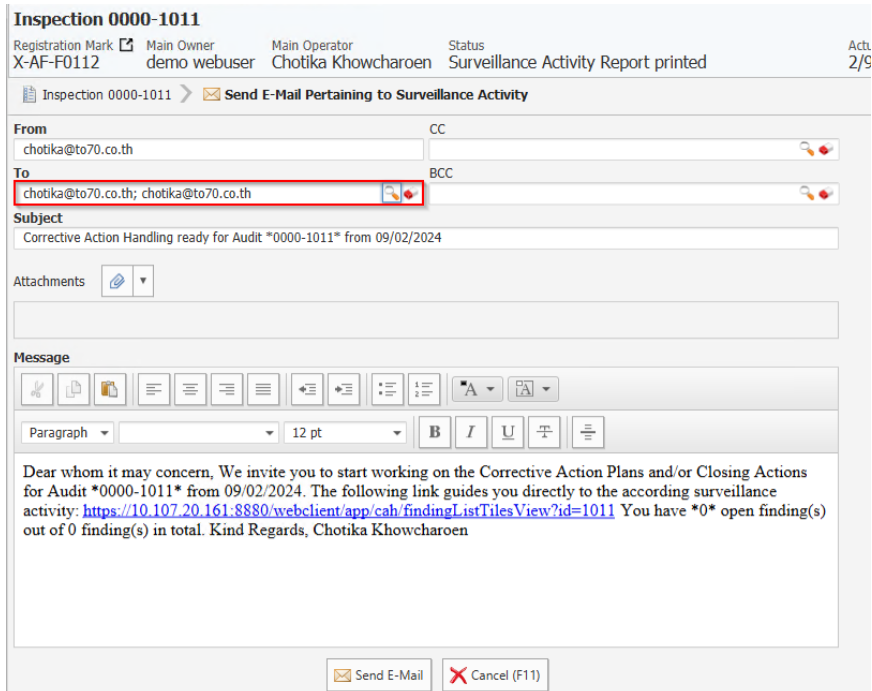


Figure 216: Edit email to finding

6 Create Type Certificate

6.1 Create Aircraft

Step 1: Select Type Certificate Module

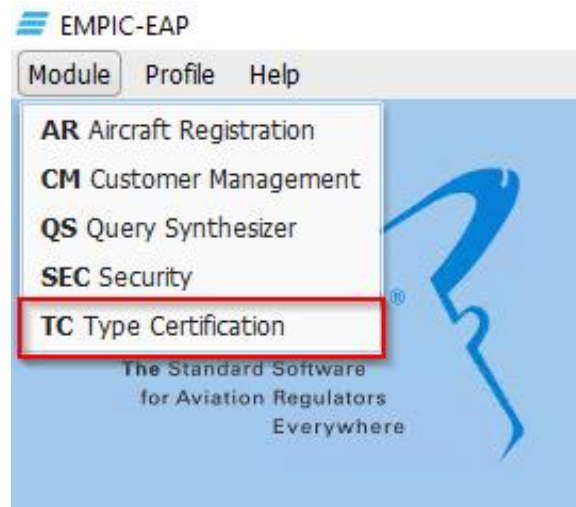


Figure 217: Selected module window

Step 2: Create New Aircraft

1. Click **New**
2. Click **Aircraft**

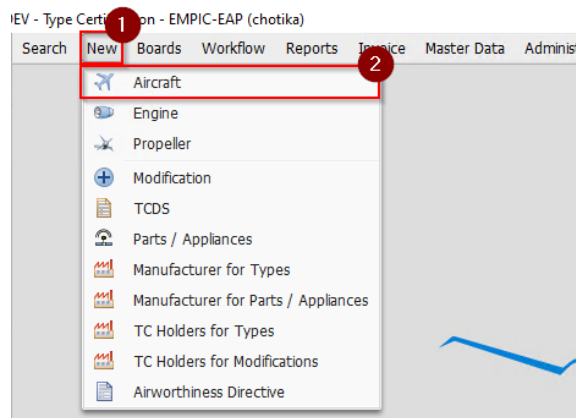


Figure 218: Create new Aircraft

Step 3: Add Aircraft Detail

1. Fill Aircraft's Name
2. Select Model Category
3. Fill Nat. Type Acceptance No.
4. Select Legal Basis
5. Click OK to Confirm

The screenshot shows a software window titled 'New: Aircraft'. At the top, there is a menu bar with options: Search, New, Boards, Workflow, Reports, Invoice, Master Data, Administration, Profile, Help. Below the menu bar, there is a search icon, a bookmark icon, and a notification icon. The main form area is divided into several sections. The 'Type' section at the top has three input fields: 'Name' (callout 1), 'Model Category' (callout 2), and 'Nat. Type Acceptance No.' (callout 3). There are also checkboxes for 'Orphan' and '(Determined by the System)'. Below this are two large empty text areas labeled 'Serial Numbers' and 'Remark'. The 'Airframe' section below contains various fields: 'Legal Basis' (callout 4), 'ICAO', 'Max. Passengers', 'Min. Crew', 'MTOM', 'Unit', 'MLM', 'Unit', 'Volume (cbm)', 'Certification Basis', 'Airworthiness Categories', 'Maintenance Group', 'BRS Installed', 'Restricted', 'Complex Aircraft', 'Part-ML', 'ELA1', 'ELA2', 'Captive Balloon / Airship', 'Builder Data Required', 'AR May Change MTOM', and 'AR May Change MLM'. At the bottom of the form, there are two buttons: 'OK (F10)' (callout 5) and 'Cancel (F11)'.

Figure 219: Fill in the Aircraft detail

Step 4: Add Manufacturer

Select **Manufacturer** tab

The screenshot shows a software window titled 'Test'. At the top, there is a menu bar with options: ID, Model Type, Model Category, Data Sheet, TC Holder for Types, MTOM, EASA Record No. Below the menu bar, there is a search icon, a bookmark icon, and a notification icon. The main form area is divided into several sections. The 'General' section at the top has a table with columns: Start, End, Name, Addr..., Prod..., Man... The 'Manufacturers' tab is selected and highlighted with a red box. Other tabs include: Validation, Synonyms, Groups, TCDSes, Modifications, Parts / Appliances, Registrations in AR, Mapping, Case Management, Certificate, Environment, Correspondence, and Document Folder.

Figure 220: Adding the Manufacturer

Then, click **New**

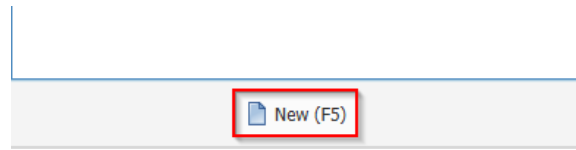


Figure 221: Click New to create new Manufacturer

Step 5: Select Manufacturer

1. Click **Name** to select Manufacturer
2. Click **Save**

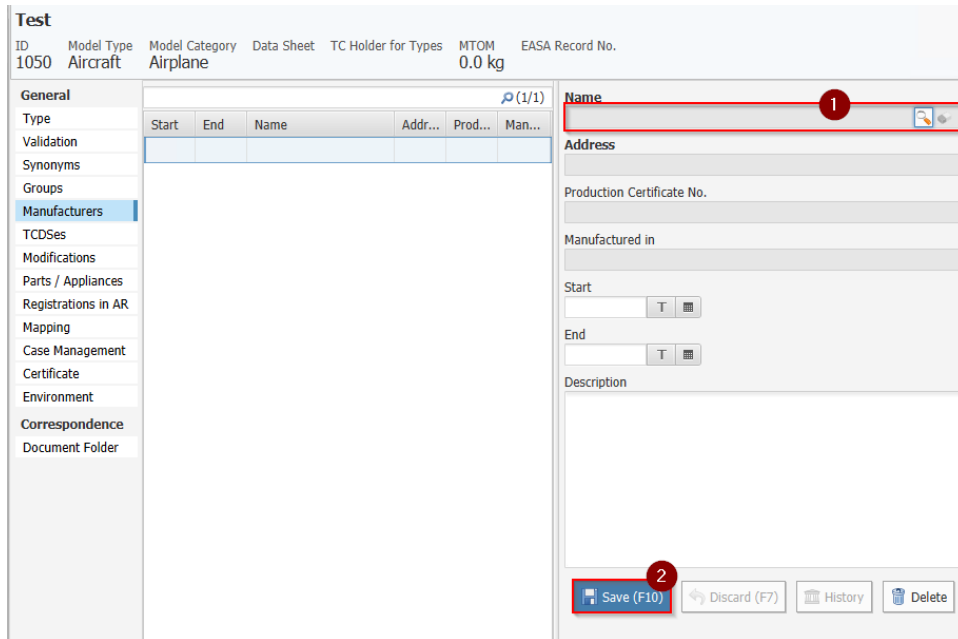


Figure 222: Fill in the Manufacturer detail

6.2 Create Engine

Step 1: Create New Engine

1. Click **New**
2. Click **Engine**

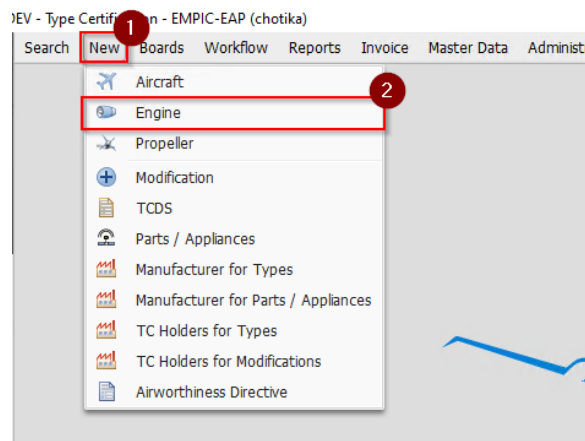


Figure 223: Create new Engine

Step 2: Add Engine Detail

1. Fill Engine's **Name**
2. Select **Model Category**
3. Fill **Nat. Type Acceptance No.**
4. Click **OK** to Confirm

The screenshot shows a 'New: Engine' dialog box. It contains several input fields and buttons. Red circles with numbers 1 through 4 are placed over the 'Name' field, the 'Model Category' dropdown menu, the 'Nat. Type Acceptance No.' field, and the 'OK (F10)' button respectively.

Figure 224: Fill in the Engine detail

Step 3: Click Add Propeller

The screenshot shows the 'Test' application window. It features a 'Performance' section with three input fields: 'Maximum Power', 'Maximum Continuous Power', and 'Units of Power'. Below this is a 'Sub-Types' section containing a table with columns: 'Quantity', 'ID', 'Name', 'Type', 'Manufacturer f...', 'TC Holder for T...', and 'Country'. At the bottom of the 'Sub-Types' section, there are three buttons: 'Add Propeller', 'Remove', and 'Open'. The 'Add Propeller' button is highlighted with a red box.

Figure 225: Adding the Propeller in Engine

Step 4: Select Engine's Propeller

1. Click **Search**
2. Select Propeller

Type Test - ID 1051 X

Test

ID 1051 Model Type Engine Model Category Turbojet Data Sheet TC Holder for Types

Type Test - ID 1051 Search Types

Smart Advanced Search (F9)

(43/43)

Model ...	Model Category	Manufact...	Name	Sub-Typ...	MTOM [kg]	MLM [kg]	Used in AR	Active Re...	Legal Basis	Validated
Propeller	Propeller		Test				0	0		
Engine	Turboprop		Test				0	0		
Aircraft	Airplane		F16 B			0.0	0.00	0	0	Others
Aircraft	Rotorcraft	Sikorsky A...	S-92A			0.0	0.00	1	1	Others
Aircraft	Airplane		F16 A			0.0	0.00	0	0	Others
Aircraft	Rotorcraft		S-70i			0.0	0.00	0	0	Others
Aircraft	Rotorcraft		BELL412 EP			0.0	0.00	0	0	Others
Aircraft	Rotorcraft		BELL412 HP			0.0	0.00	0	0	Others
Aircraft	Rotorcraft		BELL412			0.0	0.00	0	0	Others
Aircraft	Rotorcraft		H135			0.0	0.00	0	0	Others
Aircraft	Rotorcraft		EC725			0.0	0.00	0	0	Others
Aircraft	Unmanned aeri...		RTAF U1			0.0	0.00	0	0	Others
Aircraft	Unmanned aeri...		Aerostar BP			0.0	0.00	0	0	Others
Aircraft	Airplane		T-50 TH			0.0	0.00	0	0	Others
Aircraft	Airplane		DA42 MPP			0.0	0.00	0	0	Others
Aircraft	Airplane		DA42 M-NG			0.0	0.00	0	0	Others
Aircraft	Airplane		AU-23A			0.0	0.00	0	0	Others
Aircraft	Airplane		C-130H			0.0	0.00	0	0	Others

Figure 226: Selected the Propeller

Test

ID 1051 Model Type Engine Model Category Turbojet Data Sheet TC Holder for Types

General

Type

Name Test Model Category Turboprop Nat. Type Acceptance No. XXX Orphan (Overruled by the User)

Serial Numbers Remark

Performance

Maximum Power Maximum Continuous Power Units of Power

Sub-Types

Quantity	ID	Name	Type	Manufacturer f...	TC Holder for T...	Country
1	1001	Test	Propeller	N/A	N/A	

Figure 227: Added Propeller

6.3 Create Propeller

Step 1: Create New Propeller

1. Click **New**
2. Click **Propeller**

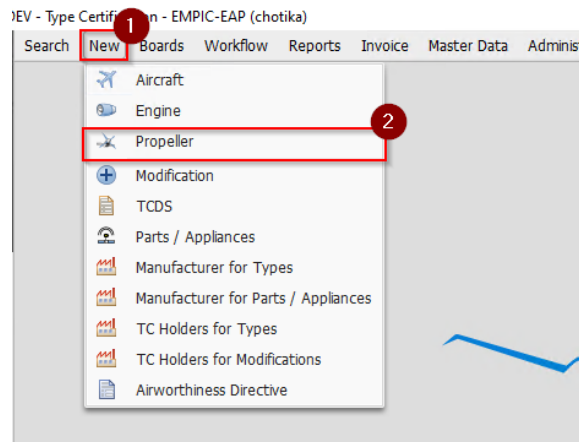


Figure 228: Create new Propeller

Step 2: Add Propeller Detail

1. Fill Propeller's **Name**
2. Select **Model Category**
3. Fill **Nat. Type Acceptance No.**
4. Click **OK** to Confirm

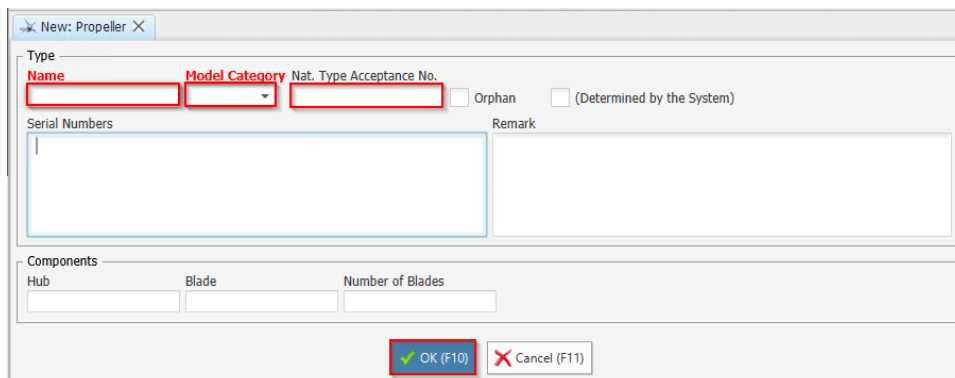
A screenshot of the 'New: Propeller' dialog box. The 'Type' section contains three input fields: 'Name', 'Model Category' (a dropdown menu), and 'Nat. Type Acceptance No.'. The 'Name' and 'Nat. Type Acceptance No.' fields are highlighted with red boxes. There are also checkboxes for 'Orphan' and '(Determined by the System)'. Below this is a 'Serial Numbers' text area and a 'Remark' text area. The 'Components' section has three input fields: 'Hub', 'Blade', and 'Number of Blades'. At the bottom, there are 'OK (F10)' and 'Cancel (F11)' buttons. The 'OK' button is highlighted with a red box.

Figure 229: Fill in the Propeller detail

6.4 Create TCDSes

Step 1: In TC module, select TCDSes

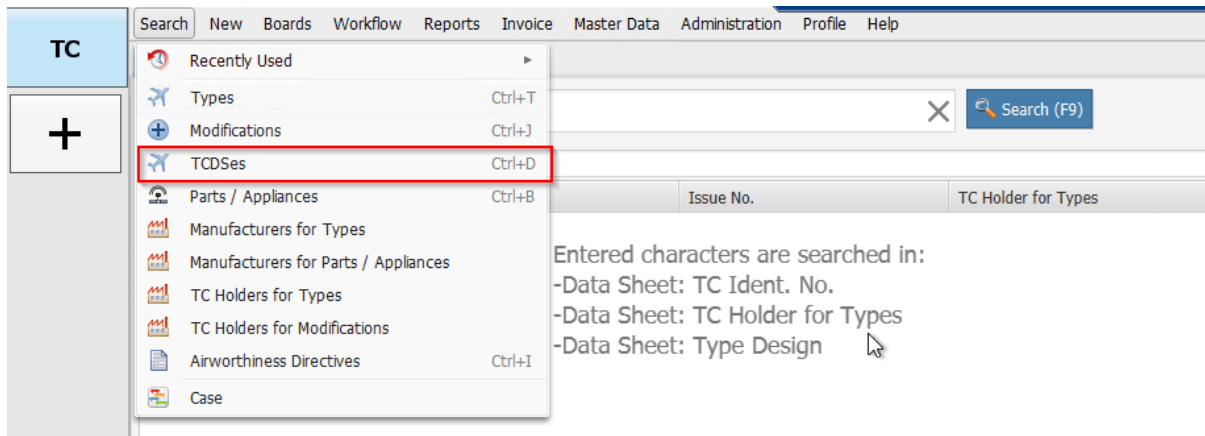


Figure 230: TCDSes tab

Step 2: Fill in the related information

1. Fill in the TC Ident. No.
2. Select Type Design
3. Select Type of TCDS
4. Click OK to confirm

The screenshot shows a form for entering TCDS information. The form has several fields and buttons. Red boxes and numbers 1 through 4 indicate the steps: 1. 'TC Ident. No.' field containing 'Test'. 2. 'Type Design' dropdown menu showing 'Military Standard'. 3. 'Type of TCDS' dropdown menu showing 'TCDS'. 4. 'OK (F10)' button. Other fields include 'Holder', 'Country', 'Issue No.', 'Issue Date', 'Restricted', and 'Description'. The 'Holder' field is currently empty. The 'Country' dropdown is set to 'Experimental'. The 'Issue No.' field is empty. The 'Issue Date' field has a calendar icon. The 'Restricted' checkbox is unchecked. The 'Description' field is a large text area.

Figure 231: Fill in TCDS information

Step 3: Add aircraft in TCDS by clicking the Types tap and clicking new

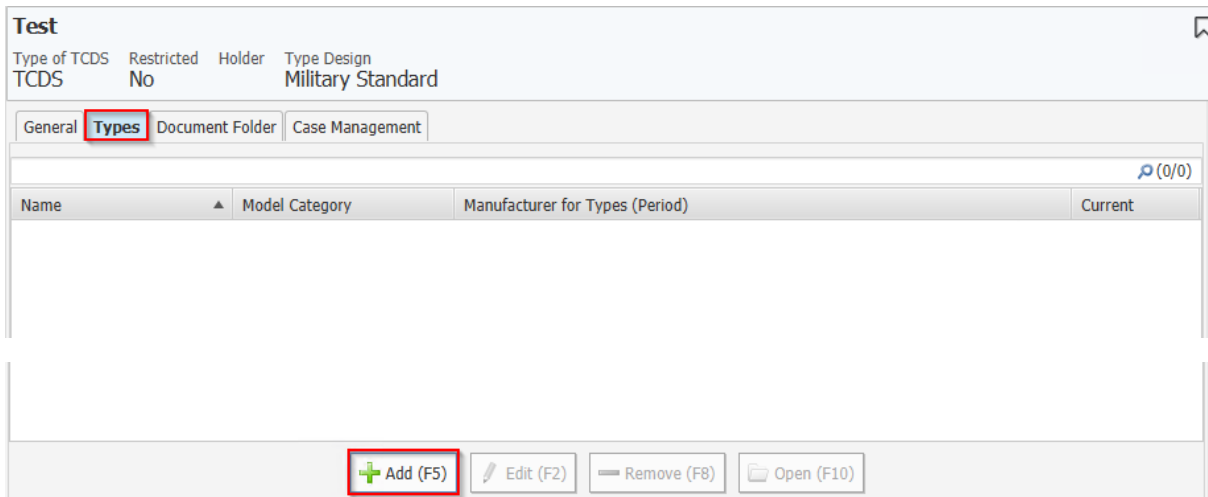


Figure 232: Add Aircraft in TCDS

6.5 Print Certificate

6.5.1 Type Certificate (TC)

Step 1: Search Aircraft

1. Click **Search**
2. Click **Type** to search Aircraft

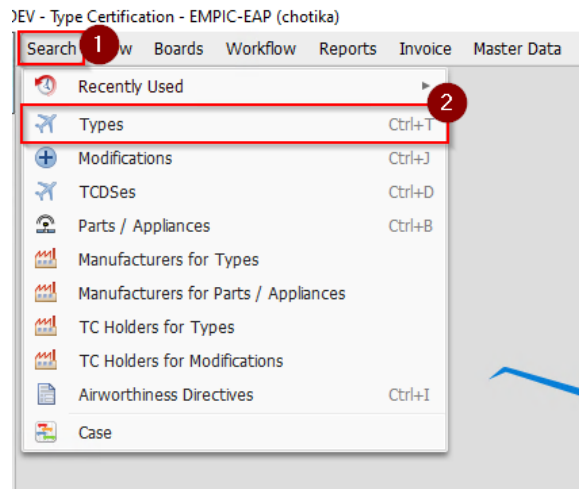


Figure 233: Search for Aircraft Type

Step 2: Select Aircraft

1. Click **Search**
2. Double-Click on select Aircraft

Search New Boards Workflow Reports Invoice Master Data Administration Profile Help

Search Types X

Smart Advanced Search (F9)

(43)

Model T...	Model Category	Manufact...	Name	Sub-Type ...	MTOM [kg]	MLM [kg]	Used in AR	Active Re...	Legal Basis	Validate
Aircraft	Airplane		DA42 TDI		0.0	0.00	0	0	Others	
Aircraft	Airplane		SUKHOI S...		0.0	0.00	0	0	Others	
Aircraft	Airplane		RTAF 6		0.0	0.00	0	0	Others	
Aircraft	Airplane		DA40 NG		0.0	0.00	0	0	Others	
Aircraft	Airplane		P.180 Avanti		0.0	0.00	0	0	Others	
Aircraft	Airplane		ATR72-600		0.0	0.00	0	0	Others	
Aircraft	Airplane		Gripen39 D		0.0	0.00	0	0	Others	
Aircraft	Airplane		Gripen39 C		0.0	0.00	0	0	Others	
Aircraft	Airplane		Saab 340 ...		0.0	0.00	0	0	Others	
Aircraft	Airplane		Saab 340 B		0.0	0.00	0	0	Others	
Aircraft	Airplane		F-5F		0.0	0.00	0	0	Others	
Aircraft	Airplane		F-5E		0.0	0.00	0	0	Others	
Aircraft	Airplane		Alpha Jet		0.0	0.00	0	0	Others	
Aircraft	Airplane		BT-67		0.0	0.00	0	0	Others	
Aircraft	Airplane		CT-4E		0.0	0.00	0	0	Others	
Aircraft	Airplane		DA42 TDI		0.0	0.00	0	0	Others	
Aircraft	Airplane		DA42 VI		0.0	0.00	0	0	Others	
Aircraft	Airplane		PC-9		0.0	0.00	0	0	Others	
Aircraft	Airplane		T-6C		0.0	0.00	0	0	Others	
Aircraft	Airplane	Sikorsky Ai...	Test		0.0	0.00	0	0	Others	

Open (F10) New Aircraft New Engine New Propeller

Figure 234: Select Aircraft to print certificate

Step 3: Fill Validation Remark of print template

1. Click **Validation** tab
2. Tick Validated
3. Fill **Validation Remark**
4. Click **Save**

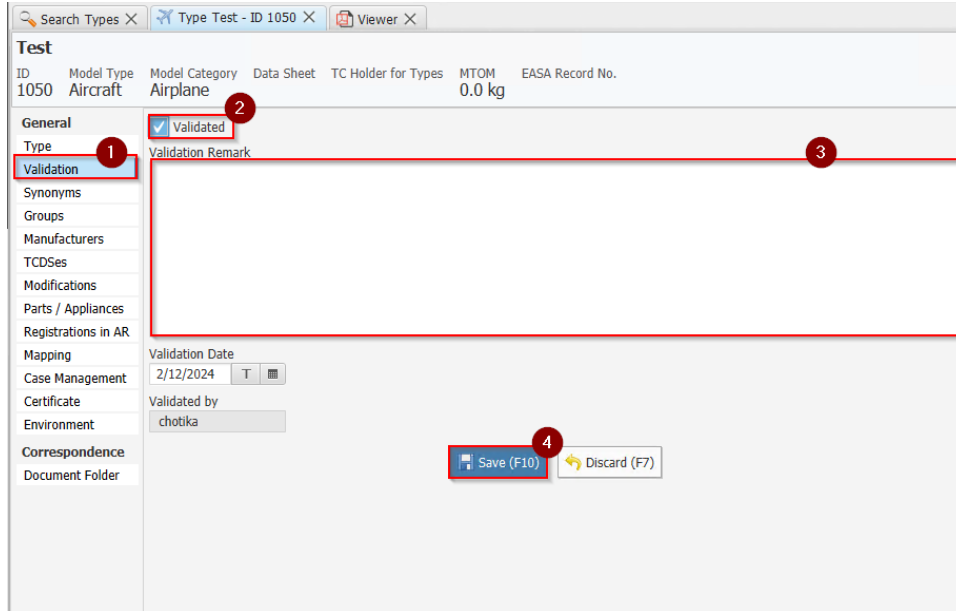


Figure 235: Fill the validation remarking in print template

Step 4: Click Print

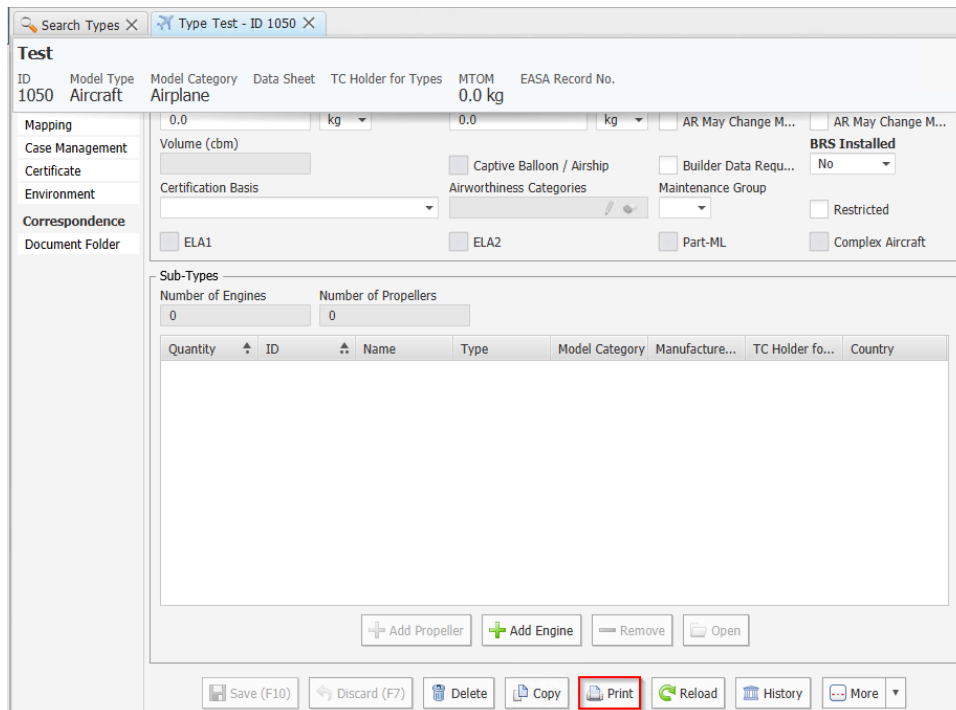


Figure 236: Click Print to print Certificate

Step 5: Select TC Validation print template

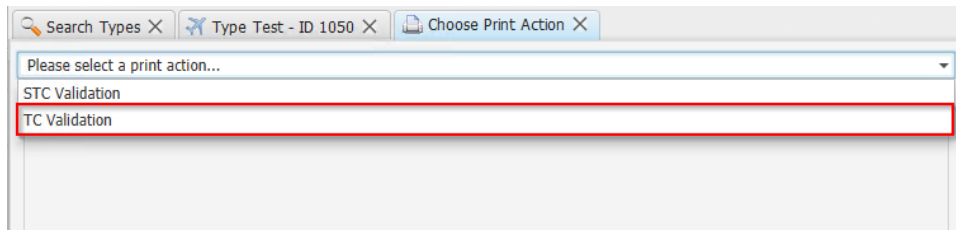


Figure 237: Select the print template

Step 6: Select Signature

1. Click **Search**
2. Select Signature
3. Click **OK**

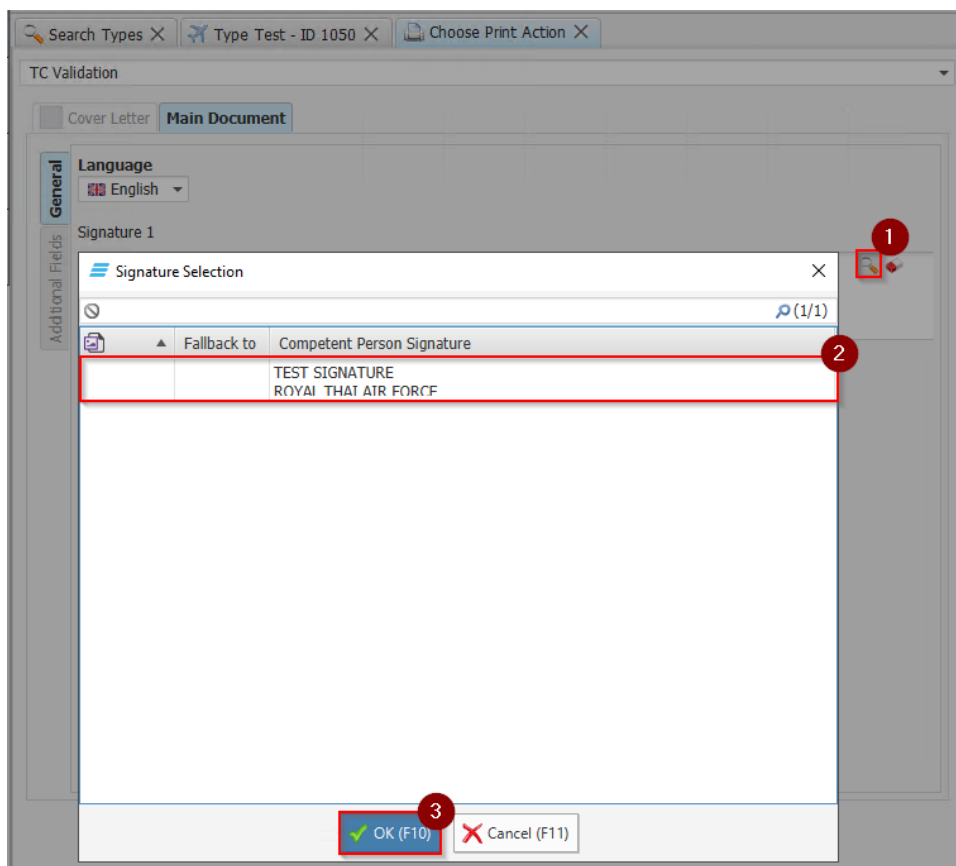


Figure 238: Select the Signature template

Step 7: Click Print to print TC Validation

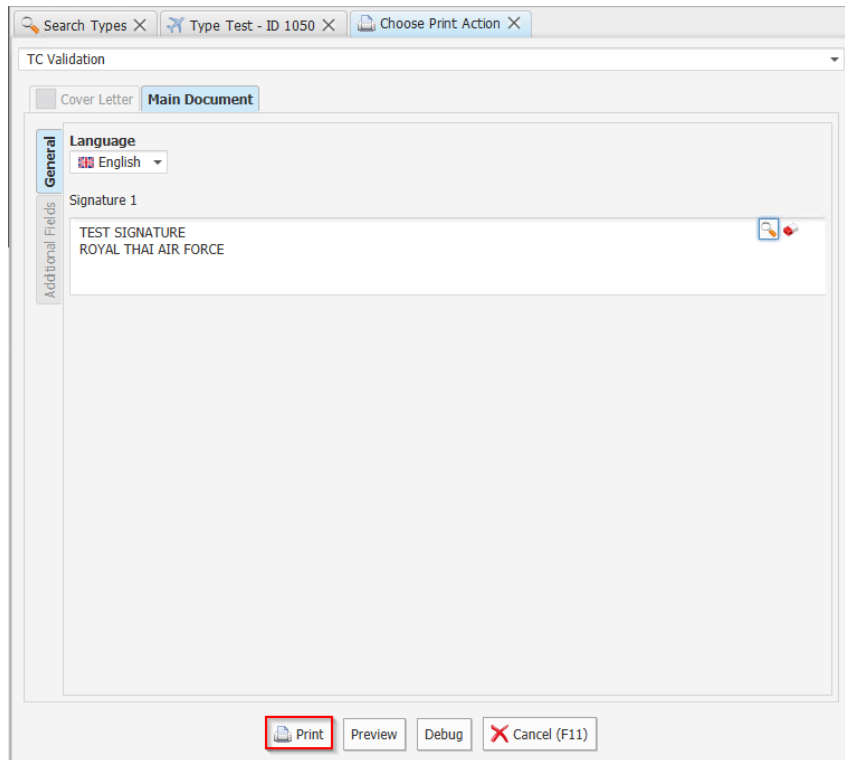


Figure 239: Click Print to print



Figure 240: Printed Type Certificate (TC)

6.5.2 Supplemental Type Certificate (STC)

Step 1: Search Aircraft

1. Click **Search**
2. Click **Type** to search Aircraft

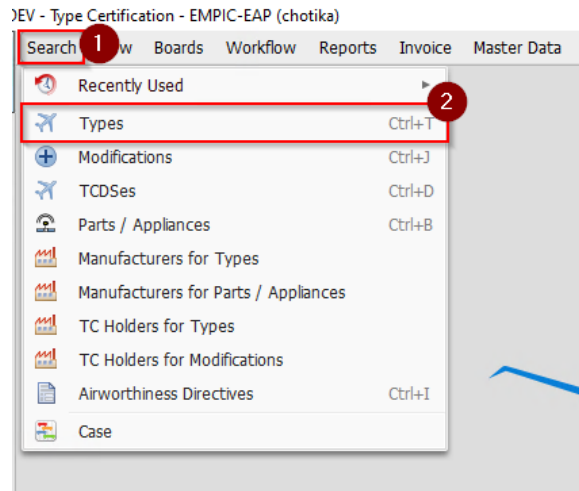


Figure 241: Search for Aircraft Type

Step 2: Select Aircraft

1. Click **Search**
2. Double-Click on select Aircraft

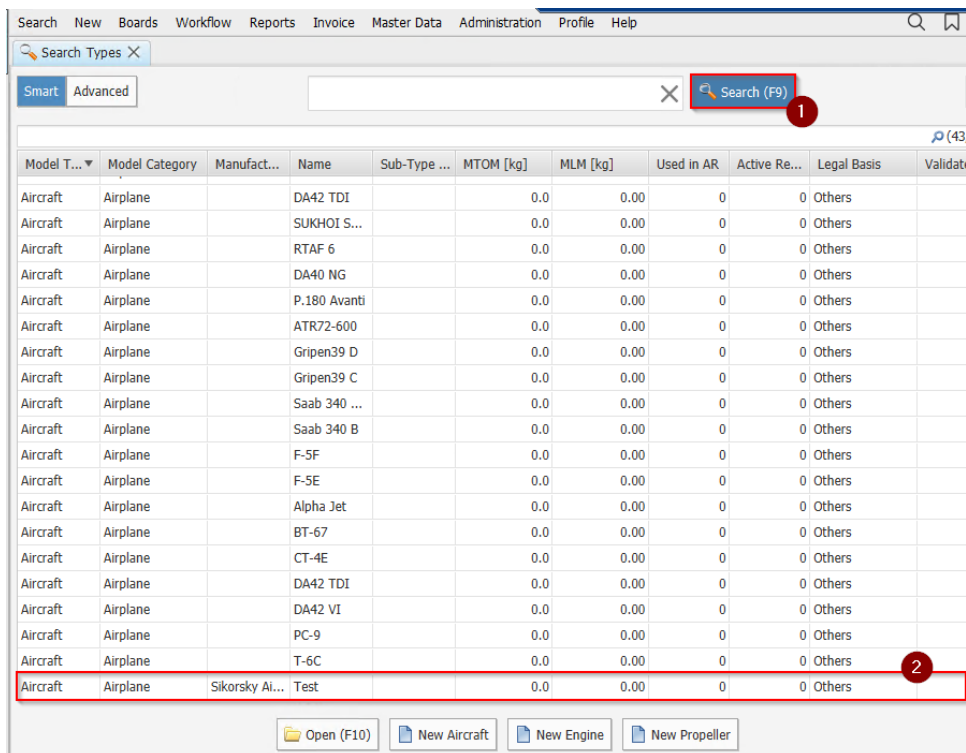


Figure 242: Select Aircraft to print certificate

Step 3: Fill Validation Remark of print template

1. Click **Validation** tab
2. Tick Validated
3. Fill **Validation Remark**
4. Click **Save**

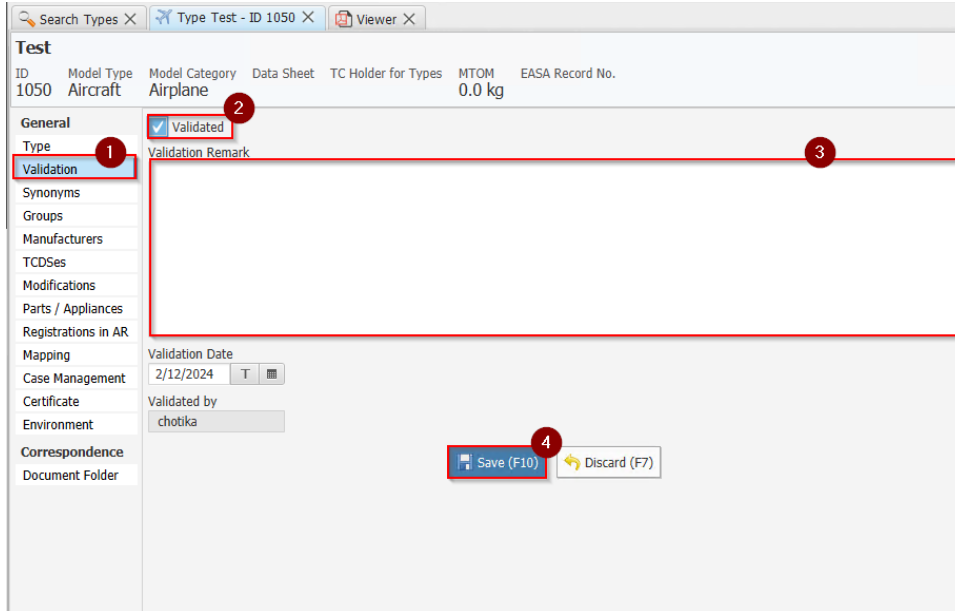


Figure 243: Fill the validation remarking in print template

Step 4: Click Print

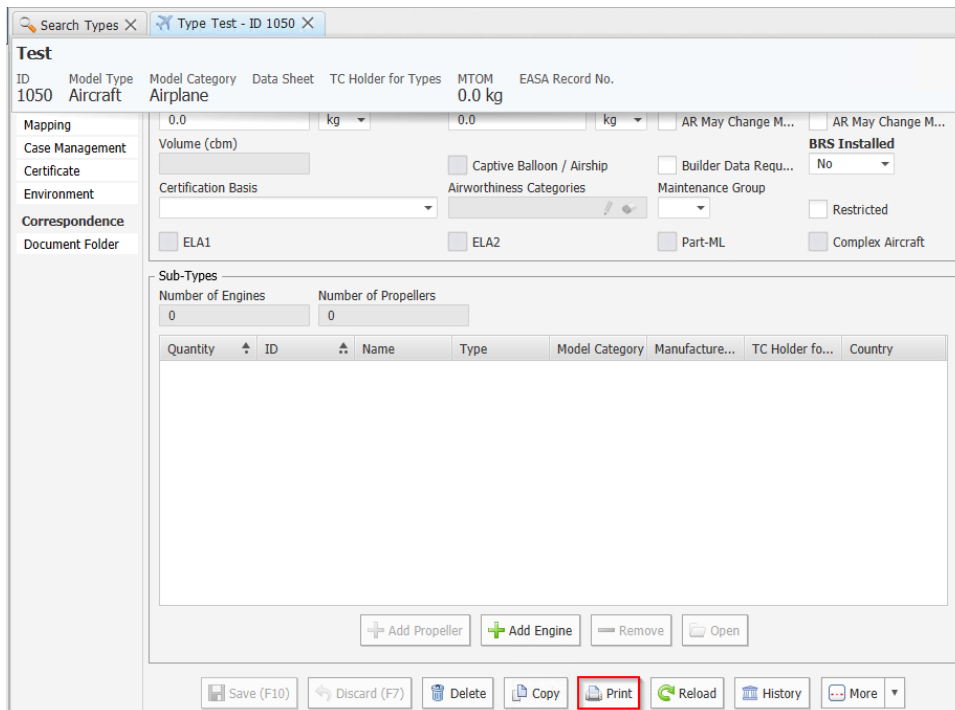


Figure 244: Click Print to print Certificate

Step 5: Select STC Validation print template

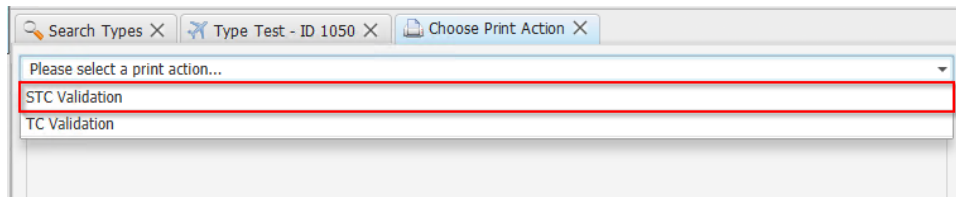


Figure 245: Select the print template

Step 6: Select Signature

1. Click **Search**
2. Select Signature
3. Click **OK**

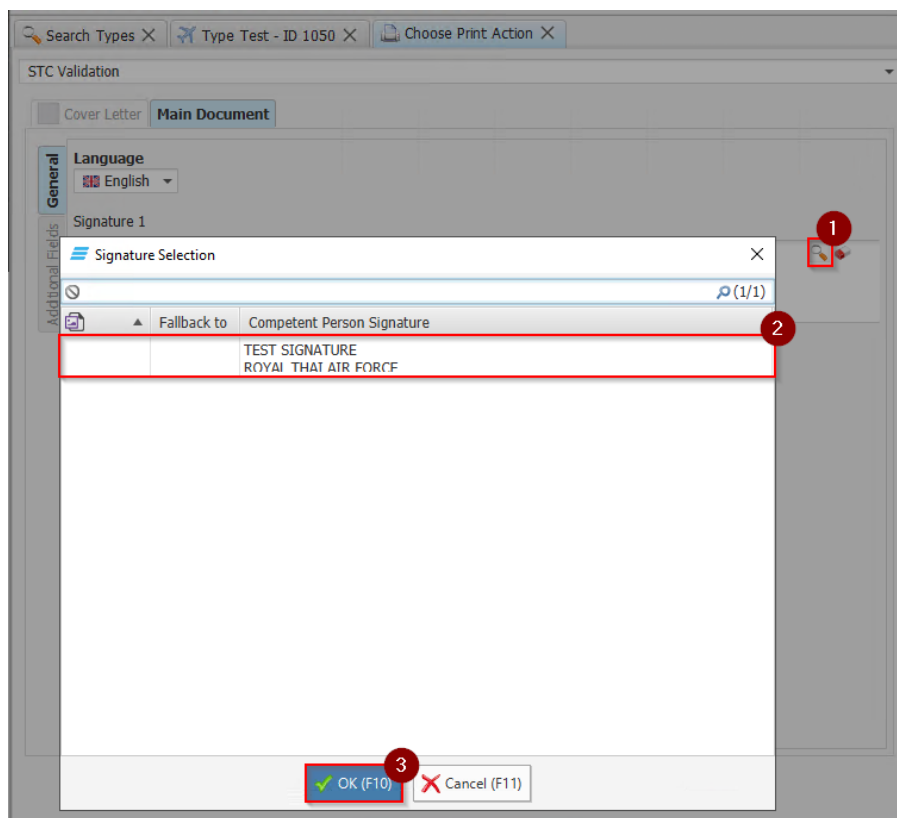


Figure 246: Select the Signature template

Step 7: Click Print to print STC Validation

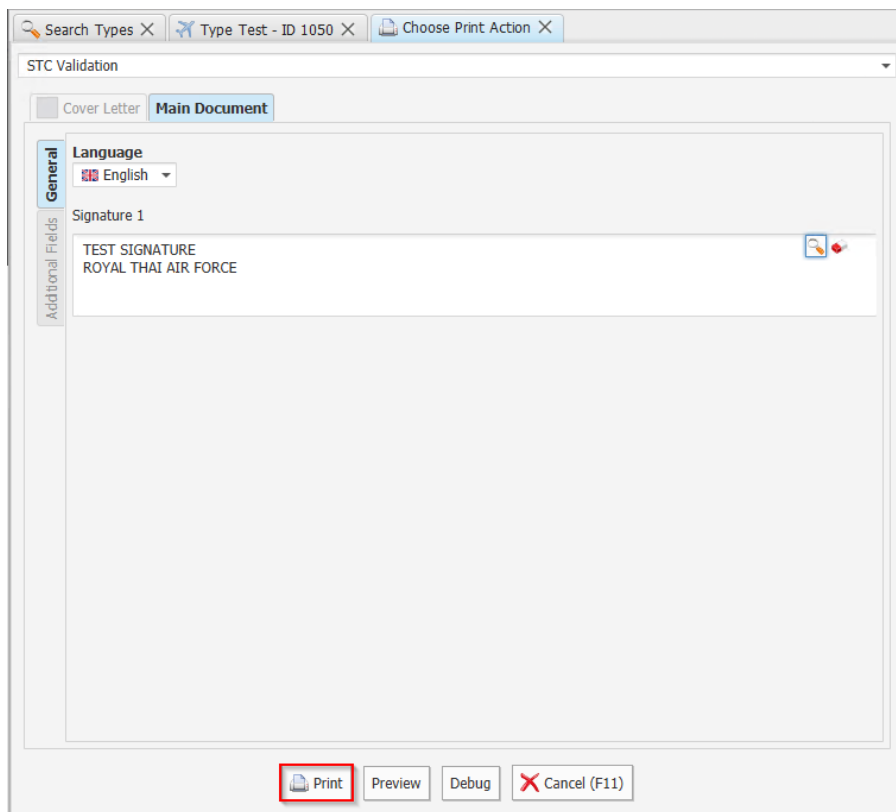


Figure 247: Click Print to print



Figure 248: Printed Supplemental Type Certificate (STC)

7 Create Registration

7.1 Create Registration

Step 1: Select Aircraft Registration Module

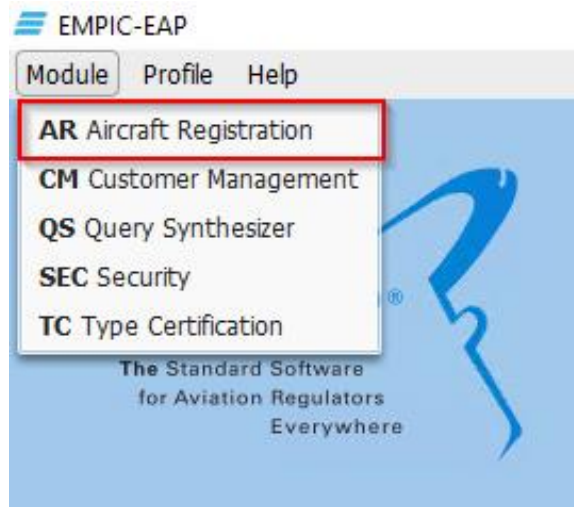


Figure 249: Selected module window

Step 2: Create new Registration

1. Click **New**
2. Select Registration

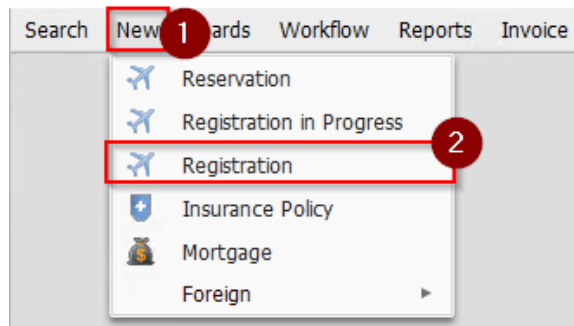


Figure 250: Create New Aircraft Registration

Step 3: Fill in the registration detail

1. Fill **Registration Mark**
2. Fill **Registration Date**
3. Fill **Ownership**
4. Fill **Assignment**
5. Click **OK** to confirm

The screenshot shows a software window titled 'New Registration' with a menu bar (Search, New, Boards, Workflow, Reports, Invoice, Master Data, Administration, Profile, Help). The form contains the following fields and controls:

- Registration Mark:** A text box containing 'AF-' with a red box and callout '1'. A 'Free Registration Marks' button is to its right.
- Registered on:** A date picker showing '2/12/2024' with a red box and callout '2'. A 'Initially' checkbox is to its right.
- Ownership:** An empty text box with a red box and callout '3'.
- Location:** A dropdown menu.
- Assignment:** An empty text box with a red box and callout '4'.
- ICAO 24-bit Address Required:** A checked checkbox.
- Buttons:** 'OK (F10)' and 'Cancel (F11)' buttons at the bottom with a red box and callout '5'.

Figure 251: Fill in the Registration detail

7.2 Add Owner/ Operator

Step 1: Search Registration

1. Click **Search**
2. Select **Registration**

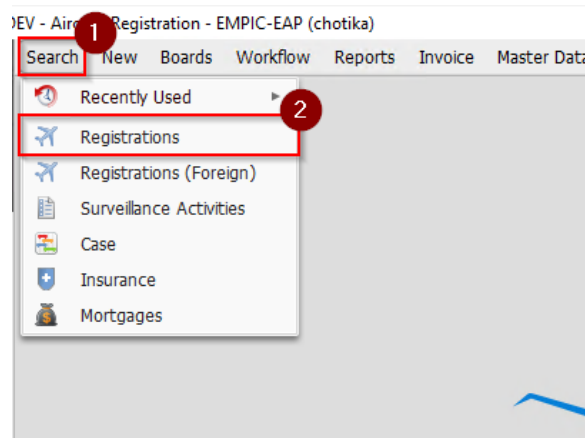


Figure 252: Search for Aircraft Registration

Step 2: Select Aircraft Registration

1. Click **Search**
2. Select Aircraft Registration

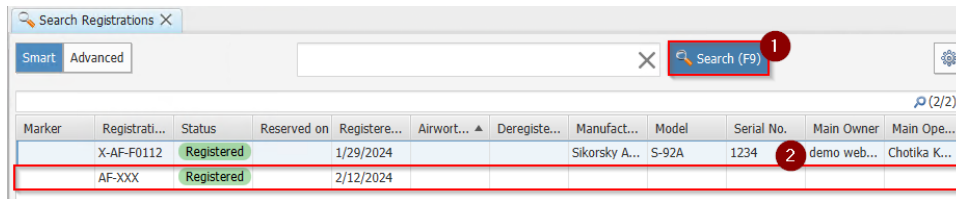


Figure 253: Selected the aircraft registration

Step 3: Select Owner tab

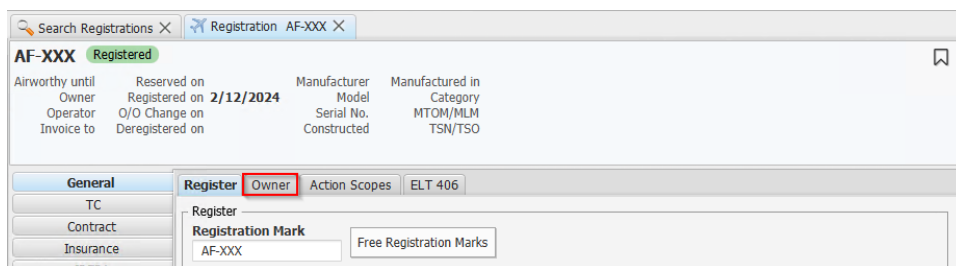


Figure 254: Owner tab in Aircraft Registration

Step 4: Click Add/Edit O/O tab

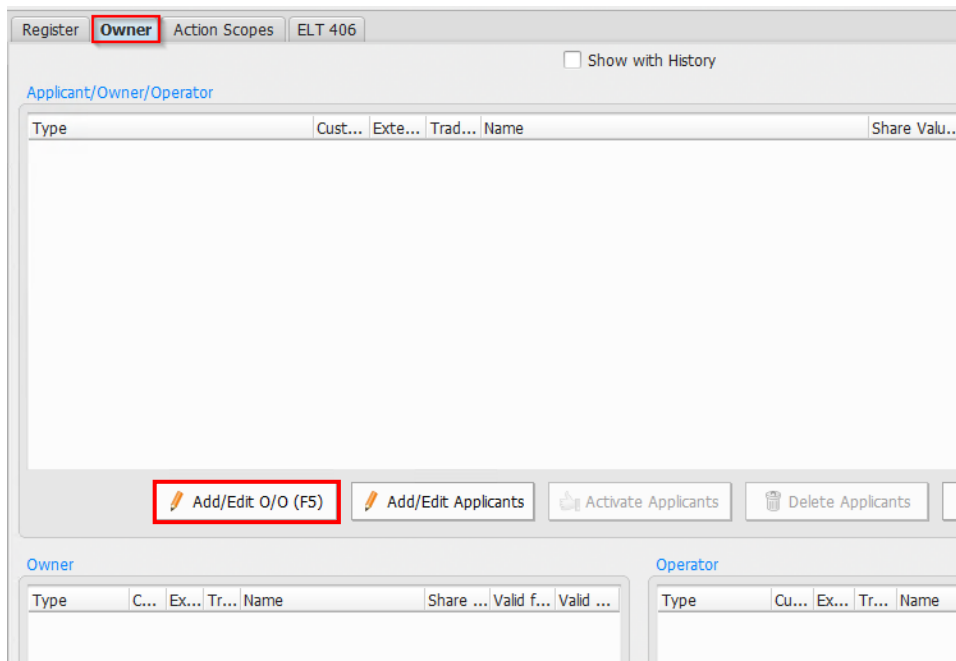


Figure 255: Click Add/Edit O/O tab to add Owner/ Operator

Step 5: Create New Owners/ Operators

1. Click **Search**
2. Select **Person/Organisation** to add in O/O

AF-XXX Registered

Airworthy until: Owner Operator Invoice to
Reserved on: Registered on 2/12/2024 O/O Change on Deregistered on
Manufacturer: Model Serial No. Constructed
Manufactured in: Category MTOM/MLM TSN/TSO

Registration AF-XXX > Add/Edit Owner/Operator > Search Persons/Organisations

Smart Advanced

Search (F9)

Marker	Custom...	T...	First Name/Na...	Used	Last Name/Name	Date of B...	Status	Ext...	Address	With Company
1040					Demo		Active			
1041					Test Org		Active		TH-999...	
1042					Test Org Sub Org		Active			
1000					Military Aviation Authority		Active			
1010			Chotika	✓	Khowcharoen		Active			
1020			demo	✓	webuser	3/12/1995	Active		TH-101...	
1030			Test		Test		Active		TH-999...	Demo Test Org

Figure 256: Search for the Owner/Operator

Then, click **New** to create new owner/operator

Search Registrations X Registration AF-XXX X

AF-XXX Registered

Airworthy until: Owner Operator Invoice to
Reserved on: Registered on 2/12/2024 O/O Change on Deregistered on
Manufacturer: Model Serial No. Constructed
Manufactured in: Category MTOM/MLM TSN/TSO

Registration AF-XXX > Add/Edit Owner/Operator

Valid from 2/12/2024 28 Sum of Share Values:

Future Set of Owners / Operators

Type	Custom...	Externa...	Trade ...	Name	Share ...	Remark
------	-----------	------------	-----------	------	-----------	--------

New (F5) Edit (F2) Delete (F8)

Figure 257: Click New to create Owner/Operator

Step 6: Select Operator Type, and the click OK to confirm

Registration AF-XXX > Add/Edit: Owner/Operator > Create Owner/Operator

Name Test Test
Address 99999 Bangkok

Edit (F2)

Details

Type Main Owner

Share Main Owner
Main Operator

Num Part Operator
Part Owner

Denominator

Value [%]

Remark

OK (F10) Cancel (F11)

Figure 258: Select type of selected Owner/Operator

Step 7: Click OK to confirm

Search Registrations X Registration AF-XXX X

AF-XXX Registered

Airworthy until Owner Reserved on Registered on 2/12/2024 Manufacturer Model Manufactured in Category
Operator O/O Change on Serial No. MTOM/MLM
Invoice to Deregistered on Constructed TSN/TSO

Registration AF-XXX > Add/Edit Owner/Operator

New (F5) Edit (F2) Delete (F8)

Changes to Current Set of Owners / Operators

Type	Custo...	Extern...	Trade ...	Name	Share ...	Remark	Status
Main Owner	1030			Test Test			New

OK (F10) Cancel (F11)

Figure 259: Click OK to confirm the added detail

7.3 Add Representative of Aircraft

Step 1: Choose Representative

1. Select General tab in Aircraft Registration
2. Select Owner tab
3. Right-click on the Applicant/Owner/Operator
4. Select the organisation to be the representator
5. Click on the Represented by tap

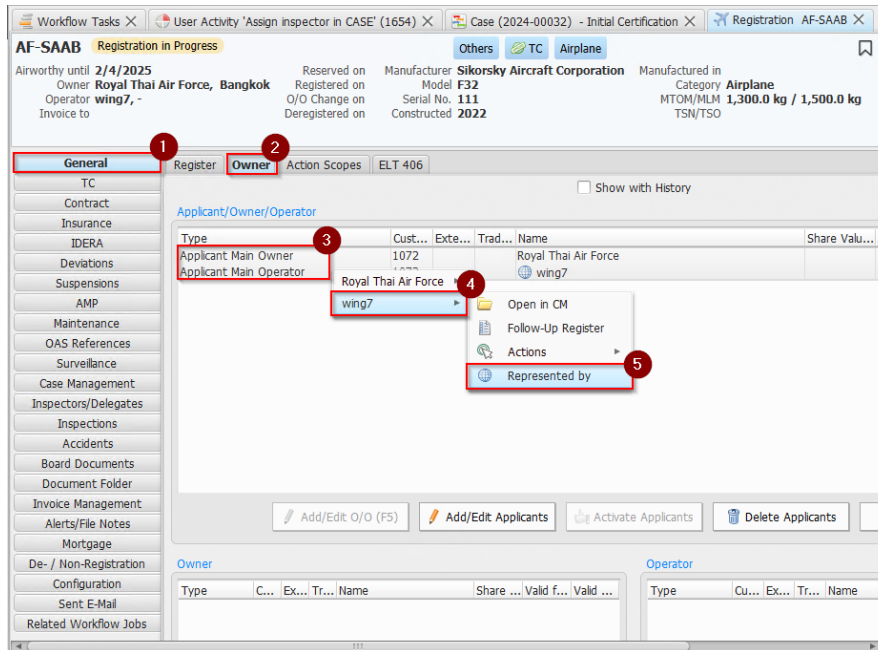


Figure 260: Add Represented by

Step 2: Click Add to add the representator

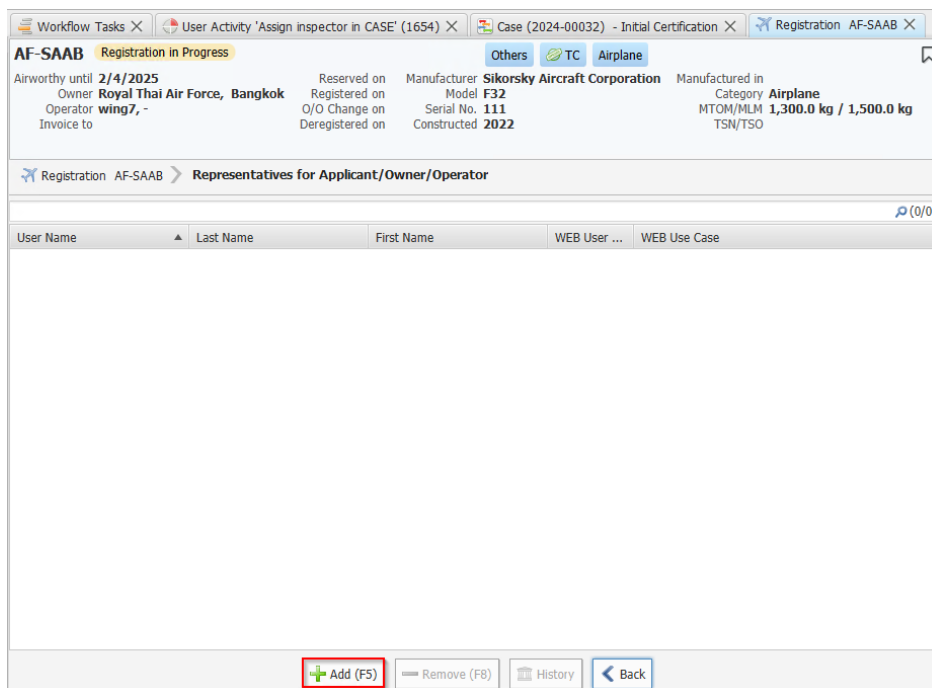


Figure 261: Add new representator

Step 3: The WEB Use Case window will appear, and then...

1. Click **show all** to show all person in organisation
2. Select person that need to be the representator
3. Click **Next** to confirm

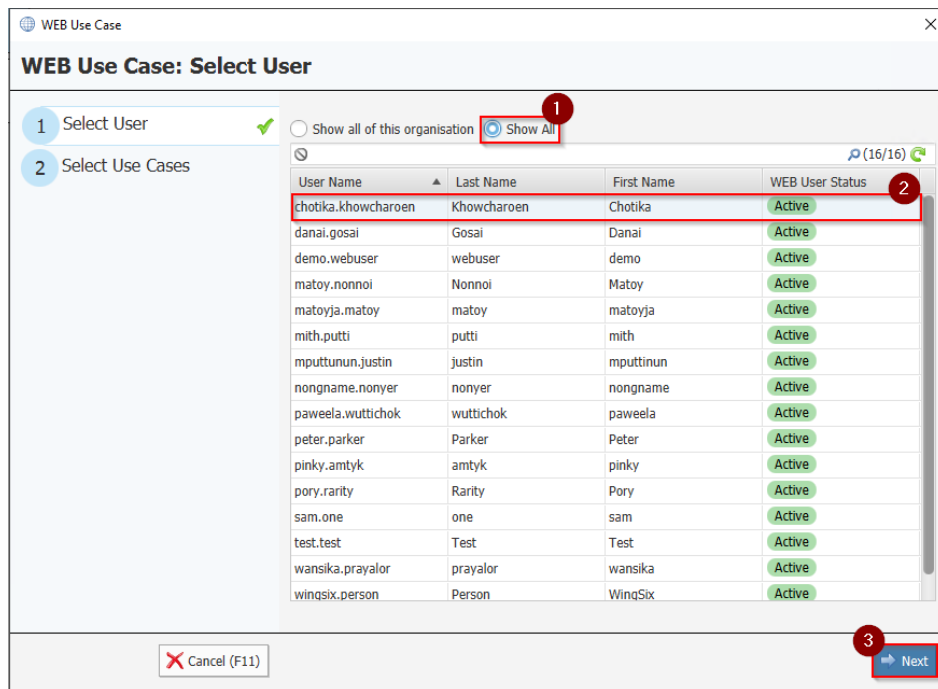


Figure 262: Select representator

Step 4: The WEB Use Case window will appear, and then...

1. Tick the WEB Use Case
2. Click Add WEB Use Case

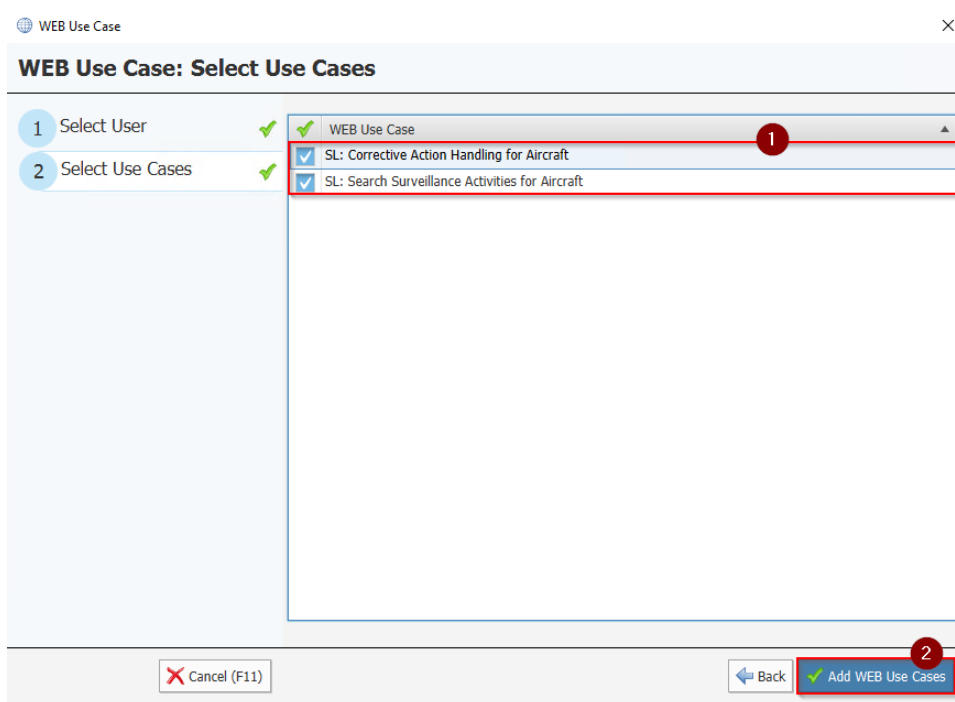


Figure 263: Select WEB Use Case

After complete, the WEB Use Case of the representator will show Active status

AF-SAAB Registration in Progress Others TC Airplane

Airworthy until **2/4/2025** Reserved on _____
 Owner **Royal Thai Air Force, Bangkok** Registered on _____
 Operator **wing7, -** O/O Change on _____
 Invoice to _____ Deregistered on _____

Manufacturer **Sikorsky Aircraft Corporation** Manufactured in _____
 Model **F32** Category **Airplane**
 Serial No. **111** MTOM/MLM **1,300.0 kg / 1,500.0 kg**
 Constructed **2022** TSN/TSO _____

Registration AF-SAAB > **Representatives for Applicant/Owner/Operator**

User Name	Last Name	First Name	WEB User ...	WEB Use Case
chotika.khowcharoen	Khowcharoen	Chotika	Active	SL: Corrective Action Handling for Aircraft
chotika.khowcharoen	Khowcharoen	Chotika	Active	SL: Search Surveillance Activities for Aircraft

Figure 264: Added Representator

7.4 Link TC to Aircraft's Registration

Step 1: Click TC Tab

Search Registrations X Registration AF-XXX X

AF-XXX Registered

Airworthy until _____ Reserved on **2/12/2024** Manufacturer _____ Manufactured in _____
 Owner _____ Registered on _____ Model _____ Category _____
 Operator _____ O/O Change on _____ Serial No. _____ MTOM/MLM _____
 Invoice to _____ Deregistered on _____ Constructed _____ TSN/TSO _____

General **TC** Type Environment Provisional Type Modifications Flight Hours Parts / Appliances

Contract _____
 Insurance _____
 IDERA _____
 Deviations _____
 Suspensions _____
 AMP _____
 Maintenance _____
 OAS References _____
 Surveillance _____
 Case Management _____
 Inspectors/Delegates _____
 Inspections _____
 Accidents _____
 Board Documents _____
 Document Folder _____
 Invoice Management _____
 Alerts/File Notes _____
 Mortgage _____
 De- / Non-Registration _____
 Configuration _____
 Sent E-Mail _____
 Related Workflow Jobs _____

Description Value

Legal Basis _____ MTOM _____
 MOPSC _____ MLM _____
 Builder _____

Certification Basis _____
 Airworthiness Categories _____
 Min. Crew _____
 ELA1
 Complex Type

Type	AR ID	TC ID	Name	Manufacturer	Manufact...	Productio...	Serial No.	Year of C...	Pos...	Orphan
------	-------	-------	------	--------------	-------------	--------------	------------	--------------	--------	--------

Figure 265: TC tab in Aircraft Registration

Then, click **Select Type**

Search Registrations X Registration AF-XXX X

AF-XXX Registered

Airworthy until: Owner Operator Invoice to
Reserved on: Registered on **2/12/2024** O/O Change on Deregistered on
Manufacturer: Model Serial No. Constructed
Manufactured in: Category MTOM/MLM TSN/TSO

Inspections
Accidents
Board Documents
Document Folder
Invoice Management
Alerts/File Notes
Mortgage
De- / Non-Registration
Configuration
Sent E-Mail
Related Workflow Jobs

Type	AR ID	TC ID	Name	Manufacturer	Manufact...	Productio...	Serial No.	Year of C...	Pos...	Orphan
------	-------	-------	------	--------------	-------------	--------------	------------	--------------	--------	--------

+ Select Type (F5) Type Detail (F6) Edit Print
Print Reg Info Airworthiness Info History Reload More

Figure 266: Click **Select Type** to select aircraft

Step 2: Search Aircraft

1. Click **Search**
2. Select Aircraft to link with Aircraft Registration

AF-XXX Registered

Airworthy until Owner Operator Invoice to Reserved on Registered on O/O Change on Deregistered on 2/12/2024 Manufacturer Model Serial No. Constructed Manufactured in Category MTOM/MLM TSN/TSD

Registration AF-XXX Search Types

Smart Advanced Search (F9)

Model ...	Model Category	Manufact...	Name	Sub-Typ...	MTOM [kg]	MLM [kg]	Used in AR	Active Re...	Legal Basis	Validated
Propeller	Propeller		Test				0	0		
Engine	Turboprop		Test				0	0		
Aircraft	Airplane		F16 B		0.0	0.00	0	0	Others	
Aircraft	Rotorcraft	Sikorsky A...	S-92A		0.0	0.00	1	1	Others	
Aircraft	Airplane		F16 A		0.0	0.00	0	0	Others	
Aircraft	Rotorcraft		S-70i		0.0	0.00	0	0	Others	
Aircraft	Rotorcraft		BELL412 EP		0.0	0.00	0	0	Others	
Aircraft	Rotorcraft		BELL412 HP		0.0	0.00	0	0	Others	
Aircraft	Rotorcraft		BELL412		0.0	0.00	0	0	Others	✓
Aircraft	Rotorcraft		H135		0.0	0.00	0	0	Others	
Aircraft	Rotorcraft		EC725		0.0	0.00	0	0	Others	
Aircraft	Unmanned aeri...		RTAF U1		0.0	0.00	0	0	Others	
Aircraft	Unmanned aeri...		Aerostar BP		0.0	0.00	0	0	Others	
Aircraft	Airplane		T-50 TH		0.0	0.00	0	0	Others	
Aircraft	Airplane		DA42 MPP		0.0	0.00	0	0	Others	
Aircraft	Airplane		DA42 M-NG		0.0	0.00	0	0	Others	

Figure 267: Select Aircraft Type to link

Step 3: Click OK to confirm

Search Registrations X Registration AF-XXX X

AF-XXX Registered

Airworthy until Owner Operator Invoice to Reserved on Registered on O/O Change on Deregistered on 2/12/2024 Manufacturer Model Serial No. Constructed Manufactured in Category MTOM/MLM TSN/TSD

Registration AF-XXX Edit Details of Type Test

Configure Technical Details

Legal Basis Others

MOPSC

BRS Installed

Type	AR ID	TC ID	Name	Manufacturer	Manufactur...	Production ...	Serial No.	Year...	Position
Airframe		1050	Test	Sikorsky Aircraft Corpora...					

Select Noise Certificate

Chapter	Date of Cer...	EASA Recor...	level_small	level_fo	level_sl	level_app	level_to	Additional Modifications (M...	Additional Modifications (A...
---------	----------------	---------------	-------------	----------	----------	-----------	----------	--------------------------------	--------------------------------

OK (F10) Cancel (F11)

Figure 268: Click OK to confirm the link

7.5 Print Certificate

7.5.1 Temporary Certificate of Registration (Temp CofR)

Step 1: Select Print Template

1. Select **Board Document** tab
2. Select **Temp Registration** tab

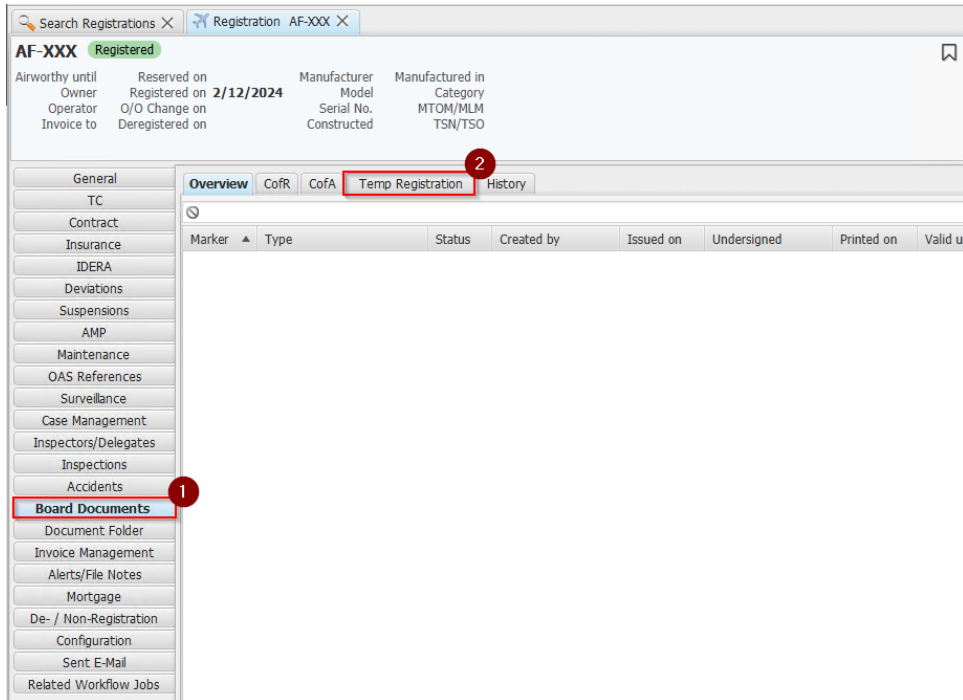


Figure 269: Click Temp Registration in Board Document

Step 2: Click **New** to create new certificate

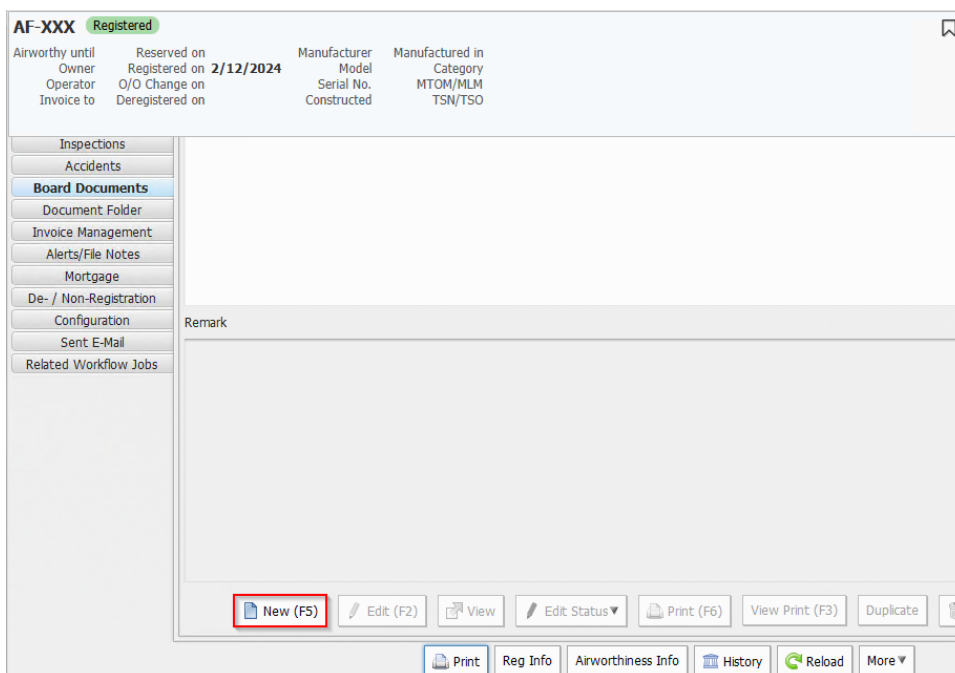


Figure 270: Create New Print Template

Step 3: Fill in the certificate detail

1. Select **Certifying Authority**
2. Select **Certifying Section**
3. Select **Undersigned 1**
4. Fill **Document No.**
5. Click **OK** to confirm

The screenshot shows a form for entering certificate details. Red boxes and numbers 1 through 5 highlight the following fields: 1. Certifying Authority (Military Aviation Authority), 2. Certifying Section (R&L), 3. Undersigned 1 (Director General), 4. Document No. (empty), and 5. The OK (F10) button at the bottom.

Figure 271: Fill in the Certificate detail

The created certificate will display

Marker	No.	Status	Created on	Issued on	Last Printed
1		Draft	2/12/2024	2/12/2024	

Figure 272: Certificate detail created

Step 4: Click **Print** to print the certificate

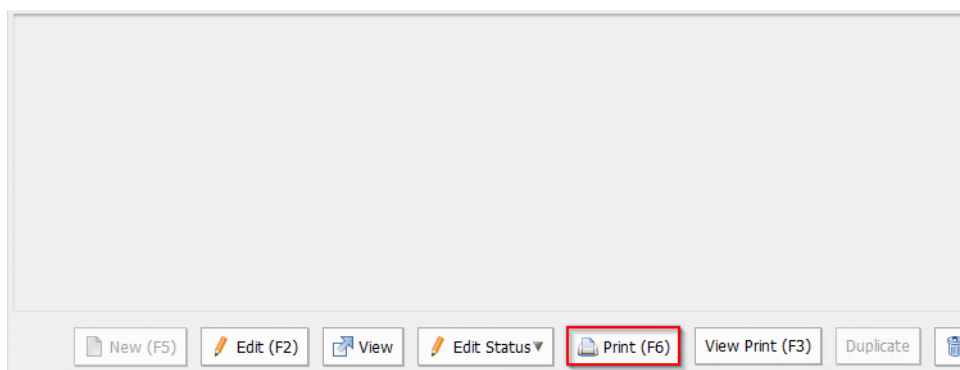


Figure 273: Click Print to print the certificate

Step 5: Click Print to print the certificate

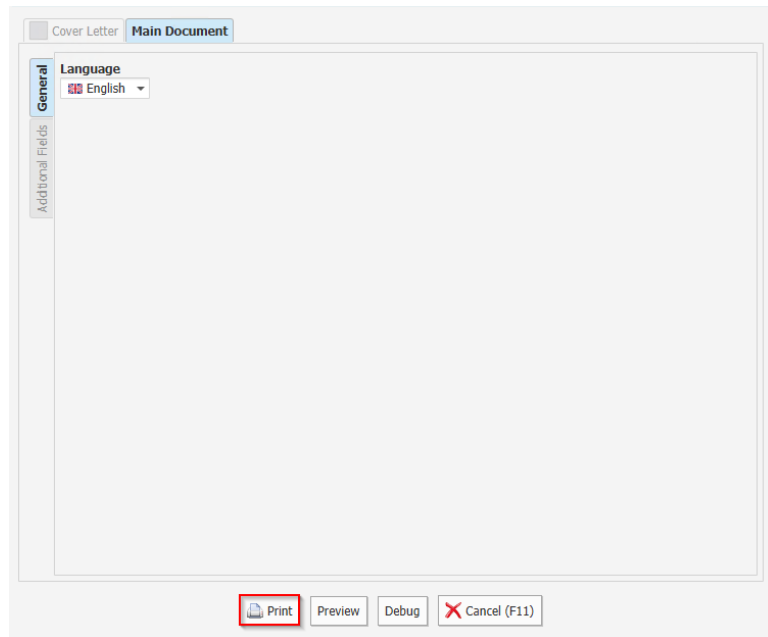


Figure 274: Click Print to print the certificate

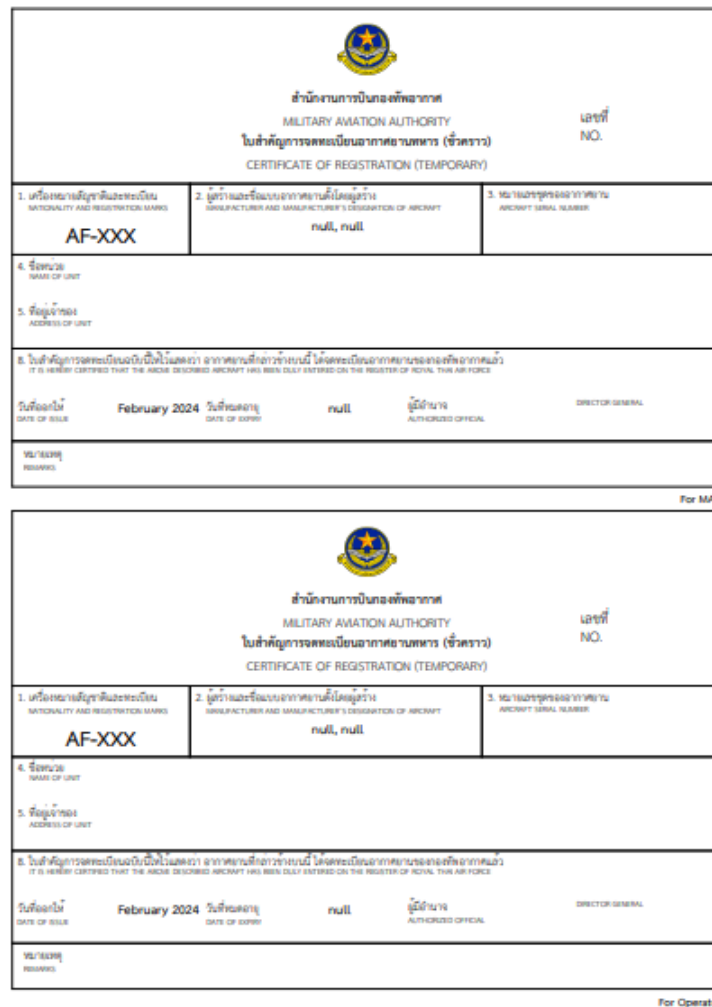


Figure 275: Printed Temporary Certificate of Registration (Temp CofR)

7.5.2 Certificate of Registration (CofR)

Step 1: Select Print Template

1. Select Board Document tab
2. Select CofR tab

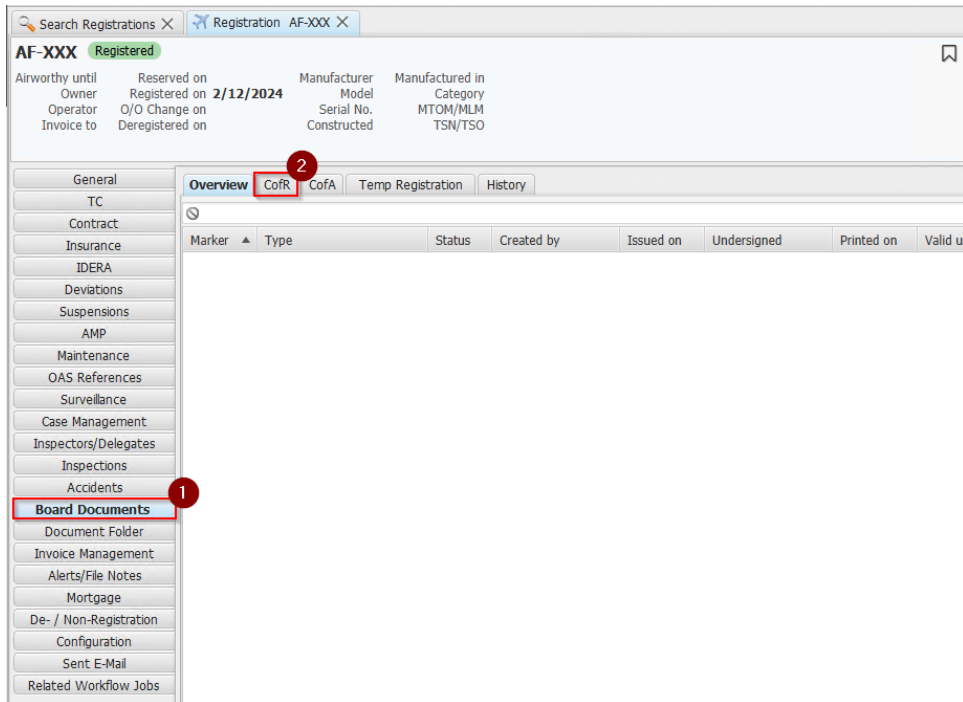


Figure 276: Click CofR in Board Document

Step 2: Click New to create new certificate

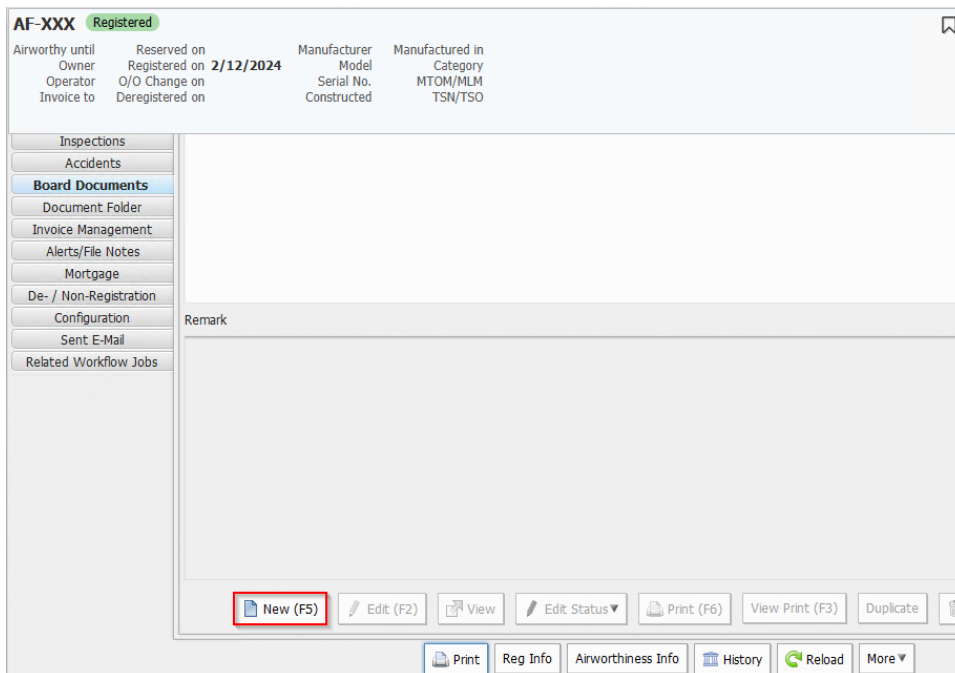


Figure 277: Create New Print Template

Step 3: Fill in the certificate detail

1. Select **Certifying Authority**
2. Select **Certifying Section**
3. Select **Undersigned 1**
4. Fill **Document No.**
5. Click **OK** to confirm

The screenshot shows a form for creating a certificate. Red boxes and numbers 1 through 5 highlight the following fields: 1. Certifying Authority (Military Aviation Authority), 2. Certifying Section (R&L), 3. Undersigned 1 (Director General), 4. Document No. (empty), and 5. The OK (F10) button at the bottom.

Figure 278: Fill in the Certificate detail

The created certificate will display

Marker	No.	Status	Created on	Issued on	Last Printed
1		Draft	2/12/2024	2/12/2024	

Figure 279: Certificate detail created

Step 4: Click **Print** to print the certificate

The screenshot shows the software toolbar with several buttons. The 'Print (F6)' button, which includes a printer icon, is highlighted with a red box.

Figure 280: Click Print to print the certificate

Step 5: Click Print to print the certificate

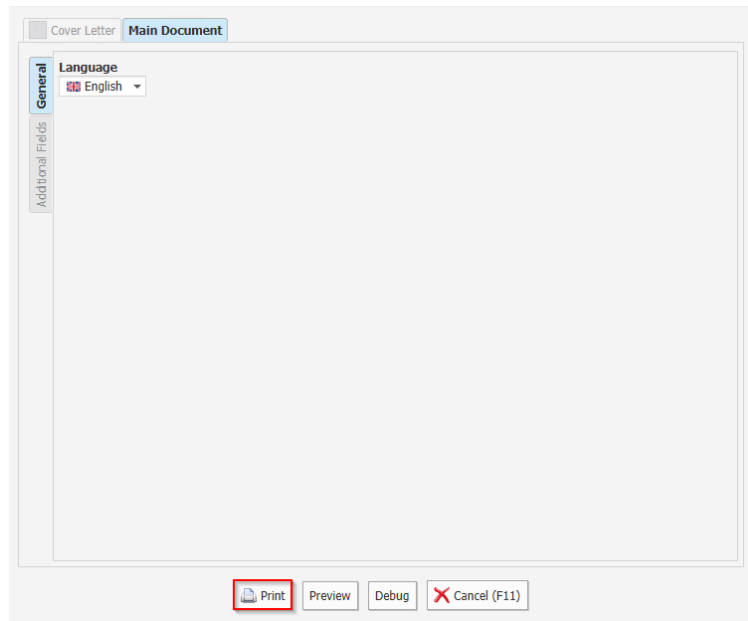



Figure 281: Click Print to print the certificate

 สำนักงานการบินอวกาศทหาร MILITARY AVIATION AUTHORITY ใบสำคัญการจดทะเบียนอากาศยานทหาร CERTIFICATE OF REGISTRATION			เลขที่ NO. RTAF XX/XXXX	
1. เครื่องหมายสัญชาติและทะเบียน <small>NATIONALITY AND REGISTRATION MARKS</small> AF-XXX	2. ผู้สร้างและชื่อแบบอากาศยานที่โดยผู้สร้าง <small>MANUFACTURER AND MANUFACTURER'S DESIGNATION OF AIRCRAFT</small> null, null	3. หมายเลขชุดประจำอากาศยาน <small>AIRCRAFT SERIAL NUMBER</small>		
4. ชื่อหน่วย <small>NAME OF UNIT</small>		6. ประเภทอากาศยาน <small>AIRCRAFT CATEGORY</small>	7. หมายเลขของทัพอากาศ <small>ROYAL THAI AIR FORCE NUMBER</small>	
5. ที่อยู่ทาง <small>ADDRESS OF UNIT</small>				
8. ใบสำคัญการจดทะเบียนนี้เป็นอันมีผลเฉพาะว่า อากาศยานที่กล่าวข้างบนนี้ ได้จดทะเบียนในอากาศยานของกองทัพอากาศแล้ว <small>IT IS HEREBY CERTIFIED THAT THE ABOVE DESCRIBED AIRCRAFT HAS BEEN DULY ENTERED ON THE REGISTER OF ROYAL THAI AIR FORCE</small>				
วันที่ออกให้ <small>DATE OF ISSUE</small>		February 2024	ผู้มีอำนาจ <small>AUTHORIZED OFFICIAL</small>	
		DIRECTOR GENERAL		
หมายเหตุ <small>REMARKS</small>				

For MAA

 สำนักงานการบินอวกาศทหาร MILITARY AVIATION AUTHORITY ใบสำคัญการจดทะเบียนอากาศยานทหาร CERTIFICATE OF REGISTRATION			เลขที่ NO. RTAF XX/XXXX	
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4. ชื่อหน่วย <small>NAME OF UNIT</small>		6. ประเภทอากาศยาน <small>AIRCRAFT CATEGORY</small>	7. หมายเลขของทัพอากาศ <small>ROYAL THAI AIR FORCE NUMBER</small>	
5. ที่อยู่ทาง <small>ADDRESS OF UNIT</small>				
8. ใบสำคัญการจดทะเบียนนี้เป็นอันมีผลเฉพาะว่า อากาศยานที่กล่าวข้างบนนี้ ได้จดทะเบียนในอากาศยานของกองทัพอากาศแล้ว <small>IT IS HEREBY CERTIFIED THAT THE ABOVE DESCRIBED AIRCRAFT HAS BEEN DULY ENTERED ON THE REGISTER OF ROYAL THAI AIR FORCE</small>				
วันที่ออกให้ <small>DATE OF ISSUE</small>		February 2024	ผู้มีอำนาจ <small>AUTHORIZED OFFICIAL</small>	
		DIRECTOR GENERAL		
หมายเหตุ <small>REMARKS</small>				

For Operator

Figure 282: Printed Certificate of Registration (CofR)

7.5.3 Certificate of Airworthiness (CofA)

Step 1: Select Print Template

1. Select **Board Document** tab
2. Select **CofA** tab

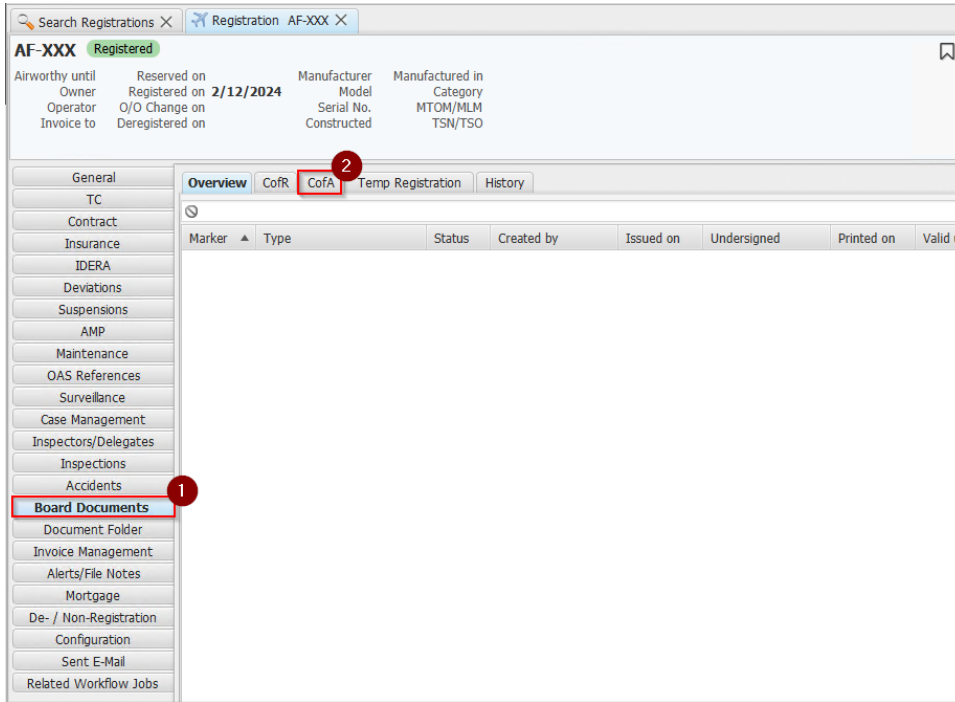


Figure 283: Click CofA tab in Board Document

Step 2: Click New to create new certificate

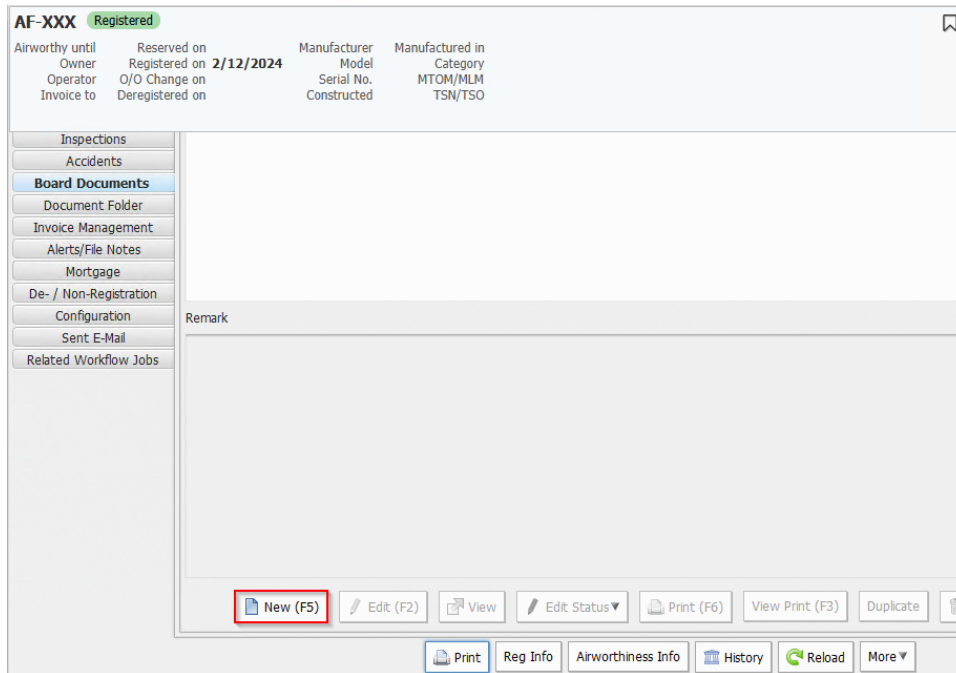


Figure 284: Create New Print Template

Step 3: Fill in the certificate detail

1. Select **Certifying Authority**
2. Select **Certifying Section**
3. Select **Undersigned 1**
4. Fill **Document No.**
5. Click **OK** to confirm

The screenshot shows a form for entering certificate details. Red boxes and numbers 1 through 5 highlight the following fields: 1. Certifying Authority (Military Aviation Authority), 2. Certifying Section (R&L), 3. Undersigned 1 (Director General), 4. Document No. (empty), and 5. The OK (F10) button at the bottom.

Figure 285: Fill in the Certificate detail

The created certificate will display

Marker	No.	Status	Created on	Issued on	Last Printed
1		Draft	2/12/2024	2/12/2024	

Figure 286: Certificate detail created

Step 4: Click **Print** to print the certificate

The screenshot shows the software interface with a toolbar at the bottom. The 'Print (F6)' button is highlighted with a red box. Other buttons include 'New (F5)', 'Edit (F2)', 'View', 'Edit Status', 'View Print (F3)', 'Duplicate', and a trash icon.

Figure 287: Click Print to print the certificate

Step 5: Click Print to print the certificate

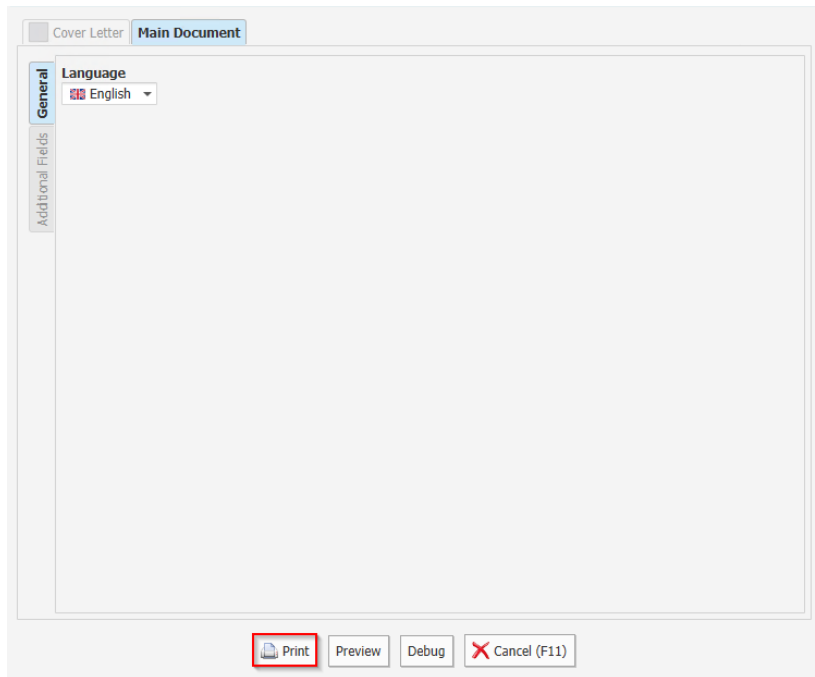


Figure 288: Click Print to print the certificate

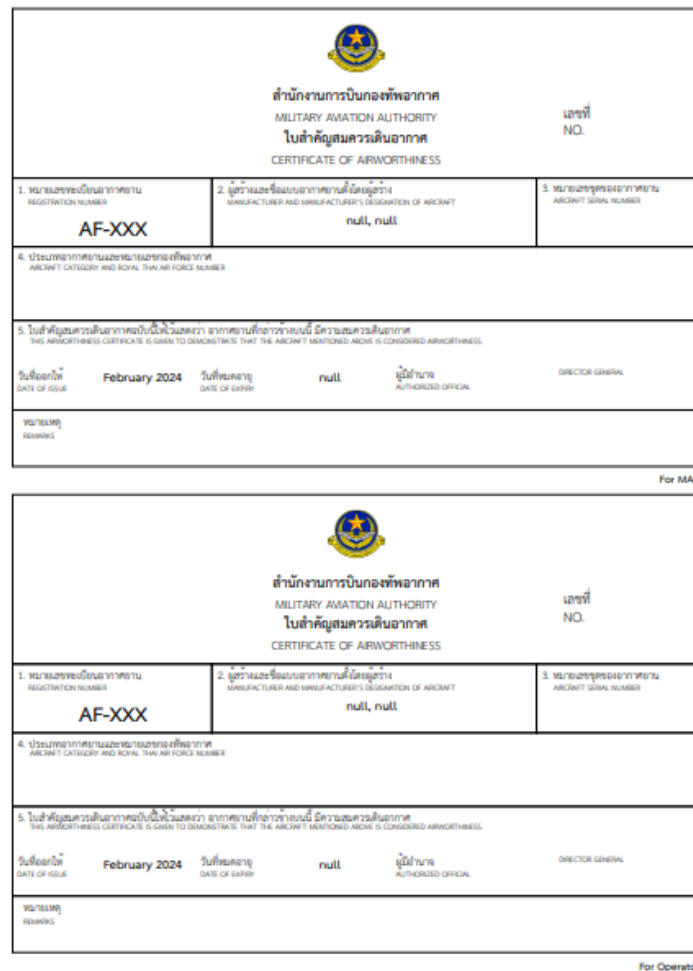


Figure 289: Printed Certificate of Airworthiness (CofA)