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

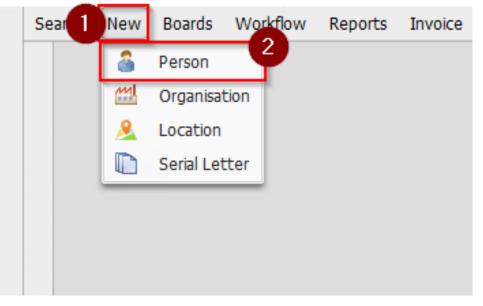


Figure 2: Creating a new person record

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

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

Names	Status		Image	
	Status Active	Extended Status	Profile	Signature
First Name [th]	IDs External ID Typ	e 🔍 External ID	.0	.0
•= <u>•</u>	🔍 Social Insur			
.ast Name [th]			Comment —	
nitials	🔍 Trade Regis	ster No.		
irth Name	🔍 ERP ID			
dditional Name	Salutation Title]		
erson	Salutation Lett	er Title		
Date of Birth Date of Death	-	•	Foreigners Immigration E	Date
ationality Second Nationality	Place of Birth – Country		Last Residence	T
anguage	City	ZIP		
	City		Passport Num	ber
•			Debt	
Iarital Status			Amount	edited manual

Figure 3: New Person dialogue opens

Names	Status	Image
S First Name	Status Extended Status	Profile Signature
A-10	Active -	• I I I I I I I I I I I I I I I I I I I
First Name [th]	IDS	
	External ID Type	
🔍 Last Name	- · · ·	
Dr.V	2 Social Insurance No.	
Last Name [th]	Social Insurance No.	Comment
		Comment
Initials	🔍 Trade Register No.	
Birth Name	Serp ID	
Additional Name	Salutation	
	Title	
Person	Salutation Letter Title	
Contern Date of Death		- Foreigners Immigration Date
	Place of Birth	
Nationality Second Nationality	Country	Last Residence
	-	
Language	City 7TP	
•	1	Passport Number
Sex		
-		Debt
Marital Status		Amount edited

Figure 4: General data for creating a new person

Step 4: Select Sex from the drop-down list

🔍 Date of E	Birth	Date of Death	
	Т	T	
Nationality		Second Nationality	
	-		-
Language			
	*		
Sex			
	-		
Q female			
+			



Step 5: Select Status from the drop-down list

Status	_	Extended Status
Active	-	-
Active		
Inactive		🔍 External ID

Figure 6: The drop-down list for selected status

Step 6: Click OK to confirm and save your entries

Person X		
	Status	Image
st Name	Status Extended Status	Profile Signature
4:0	Active -	
ame [th]	IDs	
	External ID Type 🔍 External ID	.0
st Name	•	
0:4	🔍 Social Insurance No.	
ame [th]		Comment
	🔍 Trade Register No.	
	Serp ID	
ame		
nal Name	Salutation	
	Title	
e of Birth Date of Death	Salutation Letter Title	Foreigners
	· · ·	Immigration Date
	Place of Birth	T
ality Second Nationality	Country	Last Residence
		Last Residence
ige	City ZIP	Passport Number
•		Passport Number
*		_ Debt
Status		Amount edited
•		manual
	OK (F10) 🛛 📣 Announce 🔻 🗡 Cancel (F11)	
_		al constraints and the second s

Figure 7: Click OK to confirm the entry

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

S Test Test (1030) ×								
Test Test								
Customer No. Date of 1030	Birth Address							
Tags 🥖								
General	Names		Status					
Person	First Name		Status	Extended Status				
Business Relations	Test	4 =9	Active					
Competency	First Name [th]		– IDs –––––					
Contact Information			External ID Type	External ID				
Addresses	Last Name							
Communication	Test	∆ =@	Social Insurance	No.				

Figure 8: General data tab of the person

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

Test Test										L
Customer No. Date o 1030	of Birth Address									
Tags 🥖										
General	0								p	1/1) 🥐
Person				Defa	Stan	Deliv	Invoice	Postal	Remi	Cred
Business Relations Competency	🆀 Test Test (1030)									
Contact Information										
Addresses										
Communication										
Correspondence										
Document Folder										
Sent E-Mail										
Invoice Management										
Alerts/File Notes										
Administration										
Groups		📄 New (F5)	🕆 Delete	e (F8)						
Contracts			L							

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

🔓 Test Test (1030) 🗙	
Test Test	
Customer No. Date of Birth Address 1030	
Tags	
🔓 Test Test (1030) 》 🖂 New Address	5
Address	- Address Type
Address ID Status	V Standard
Active	V Delivery
Street No. Street	Invoice
	Postal
P.O. Box Name P.O. Box	Reminder
■	Creditor
Region	SAP Code
City 2 ZIP Code 3	Coordinates (Decimal Degrees)
	Latitude Longitude
Country	
4	- Alternate Address
Building	
Extra Line	

Figure 10: Adding new person addresses information

030 ags				
🔓 Test Test (1030) >	New Address			
Address			Address Type	Preview
Address ID	Stat	us	Standard	Test Test
	A	ctive 👻	Delivery	
Street No. Street			Invoice	
			Postal	
P.O. Box Name	P.O. Box		Reminder	
	•		Creditor	
Region			SAP Code	
			SAP Code	
City	ZIP Code			
			Coordinates (Decimal Degrees)	Remark
Country		_	Latitude Longitude	
country		-		
Building			Alternate Address	
building				
Extra Line				
Exua Lille				
		🗸 OK (F1	0) 📣 Announce 🔀 Cancel (F11)	

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

🔓 Test Test (1030) ×										
Test Test								L		
Customer No. Date of 1030	F Birth Address 99999 Bangkok									
Tags 🥖										
General	0						p	2/2) 🤇		
Person		Defa	Stan	Deliv	Invoice	Postal	Remi	Cred		
Business Relations	🔻 🔮 Test Test (1030)									
Competency										
Contact Information	99999 Bangkok		1	1						
Addresses										
Communication										
Correspondence										
Document Folder										
Sent E-Mail										
Invoice Management										
Alerts/File Notes										
Administration										
Groups	📄 New (F5) 🏻 🎁 De	lete (F8)								
Contracts										

Figure 12: The existed person address information

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

General	- Names		_ Status —	
Person	First Name		Status	Extended Status
Business Relations	Test	≜= 9	Active	
Competency	First Name [th]		– IDs –	
Contact Information			External ID Typ	e External ID
Addresses	Last Name			
Communication	Test	∠= @	Social Insuranc	e No.
	Last Namo [th]			

Figure 13: General data of the person

Test Test	
Customer No. D 1030	te of Birth Address 99999 Bangkok
Tags 🥖	99999 Daligkok
Alerts/File Notes	
Administration	
Groups	
Contracts	
WEB Account	
Insurance	
Usage in EAP	
Sync Info Related Workflow J	
	New (F5) 2 Edit (F2)

Figure 14: Person communication information

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

🔓 Test Test (1030) 🗙	
Test Test Customer No. Date of Birth Address 1030 99999 Bangkok	
Tags	
Test Test (1030) Set New Contact Information	
Type Default Default Default Fax Internet Pager Telex	
AFTN	

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

Test Test	
Customer No. Date of Birth Address 1030 99999 Bangkok Tags	
🖀 Test Test (1030) 〉 🛤 New Contact Information	
Type 2 @ E-Mail V Default	
Data prachaya@to70.co.th	
Remark	
Netital K	
Cancel (F11)	

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

Test Test					4
Customer No. Date o 1030	f Birth Address 99999 Bangkok				
Tags 🥖					
General	0			P (1/1) C
Person		Data	Remark	Default	
Business Relations	🔻 🔏 Test Test	Test Test			
Competency	@ E-Mail	prachaya@to70.co.th		4	
Contact Information	<u> </u>				_
Addresses					
Communication					

Figure 17: The existed person contacts information

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

🍰 Test Test (1030)	X			
Test Test				
Customer No. Date 1030	e of Birth Address 99999 Bangkok			
Tags 🥖				
General	Names		Status	
Person	First Name		Status	Extended Status
Business Relations	Test	4 59	Active	
Competency	First Name [th]		- IDs	
Contact Information				/pe External ID
Addresses	Last Name			
Communication	Test	A 20	Social Insuran	ice No.

Figure 18: General data of the person

☐ Test Test (1030) >	
Test Test	
1030	of Birth Address 99999 Bangkok
Tags 🥖	
Alerts/File Notes	
Administration	
Groups	
Contracts	
WEB Account	
Insurance	
Usage in EAP	
Sync Info	
Related Workflow Jobs	
	Copen New (F5) 🖉 Edit (F2) 🛱 Delete (F8) 🖾 Print 🏛 History

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

🚨 Test Test (1030) 🗙					
Test Test					(
Customer No. Date of Birth Address 1030 99999 Ban Tags	gkok				
着 Test Test (1030) 〉 🔍 New Position: s	search person/organisation				
Smart Advanced		>	K Search (F9)	•	
					₽ (0/0)
Marker Custome T Name	▲ Name 2 Status I	Exte Address	With Company	Tags	
	Entered characters are s -Customer No. -Name -Other Names -External ID -ERP ID -Trade Register No. -Social Insurance No. -Address -Tags	earched in:			



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

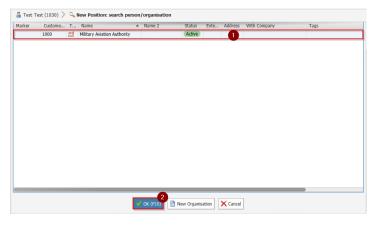


Figure 21: The existed organisation data

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

🔓 Test Test (1030) 🗙
Test Test
Customer No. Date of Birth Address 1030 99999 Bangkok Tags
🍰 Test Test (1030) 〉 🔮 Add Position
Position
P Deputy
Accountable Manager
Aero-medical Examiner
Aircrew
Airport Manager
Airworthiness Review Examiner
Airworthiness Review Manager
Airworthiness Review Staff
Certificate Holder
Chief Flight Instructor
Chief Theorectical Knowledge Instructor
Active from
T
Active until
✓ OK (F10) Cancel (F11)

Figure 22: Select the related person position

Step 22: Click OK to confirm and save the entry

Employee		
	 Deputy 	
ob Title		
Additional Info		
Active from		
Т		
Active until		

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. Date of 1030	f Birth Address 99999 Bangkok				
Tags 🥖					
General	0				P (2/2) 🧟
Person		 Deputy 	Default O Active from	n Active until	Status
Business Relations	▼ <u>₩</u> Demo (1040)				
Competency	Employee				Active
Contact Information	Employee				Active
Addresses					
Communication					



1.2 Edit Person Data

Step 1: Search for the existing person

- 1. Click Search
- 2. Choose Persons/Organisations topic

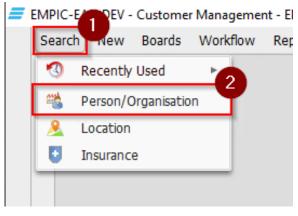


Figure 25: Searching for the existed person data

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

$\stackrel{\scriptstyle \sim}{\scriptstyle \sim}$ Search Persons/Organisations $ imes$		3		
Smart Advanced		🔍 Search (F9) 🚺 🐳 Rese	et (F7)	\$
 Advanced Search 				
Customer				
Customer No.	Last Name/Name	Alternate Name	First Name/Name 2	
Alternate First Name/Name 2	Tags	External ID	Date of Birth	
		•	Т	
National IDs	Trade Register No.			
6				
Address				
Address ID	Street	ZIP Code	City	
Country	Alternate address			
	·			
_ Other				
Person Organisation Both	Root Only	WEB Users Only	Competent Only	
Status				
Active Inactive Both				

Figure 26: Searching for the specific person data

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

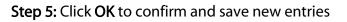
Smart A	dvanced				Search (F9)	🔶 Reset	(F7)				٩
► Advand	ced Search										
										ب (۵	3/3)
Marker	Custome	т	First Name	Last Name	Date of B	Status 🔺	Exte	Address	Tags	Trade R	Ext
0	1010	4	Chotika	Khowcharoen		Active					
	1030	8	Test	Test		Active		TH-999			
		8	demo	webuser	3/12/1995	Active		TH-101			-

Figure 27: Select the specific person data

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

Test Test Customer No. Date o 1030 Tags /	F Birth Address 99999 Bangkok	
Alerts/File Notes Administration Groups Contracts WEB Account	Birth Name Additional Name Person	Salutation
Insurance Usage in EAP Sync Info Related Workflow Jobs	Date of Birth Date of Death Nationality Second Nationality Language	Place of Birth Country City ZIP Passport Number
	Marital Status	Debt Amount edited manual

Figure 28: Editing the person information



Test Test Uustomer No. Date of Birth Address		
.030 99999 Bangkok Tags		
🖀 Test Test (1030) 〉 Edit Person		
Names	- Status	Image
First Name	Status Extended Status	Profile Signature
Test 🔎	Active	
First Name [th]	_ IDs	
	External ID Type External ID	
Last Name		
Test 4-9	Social Insurance No.	
Last Name [th]	Social Insurance No.	Comment
	Trade Register No.	Commence
Initials	Trade Register No.	
	ERP ID	
Birth Name	ERPID	
Additional Name	Salutation	1
Additional Name	Title	
Person	Salutation Letter Title	
Date of Birth Date of Death	_	Foreigners
Т	Place of Birth	Immigration Date
Nationality Second Nationality	Country	
•		Last Residence
Language	City ZID	

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

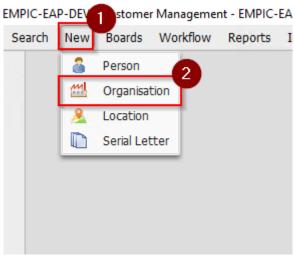


Figure 31: Creating a new organisation record

Name Name [th]	4 :0	.0	_		
∼ Name 2	<u><u></u></u>	Status Status Active	Extend	led Status	
Name 2 [th]		Trade Regist			
Company Type		🔦 Trade Re	gister No.		
Type	•	Entered on Registration	T 🔳 Office		
Country	Ŧ				•
Language	-	Authority Cont	act		A 3 6
Salutation	-	🔍 VATIN		EU VATIN	
Post Salutation	-	Debt	edited	mai	nual
Legal Residence					
💊 ICAO 3-Letter-Code 🛛 🔍 ICAO Callsign					
External ID Type 🔍 External ID					

Step 3: Enter the Organisation's Name

Figure 32: New organisation dialogue opens

Mew Organisation ×	
<mark>∿ Name</mark> ▲■ Name [th]	
Name 2 ▲>♥	Status Extended Status
Name 2 [th]	Trade Register Entry
Company Type	🔍 Trade Register No.

Figure 33: General data for creating a new organisation

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

	Status ——		
	Status		Extended Status
1	Active	Ŧ	-
	Active		
	Inactive		No.
		-	

Figure 34: The drop-down list for selected status

Step 5: Click OK to confirm and save your entries

Sea	arch	New	Boards	Workflow	Reports	Invoice	Master Data	Administration	Profi
	M	New Or	ganisation	×					
	Te	Name st Org ne [th]				4=€	.0]		
	م م	Name 2				A 20	Status Status Active	Extended Sta	atus
	Nam	ie 2 [th]					– Trade Registe	r Entry	
	Com	pany Ty	/pe				A Trade Reg		
	Туре	9		Com	petent	•	Entered on	T	
	Cour	ntry				-	Registration C	ffice	
	Lang	juage				-	Authority Conta	ct	
	Salu	tation				-	🔍 VATIN	EU VA	TIN
	Post	Salutat	ion			-	Debt	edited	man
	Lega	al Reside	ence						-
	<u>م</u>	(CAO 3-I	Letter-Cod	e 🔍 ICA	O Callsign				
Worktree	Exte	rnal ID	Туре	🔍 Externa	I ID				
~ Worl	0			V OF	((F10)	📣 Annou	nce 🔻 🗙	Cancel (F11)	

Figure 35: Click OK to confirm the entry

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

📶 Test Org (1041)	×	
Test Org		
Customer No. Add 1041	dress	
Tags 🥖		
General	Name	
Organisation	Test Org	
Persons	Name [th]	.0
Contact Informatio	n	
Addresses	Name 2	Status Extended Status
Communication		Active
Correspondence	Name 2 [th]	
Document Folder		Trade Register Entry
Sent E-Mail	Company Type	Trade Register No.
Invoice Management		

Figure 36: General data tab of the organisation

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

0					P	(1/1) 📿
	Stan	Deliv	Invoice	Postal	Remi	Cred
1041) Test Org (1041)						
New (F5)						

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

📶 Test Org (1041) ×			
Test Org Customer No. Address 1041 Tags			
Test Org (1041) New Address Address	- Address Type	5 Preview	
Address ID Status Street No. Street P.O. Box Name P.O. Box Region City ZIP Code	 Standard Delivery Invoice Postal Reminder Creditor SAP Code 	Test Org	
Country	Coordinates (Decimal Degrees) Latitude Longitude	Remark	
🗸 0	K (F10) Announce X Cancel (F11)		

Figure 38: Adding new organisation addresses information

Step 9: Click OK to confirm and save the addresses

Address		Address Type	Preview
Address ID	Status	Standard	Test Org
	Active -	Delivery	99999 Bangkok
Street No. Street		Invoice	
		V Postal	
P.O. Box Name	P.O. Box	Reminder	
	•	Creditor	
Region		SAP Code	
City	ZIP Code		
Bangkok	99999	Coordinates (Decimal Degrees) Latitude Longitude	Remark
Country		Latitude Longitude	
Thailand	- alu		
Building		Alternate Address	
Extra Line			
]	
	🗹 OK (F1	0) 📣 Announce 🔀 Cancel (F11)	

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

General	© (2/2				2/2) 🧲		
Organisation		Stan	Deliv	Invoice	Postal	Remi	Cred
Persons	Test Org (1041)						
Contact Information	99999 Bangkok	4	1		1		
Addresses		V	v		v		
Communication							
Correspondence							
e ien							

Figure 40: The existed organisation address information

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

Test Org			5
Customer No. Addr 1041 999 Tags /	_{ess} 999 Bangkok		
General	Name		
Organisation	Test Org		
Persons	Name [th]	.0	
Contact Information			
Addresses	Name 2	Status Extended Status	
Communication		Active	
Correspondence	Name 2 [th]		
Document Folder		Trade Register Entry	

Figure 41: General data of the organisation

Step 12: Click New to create new contact information

Alerts/File Notes
Administration
Groups
Contracts
Insurance
Usage in EAP
Related Workflow Jobs

Figure 42: Create new organisation communication information

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

🕍 Test Org	g (1041) > 🛤 New Contact Information
Type @ E-Mail	Default
Mobile	
🖍 Phone	
📄 Fax	
Internet	
Pager	
Telex	
AFTN	
<u></u> 24/7	
	-
	Cancel (F11)

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

Type @ E-Mail	👻 🔽 Defa	2 ult		
Data	_	_		
prachaya@	to70.co.th			_
Remark				
		3		

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

General				₽ (1/1) C
Organisation	Turne	Data	Remark	Default
Persons	Туре		Rellidik	Delaut
Contact Information	@ E-Mail	prachaya@to70.co.th		
Addresses				
C				

Figure 45: The existed organisation contacts information

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

Test Org					
.041 99	^{dress} 9999 Bangkok				
Tags 🥖					
General	Name				
Organisation	Test Org	∆ =9	.0		
Persons	Name [th]				
Contact Informatio	n		Chathur		
Addresses	Name 2		Status	Extended Status	
Communication		<u>4</u> :9	Active	Extended Status	
Correspondence	Name 2 [th]				

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

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

栏 Test Org (1041) 🔪 🔍 New Pos	sition: search person/org	anisation		
Smart Advanced		🔍 Search (F9) 💉 Reset	(F7)	\$
Advanced Search				
Customer				
Customer No.	Last Name/Name	Alternate Name	First Name/Name 2	
Alternate First Name/Name 2	Tags	External ID	Date of Birth	
		•	Т	
National IDs	Trade Register No.			
Θ				
Address				
Address ID	Street	ZIP Code	City	
Country	Alternate address			
-				
Other				
Person Organisation Both	Root Only	WEB Users Only	Competent Only	
Status	i toot only	The observe only	competenci only	
Active Inactive Both				
				Q(0/0)

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

1010	ome T.	First Name	Last Name	Date of B	Status 🔺	Exte	Address	Tags	Trade R
1010	4	Chotika	Khowcharoen		Active			•	
1030	<u></u>	Test	Test		Active		TH-999		
1020	<u></u>	demo	webuser	3/12/1995	Active		TH-101		
				2				_	

Figure 49: The existed person data

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

osition	- Deputy
Accountable Manager	
Aero-medical Examiner	
Aircrew	
Airport Manager	
Airworthiness Review Examiner	
Airworthiness Review Manager	
Airworthiness Review Staff	
Certificate Holder	
Chief Flight Instructor	
Chief Theorectical Knowledge Instructor	
Active from	
Т	
Active until	
Т	

Figure 50: Select the related person position

Step 21: Click OK to confirm and save the entry

Position	
Employee	- Deputy
Job Title	
Additional Info	
Additional Info	
Active from	
Т	
Active until	
Т	
	✓ OK (F10) X 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

General	0				P (2/2	2) 🥐 📃 All Org. Units
Organisation	T	Deputy	Default O	Active from	Active until	Status
Persons	🔻 🍰 Test Test (1030)					
Contact Information Addresses	Employee					Active
Communication						

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

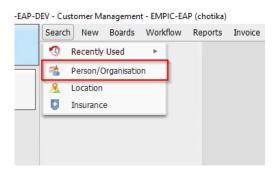


Figure 54: Person/Organisation searching tab

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

Advanced Search				
Customer	Last Name/Name	Alternate Name	First Name/Name 2	
Alternate First Name/Name 2	Tags	External ID	Date of Birth	
National IDs	Trade Register No.		• •	
Address				
Address ID	Street	ZIP Code	City	
Country	Alternate address			
Other	n			

Figure 55: Advance search window for searching organisation

 Advance 	ed Search								
									3) 🔍
larker	Custome	т	Name	Name 2	Status	Exte	Address	With Company	Tags
	1040	m	Demo		Active				
	1000	<u>m</u>	Military Aviation Authority		Active				
	1041	m	Test Org		Active		TH-999		

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

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

	pice Master Data Administ		
S 🔎 (14/14) 🥐 🏟		anisations 🗙 🛗 Test Org (1041) 🗙	
Highlight Filter 🗍	Test Org		
Persons	Customer No. Addre		
Organisations		99 Bangkok	
 Marcon Marcon (1040) A Test Test (1030) 	Tags 🥖		
99999 Bangkok (1010) (Std De)	General	Name	
Employee	Organisation	Test Org	
🔍 More	Persons	Name [th]	
▼ # Test Ora (1041)	Contact Information		
p 🔄 g 🦢 Open 👘 o)	Addresses	Name 2	Status Extended Status
🔻 🆀 T 🧲 Reload	Communication	6 = 0	Active
New Organisational Unit	Correspondence	Name 2 [th]	
Actions	Document Folder		Trade Register Entry
Locat	Sent E-Mail	Company Type	Trade Register No.
🖶 🔶 Expand	Invoice Management		
🔀 Collapse	Alerts/File Notes	Туре	Entered on
Expand All	Administration	Compet	
Collapse All	Groups	Country	Registration Office
	Contracts		
Z Collapse to Selected Level	Insurance	Language	Authority Contact
	Usage in EAP		
	Related Workflow Jobs	Salutation	VATIN EU VATIN
		Post Salutation	Debt edited
			ma
		Legal Residence	
		ICAO 3-Letter-C ICAO Callsign	
¢ (·		

Figure 57: Adding new organisation unit

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

Search Persons/Organisations X 25 Test Org Name Test Org Sub Org	
Name [th]	
Name 2	Status Status Extended Status
Name 2 [th]	_ Trade Register Entry
Company Type	🔍 Trade Register No.
Type Competent Country	Entered on T Registration Office
· · · · · · · · · · · · · · · · · · ·	
Language	Authority Contact
•	☆ 💊 🐼
Salutation	S VATIN EU VATIN
Post Salutation	Debt edited manual
Legal Residence	
Sicao 3-Letter-Code Sicao Callsign	
External ID Type	
	2 X Cancel (F11)

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

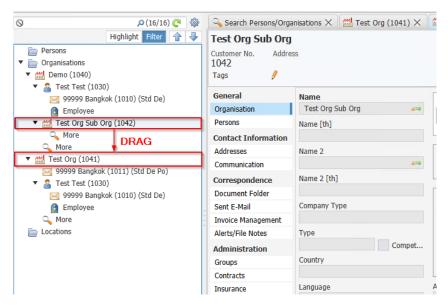


Figure 59: Assign newly organisation to parents

Click OK in the confirmation Window

	1		
Highlight Filter 🛧 🦊	Test Org Sub Org		
E Persons	Customer No. Addres	SS	
 Organisations 	1042		
 Marco (1040) 	Tags 🥖		
 Test Test (1030) 	General		
99999 Bangkok (1010) (Std De)		Name Test Org Sub Org	
Employee	Organisation		
Test Org Sub Org (1042)	Persons	Name [th]	
S More	Contact Information		- Status
Sector More	Addresses	Name 2	atus Extended Status
Test Org (Confirmation			× Active
99999 B			
	d the Organisation Test Or	rg Sub Org to the organisation Test O	rg ? ade Register Entry ——
99999 Emplo			ade Register No.
Locations	🖌 Yes (F10) 🗙 No) (F11)	tered on
Locations	V 165 (110)	,(11)	
	Administration		Registration Office
	Groups	Country	
	Contracts		
	Insurance	Language	Authority Contact
	Usage in EAP		
	Related Workflow Jobs	Salutation	VATIN EU VATIN
		Post Salutation	Debt edited
		Legal Residence	
		Logar Habidence	
		ICAO 3-Letter-C ICAO Callsign	
ð (

Figure 60: Confirm the assignment

The Sub-Organisation will be listed under parent Organisation

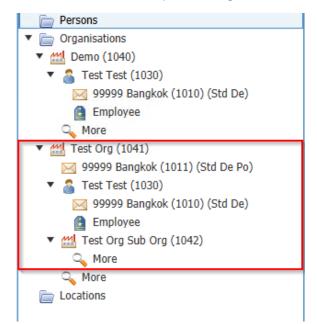


Figure 61: Sub-Organisation under the parent organisation

1.5 Edit Organisation Data

Step 1: Search for existed Organisation

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

Recently Used Person/Organisation Location Insurance	Person/Organisation	Search	New Boards	Workf	low	Reports	Invoice
<u>&</u> Location	<u>&</u> Location	3	Recently Used	•			
		*	Person/Organisatio	n			
Insurance	Unsurance	2	Location				
-		•	Insurance				

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

oorts Invoice Master Data Adn	ninistration Profile Help		Q	
e,				
Last Name/Name	Alternate Name	First Name/Name 2		
Tags	External ID	Date of Birth		
Trade Register No.		1 1		
Street	ZIP Code	City		
Alternate address				
Root Only	WEB Users Only	Competent Only		
	Last Name/Name Tags Trade Register No.	Last Name/Name Alternate Name Tags External ID Trade Register No. Street ZIP Code Alternate address	Last Name/Name Alternate Name First Name/Name 2 Tags External ID Date of Birth Trade Register No. Street ZIP Code City Alternate address	Iternate Name Alternate Name First Name/Name 2 Tags External ID Date of Birth Trade Register No. T T Street ZIP Code City Alternate address Iternate address Iternate address

Figure 63: Advance search window for searching organisation

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

	anced			Se 🔍	earch (F9) 🔸	Reset (F	7)		
 Advanced 	d Search								
									ب
1arker	Custome	Т	Name	Name 2	Status	Exte	Address	With Company	Tags
	1040	m	Demo		Active				
	1000	m	Military Aviation Authority		Active				
	1041	m	Test Org		Active		TH-999		

Figure 64: Selecting the organisation to create sub-organisation

Step 2: Click Edit to edit the organisation data

Comment	
Ę.	Edit (F2)

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

Name Test Org Name [th]	≜=@	.01		
Name 2	≜= @	Status Status Active	Extended •	d Status
Name 2 [th]		– Trade Registe	r Entry	
Company Type		Trade Registe		
Type Country	petent	Entered on Registration C	T 🔳	•
Language		Authority Conta	ct	
	-			🟫 💊 🎸
Salutation	•	VATIN	E	U VATIN
Post Salutation	•	Debt	edited	manual
Legal Residence				

Figure 66: Click OK to confirm the change

2 Create SEC

2.1 Create User

Step 1: Select the Security module

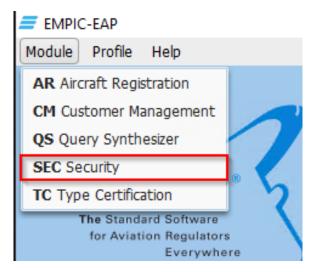


Figure 67: Selected module window

Step 2: Create new user

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

Syster	m Boards	Workflow	Reports	Administration	Profile	Help
4	Users		Ctrl+	-B		
85	User Groups	;	Ctrl+	⊦G		
85	WEB User G	iroups	Ctrl-	W		
1	Roles		Ctrl-	R		
P	Permissions		Ctrl-	-P		
	Connection	Managemen	t			
				_		



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

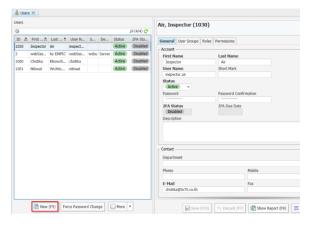


Figure 69: New user creating tab

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

ccount — First Name	1 Last Name	
User Name	3 Short Mark	
Status		
Active -		
Password	4 Password Confirmation 5	
2FA Status	2FA Due Date	
Disabled		
Description		
ontact		
Department		
Phone	Mobile	

Figure 70: Require data for creating new user

Step 4: Click Save to confirm and save your entries

Description	
Contact	
Department	
Phone	Mobile
E-Mail	Fax
prachaya@to70.co.th	
📑 Save (F10) 👘 Delete (F8)	Show Report (F9)

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

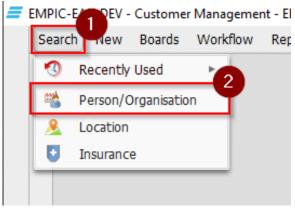


Figure 72: Searching for the existed person data

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

\sim Search Persons/Organisations $ imes$		3		
Smart Advanced		Search (F9)	it (F7)	\$
 Advanced Search 				
Customer				
Customer No.	Last Name/Name	Alternate Name	First Name/Name 2	_
Alternate First Name/Name 2	Tags	External ID	Date of Birth	
		-	TM	
National IDs	Trade Register No.			
- Address				
Address ID	Street	ZIP Code	City	
Country	Alternate address			
	·			
Other				
Person Organisation Both	Root Only	WEB Users Only	Competent Only	
Status	i toot only	The ober only	competent only	
Active Inactive Both				

Figure 73: Searching for the specific person data

Smart A	dvanced				🔍 Search (F9)	🔶 Reset	(F7)				٩
Advand	ced Search										
) م ر	3/3)
larker	Custome	т	First Name	Last Name	Date of B	Status 🔺	Exte	Address	Tags	Trade R	Ext
)	1010	4	Chotika	Khowcharoen		Active					
	1030	8	Test	Test		Active		TH-999			
)	1020	8	demo	webuser	3/12/1995	Active		TH-101			

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

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. Date o 1030	f Birth Address 99999 Bangkok		
Tags 🥖			
General	User Name		Active
Person	test.test		
Business Relations	E-Mail		
Competency	prachaya@to70.co.th		
Contact Information	WEB Use Cases via WEB User Groups		
Addresses			₽ (6/6)
Communication	WEB Use Case	WEB User Groups	
Correspondence	CM: Edit Address Data	Default Group	
Document Folder	Notifications	Default Group	
Sent E-Mail	Service Requests: Forms	Default Group	
Invoice Management	Service Requests: My Requests and Procedures	Default Group	
Alerts/File Notes	Service Requests: Submit Request	Default Group	
Administration	Tasks	Default Group	
Groups			
Contracts			
WEB Account			
Insurance			
Usage in EAP	/ A	dd / Remove WEB User Groups	
Sync Info			
Related Workflow Jobs			
	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

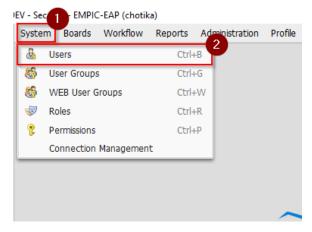


Figure 76: Open Users list in the system

Step 2: Force change password of users

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

💩 Use	rs ×									
Users								Test, Test (1032)		
\odot							<mark>,2 (</mark> 5/5) 💽	,		
ID	First N	Last N	User N	*	De	Status	2FA Sta	General User Groups Ro	les Permissions	
1030	Inspector	Air	inspect			Active	Disabled	- Account	1	
1000	Chotika	Khowch	chotika			Active	Disabled	First Name	Last Name	
1032	Test	Test	Test			Active	Disabled	Test	Test	
1001	Nitiwat	Wichitc	nitiwat			Active	Disabled	User Name	Short Mark	
3	webSes	by EMPIC	webSes	wsbu	Server	Active	Disabled	Test		
								Status		
								Active - Password	Password Confi	
								*****	******	mation
								2FA Status	2FA Due Date	
								Disabled		
								Description		
								Contact — Department		
								Phone		Mobile
								E-Mail		Fax
								prachaya@to70.co.th		
	New	(F5) Fo	rce Passwor	d Char	ge (More	•	Save (F1	0) 👘 Discard (F7)	Show Report (F9)

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

🛃 Use	rs ×									
sers								Test, Test (1032)		
9							🔎 (5/5) 🧲	2		
ID	First N	Last N	User N		De	Status	2FA Sta	General User Groups Roles	Permissions	
030	Inspector	Air	inspect			Active	Disabled	- Account	1 difficulture	
000	Chotika	Khowch	chotika			Active	Disabled	First Name	Last Name	
032	Test	Test	Test			Active	Disabled	Test	Test	
001	Nitiwat	Wichitc	nitiwat			Active	Disabled	User Name	Short Mark	
	webSes	by EMPIC	webSes	wsbu	Server	Active	Disabled	Test		
								Status		
								Active	Password Confin	
								Password	Password Contin	mation
								2FA Status	2FA Due Date	
								Disabled		
								Description		
								Contact — Department Phone		Mobile
								E-Mail prachaya@to70.co.th		Fax
	New	(F5) F0	rce Passwor	d Chan	nge (More	٣	📕 Save (F10)	🕎 Discard (F7)	Show Report (F9)

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	
		Airworthiness Inspector	
		Head of Airworthiness	
		Head of R&L	
		R&L Administrator	
		R&L Officer	
		superuser	

Figure 80: User Group for assigning the user

Then, click Save to confirm and save your entries

L	📑 Save (F10)	🕎 Discard (F7)	Show Report (F9)	m History

Figure 81: Click Save to save your entries

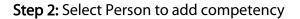
2.5 Assign competency

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



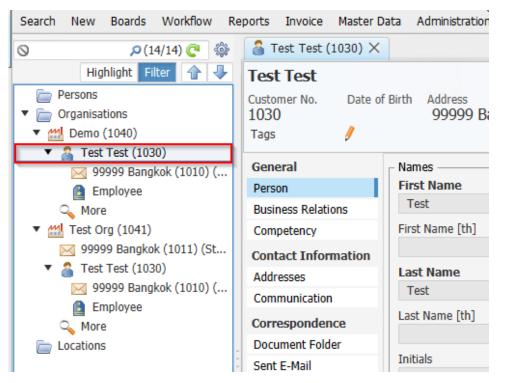


Figure 83: Selected user to add competency from the workflow tree

Step 3: Create Competency

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

る Test Test (1030) 🗙		
Test Test	() WEB Account	
Customer No. Date o 1030 Tags /	of Birth Address 99999 Bangkok	
General		
Person		
Business Relations		
Competency		
Contact Information		
Addresses		
Communication		
Correspondence		
Document Folder		
Sent E-Mail		
Invoice Management	This person is not a competent person yet.	
Alerts/File Notes		
Administration	Create Competency (F5)	
Groups		

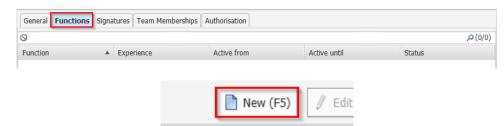
Figure 84: Create user competency tab

Step 4: Select Users

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

All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. (4/4) Competent Department Air Inspector inspector.air Chowcharoen Chotika Chotika	Business Relations Competency Contact Information Addresses Communication Appointed on Select User Xir All users who are already assigned to competent persons are hidden. Last Name First Name Air Inspector Nir Inspector Rest Test Test Test	Business Relations Competency Authorisation Number User Name Contact Information Addresses Communication Appointed on Appointed on Appointed until Status Select User X All users who are already assigned to competent persons are hidden. Mark Last Name First Name User Name Authorization Variant Select User X All users who are already assigned to competent persons are hidden. Mark Sector (F9) Remove (F8) Chotika chotika Chotika chotika Test Test		General	Functions	Signatures	Team Memberships	Authorisa	ation
Competency Authorisation Number User Name Contact Information Addresses Communication Appointed on Select User Appointed until Status Select User X Mark All users who are already assigned to competent persons are hidden. ment Last Name First Name User Name Air Inspector inspector.air Air Inspector inspector.air Chowkharoen Chotika chotika	Competency Authorisation Number User Name Contact Information Addresses Communication Appointed on Appointed until Select User Xir All users who are already assigned to competent persons are hidden. Xir Last Name First Name User Name Air Inspector Search (F9) Remove (F8) Remove (F8) Test Test	Authorisation Number User Name Contact Information Addresses Communication Appointed on Appointed on Select User Appointed until Appointed on Select User Mark All users who are already assigned to competent persons are hidden. Mark All users who are already assigned to competent persons are hidden. Mark Last Name First Name User Name Air Inspector inspector.air Chowcharoen Chotika chotika Test Test Test Wichitchan Nitiwat nitiwat		Compete	ncy			– User —	
Contact Information Addresses Communication Appointed on Appointed until Status Select User X Mark All users who are already assigned to competent persons are hidden. Mark All users who are already assigned to competent persons are hidden. P(4/4) Last Name First Name User Name Department Air Inspector inspector.air Search (F9) Khowcharoen Chotika chotika 2	Contact Information Addresses Communication Appointed on Appointed until Status Select User X All users who are already assigned to competent persons are hidden. Mark All users who are already assigned to competent persons are hidden. >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Contact Information Addresses Communication Appointed on Appointed until Status Select User X All users who are already assigned to competent persons are hidden. Mark Last Name First Name User Name Department Air Inspector inspector.air Khowcharoen Chotika <l< td=""><td></td><td>Authoris</td><td>ation Numb</td><td>per</td><td></td><td>User N</td><td>Name</td></l<>		Authoris	ation Numb	per		User N	Name
Addresses Appointed on Appointed until Status Communication Select User All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are already assigned to competent persons are hidden.	Addresses Communication Select User All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. Last Name First Name User Name Department Air Inspector inspector.air Khowcharoen Chotika chotika Test Test Test Test Wichitchan Nitiwat nitiwat	Addresses Communication Select User All users who are already assigned to competent persons are hidden. Last Name First Name User Name Department Air Inspector inspector.air Khowcharoen Chotika chotika 2 Test Test Test 2 Wichitchan Nitiwat nitiwat							
Communication Mark Select User × All users who are already assigned to competent persons are hidden. ment Last Name First Name User Name Department Air Inspector inspector.air Search (F9) Khowcharoen Chotika 2	Communication Mark Select User X All users who are already assigned to competent persons are hidden. ment Last Name First Name User Name Air Inspector inspector.air Khowcharoen Chotika Chotika Test Test Test Wichitchan Nitiwat nitiwat	Communication Mark Select User X All users who are already assigned to competent persons are hidden. ment Last Name First Name User Name Air Inspector inspector.air Khowcharoen Chotika chotika Test Test Test Wichitchan Nitiwat nitiwat		Appointe	ed on	Appoin	ted until	Status	s
Select User All users who are already assigned to competent persons are hidden. Last Name First Name User Name Department Air Inspector inspector.air Khowcharoen Chotika chotika	Select User All users who are already assigned to competent persons are hidden. Last Name First Name Chotika Choti	Select User All users who are already assigned to competent persons are hidden. Last Name First Name User Name Department Air Inspector inspector.air Khowcharoen Chotika chotika Test Test Test Wichitchan Nitiwat nitiwat							
All users who are already assigned to competent persons are hidden. P(4/4) P(4/4) Last Name First Name User Name Department Air Inspector inspector.air Khowcharoen Chotika chotika	All users who are already assigned to competent persons are hidden. All users who are already assigned to competent persons are hidden. Last Name First Name Air Inspector Inspector inspector.air Khowcharoen Chotika Test Test Wichitchan Nitiwat	All users who are already assigned to competent persons are hidden. Image: Competent persons are hidden. Last Name First Name User Name Department Air Inspector inspector.air Inspector Khowcharoen Chotika chotika 2 Person (F9) Remove (F8) Yichitchan Nitiwat nitiwat Initiwat Initiwat							Mark
I ast Name First Name User Name Department Air Inspector inspector.air Khowcharoen Chotika chotika	Image: Last Name First Name User Name Department Air Inspector inspector.air Khowcharoen Chotika chotika Test Test Test Wichitchan Nitiwat nitiwat	Last Name First Name User Name Department Air Inspector inspector.air Khowcharoen Chotika chotika Test Test 2 Wichitchan Nitiwat nitiwat	-					^	
Last Name + First Name A User Name Department Air Inspector inspector.air Khowcharoen Chotika chotika	Last Name + First Name + User Name Department Air Inspector inspector.air Khowcharoen Chotika chotika 2 Test Test Test Test Wichitchan Nitiwat nitiwat	Last Name + First Name A User Name Department Air Inspector inspector.air Khowcharoen Chotika chotika 2 Test Test Test Wichitchan Nitiwat nitiwat	All users who are alread	y assigned to	competent (persons are h			ment
Air Inspector inspector.air Khowcharoen Chotika chotika 2	Air Inspector inspector.air Khowcharoen Chotika chotika 2 Test Test Test Vitiwat Nitiwat C	Air Inspector inspector.air Khowcharoen Chotika chotika 2 Test Test Test Wichitchan Nitiwat nitiwat	I					0(4/4)	
Air Inspector Inspector.air Chotika Chotika 2	Air Inspector Inspector air Khowcharoen Chotika chotika Test Test Test Wichitchan Nitiwat nitiwat	Air Inspector Inspector.air Khowcharoen Chotika chotika 2 Test Test Test 2 Wichitchan Nitiwat nitiwat	Last Name 🔹	First Name	. ♣ U	ser Name	Department		Carrel (FD) Remove (FD)
2	Test Test Test Wichitchan Nitiwat nitiwat	Test Test Test Wichitchan Nitiwat	Air	Inspector	ins	spector.air			Kenove (P8)
	Test Test Test Test Test Test Test Test	Test Test Test Wichitchan Nitiwat nitiwat	Khowcharoen	Chotika	ch	otika	2		
			Test	Test	Te	est			
Wichitchan Nitiwat nitiwat) Print Elistory	Wichitchan	Nitiwat	nit	tiwat			
3									

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

🔺 Test Test	t (1030) 🔪 New Function
Function	
Experience	· · · · · · · · · · · · · · · · · · ·
Active from	2/13/2024 T 🔳 15:30
Active until	Т 23:59
~	OK (F10)

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.

EMPIC-EAP-DEV - EMPIC-EAP (chotika)	
Module Profile Help	
ADMIN Administration	
AR Aircraft Registration	
CM Customer Management	
OAS Organisation Approval and Surveillance	
QS Query Synthesizer	
RPBO RBO/PBO	
SEC Security	
TC Type Certification	

Figure 88: Selected module window

Step 2: Investigate incoming task.

- 1. Click Workflow tap
- 2. Select Tasks

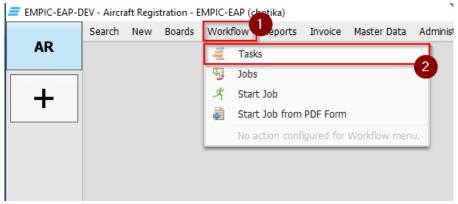


Figure 89: Investigate incoming task

1063 Application for Air 1647 Check completene Khowcharoen, Ch 3/26/2024 6 3/26/202 1052 CASE: Require mo 1550 Check completene Khowcharoen, Ch 3/21/2024 2 3/21/202 1044 CASE: Require mo 1474 Check completene Khayankhean, Tee 2/22/2024 3 2/22/202 1045 CASE: Require mo 1472 Check completene Amarttayakul, Wa 2/22/2024 3 2/22/202 1026 Application for Air 1464 Assign inspector in Khowcharoen, Ch 2/22/2024 3 2/22/202 1026 Application for Air 1285 Assign inspector in Khowcharoen, Ch 2/22/2024 3 2/22/202	24 24	2/22/2024 3:58
1044 CASE: Require mo 1474 Check completene Khayankhean, Tee 2/22/2024 3 2/22/202 1045 CASE: Require mo 1472 Check completene Armarttayakul, Wa 2/22/2024 3 2/22/202 1028 Application for Air 1464 Assign inspector in Khowcharoen, Ch 2/22/2024 3 3/26/202	24	2/22/2024 2:59
1045 CASE: Require mo 1472 Check completene Armarttayakul, Wa 2/22/2024 3 2/22/202 1028 Application for Air 1464 Assign inspector in Khowcharoen, Ch 2/22/2024 3 3/26/202		2/22/2024 3:59
1028 Application for Air 1464 Assign inspector in Khowcharoen, Ch 2/22/2024 3 3/26/20	4	2/22/2024 3:30
1026 Application for Air 1285 Assign inspector in Khowcharoen, Ch 2/22/2024 2 2/22/20	24	
	24	2/22/2024 2:27
1013 Application for TC 1070 Check completene Armarttayakul, Wa 2/22/2024 1 2/22/2024 1	24	
1012 Application for TC 1068 Check completene Khowcharoen, Ch 2/22/2024 1 2/22/2024 1	24	
1018 Application for TC 1062 Check completene Khayankhean, Tee 2/22/2024 1 2/22/20	4	

Step 3: The assigned task appears in workflow task

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 Cata U 1063 Application for Air 1647 Check completene Khowcharoen, Ch 3/26/2024 6 3/26/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024	Profile								Max. Number of R	esults
1063 Application for Air 1647 Check completene Khowcharoen, Ch 3/26/2024 6 3/26/2024 2/22/2024 1052 CASE: Require mo 1550 Check completene Khowcharoen, Ch 3/21/2024 3/21/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024				Se	earch (F9) 🔶 Rese	t (F7)				
1052 CASE: Require mo 1550 Check completene Khowcharoen, Ch 3/21/2024 3/21/2024 2/22/2024 1044 CASE: Require mo 1474 Check completene Khayankhean, Tee 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024	Job ID	Job Name	ID	Name	Performer	Created on	Modified on	Activit	New Pata	Urg
1044 CASE: Require mo 1474 Check completene Khayankhean, Tee 2/2/2024 3 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2024 2/2/2/2024 2/2/2/2024 2/	1063	Application for Air	1647	Check completene	Khowcharoen, Ch	3/26/2024 6	3/26/2024			
1045 CASE: Require mo 1472 Check completene Armarttayakul, Wa 2/2/2024 2/2/2024 2/2/2024 Modeline 1028 Application for Air 1464 Assign inspector in Khowcharoen, Ch 2/2/2024 3/26/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 2/22/2024 1011 Application for TC 1006 Check completene Khowcharoen, Ch 2/22/2024 2/22/2024 2/22/2024 2/22/2024 Modeline Modeline Marmartayakul, Wa 2/22/2024 2/22/2024 2/22/2024 1011 Application for TC 1068 Check completene Khowcharoen, Ch 2/22/2024 2/22/2024 2/22/2024 1011 Modeline Khowcharoen, Ch 2/22/2024 2/22/2024 1012 Modeline Modeline Khowcharoen, Ch 2/22/2024 2/22/2024 1012 Modeline Modeline Modeline Xhowcharoen, Ch 2/22/2024 1	1052	CASE: Require mo	1550	Check completene	Khowcharoen, Ch	3/21/2024 2	3/21/2024			
1028Application for Air1464Assign inspector inKhowcharoen, Ch2/22/2024 33/26/20242/22/2024 33/26/20241026Application for Air1285Assign inspector inKhowcharoen, Ch2/22/2024 22/22/20242/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/22/2024 32/2	1044	CASE: Require mo	1474	Check completene	Khayankhean, Tee	2/22/2024 3	2/22/2024		2/22/2024 3:58	
1026 Application for Air 1285 Assign inspector in Khowcharoen, Ch 2/22/2024 2 2/22/2024 2/22/2024 2 1013 Application for TC 1070 Check completene Armarttayakul, Wa 2/22/2024 1 2/22/2024 2/22/2024 1012 Application for TC 1068 Check completene Khowcharoen, Ch 2/22/2024 1 2/22/2024	1045	CASE: Require mo	1472	Check completene	Armarttayakul, Wa	2/22/2024 3	2/22/2024			
1013 Application for TC 1070 Check completene Armarttayakul, Wa 2/22/2024 1 2/22/2024 1012 Application for TC 1068 Check completene Khowcharoen, Ch 2/22/2024 1 2/22/2024	1028	Application for Air	1464	Assign inspector in	Khowcharoen, Ch	2/22/2024 3	3/26/2024			
1012 Application for TC 1068 Check completene Khowcharoen, Ch 2/22/2024 1 2/22/2024	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	Armarttayakul, Wa	2/22/2024 1	2/22/2024			
1018 Application for TC 1062 Check completene Khayankhean, Tee 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

😼 Workflow Jobs 🗙 📑 User A	Activity 'Reassign job to R&L officer' (1645) 🗙 📑 W	/orkflow Job 'Application for Aircraft Registration (C of R)' (1063) $ imes$	
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 subn	nitted Modified on 3/26/2024 5:44:07 PM by Khowcharoen, Chotika (chot	tika)
Has Priority			
Description			

 Edit Data 		
Assignee (Actor List) 🕦	O Team, Function and Use	er
	Team R&L officer	
	Function Registration	and Licensing Officer
	Performer Khowcharo	en, Chotika
	O User Only	
	Performer	
 Read-Only Submit application 		
	Submitted by 🕦	Test, Test (1030)
	Reference 🕕	REQUEST-00055
	Request	REQUEST-00055
	Organisation Name	Test
	Aircraft type	Test
	RTAF Number	Test
	Serial Number	Test

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

Profile	· · ·		S	earch (F9) 💊 Rese	t (F7)			Max. Number of R	esun
Job ID	Job Name	ID	Name	Performer	Created on	Modified on	Activit	New Data	Ur
1063	Application for Air		Check completene		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	Armarttayakul, 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	Armarttayakul, 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 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

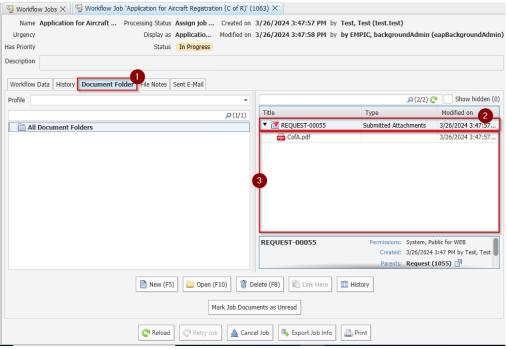


Figure 94: Check completeness of application package

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 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
▼ Keao-Uniy
Submit application
Submitted by 🕦 Test, Test (1030)
Reference 1 REQUEST-00055
Request REQUEST-00055
Organisation Name Test
Aircraft type Test
RTAF Number Test
3 ✓ OK (F10) ✓ OK and Next ✓ Apply Data X 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 completer	ness of application" (1647) ×
	c Created on 3/26/2024 3:47:57 PM by Test, Test (test.test) o Modified on 3/26/2024 6:00:27 PM by by EMPIC, backgroundAdmin (eapBackgroundAdmin)
Workflow Data Document Folder File Notes Sent E-M.	ail
▼ Edit Data	
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) 🗸 O	3 X and Next ✓ Apply Data X 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

Workflow Tasks 🗙 🛟 User Activity 'Create Aircraft R	egistration' (1649)	×
Name Create Aircraft Registr Processing Status	Assign aircraft re	gistr Created on 3/26/2024 3:47:57 PM by Test, Test (test.test)
Urgency Display as a	Application subm	itted Modified on 3/26/2024 9:10:01 PM by Khowcharoen, Chotika (choti
s Priority		
escription Create Aircraft in AR		
Workflow Data Document Folder File Notes Sent E-M	liai	
Edit Data		
Registration AF-SAAB		S 🗸 🗸 🖓
 Read-Only 		
Submit application		
Submitted by 🕦	Test, Test (1030)	۳۵ ۱
Reference 🕦	REQUEST-00055	
Request	REQUEST-00055	<u>م</u>
Organisation Name	Test	
Aircraft type	Test	
RTAF Number	Test	
Serial Number	Test	
ศำสั่ง ทอ.บรรจุอากาศยานเข้าประจำการ	O Yes O No	
ข้อมูลอากาศยานขอใบสำคัญการจดทะเบียนอากาศยาน ผนวก ง		
Preset		
Context	Context	Certificate of Registration
	Case Template	Certificate of Registration

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

🧧 Workflow Tas	us 🗙 🔶 User Ac	tivity 'Assign	inspector	in CASE' (1654)	X	
Name Assig Urgency	n inspector in C	-		sign participant Progress	s in C Created on 3/26/2024 3:47:57 PM by Test, Test (test.test) Modified on 3/26/2024 9:29:23 PM by Khowcharoen, Chotika	(chotika)
Has Priority		Dist	piay as III	rigress	Plouned on 3720/2024 5.25.25 FPL by Knowcharden, chouka	(chotika)
Description						
Workflow Data	Document Folder	File Notes	Sent E-M	ail		
			CONTEXT	CONTEXT	Certificate of Registration	L'AT
				Case Template	Certificate of Registration	2
				Case Type	Initial Certification	
				Case Organizer	Khowcharoen, Chotika	7
		E-Ma	il Header	Application for A	vircraft Registration (C of R)	
Reassign job t	R&L officer					
		ignee (Actor	Liet)	Khowcharoon Ch	notika R&L officer (Registration and Licensing Officer)	
			List) 🕕	Kilowciaroen, ci	(Koc oncer (Keystration and Elensing Oncer)	
Check complet	eness of application	on				
	All o	locuments c	omplete?	🔘 Yes 🔵 No		
Create Aircraft	Registration					- 1
		Rec	gistration	AF-SAAB		R
Create CASE						- 1
			Case	2024-00032		2
						- 1
						_ 1
		💎 OK (F10) 🗸 (OK and Next 😽	🖍 Apply Data 🗙 Cancel (F11) 🗔 More 🔻	

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

				S	earch (F9) 🔶 Rese	t (F7)				
										<mark>,2 (</mark> 8/8
3	Job ID	Job Name	ID	Name	Performer	Created on 🔻	Modified on	Activity Type (KPI)	N	Urgency
	1063	Application for Air	1672	Certification appro	Khowcharoen, Ch	3/27/2024 1	3/27/2024			
	1064	Application for Air	1671	Assign participants	Khowcharoen, Ch	3/26/2024 9	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/	
	1045	CASE: Require mo	1472	Check completene	Armarttayakul, 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/	
	1012	Application for TC	1068	Check completene	Khowcharoen, Ch	2/22/2024 1	2/22/2024			

Figure 99: Select task to close

Step 2: When the task is selected

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

🗧 Workflow Tasks 🗙 🔿 User Activity 'Certification app	roval' (1672) 🗙 🔚 Case (2024-00032) - Initial Certification 🗙
Name Certification approval Proc	essing Status Certification approval Created on 3/26/2024 3:47:57 PM by Test, Test (test.test)
Urgency	Display as Certification approval Modified on 3/27/2024 12:14:26 PM by Khowcharoen, Chotika (chotika)
Has Priority	
Description Check completeness of CASE	
Workflow Data Document Folder File Notes Sent E-M	lail
▼ Edit Data	1
All task are completed Ves Nr 2	
Combined Case Status Closed Closed Succ	essful 3
	_
▼ Read-Only	
Submit application	
Submitted by 🕥	Test, Test (1030)
Reference 🕦	REQUEST-00055
Request	REQUEST-00055
Organisation Name	Test
Aircraft type	Test
RTAF Number	Test
Serial Number	Test
ศำสั่ง ทอ.บรรจุอากาศยานเข้าประจำการ	O Yes 🔘 No
ข้อมูลอากาศยานขอใบสำคัญการจดทะเบียนอากาศยาน ผนวก ง	O Yes No
Preset	
Context	Context Certificate of Registration
💙 OK (F10)	OK and Next Apply Data X Cancel (F11) → More ▼

Figure 100: Change CASE Status

3.7 Cancel CASE via workflow

Step 1: Select workflow task to cancel

~	1.1.10		Joh Marris	10	News	Desferrer	Constant on a	Mar different and	A shirth a Trans (MDT)		11
X	Job ID	1	Job Name	ID 1700	Name	Performer	Created on	Modified on	Activity Type (KPI)	N	Urge
4	1067		Application for Cer Application for Air		Assign inspector in Create Aircraft Re	Knowcharoen, Ch	3/27/2024 3	3/27/2024			
	1005		Application for Air		Check completene	Khowcharoen, Ch	3/27/2024 2 3/27/2024 1	3/27/2024			
	1000		Application for Air		Assign participants	,	3/26/2024 9	3/26/2024			
	1004		CASE: Require mo		Check completene	Khowcharoen, Ch	3/21/2024 2	3/21/2024			
	1052		CASE: Require mo		Check completene					2/	
	1044		CASE: Require mo			Armarttayakul, Wa				2/	
	1013		Application for Air		Assign inspector in		2/22/2024 3				
	1026		Application for Air		Assign inspector in		2/22/2024 2			2/	
	1012		Application for TC		Check completene		2/22/2024 1			-,	

Figure 101: Select workflow task

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

Workflow Tasks X	
Name Assign inspector in C Processing Status Assign participants in C Created on 3/27/202	24 3:08:42 PM by Test, Test (test.test)
	24 3:24:34 PM by Khowcharoen, Chotika (chotika)
Has Priority	
Description	
Workflow Data Document Folder File Notes Sent E-Mail	
▼ Edit Data	
Assign inspector to do task in CASE 🔷 Yes 🔷 No 💉	
▼ Read-Only	
Submit application	
Submitted by 🌖	Test, Test (1030)
Reference 🕥	REQUEST-00059
Request	REQUEST-00059
Organisation Name	Test
Registration Mark	Test
Aircraft type	Test
RTAF Number	Postpone
Serial Number	(.
เอกสารการรับรองแบบ และ/หรือ เอกสารการตรวจรับจาก คณก.พร้อมทั้ง เอกสารรับรองการบินทดสอบของนักบินทดสอบ	C c Resume Postponed
A copy of Previous Certificate of Airworthiness และ/หรือ Export Certificate of Airworthiness (ถ้ามี)	C C Reassign
Aircraft Flight Manual (AFM) ฉบับที่เป็นบิจจุบัน (หมายเลข T.O., Revision date)	Send E-Mail
Flight Crew Operation Manual or equivalent ฉบับที่เป็นบัจจุบัน (ถ้ามี)	Job Details
Aircraft Maintenance Manual (หมายเลข T.O., Revision date) Ennine Maintenance Manual (หมายแลข T.O., Revision date)	Cancel Job 2
✓ OK (F10) ✓ OK and Next ✓ Apply Data X Cancel (F11)	

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)

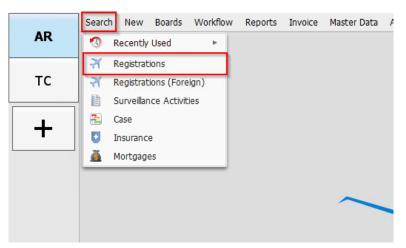


Figure 104: Search for Aircraft Registration to create CASE

	Search	New	Boards	Workflow	Reports	Invoice	Mas
AR	3	Recently	Used			Þ	
	*	Types				Ctrl+T	
тс	•	Modificat	tions			Ctrl+J	
	R	TCDSes				Ctrl+D	
	2	Parts / A	ppliances			Ctrl+B	
	m	Manufac	turers for	Types			
	<u>m</u>	Manufac	turers for	Parts / Applia	ances		
	m	TC Holde	ers for Typ	bes			
	m	TC Holde	ers for Mo	difications			
		Airworth	iness Dire	ctives		Ctrl+I	1
	2	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

Smart A	dvanced						\ \	/ a .	earch (F9)		4
							/				Ľ
											<mark>P(</mark> 1)
Marker	Registrati	Status	Reserved on	Registere	Airwort 🔺	Deregiste	Manufact	Model	Serial No.	Main Owner	,2 (1/ Main Ope

Figure 106: Select Aircraft Registration to set up CASE

Smart Adv	anced							X	earch (F9)		4
											P (40/4
Model Type	Model Category	Manufact	Name	۸	Sub-Type	MTOM [kg]	MLM [kg]	Used in AR	Active Re	Legal Basis	alidated
Model Type Aircraft	Model Category Airplane	Manufact	Name F16 B		Sub-Type	MTOM [kg] 0.0	MLM [kg] 0.00	Used in AR 0		Legal Basis Others	2 alidated

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

worthy until Owner demo web Operator Chotika Kl Invoice to		ikhu	ımvit 10110 Bangkok	Reserved o Registered o O/O Change o Deregistered o	n 1/29/202 n 1/29/202	24 Mode	S-92A 1234	craft Corporation	
General	0								
TC	Number		Title					Status	Exten
Contract	2024-00001	_	CofA					New	Exteri
Insurance	2024-00001		COIA					New	
IDERA									
Deviations									
Suspensions									
AMP									
Maintenance									
OAS References	-								
Surveillance									
Surveillance									
Surveillance Case Management									
Surveillance Case Management Inspectors/Delegates									
Surveillance Case Management Inspectors/Delegates Inspections									
Surveillance Case Management Inspectors/Delegates Inspections Accidents									
Surveillance Case Management Inspectors/Delegates Inspections Accidents Board Documents									
Surveillance Case Management Inspectors/Delegates Inspections Accidents Board Documents Document Folder									
Surveillance Case Management Inspectors/Delegates Inspections Accidents Board Documents Document Folder Invoice Management									
Surveillance Case Management Inspectors/Delegates Inspections Accidents Board Documents Document Folder Invoice Management Alerts/File Notes									
Surveillance Case Management Inspectors/Delegates Inspections Accidents Board Documents Document Folder Invoice Management Alerts/File Notes Mortgage									
Surveillance Case Management Inspectors/Delegates Inspections Accidents Board Documents Document Folder Invoice Management Alerts/File Notes Mortgage De- / Non-Registration									

Figure 108: Create new case in AR

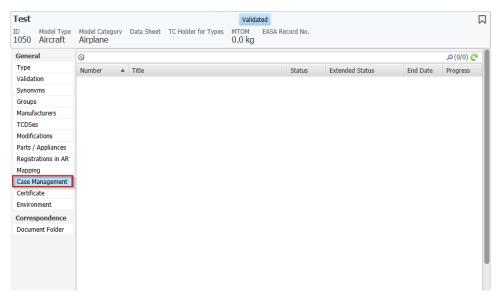


Figure 109: Create new case in TC

Step 2: Click New to create new CASE

X-AF-F0112 Registered		Others	Ø TC	Rotorcraft			
Airworthy until Owner demo webuser Operator Chotika Khowc Invoice to	, 1812, Sukhumvit 10110 Bangkok haroen, -	Reserved on Registered on O/O Change on Deregistered on	1/29/20)24)24 Se	acturer Sikorsky Air Model S-92A rial No. 1234 tructed 1995	craft Corporation	
Inspections							
Accidents							
Board Documents							
Document Folder							
Invoice Management							
Alerts/File Notes							
Mortgage							
De- / Non-Registration							
Configuration							
Sent E-Mail							
Related Workflow Jobs							
				_			
				New (F5)	🧁 Open (F10)	Delete (F8)	
		Print Re	g Info	Airworthines	ss Info 💼 History	Reload More 🔻	

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	

Search New Boa	ards Workflow Rep	orts Invoice	Master Data Adm	inistration Profile I	Help		$Q \square \square$
🔍 Search Types 🗙	🕻 🛛 🛪 Type F16 B - II	1099 X 🔠	New Case $ imes$			4	
Number	2024-00002	Priority		Status	New		-
Context			- <mark></mark> 4	Extended Status			•
Туре			° , ¢	3 Requested on	Т	Start Date	Т
Template	8		్ళ ళ	Due Date	Т	End Date	Т
				File Reference			/ 7
Organiser/Admin	Khowcharoen, Chotik	а	☆ ♀	6 Invoice Reference			
Title				Regional Office			S 6
Description				Classification			
					V	Edit Selection	Edit Remark
			💎 OK (F10)	9 X Cancel (F11)			

Figure 111: Filled new case information window

General Participants Worksheet Related Objects File Notes Document Folder Related Workflow Jobs Sent E-Mail Number 2024-00002 Priority Image: Sent E-Mail New Context Certificate of Registration Extended Status Extended Status Template Certificate of Registration Image: Sent E-Mail 2/8/2024	
Type Initial Certification Requested on 2/8/2024	
Template Certificate of Registration Due Date	Start Date
	End Date
File Reference	
aniser/Admin Khowcharoen, Chotika Invoice Reference	
Title Test Regional Office	
Description Classification	

Figure 112: New created CASE

4.3 Assign Participants

Step 1: Click Participants tab to assign the participant

2024-00002				
Registration X-AF-F0112 (S-92	Status Extended Status Due Date Priority New			0%
General Participar	ts Worksheet Related Objects File Notes Document Folder Related W	orkflow Jobs Sent E	-Mail	
Number	2024-00002 Priority	Status	New	
Context	Certificate of Registration	Extended Status		
Туре	Initial Certification	Requested on	2/8/2024	Start Date
Template	Certificate of Registration	Due Date		End Date
		File Reference		
Organiser/Admin	Khowcharoen, Chotika	Invoice Reference		
Title	Test	Regional Office		
Description		Classification		
	🥖 Edit (F2)	Delete (F8)	story	

Figure 113: Participants tab of Aircraft Rgistration

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

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

eral Participants Worksheet	Related Objects File Notes	Document Folder	Related Wor	kflow Jobs	Sent E-Mail		
hority ———				Customer	r ———		
ams							
hority Personnel				Position	i/Name	Deputy	Additional Info
			<mark>,2(2/2)</mark>				
unction/Name	Expe Additional Info	•					
Airworthiness Inspector	- Add Person	-2					
Registration and Licensing Of	Remove	_					
	Set to "mandatory"	_					
	Expand						
	🔀 Collapse						
	Expand All						
	🛛 Collapse All						
	∑ Collapse to Selected L	evel					
- Add Function	Add Person 🖉 Edit	Remove			🕂 Add Positio	n 🕂 Add F	Person 🖉 E

Figure 114: Add person at the authority function

Step 2: Choose inspector for each function

Certificate of Regis		 Airworthiness I 	nspector 🔹			
	Suadon	Airwordniness I				P (1/
Customer No. 🔺	Туре	First Name	Last Name	Functions	Teams	Department
010	4	Chotika	Khowcharoen	Airworthiness Inspector Head of Airworthiness Divi Registration and Licensing		

Figure 115: Choose inspector

stration C Status E F-F0112 (S-92A) New - neral Participants Worksheet		itus Due Date Pric	Related Worl	kflow Jobs Sent E-Mail		0%
sams						
uthority Personnel			_ ~ , ⊚	Position/Name	Deputy	Additional Info
			₽ (4/4)			
Function/Name	Expe A	Additional Info				
 Airworthiness Inspector 						
🦂 Khowcharoen, Chotika						
 Registration and Licensing Of 						
🐴 Khowcharoen, Chotika						

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-92	Status Extended Status Due Date Priority A) New			0%
General Participar	Worksheet Related Objects File Notes Document Folder Related W	orkflow Jobs Sent E	-Mail	
Number	2024-00002 Priority	Status	New	
Context	Certificate of Registration	Extended Status		
Туре	Initial Certification	Requested on	2/8/2024	Start Date
Template	Certificate of Registration	Due Date		End Date
		File Reference		
Organiser/Admin	Khowcharoen, Chotika	Invoice Reference		
Title	Test	Regional Office		
Description		Classification		
	🖋 Edit (F2)	Delete (F8)	story	

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) Nev		Status Due Date	Priori -	ty	0%
General Participa	ants Works	heet Related	Objects File Note	es Doc	ument Folder Related Wo	rkflow Jobs Sent E-Mail
Assignee	🟫 💊 🌾	Una	assigned Due	before	Т	
Status	/ 6-	Flag	gged by me			Item Clearance Related Objects File Notes Document Folder
		1	<mark>ب</mark> (8/8) 🔇	Hig	phlight Filter 🕋 🦶	Name
Name	Due Date	Status	Assignee	<u>, e</u>	• 🕞 🖉 😼 🔀	1 - Assign team for CofR
1 - Assign te		Open		_	🥖 Edit	s
2 - Review a 3 - Fill in airc		Open			📥 Not Applicable	۲ _ Tir
 4 - On-site i 		Open Open			Skip	led Team Du
5 - Create C		Open			🚖 Grab	2 Sta
6 - Print Cof		Open			\land Assignee	Sta Ra Actions
					Flag	▶ eference En
					New	
					🕂 Add Worksheet Temp	late 🖡 s and Outcome
					🛱 Delete	
					1 Sort Order/Structure	
					Expand	🥖 Edit (F2) 🛛 🔗 Status Log 🕅 His
			-	• 9	🔀 Collapse	
	Add Worksl	heet Template	• New		\ominus Expand All	

Figure 118: Assign the inspector in task

Step 3: Select inspector to assign in task

egistration -AF-F0112 (S	کا (A29-	Status Extended Sta New -	tus Due Date Priority -			09
😫 Case (2024-0	0002) -	Initial Certification >	Select Assignee			
ersons from		Function				
Participants		•	•			
						<mark>,2 (1/</mark> 1
Customer No. 🔺	Туре	First Name	Last Name	Functions	Teams	Department
010	4	Chotika	Khowcharoen	Airworthiness Inspector Head of Airworthiness Divi Registration and Licensing Registration and Licensing	R&L Administrator	
.010	4	Chotika	Khowcharoen	Head of Airworthiness Divi	Airworthiness inspector	

Figure 119: Choose the competent person

NameDue DateStatusAssigneeImage and the statusImage and the status	Status	/ 4-		lagged by me							
1 - Assign te Open Khowc Image: Comparison of the compa				3) 🔍	3/8) 🤇		Highli	ght	Filter		1
2 - Review a Open Khowc Image: Comparison of the compari	Name	Due Date	Status	Assignee	⊳	ø	۲		Ø	5	
▼ 3 - Fill in airc Open Khowc Image: Constraint of the straint of the str	1 - Assign te		Open	Khowc							
3.1 - Assig Open Khowc Image: Comparison of the comparis	2 - Review a		Open	Khowc						5	
3.2 - Add Open Khowc Image: Comparison of the state	▼ 3 - Fill in airc		Open	Khowc							
4 - On-site i Open Khowc Image: Constraint of the second secon	3.1 - Assig		Open	Khowc							
5 - Create C Open Khowc	3.2 - Add		Open	Khowc							
	4 - On-site i		Open	Khowc							
6 - Print Cof Open Khowc	5 - Create C		Open	Khowc							
	6 - Print Cof		Open	Khowc							

Figure 120: Chosen competent person

4.4.2 Finalise CASE worksheet task

Step 1: Click Worksheet to finalise CASE worksheet task

2024-00002	-				
Registration X-AF-F0112 (S-92	Status Extended Status Due Date Priority New				0%
General Participar	ts Worksheet Related Objects File Notes Document Folder Related W	orkflow Jobs Sent E	Mail		
Number	2024-00002 Priority	Status	New		
Context	Certificate of Registration	Extended Status			
Туре	Initial Certification	Requested on	2/8/2024	Start Date	
Template	Certificate of Registration	Due Date		End Date	
		File Reference			
Organiser/Admin	Khowcharoen, Chotika	Invoice Reference			
Title	Test	Regional Office			
Description		Classification			
	🥖 Edit (F2)	Delete (F8) 💼 His	story		

Figure 121: Open case to finalise task

Step 2: Click Green Tick to finalise CASE worksheet

ame				3/8) (>	4	_	igni	Filter		•	Name	
	Due Date	Status	Assignee	P	Ø	0	1	Ø	- S B	2	1 - Assign team for CofR	
1 - Assign te		Open	Khowc								Status	
2 - Review a		Open	Khowc						- 53		Open	eframe –
3 - Fill in airc		Open	Khowc									Date
3.1 - Assig		Open	Khowc									
3.2 - Add		Open	Khowc								Assignee Star	t Date
4 - On-site i		Open	Khowc								Khowcharoen, Chotika	
5 - Create C		Open	Khowc								File Reference End	Date
6 - Print Cof		Open	Khowc								5	
											Actions and Outcome	
6 - Print Cor		Open	KNOWC									

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

Status Timeframe V Fulfilled Unsuccessful I Blocked Mot Applicable	🔁 Case (2024-00002) - I	nitial Certification > Edit Case Wo	rksheet Item	
1 Assign team for CofR 1000 structions Status Fulfilled Open Due Date Due Date Start Date 2/8/2024 T End Date	tem Data Advanced			
Status V Fulfilled Open Due Date Due Date Timeframe Due Date Z/8/2024 T m End Date End Date	ark	Name		Sequence No.
Status ✓ Fulfilled ✓ Diprogress ✓ Fulfilled ✓ In Progress ✓ Fulfilled ✓ In Start Date 2/8/2024 T IIII Blocked Mot Applicable	1	Assign team for CofR		1000
Status ✓ Fulfilled Open In Progress ✓ Fulfilled ✓ Fulfilled ✓ Start Date 2/8/2024 T Blocked Net fonglicable	structions			
✓ Fulfilled Start Date ✓ Unsuccessful ☆ २ ◆ I) Blocked End Date		<u>م</u>		
Blocked End Date			Start Date	
A Net Applicable End Date		🏫 💊 💗	2/8/2024 T	
A Not Applicable			End Date	
2/8/2024 I III		/ 🗗	2/8/2024 T	
Skipped				
/ 2/8/2024 I III	Fulfilled Unsuccessful Blocked Not Applicable	û 💊 🔶	Start Date	

Figure 123: Assignee finalise to do task

E	Edit Entry				
Name	4 - Create draft AOC, OPS Spec and DG permit (if requested)				
Instructions	Create certificate as "draft" status and fill in details				
Status	✓ Fulfilled ▼	Due Date		Т	
Assignee	Khowcharoen, Chotika	Start Date		Т	
Assigned Org.	~ ,€	End Date	2020-06-18	Т	
File Reference	/ @				
Actions and Outcome	✓ OK (F10) X 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.

Assig 3 Assig 3 Status: No	Che Follow-Up Reg		pcked (0) Uns	successfu	Final (27)	Fulf	illed (27)	Skipped (0)	Not	Applicable
Case N A	No action con Case Parent	figured for Boards Case Status	menu. Case Worksheet Item	Due Date	Status of CWI	Þ	Team	(🔎 (11/38) 🧿 Case Title
2024-00001	X-AF-F0112 (S-92A)	In Progress	2 - Review applicatio		Open			I	nitial	CofA
2024-00001	X-AF-F0112 (S-92A)	In Progress	3 - Review Manual		Open			I	nitial	CofA
2024-00001	X-AF-F0112 (S-92A)	In Progress	4 - On-site inspection		Open			I	nitial	CofA
2024-00001	X-AF-F0112 (S-92A)	In Progress	5 - Create CofA in b		Open			I	nitial	CofA
2024-00001	X-AF-F0112 (S-92A)	In Progress	6 - Print CofA and si		Open			I	nitial	CofA
2024-00012	X-AF-F0532 (F32)	In Progress	4 - On-site inspection		In Progress			I	nitial	Certificate .
2024-00029	AF-F0123 (S-92A)	In Progress	5 - Create CofA in b	4/25/2024	Open			I	nitial	Certificate .
2024-00029	AF-F0123 (S-92A)	In Progress	6 - Print CofA and si	4/25/2024	Open			I	nitial	Certificate .
2024-00034	AF-SAAB (F32)	In Progress	4 - On-site inspection		Open			I	nitial	Certificate .
2024-00034	AF-SAAB (F32)	In Progress	5 - Create CofA in b		Open			I	nitial	Certificate .
2024-00034	AF-SAAB (F32)	In Progress	6 - Print CofA and si		Open			I	nitial	Certificate .



4.6 Email management

4.6.1 Send email via Case worksheet Step1: Click Worksheet to send Email

				<u>ل</u>
gistration -AF-F0112 (S-93	Image: Constraint of the status Due Date Priority 2A) New - -			0%
General Participa	ts Worksheet Related Objects File Notes Document Folder Related W	orkflow Jobs Sent E-	Mail	
Number	2024-00002 Priority	Status	New	
Context	Certificate of Registration	Extended Status		
Туре	Initial Certification	Requested on	2/8/2024	Start Date
Template	Certificate of Registration	Due Date		End Date
		File Reference		
)rganiser/Admin	Khowcharoen, Chotika	Invoice Reference		
Title	Test	Regional Office		
Description		Classification		
	🖌 Edit (F2)	Delete (F8)	story	

Figure 126: CASE Worksheet tab

Step 2: Select Action

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

2024-00002 Registration X-AF-F0112 (S-	Statu 92A) In P		Extended State	ıs Du	e Date	Priori -	ity			13%
General Participa Assignee Status	ents Worksh	\bigcirc	ed Objects Fil Unassigned Flagged by me	e Notes Due be	fore		older	Rela	ited We	rkflow Jobs Sent E-Mail
Name 1 - Assign te 2 - Review a 3 - Fill in airc 4 - On-site i 5 - Create C 6 - Print Cof		Status Fulfilled Fulfilled Fulfilled Fulfilled Fulfilled Fulfilled	Assignee Khowc Khowc Khowc Khowc Khowc					53 53		Name 1 - Assign team for CofR Status ✓ Fulfilled Assigned Team Assignee Khowcharoen, Chotika ℂ Actions
	Add Worksh	eet Templa	te 🔻 📄 N	ew 🔻		Delete				File Reference Actions and Outcome

Figure 127: Select Action in task

1. Click Send E-Mail

2. Select the E-Mail Template to send

Search	Registrations $ imes$	🛪 Regi	strati	on X	-AF-F()112)	×	🔁 Ca	se (2	24-00002) - Initial Certification $ imes$		
2024-00 Registration X-AF-F01			ess	Exte	nded	Status	Du	e Date	e P -	rity		L 13%
Ints Works	heet Related O	bjects Fil	e Not	es [Docum	nent Fo	older	Relat	ed W	kflow Jobs Sent E-Mail		
\$2 € / \$		signed Ied by me		befo				Т		Item Clearance Show All		l (1/1) . uery (0/0) d Workflow J
Due Date	Status	Assignee	8/8) (⊳	2	Highli	ight 🛛	Filter	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	•	Name 1 - Assign team for CofR	Start Works	flow (0/0)
	Fulfilled Fulfilled	Khowc Khowc Khowc						S		Status ✓ Fulfilled Assigned Team	Show BI Re	eport (0/0) ie Due Date
	Fulfilled	Khowc Khowc Khowc								Assignee Khowcharoen, Chotika	R Actions	Start Date 2/8/2024
										File Reference	R	End Date 2/8/2024
										Actions and Outcome		
Add Works	heet Template	· 🖻 N	014	•	9	elete]			🖋 Edit (F2)	Status Log 📲	History
	incer remplate		ew			elete]	_	_			

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

From	СС
chotika@to70.co.th	♀ ●
То	
Subject	
Task have been assigned in Test	
Attachments 🕜 🔻	
Message	
Paragraph 💌 🔹 12 pt	 ■ I <u>U</u> <u>∓</u> <u>=</u>
monitor the status of the activities in this case	u have been assigned to perform tasks in worksheet 2024-00002. Kindly e, liaise with the persons concerned and prepare the relevant documents mail is generated by an automated system, please do not respond
	Send E-Mail

Figure 129: E-Mail detail

4.7 Run workflow via CASE

Step 1: Click Worksheet to run workflow

2024-00002				L	J
Registration X-AF-F0112 (S-92	Status Extended Status Due Date Priority A) New			0%	
General Participar	ts Worksheet Related Objects File Notes Document Folder Related W	orkflow Jobs Sent E	-Mail		
Number	2024-00002 Priority	Status	New		
Context	Certificate of Registration	Extended Status			
Туре	Initial Certification	Requested on	2/8/2024	Start Date	
Template	Certificate of Registration	Due Date		End Date	
		File Reference			
Organiser/Admin	Khowcharoen, Chotika	Invoice Reference			
Title	Test	Regional Office			
Description		Classification			
	🥖 Edit (F2)	Delete (F8)	story		

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

General Participa		Relat	eu Objects r	lie Note	SIL	Jocume			Reid	Leu w	orkflow Jobs Sent E-Mail
Assignee	🕆 💊 🐓		Unassigned	Due	befo	re			Т		
Status	1.4		Flagged by me								Item Clearance Related Objects File Notes Document Folder Related W
			Q	(8/8) 🧲	1	Highlig	jht F	ilter	1	₽	
Name	Due Date	Status	Assignee		1	۲		Ø	5	6	Name
1 - Assign te		Fulfilled	Khowc							-	2 - Review application package
2 - Review a		Fulfilled	Khowc						5		Status
 3 - Fill in airc 3.1 - Assig 		Fulfilled Fulfilled	Khowc								Assigned Team Due Date
3.2 - Add		Fulfilled	Khowc								Assignee Start Date
4 - On-site i		Fulfilled	Khowc								Khowcharoen, Chotika 🖏 Actions 2/8/2024
5 - Create C		Fulfilled	Khowc								File Reference End Date
6 - Print Cof		Fulfilled	Khowc								2/8/2024
											Actions and Outcome
											🖋 Edit (F2)
	Add Works	heet Templat	te 🔻 📄	New	, [🛱 De	lete				

Figure 131: Run workflow in task

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

\odot			🔎 (1/1) 🧲
ID		Description	Triggered by
1008	CASE: Require more document(s)	>>> Instruction <<<<1. Select WEB user to send the information	Case Handling > Local
		2	
		A Run	

Figure 132: Selected workflow for running

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

考 Start Workf	ow Job > 🧏 CASE: Require more document(s)
▼ General Info	mation
Name	CASE: Require more document(s)
Description	>>> Instruction <<< 1. Select WEB user to send the information.
	2. Fill in the "Note to Applicant" field to notify the incompleteness and give instruction for provider.
Documents	
	🕂 Add 📃 — Remove
 Current Data 	
WEB User	🕽 Test Org (1041)
Note to Applicar	t:
	Show Job Reference Cancel (F11)

Figure 133: Selected WEB User for running

After run completed, the workflow will become the icon below

Status	/ 6		lagged by me	B/8) (2	Highl	ight	Filter		•	Item Clearance Related Objects File Notes Document Folder Related V
Name 1 - Assign te	Due Date	Status Fulfilled	Assignee Khowc		ø			Ø	5	2	Name 2 - Review application package Status
 2 - Review a 3 - Fill in airc 4 - On-site i 		Fulfilled Fulfilled Fulfilled	Khowc Khowc						C		Fulfiled Timeframe - Due Date
5 - Create C 6 - Print Cof		Fulfilled Fulfilled	Khowc Khowc								Assignee Start Date Khowcharoen, Chotika 🖏 Actions 2/8/2024
											File Reference End Date 2/8/2024 Actions and Outcome
											🖋 Edit (F2)

Figure 134: Run CASE

5 Surveillance Activity

5.1 Create Surveillance Activity

Step1: Click Worksheet to create Surveillance Activity

2024-00001 Registration X-AF-F0112 (S-92	C Status Extended Status Due Date Priority CA) New				0%
General Participan	ts Worksheet Related Objects File Notes Document Folder Related W	orkflow Jobs Sent E-	Mail		
Number	2024-00001 Priority	Status	New		
Context	Certificate of Airworthiness	Extended Status			
Туре	Initial Certification	Requested on	1/29/2024	Start Date	
Template	Certificate of Airworthiness	Due Date		End Date	
		File Reference			
Organiser/Admin	Khowcharoen, Chotika	Invoice Reference			
Title	CofA	Regional Office			
Description		Classification			
	🖋 Edit (F2)	Delete (F8)	story		

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

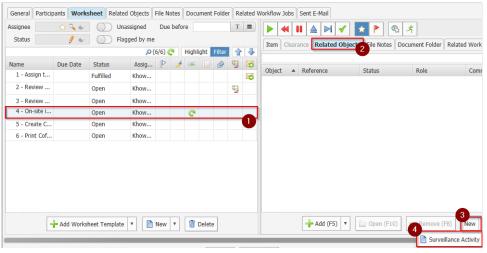


Figure 136: Related Objects tab in CASE worksheet

Step 3: Select Surveillance Template

- 1. Choose Surveillance Template
- 2. Click Next

Update required								
								20
Name		Version	Form Number	Description	Phase	Туре	Status	Owne
Fighter Aircraft Inspection							Active	Ме
Helicopter Inspection							Active	Ме
Small Aircraft Inspection								
Transport Aircraft Inspection					<u> </u>		Active	Ме
			Gear Se	election				
	Fighter Aircraft Inspection Helicopter Inspection	Fighter Aircraft Inspection Helicopter Inspection Small Aircraft Inspection	Fighter Aircraft Inspection Helicopter Inspection Small Aircraft Inspection	Fighter Aircraft Inspection Helicopter Inspection Small Aircraft Inspection Transport Aircraft Inspection	Fighter Aircraft Inspection Helicopter Inspection Small Aircraft Inspection	Fighter Aircraft Inspection Helicopter Inspection Small Aircraft Inspection Transport Aircraft Inspection	Fighter Aircraft Inspection	Fighter Aircraft Inspection Active Helicopter Inspection Active Small Aircraft Inspection Active Transport Aircraft Inspection Active

Figure 137: Select the surveillance activity template

Step 4: Select Context/ Surveillance Activity Type

- 1. Select Context
- 2. Click Next

urveillance Activity v	via Wi	izard: Context /	Surveil	lance Activity Ty	/pe	
1 Surveillance Templates	 Image: A start of the start of				P (1/1)	
2 Context / Surveillance Activity Type		ontext rtificate of Airworthiness	÷	Assigned Audit Type Inspection	A	
3 Common Data					-0	
Participants						
5 Agenda						
Scope of Surveillance						
Questions						
Fine Planning						
Cancel (F11)						2 ↓ Back

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)

1	Surveillance Templates 😽	Date	Assignments
2	Context / Surveillance	Approximate Date Days	Registration X-AF-F0112 Reason/Motivation
3	Common Data	Start T 08:00 Image: Constraint of the start of	00
4	Participants	Time Zone (GMT+07:00) Asia/Bangkok 🛞 🤤	
5	Agenda	General	
6	Scope of Surveillance	Context Certificate of Airworthiness Type Inspection	
7	Questions	Announce Follow-Up	
8	Fine Planning	Subtype Phase Method	Classification
		Oversight Office	\$ \$
		Organiser Khowcharoen, Chotika	~
		File Reference 🥒 📑 File Reference Date T I	
		Locations	
		م 📀	(0/0)
		Name 🔺 Location Type Additional Information	S

Figure 139: Fill in the common Data

Then click Next

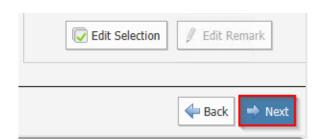


Figure 140: Click Next to confirm

Step 5: Click Team in Participant

Surveillance Activity	via Wizard: Participants	
 Surveillance Templates Context / Surveillance Activity Type Common Data Participants Agenda Scope of Surveillance Questions Fine Planning 	Authority Teams Authority Personnel P(0/0) Function/Name E Additional Info Add Funct	Customer
X Cancel (F1	1)	Generate Surveillance Activity

Figure 141: Select Participant Team

Step 6: Select Team

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

	Name 🔺	Status	Organisation	Team Coordinator	Mem	Functions			
	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			
	Airworthiness inspector	Active	Military Aviation Authority	Khowcharoen, Chotika	1	Airworthiness Inspector (1) Head of Airworthiness Division Registration and Licensing Adm Registration and Licensing Offic			
	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.			

Figure 142: Select Team

Step 7: Add Function

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

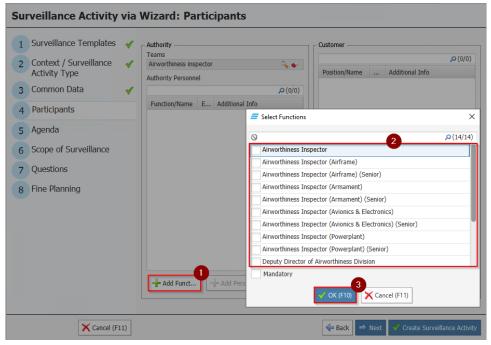


Figure 143: Add Function in the team

Step 8: Add Person in Function

Click Add Person

1	Surveillance Templates	1	- Authority				Customer ———		ب	0/0)
2	Context / Surveillance Activity Type	1	Airworthiness ins		r	् 🔶	Position/Name	 Additional Info	, (0,0)
3	Common Data	1				P (1/1)				
4	Participants		Function/Name Airworthin	E	Additional In	ifo				
5	Agenda									
6	Scope of Surveillance									
7	Questions									
8	Fine Planning									
					Add Pers	More V	- Add Position	Add Person	More	•

Figure 144: Add Person in Function

Select person to assign and click $\ensuremath{\text{OK}}$

Teams		Function				
		 Airworthiness Ins 	vector 👻			
						ب (
Customer No. 🔺	Туре	First Name	Last Name	Functions	Teams	Department
010	4)	Chotika	Khowcharoen	Airworthiness Inspector Head of Airworthiness Division Registration and Licensing Ad Registration and Licensing Off		

Figure 145: Select person in function

Step 9: Click Create Surveillance Activity

Surveillance Templates	1	_ Authority				Customer		
		Teams						(0/0)
2 Context / Surveillance Activity Type	1	Airworthiness inspe	ctor	S	٠.	Position/Name	De	Additional Info
		Authority Personnel				rositionyrame	Dem	Additional Into
3 Common Data	1			<mark>,</mark> (2	2/2)			
4 Participants		Function/Name	Ex	Additional Info				
4 Paracipants		 Airworthines 						
5 Agenda		A Khowc						
5 Scope of Surveillance								
7 Questions								
3 Fine Planning								
		+ Add Functio	n 🗐	Add Person		- Add Positio	n 🕂	Add Person . More V

Figure 146: Click to create surveillance activity

Assignee 🔷 💊 🕥 Unassigned Due before T 🔳										
Status	10	Flag	ged by me						_	
			<u>۵</u> (6/6) 🄇		Highl	ght	Filter		4
Name	Due Date	Status	Assig	₽	1	۲		0	5	Ø
1 - Assign te		Fulfilled	Khowc							M
2 - Review a		Open	Khowc						5	
3 - Review M.		Open	Khowc							
4 - On-site in.		Open	Khowc			Ē				
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

Inspection 0000-1011		overdue	
Registration Mark C Main Owner Main Oper X-AF-F0112 demo webuser Chotika		^{Status} Checklist planned	Planned Date Actual Date // 2/9/2024-2/5/2025
General Participants Ramp Data Agenda Checklis	t Planning Checklist Assessment	Outcome Comments Activities	Free Texts Document Folder Usage Progress :
Status / • @ Classification	Summary	Fighter Air	craft Inspection [Fighter Aircraft Inspection]
Agenda Action required Mandatory Pollow-Up Observations Pollow-Up Highlight Filter Fighter Aircraft Inspection 1 Fighter Aircraft Fighter Aircraft Inspection 1 Fight Deck I Fighter Aircraft Inspection 2 General Con	Checklist entry count Status Branch Total Open 111 111 Action required Status Branch Total Sum 0 0 Untouched Status Branch Total Open 111 111 Sum 111 111 Final Status Branch Total Sum 0 0	Fighter Aircraft I	nspection

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

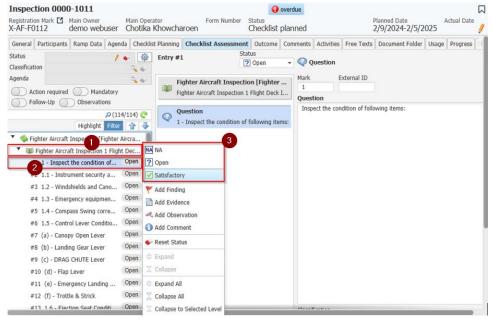


Figure 149: Checklist status

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**

Inspection 0000-1011								
Registration Mark A Main Owner X-AF-F0112 demo web	Main O user Chotil	ka Khowcharoen	Form Number	_{Status} Checklist plan	ned	Planned Date 2/9/2024-2/5/2025	Actual Date 2/9/2024-2/5/2025	1
#93 2.6 - All lights (gen	Satisfactory	Khowchai	roen, Chotika cha	nged status to				
#94 3 - Inspect the land	Satisfactory							
#95 3.1 - Any indication	Satisfactory							
#96 3.2 - Wheel and bra	Satisfactory							
#97 3.3 - Hydraulic leak	Satisfactory							
#98 3.4 - All Landing ge	Satisfactory							
#99 4 - Inspect the engi	Satisfactory							
#100 4.1 - Intake for fa	Satisfactory							- 1
#101 4.2 - Engine Cowli	Satisfactory							
#102 4.3 - Exhaust for t	Satisfactory							
#103 4.4 - Reverser doo	Satisfactory							- 1
#104 4.5 - Access doors	Satisfactory							- 1
#105 4.6 - Engine air inl	Satisfactory							
#106 5 - Inspect the em	Satisfactory				Classification			
#107 5.1 - All lights (ge	Satisfactory							- 1
#108 5.2 - Leading edge	Satisfactory							- 1
#109 5.3 - Elevator and	Satisfactory							- 1
#110 5.4 - Hook (Check	Satisfactory							- 1
#111 5.5 - Drag Chute (Satisfactory							
Validate Checklist	<	Findi	ng 🔻 🔂 Ma			Save (F10)	ard 🗬 Reset	
		1	History	Print More	•			

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

×	< Create Settin	lgs Save
Q Search / Import		2
Surveillance Activities	Name*	
	Connection	X
	Login by 🔎	User/Password 🔵 Token
	Access Point* htt	tp://10.107.20.151:8080
	User Name	3
	Password	Remember Password
		I Test
	Interface	
	Language	English 💌
	Colour Theme	EMPIC Default / Select
	Image Editor	
Masterdata	Default Inspector	
Settings		
? About		

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

OAS OAR					
Surveillance Activity			Planned from		
Registration			Planned until		
			Mine Only	\mathbb{Z}^2	
Status	Checklist planned	•			
	C		Clear		
Filter		4	Q (2/2) Sort by	Audit Number 🔻
a 0000-1000 Initial I Date: 1/29/2024, 8:00 AM		Aircraft: X-AF-F	-0112		5 🛓 Import
a 0000-1011 Initial I Date: 2/9/2024, 8:00 AM -		Aircraft: X-AF-F)112		🛓 Import

Figure 152: Import Surveillance activity template to mobile SL

And then, click **OK**

OAS • AR	
Surveillance Activity	Planned from
Registration	Planned until
	Mine Only 🗸
Status	Checklist planned
	Q Search O Clear
Filter	Q (1/1) Sort by Audit Number 👻
B 0000-1011 Initial I Date: 2/9/2024, 8:00 AM	
	Successfully imported – 🗆 X
	Surveillance Activity 0000-1000 has been imported.

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

	Surveillance Activities Overview
Q	All Q(2/2) Sort by Audit Number
	â 0000-1000 Initial Inspection Date: 1/29/2024, 8:00 AM - 2/1/2024, 4:00 PM Aircraft: X-AF-F0112 Aircraft Owner: demo webuser (1020) Status: 0 of 96 question(s) asked
	★ 0000-1011 Initial Inspection Date: 2/9/2024, 8:00 AM - 2/5/2025, 4:00 PM Aircraft: X-AF-F0112 Aircraft Owner: demo webuser (1020) Status: 0 of 111 question(s) asked, 1 observation(s) found Locked by: Khowcharoen, Chotika (chotika@to70.co.th)
\$	
?	

Figure 154: Choose surveillance activity template to audit

Step 4: Set up carry out click Edit data

	<	Initial Inspection	0000-1011	🖋 Edit	🛓 Synchronise	🖶 Print 👻	i Accessed By	2 Refresh
Q	ſ							
		Planned Start	2/9/2024, 8:00 AM		Actual Start	2/9/2024, 8:00 AM		
i		End	2/5/2025, 4:00 PM		End	2/5/2025, 4:00 PM		
÷0;		Number of Days	30		Number of Days	30		
÷.	ſ							
		Context	Certificate of Airworthiness		Registration	X-AF-F0112		
		Туре	Inspection		Aircraft Owner	demo webuser		
		Phase	Initial		Aircraft Operator	Chotika Khowchar	oen	
		Follow-up			Locations			
		Subtype						
		Method	Ramp					
\$		Construction N	0.		State of Registry	(
		Aircraft Configuratio	n					
2						_		

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

<	Initial Inspection	0000-1011					2	Save
Г			-					٦
	Number of Days*	30						
	Actual Start*	2/9/2024		08:00	* *			
	End*	2/5/2025		16:00	* *			
	Reason/Motivation							
Ī	Locations						+	ลิ
	Construction No	0.				State of Registry		
	Aircraft Configuratio	n 💌						

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

	<	Initial Inspection 0000-1011	
Q	ſ	2	3
		Authority Inspectors	Customer Participants +
0		Khowcharoen, Chotika (1010) Function: Airworthiness Inspector	
i **		W, Nitiwat (1050) Function: Airworthiness Inspector	
P.			
і і			
B			
Ф			
2			

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

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



Figure 159: Information required for the Customer Participants

Step 6: Select question checklist to surveillance

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

	<	Initial Inspection 0000-1011	+: New + Add
α 🔳		Flat Topic	
		<all> Filter</all>	Q (111/111) Sort by Question 🔻
•		Mandatory Follow Up	
***		#1 1 Inspect the condition of following items: Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 🗐
₽∕ Ĵ		#2 1.1 Instrument security and Lighting (Warning Light/Flashlight/Panel Light/Consold light/Equipment Light) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🖛 🗐
		#3 1.2 Windshields and Canopy (delamination, scratches, crazing, and general visibility, Canopy Seal, Machanism Lock) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Filght Deck Inspection;	FI NA OS FC 🔳 戻
		#4 1.3 Emergency equipment (condition, location and quantity) Hammer/Emergency Equipment/Fire extinguishers/Emergency Open Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Filght Deck Inspection;	FI NA OS FC 🔳 戻
		#5 1.4 Compass Swing correction card Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 💌 戻
		#6 1.5 Control Lever Condition. (chafing , cracks, dents, corrosion or other damage) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 📮
ф С		#7 (a) Canopy Open Lever Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC

Figure 160: Select question

Step 7: Select Status for surveillance question

#1 1 Inspect the condition of following items: Result FI NA OS FC	
Instructions Q	Rules Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection
Evidences +	Comments +
Findings +	Observations +

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

	<	Initial Inspection	0000-1011	🖋 Edit	0÷	Synchronise	•	Print 🔻	i Accessed By	2 Refresh
Q	٢				-					
		Planned Start	2/9/2024, 8:00 AM			Actual Start	2/9/202	4, 8:00 AM	И	
0		End	2/5/2025, 4:00 PM			End	2/5/202	5, 4:00 PM	N	
204		Number of Days	30		Nun	nber of Days	30			
₽,										
Ĵ										
		Ce 🚼 Ce	onfirmation			D'-+'		×		
		Shall	the surveillance activity be kept in the mo	bileSL clie	ent after	synchronising		er vcha	iroen	
		Follo								
		Su		Ye	3	No	Canc	el		
		Method	Ramp							
•		Construction No	· · · · · · · · · · · · · · · · · · ·		S	tate of Registr	у			
2		Aircraft Configuratio	n							

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

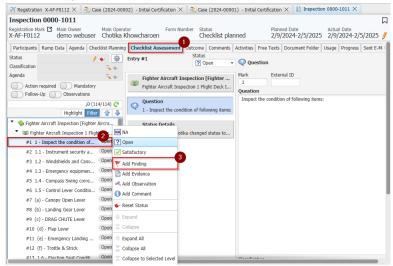


Figure 163: Add finding

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)

Inspection 0000-1011					(
Registration Mark C Main Owner X-AF-F0112 demo webuse		a Khowcharoen	Status Checklist planned	Planned Date 2/9/2024-2/5/2025	Actual Date 2/9/2024-2/5/2025
acus /	ا چھ ا نہ ک	Entry #1	Open 👻 🚩 New Findi	ng	New Status: Finding
Highlight Filter Fighter Aircraft Inspection [Fighter A Fighter Aircraft Inspection 1 Flight #1 1 - Inspect the condition of	Aircra	Fighter Aircraft Inspection 1 Fighter Aircraft Inspection 1 Fighter Aircraft Inspection 1 Fighter Aircraft Inspection 1 Finding #1 Visit ? Finding #1 ? Closing Action ? ?	Flight Deck I		2 inding Number
 #2 1.1 - Instrument security a #3 1.2 - Windshields and Cano #4 1.3 - Emergency equipmen #5 1.4 - Compass Swing corre #6 1.5 - Control Lever Condito #7 (a) - Canopy Open Lever #8 (b) - Landing Gear Lever #9 (c) - DRAG CHUTE Lever #10 (d) - Flap Lever #11 (e) - Emergency Landing #12 (f) - Trotile & Strick 	Open Open Open Open Open Open Open Open	Status Details Khowcharoen, Chotika change	ed status to		
#13 1.6 - Ejection Seat Conditi #14 (a) - the seat is con Satisf	Open factory		Reporter		cording Date
			Khowcharoen	i. Chotika 🛛 🔿 🔍 🕢 💈	/9/2024 T 🔳 12 : !

Figure 164: Fill in the finding detail

Then click Save

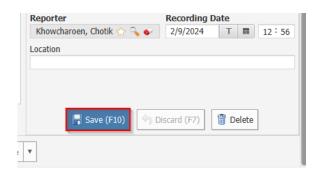


Figure 165: Click Save to confirm the finding detail

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

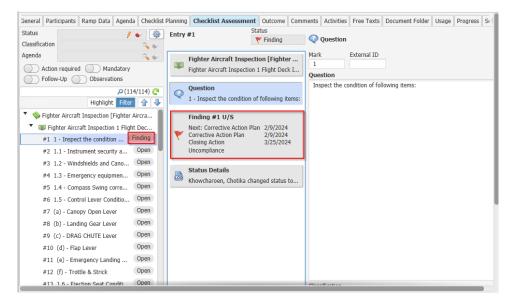


Figure 166: Finding detail in Checklist

5.3.2 Using mobile-SL

Step 1: Select Question to add finding

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

	< Initial Inspection 0000-1011	+ New + Add
α	Flat Topic	
	<ali> Filter</ali>	Q (111/111) Sort by Question 💌
0	Mandatory Follow Up	
	#1 1 Inspect the condition of following items: Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 📮
₽⁄ £	#2 1.1 Instrument security and Lighting (Warning Light/Flashlight/Panel Light/Consold light/Equipment Light) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 💌 🗐
,	#3 1.2 Windshields and Canopy (delamination, scratches, crazing, and general visibility, Canopy Seal, Machanism Lock) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🛋 📮
	#4 1.3 Emergency equipment (condition, location and quantity) Hammer/Emergency Equipment/Fire extinguishers/Emergency Open Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🛋 📮
	#5 1.4 Compass Swing correction card Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 💌 戻
	#6 1.5 Control Lever Condition. (chafing , cracks, dents, corrosion or other damage) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 📮
ф О	#7 (a) Canopy Open Lever Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 💌 戻

Figure 167: Select Question to add finding in mobile SL

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

#2 1.1 Instrument security and Lighting (Warning Light/Flashlight/Panel Light/Consold light/Equipment Light) Result FI NA OS FC							
Instructions Q	Rules						
	Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection						
Evidences +	Comments +						
Findings +	Observations +						
	Observation Number: 1 (Type: Recommendation) Recommendation						

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

<	Finding					Save
[Finding Text*		 0		 _	
	Test					
	Level*	U/S V	Finding Number	1		
	Finding Date*	2/15/2024	Due Date*	3/31/2024		
	CAP Submit Until*	3/29/2024	RCA Submit Until*	6/27/2024		
	Reference		4			
	Recording Date*	2/15/2024	16:07			
	Reporter*	You				
	Location					
l						

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

Finding		🗸 Sav
Close Finding		
Closure Date		
Closure Reference		
Closure Description		
Authority Comment		-1
Comments		+
-		
Document Folder	s	Ľ
	Close Finding Closure Date Closure Reference Closure Description Authority Comment	Closure Date Closure Description Authority Comment

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

<	New Comn	nent			2	Save
1						_
	Title Description	1)
	Туре	T	Sort Order		Internal	

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

<	Docu	iment Folder	3 <mark>✓ Save</mark>
	Title* Remark		
	Docume	ents	2

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.

<	Photograph 2	
		٥
		Ċ
		5
		$\stackrel{\rightarrow}{\leftarrow}$
		Ť↓
	No Camera Present	
	✓ Back	

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.

<	locument Folder	Save
F	itle*	
	cuments	
	Organize New folder	?

Figure 174: Adding File

Step 4:	Click Save	to confirm al	ll detail of	Finding

<	Finding		🗸 Sa	ive
[Finding Text*			ן
	Test			
	Level* U/S 🔻 Finding Numb	ver 1		ĺ
	Finding Date* 2/15/2024 Due Dat	te* 3/31/2024 III		
	CAP Submit Until [®] 3/29/2024 RCA Submit Un	ti* m		
	Figure 17	75: Save Finding		
<	Question 2 of 111	▲ Previous	✓ Ne	ext
	light/Equipment Light)			
	Result FI NA OS FC			
	Instructions Q	Rules		
		Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1		
		Flight Deck Inspection		
			J	
	Evidences +	Comments +		
	Findings +	Observations +		
	Finding #1 (Level: U/S, Due Date: 3/31/2024)	Observation Number: 1 (Type: Recommendation)		
	5/5/1/2024) Test	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

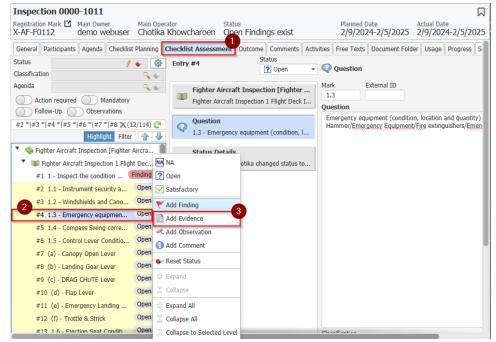


Figure 177: Adding Evidence

Step 2: Fill in following information

- 1. Fill the Suggested Status
- 2. Fill the Description

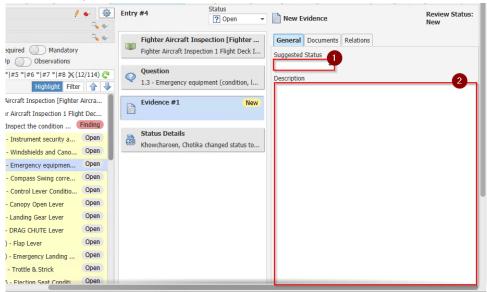


Figure 178: Fill in the evidence detail

Then, Click Save

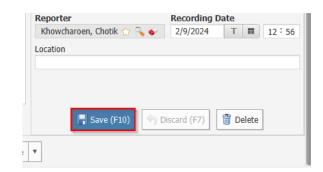


Figure 179: Click Save to confirm the evidence information

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

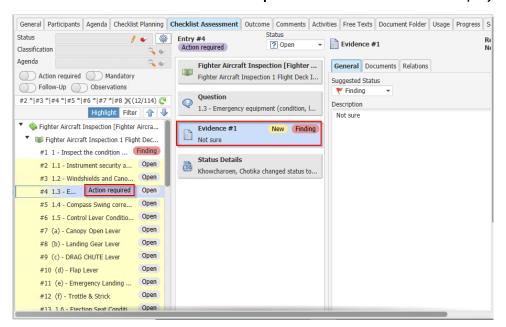


Figure 180: Evidence detail in Checklist

5.4.2 Using mobile-SL

Step 1: Select Question to add finding

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

	< Initial Inspection 0000-1011	+ New + Add
Q 	Flat Topic	
	<all> Filter</all>	Q (111/111) Sort by Question 💌
0	Mandatory Follow Up	
	#1 1 Inspect the condition of following items: Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 📮
₽⁄ ĵ£	#2 1.1 Instrument security and Lighting (Warning Light/Flashlight/Panel Light/Consold light/Equipment Light) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 💌 戻
•	#3 1.2 Windshields and Canopy (delamination, scratches, crazing, and general visibility, Canopy Seal, Machanism Lock) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC
	#4 1.3 Emergency equipment (condition, location and quantity) Hammer/Emergency Equipment/Fire extinguishers/Emergency Open Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 📮
	#5 1.4 Compass Swing correction card Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 💌 戻
	#6 1.5 Control Lever Condition. (chafing , cracks, dents, corrosion or other damage) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 📮
ф О	#7 (a) Canopy Open Lever Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 💌 戻

Figure 181: Select Question to add Evidence in mobile SL

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

#3 1.2 Windshields and Canopy (delamination, scratches, crazing, and general visibility, Canopy Seal, Machanism Lock)								
Result FI NA OS FC								
	ه ا							
	Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection							
Evidences	+ Comments +							
	Fighter Aircraft Inspection 1 [Fighter Aircraft Inspection]							
Findings	+ Observations +							

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

<	Evidence							3	 Save
Q				_					_
	Evidence Number*	1							
	Suggested Status		•			Location			
	Recording Date*	2/15/2024			16:59	Reporter*	You		
	Description								
	Documents							20	
								4	
l									

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.

<	Photograph	Save
		٥
		¢;
		5
		\leftarrow
		↑↓
	No Camera Present	

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.

<	Evidence							✓ Sav	ve
ſ									
	Evidence Number*	1							
	Suggested Status	•			Locati	on			
	Recording Date*	2/15/2024		16:59 🔹	Reporte	er* You			
	Description								
	谢 Please select a file								×
	← → ~ ↑ 🐍	> EMPIC >			~	Ö 🤇	Search EMPI	с	
	Organize 🔻 New	w folder						- 🔳 (?
	 Quick access Desktop Downloads 	mobileSL	.xmlresolve r.org	3D Objects	Contacts	Desktop	Documents	Downloads	î
	🔮 Documents 🦻	* ~							~
		File name:				~ AI	l Files (*.*)	```	/
						3	Open	Cancel	
	Documents						(

Figure 185: Adding File

Step 4: Click Save to save and confirm the information

<	Evidence						🗸 Save
	Evidence Number*	1					
	Suggested Status	Finding	•		Location		
	Recording Date*	2/15/2024		16:59 🔹	Reporter*	You	
	Description						

Figure 186: Save to confirm Evidence

#3 1.2 Windshields and Canopy (delamination, scratches, crazing, and general visibility, Canopy Seal, Machanism Lock) Result FI NA OS FC							
Instructions	Rules						
	Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection						
Evidences +	Comments +						
Evidence #1 (Finding) Test Evidence	Fighter Aircraft Inspection 1 [Fighter Aircraft Inspection]						

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

Constant Destining to Desta	- A	ning Checklist Assessment Outcome Comments Activities Free Texts Document Folder Usage Progress Si
Status Classification		try #2
Follow-Up Observ		Pighter Aircraft Inspection [Fighter] Mark External ID Fighter Aircraft Inspection 1 Flight Deck I 1.1 Question Question Instrument security and Lighting (Instrument security and Light(Consold light/Equipment Light)
 Fighter Aircraft Inspection Fighter Aircraft Inspector Fighter Aircraft Inspect Fighter Aircraft Inspect 1 - Inspect the condination 1.1 - Instrument second 1.2 - Windshields an #4 1.3 - Emergency equits #5 1.4 - Compass Swing #6 1.5 - Control Lever C #7 (a) - Canopy Open Li #8 (b) - Landing Gear Li #9 (c) - DRAG CHUTE Li #10 (d) - Flap Lever #11 (e) - Emergency La #12 (f) - Trottle & Strick 	₩ NA ? Open ✓ Satisfactory ✓ Add Finding Add Evidence ✓ Add Observation Add Comment ◆ Reset Status ◆ Expand ✓ Collapse ◆ Expand All	Status Details Chowcharoen, Chotika changed status to
#13 1.6 - Fiertion Seat (Collapse to Selected Le	evel et a state

Figure 188: Add observation

Step 2: Fill in following information

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

Registration Mark Amain Owner X-AF-F0112 demo webuser	Main Opera Chotika			Status Checklis	t plann	ed	Planned Dat 2/9/2024		ctual Date /9/2024 -	2/5/202	25
General Participants Ramp Data Agenda	a Checklist	Planning	Checklist Assessment	Outcome	Comme	nts Activitie	s Free Texts	Document Fold	er Usage	Progress	s S
Status //	 @ 	Entry #	2	itus Open	- -	Rew Ob	servation				
Agenda	<u> </u>			5 A							
Action required Mandatory Follow-Up Observations		138	Fighter Aircraft Inspecti Fighter Aircraft Inspection 1			General I Observatio	-	on Response Observation D	_	Comme bservation	
۶ (11- Highlight Filter	4/114) 🧟		Question 1.1 - Instrument security ar	nd Lighting	(Observatio	on Text			3	
Fighter Aircraft Inspection [Fighter /	Aircra		Observation #1								Ľ
 Fighter Aircraft Inspection 1 Flight 	t Dec	and a second									
#1 1 - Inspect the condition 🤳	Finding										
#2 1.1 - Instrument security a	Open		Status Details Khowcharoen, Chotika char	and status	to						
#3 1.2 - Windshields and Cano	Open		chowcharoen, chouka char	iyeu status							
#4 1.3 - Emergency equipmen	Open										
#5 1.4 - Compass Swing corre	Open										
#6 1.5 - Control Lever Conditio	Open										
#7 (a) - Canopy Open Lever	Open										
#8 (b) - Landing Gear Lever	Open										
#9 (c) - DRAG CHUTE Lever	Open										
#10 (d) - Flap Lever	Open										
#11 (e) - Emergency Landing	Open										
#12 (f) - Trottle & Strick	Open										
#13 1.6 - Fiertion Seat Conditi	Open	_			_						

Figure 189: Fill in the Observation detail

Then click at OK

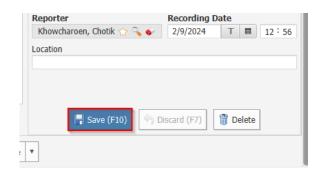


Figure 190: Click Save to confirm the Observation detail

The observation detail will be displayed as shown

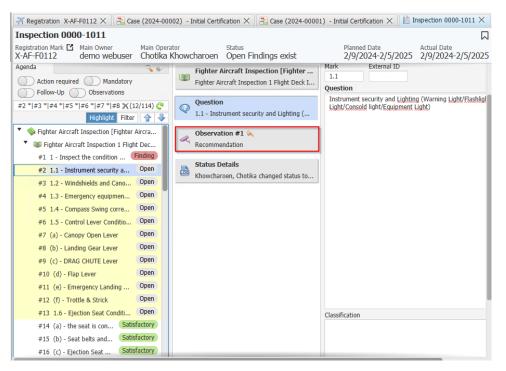


Figure 191: Observation detail in Checklist

5.5.2 Using mobile-SL

Step 1: Select Question to add Observation

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

	Initial Inspection 0000-1011	+: New + Add
Q []]	Flat Topic	Q (111/111) Sort by Question -
•	<all> Filter Mandatory Follow Up 2</all>	Q (111/111) Sort by Question -
	#1 1 Inspect the condition of following items: Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 📮
₽ <u>兼</u>	#2 1.1 Instrument security and Lighting (Warning Light/Flashlight/Panel Light/Consold light/Equipment Light) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🖛 🗐
>	#3 1.2 Windshields and Canopy (delamination, scratches, crazing, and general visibility, Canopy Seal, Machanism Lock) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 💌 🗐
	#4 1.3 Emergency equipment (condition, location and quantity) Hammer/Emergency Equipment/Fire extinguishers/Emergency Open Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🛋 🗐
	#5 1.4 Compass Swing correction card Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 厚
	#6 1.5 Control Lever Condition. (chafing , cracks, dents, corrosion or other damage) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 🗐
ф 0	#7 (a) Canopy Open Lever Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC FC

Figure 192: Select Question to add Observation in mobile SL

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

#4 1.3 Emergency equipment (condition, local Equipment/Fire extinguishers/Emergency Opt Result FI NA OS FC	tion and quantity) Hammer/Emergency en
Instructions Q	Rules
	Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection
Evidences +	Comments +
Findings +	Observations +

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

<	Observation					5	Save
	Type*	·	 	-0		Comments	+
	Observation Date*				I		
	Observation Number	2			I		
	Reference				I		
	Recording Date*	2/16/2024	10:44	*	I		
	Reporter	You			I		
	Location				I		
Ì	Observation Text*					2	
	Document Folders					3	+
						•	

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

<	New Comn	nent			✓ Save
	Title Description				
	Туре	•	Sort Order		Internal

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.

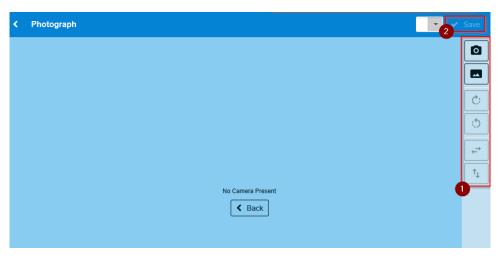


Figure 196: Adding Photo

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.

()	Document Fol	der									✓ Save
	Title"										
Do	ocuments										
	谢 Please select a	file									×
	$\leftarrow \ \ \rightarrow \ \ \checkmark \ $	🤱 > EMPI	с					~	٩ ،	Search EMPIC	
	Organize 🔻	New folder						2			- 🔳 🕐
	✓ Quick acces ✓ Desktop ✓ Download ✓ Documen	* s *	.mobileSL	.xmlresolve r.org	3D Objects	2 Contacts	Desktop	Documents	Downloads	Favorites	Links
		File nam	ne:				HECH			les (*.*)	~
									3-	Open	Cancel

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

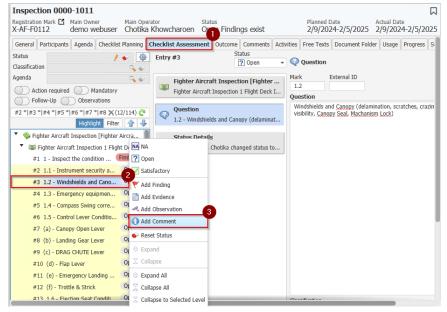


Figure 198: Add comment

Step 2: Fill in following information

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

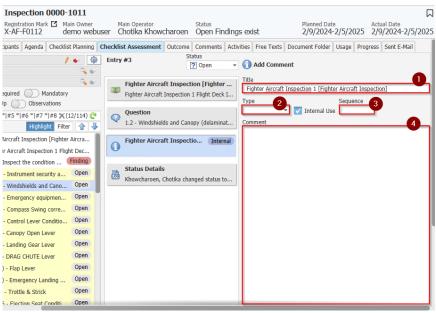


Figure 199: Fill in the Comment detail

Then click at Save

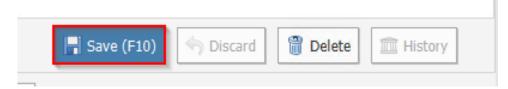


Figure 200: Click Save to confirm the Comment detail

The comment detail will be displayed as shown below

Inspection 0000-1011		<u>م</u>
Registration Mark 🖸 Main Owner M	in Operator Status otika Khowcharoen Open Findings exist	Planned Date Actual Date 2/9/2024-2/5/2025 2/9/2024-2/5/2025
Agenda Action required Mandatory Follow-Up Observations #2 * #3 * #4 * #5 * #6 * #7 * #8 *(12/1 Highlight Filter S Fighter Aircraft Inspection [Fighter Aircr	1.2 - Windshields and Canopy (delaminat	Title Fighter Aircraft Inspection 1 [Fighter Aircraft Inspection] Type Sequence Type Type Type Sequence Type Type Type Sequence Type Sequence Seque
Fighter Aircraft Inspection 1 Flight Dr. #1 1 - Inspect the condition Find #2 1.1 - Instrument security a Or #3 1.2 - Windshields and Cano Or #4 1.3 - Emergency equipmen Or #5 1.4 - Compass Swing corre Of #6 1.5 - Control Lever Conditio Of #7 (a) - Canopy Open Lever	Status Details Status Details Khowcharoen, Chotika changed status to an an an	
#8 (b) - Landing Gear Lever Of #9 (c) - DRAG CHUTE Lever Of #10 (d) - Flap Lever Of #11 (e) - Emergency Landing Of #12 (f) - Trottle & Strick Of #13 1.6 - Ejection Seat Conditi Of #14 (a) - the seat is con Satisfact	en en en en	
#15 (b) - Seat belts and Satisfact #16 (c) - Ejection Seat Satisfact		

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

	Initial Inspection 0000-1011	+ New + Add
Q []	Flat Topic	
	<all> Filter</all>	Q (111/111) Sort by Question 💌
0	Mandatory Follow Up	
	#1 1 Inspect the condition of following items: Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 戻
₽⁄ Ĵ	#2 1.1 Instrument security and Lighting (Warning Light/Flashlight/Panel Light/Consold light/Equipment Light) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 💌 戻
>	#3 1.2 Windshields and Canopy (delamination, scratches, crazing, and general visibility, Canopy Seal, Machanism Lock) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 📮
	#4 1.3 Emergency equipment (condition, location and quantity) Hammer/Emergency Equipment/Fire extinguishers/Emergency Open Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 戻
	#5 1.4 Compass Swing correction card Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 💌 戻
	#6 1.5 Control Lever Condition. (chafing , cracks, dents, corrosion or other damage) Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 🔳 📮
ф О	#7 (a) Canopy Open Lever Topics: Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection;	FI NA OS FC 💌 戻

Figure 202: Select Question to add Comment in mobile SL

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

< Question 5 of 111	A Previo	bus 🗸 Next
#5 1.4 Compass Swing correction card Result FI NA OS FC		
Instructions Q	Rules Fighter Aircraft Inspection (Fighter Aircraft Inspection) 1 Flight Deck Inspection	
Evidences +	Comments	+

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

<	New Comm	ent	2 -	Save
_		0		_
				_
	Title			
L	Description			
L				
L				
L				
L				
L				
L				
L				
	Туре	Sort Order	Internal	

Figure 204: Add Comment detail

5.7 Print Checklist and Audit Report Step 1: Click Free Texts tab to create new Free texts

hecklist Name Checklist Division of MAA 0 hecklist Name Checklist Compliance Review and Approval Checklist 0 0	Checklist Name Checklist Division of Checklist Name Checklist Compliance R Objective/Scope or Specific info Audit Report Objective of t			
hecklist Name Checklist Compliance Review and Approval Checklist 0 bjective/Scope or Specific info Audit Report Objective of this audit 0	Checklist Name Checklist Compliance F Objective/Scope or Specific info Audit Report Objective of t		Sequ	
bjective/Scope or Specific info Audit Report Objective of this audit 0	Objective/Scope or Specific info Audit Report Objective of t	MAA	0	
		Compliance Review and Approval Checklist		
ub unit or document where finding was Audit Report - 0		Objective of this audit		
	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

Show Details	New (F5)	/ Edit (F2)	Delete (F8)
	History	rint More	•

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 Texi

🗎 Inspection 0000-1011 $ ightarrow {f T}$ New Free Text Block
Template
Checklist
Displayed Name
Checklist Name
Title 3
Text
. "
Sequence Number
0
5
✓ OK (F10) X Cancel (F11)

Figure 207: Fill in the Free Text detail

Step 3: Select General tab

Inspection 00 Registration Mark [🖸 Main Owner 🛛 Main Op			tatus	المحسسان		lanned D		Actual Dat		۲ ۲۰۰۰
X-AF-F0112	demo webuser Chotik			hecklist p				24-2/20/2024			
	oants Agenda Checklist Planning	Checklist	Assessment	Outcome	Comments			exts Document Fold	r Usage	Progress	Ser
Date						Assignn	ments				
Planned	_	Actual				Registr	ration	X-AF-F0112			
Days 1	Approximate Date	Days	1			Reason	/Motivati	AD			
Start 2/20/20	024 8:00 AM	Start	2/20/2024	8:00 AM		Reason	mouvau	on			
End 2/20/20	024 4:00 PM	End	2/20/2024	4:00 PM							
Time Zone (GM	T+07:00) Asia/Bangkok										
General											
Context	Certificate of Airworthiness										
Туре	Inspection										
	Announce Follow-Up										
Subtype											
Phase						Classific	ation				
Method											
Oversight Office											
Organiser	Khowcharoen, Chotika										
-	Kilowenaroen, Chouka										
Form Number											
File Reference	File R	eference Da	te								
External ID											
Locations											
0					Q (0/0)						

Figure 208: General tab

Step 4: Click Print to print checklist or a	udit report
---------------------------------------------	-------------

Inspection 00					
Registration Mark X-AF-F0112	Main Owner demo webuser	Main Operator Chotika Khowcharoen	Status Checklist planned	Planned Date 2/20/2024-2/20/2024	Actual Date 2/20/2024-2/20/2024
Context	Certificate of Airworth	ness			
Туре	Inspection				
	Announce Foll	ow-Up			
Subtype					
Phase				Classification	
Method					
Oversight Office					
Organiser	Khowcharoen, Chotika				
Form Number					
File Reference	ð	File Reference Date			
External ID					
Locations					
0			(0/0)		
Name	 Location Type 	Additional Information	S		
			🥖 Edit (F2)		
		Ĩ	History	• More 🔻	

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

Aud	Audit Report 👻						
Audi	Audit Report						
Che	ckli	ist					
	General	Language					
للمعاملة المحمد الترماطين	Addronal Fields						
		Print Preview Debug K Cancel (F11)					

Figure 210: Choose the print template to print Audit Report

	dist Torrent Cover Letter Main Document Language
General	📾 English 👻
Additional Fields	Print Full Text of Rules Print Alerts Sort by
	Print Preview Debug Cancel (F11)

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

Handler Name	Finding	Printing is possibl
Pre-Processing	No new topics can be planned once the surveillance activity report has been printed. Continue?	4
	Continuer	

Figure 212: Proceed to print the report

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

)						
Organi	sation:						
X-AF-F	60112						
Addre	SS:						
Conta	Contact Name: Tel no: Email:						
Reference: - Helicopter Inspection [Helicopter Inspection]							
No.	Subject	Refe	rence	s	U	N/A	Comment
	2 Cabin Inspection						
a.	Conformity of Placards and Marking			\checkmark			
	1 Flight Deck Inspection						
1	Inspect the following			\checkmark			
a.	Instrument security and range markings			\checkmark			
b.	Windows (delamination, scratches, crazing, and general visibility)			✓			

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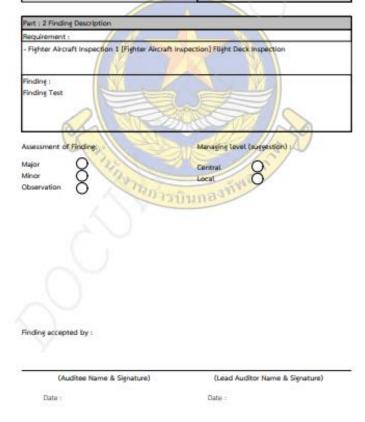
Figure 213: Printed Checklist



Audit Report Form

Finding Report

Part : 1 General info	
Unit : Chotika Khowcharoen	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





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

Inspection 0000-1011					
Registration Mark Main Owner X-AF-F0112 demo webuser		Status roen Open Findings ex xt: Corrective Action Plan 2/9		Planned Date 2/9/2024-2/5/2025	Actual Date 2/9/2024-2/5/2025
#1 1 - Inspect the condition #2 1.1 - Instrument security a #3 1.2 - Windshields and Cano #4 1.3 - E #5 1.4 - Compass Swing corre #6 1.5 - Control Lever Condition #7 (a) - Canopy Open Lever #8 (b) - Landing Gear Lever #9 (c) - DRAG CHUTE Lever	Finding Open Open Open Open Open Open Open Open	rrective Action Plan 2/9	2024 5/2024		
#15 (b) - Seat belts and Satis #16 (c) - Ejection Seat Satis	Open Open Open Sfactory Sfactory			sification	_
#18 2 - System Operatio Satis	sfactory		Delete		
📓 Validate Checklist	<	Finding V More V	Set Surveilla Release for More	2 (F10)	S Discard

Figure 215: Release finding to WEB

Inspection 000	0-1011			
Registration Mark C X-AF-F0112	Main Owner demo webuser	Main Operator Chotika Khowcharoen	Status Surveillance Activity Report printed	Ac 2/
Inspection 0000-	-1011 〉 🖂 Send	E-Mail Pertaining to Surveil	lance Activity	
From		C	c	
chotika@to70.co.th				€ 🔶
То		B	CC	
chotika@to70.co.th;	chotika@to70.co.th	2.		ے 😜
Subject				
Corrective Action Ha	ndling ready for Audit	*0000-1011* from 09/02/2024	•	
Message				
			*A • 🖼 •	
Paragraph 🔻		▼ 12 pt ▼ B		
for Audit *0000- activity: https://1	1011* from 09/02 0.107.20.161:888	/2024. The following link	n the Corrective Action Plans and/or Closing Action guides you directly to the according surveillance <u>gListTilesView?id=1011</u> You have *0* open findir roen	
		Send E-Mail	Cancel (F11)	

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

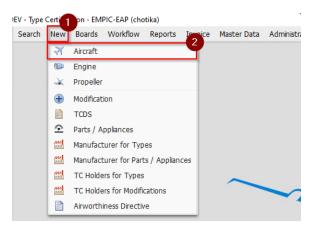


Figure 218: Create new Aircraft

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

earch	New : Aircraft		Workflow	Reports	Invoice	Master Data	Administration	Profile	neip		Q	М
Type – Name		0	Model C	Category	2	Nat. T	ype Acceptance N	° (3	Orphan (Deter	rmined by the System)		
Serial N	lumbers						Remark					
Airfram		7			ICA	0		Max. F	Passengers	Min. Crew		
		4										
итом			Unit		MLM	1	Unit					
(a.)	e (cbm)		-	*				AF	R May Change MTOM	AR May Change MLM BRS Installed		
/oiume	e (com)					Captive Balloor	n / Airshin	B	uilder Data Required	No -		
Certific	ation Bas	is				orthiness Cate			enance Group			
					•		16		*	Restricted		
EL	A1					ELA2		Pa	art-ML	Complex Aircraft		
												_

Figure 219: Fill in the Aircraft detail

Step 4: Add Manufacturer

Select Manufacturer tab

Test									
ID 1050	Model Type Aircraft	Model C Airplai		Data Sheet	TC Holder fo	or Types	мтом 0.0 k		Record No.
Gener	al							<mark>(0/0) 🔍 (</mark>	
Туре		Start	End	Name		Addr	Prod	Man	
Validat	tion								
Synon	yms								
Groups	5								
Manufa	acturers								
TCDSe	S								
Modifie	ations								
Parts /	Appliances								
Regist	rations in AR								
Mappir	ng								
Case M	lanagement								
Certific	ate								
Enviro	nment								
Corres	pondence								
Docum	ent Folder								



Then, click New

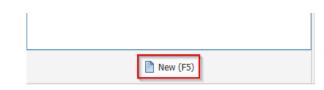


Figure 221: Click New to create new Manufacturer

Step 5: Select Manufacturer

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

General						₽(1/1)	Name
Туре							
Validation	Start	End	Name	Addr	Prod	Man	Address
Synonyms							Address
Groups							Production Certificate No.
Manufacturers							Froudelion Certificate No.
TCDSes							Manufactured in
Modifications							
Parts / Appliances							Start
Registrations in AR							T
Mapping							End
Case Management							T
Certificate							Description
Environment							
Correspondence							
Document Folder							
							2

Figure 222: Fill in the Manufacturer detail

6.2 Create Engine

Step 1: Create New Engine

- 1. Click New
- 2. Click Engine

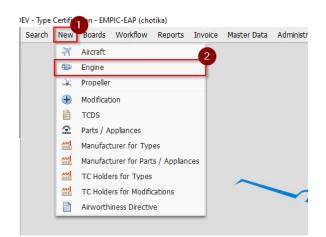


Figure 223: Create new Engine

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

S New: Engine X	
Type Model Category Nat. Type Acceptance No. Serial Numbers Remark	
Performance Maximum Power Maximum Continuous Power Units of Power	

Figure 224: Fill in the Engine detail

Step 3: Click Add Propeller

Test ID Model Typ 1051 Engine	
Case Management Environment Correspondence	e Maximum Power Maximum Continuous Power Units of Power
Document Folder	Sub-Types
	Quantity 🗍 ID 👫 Name Type Manufacturer f TC Holder for T Country
	Add Propeller Remove

Figure 225: Adding the Propeller in Engine

Step 4: Select Engine's Propeller

- 1. Click Search
- 2. Select Propeller

	el Type Model Ca gine Turbojo		a Sheet TC F	lolder for Typ	es					
💷 Type Te	est - ID 1051 🔪 🤇	Search Ty	pes							
Smart Adv	anced	· -					×	1 Search (F9)		ą
Model 🔻	Model Category	Manufact	Name	Sub-Typ	MTOM [kg]	MLM [kg]	Used in AR	Active Re	Legal Basis	♀ (43/4) Validated
Propeller	Propeller		Test				0	0	- 2	
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

eneral	Туре —							
/pe	Name		Model Cate	gory	Nat. Type Acceptance No.			
idation	Test		Turboprop	*	XXX	Orphan 🗸	(Overruled by the Us	er)
nonyms	Serial Numbers				Rema	ark		
oups								
anufacturers								
DSes								
odifications								
arts / Appliances								
gistrations in AR								
se Management	Performance							
vironment	Maximum Power		Maximum C	ontinuou	s Power Units of Power			
prrespondence				onenaoe	-			
ocument Folder								
	Sub-Types						1	
	Quantity 🕈	ID	ŧ.	Name	Туре	Manufacturer f	TC Holder for T	Country
		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

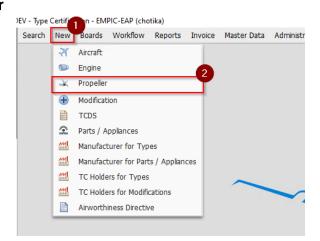


Figure 228: Create new Propeller

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

X New: Propeller X		Nat. Type Acceptance No.
Serial Numbers		Remark
- Components		
Hub	Blade	Number of Blades
		✓ OK (F10) Cancel (F11)

Figure 229: Fill in the Propeller detail

6.4 Create TCDSes

Step 1: In TC module, select TCDSes

Search New Boards Workflow I	Reports Invoice	Master Data Administration Profil	e Help
Recently Used	Þ		
🛪 Types	Ctrl+T		X Search (F9)
Hodifications	Ctrl+J		
TCDSes	Ctrl+D		
Parts / Appliances	Ctrl+B	Issue No.	TC Holder for Types
Manufacturers for Types			
Manufacturers for Parts / Applian	ces –	intered characters are sear	rched in:
TC Holders for Types		Data Sheet: TC Ident. No.	T
TC Holders for Modifications		Data Sheet: TC Holder for	
Airworthiness Directives	Ctrl+I	Data Sheet: Type Design	2
🔁 Case			

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

TC Ident. No.	Holder
Test	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
Type Design	2 Country
Military Standard	Y
Issue No.	Experimental
Issue Date	Type of TCDS
T	TCDS
Restricted	
Description	
	4 → OK (F10) Cancel (F11)

Figure 231: Fill in TCDS information

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

Test				7
Type of TCDS TCDS	Restricted H No	older Type Design Military Standard		
General Typ	Document	Folder Case Management		
				🔎 (0/0)
Name	*	Model Category	Manufacturer for Types (Period)	Current
		🕂 Add (F5) / Edit (F2) — Remove (F8) 🗁 Open (F10)	

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

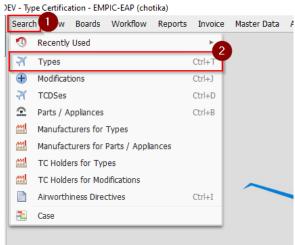


Figure 233: Search for Aircraft Type

Step 2: Select Aircraft

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

Smart Adva	anced						X	earch (F9)		
										<mark>,2(</mark> 4
Model T▼	Model Category	Manufact	Name	Sub-Type	MTOM [kg]	MLM [kg]	Used in AR	Active Re	Legal Basis	Valida
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	2
Aircraft	Airplane	Sikorsky Ai	Test		0.0	0.00	0	0	Others	-

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

🔍 Search Types 🗙	Type Test - ID 1050 X
Test	D D D D D D D D D D D D D D D D D D D
ID Model Type 1050 Aircraft	Model Category Data Sheet TC Holder for Types MTOM EASA Record No. Airplane 0.0 kg
General	Validated
Туре	Validation Remark
Validation	
Synonyms	
Groups Manufacturers	
TCDSes	
Modifications	
Parts / Appliances	
Registrations in AR	
Mapping	Validation Date
Case Management	2/12/2024 T I
Certificate	Validated by
Environment	chotika4
Correspondence	4 Discard (F7)
Document Folder	

Figure 235: Fill the validation remarking in print template

Step 4: Click Print

$\stackrel{\bigcirc}{\sim}$ Search Types $ imes$	Type Test - ID 1050 X	
Test ^{ID Model Type} 1050 Aircraft	Model Category Data Sheet TC Holder for Types MTOM EASA Record No. Airplane 0.0 kg	5
Mapping Case Management Certificate Environment	0.0 kg 0.0 kg AR May Change M AR May Change M Volume (cbm) BRS Installed Certification Basis Captive Balloon / Airship Builder Data Requ No	
Correspondence Document Folder	ELA1 ELA2 Part-ML Complex Aircraft	
	Sub-Types Number of Engines 0 0 Quantity ID Name Type Model Category Manufacture TC Holder fo Country	
	Save (F10) Save (F7) Cept Copy Reload The History	

Figure 236: Click Print to print Certificate

Step 5: Select TC Validation print template

🔍 Search Types 🗙 🛛 🛪 Type Test - ID 1050 🗙 🗋 Choose Print Action 🗙	
Please select a print action	•
STC Validation	
TC Validation	

Figure 237: Select the print template

Step 6: Select Signature

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

Sea		×	🛪 Туре Т	est - ID 1050 X Choose Print Action X		
		er M	1ain Docume	nt		1
Gener	Languag IIII Engli Signature	ish ·	•			
al Fiel	📕 Sigr	nature	e Selection		×	
dd ti or	\odot				<mark>,2</mark> (1/1)	
Ac	(i)		Fallback to	Competent Person Signature		
				TEST SIGNATURE ROYAL THAT AIR FORCE		
				3		
				OK (F10)		

Figure 238: Select the Signature template

Step 7: Click Print to print TC Validation

Search Types X 🛛 🛪 Type Test - ID 1050 X 🖾 Choose Print Action X
TC Validation 💌
Cover Letter Main Document
Image: The product of the second
Print Preview Debug Cancel (F11)

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

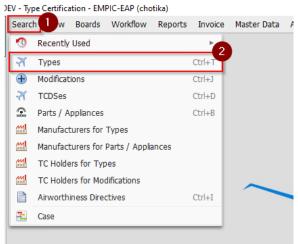


Figure 241: Search for Aircraft Type

Step 2: Select Aircraft

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

Smart Adva	anced						X	earch (F9)		
										<mark>,2 (</mark> 4
Model T▼	Model Category	Manufact	Name	Sub-Type	MTOM [kg]	MLM [kg]	Used in AR	Active Re	Legal Basis	Valida
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	2
Aircraft	Airplane	Sikorsky Ai	Test		0.0	0.00	0	0	Others	

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

🔍 Search Types 🗙	Type Test - ID 1050 X
Test	D D D D D D D D D D D D D D D D D D D
ID Model Type 1050 Aircraft	Model Category Data Sheet TC Holder for Types MTOM EASA Record No. Airplane 0.0 kg
General	Validated
Туре	Validation Remark
Validation	
Synonyms	
Groups Manufacturers	
TCDSes	
Modifications	
Parts / Appliances	
Registrations in AR	
Mapping	Validation Date
Case Management	2/12/2024 T I
Certificate	Validated by
Environment	chotika4
Correspondence	4 Discard (F7)
Document Folder	

Figure 243: Fill the validation remarking in print template

Step 4: Click Print

$\stackrel{\bigcirc}{\sim}$ Search Types $ imes$	Type Test - ID 1050 X	
Test ^{ID Model Type} 1050 Aircraft	Model Category Data Sheet TC Holder for Types MTOM EASA Record No. Airplane 0.0 kg	5
Mapping Case Management Certificate Environment	0.0 kg 0.0 kg AR May Change M AR May Change M Volume (cbm) BRS Installed Certification Basis Captive Balloon / Airship Builder Data Requ No	
Correspondence Document Folder	ELA1 ELA2 Part-ML Complex Aircraft	
	Sub-Types Number of Engines 0 0 Quantity ID Name Type Model Category Manufacture TC Holder fo Country	
	Save (F10) Save (F7) Cept Copy Reload The History	

Figure 244: Click Print to print Certificate

Step 5: Select STC Validation print template

Search Types 🗙 🦷 Type Test - ID 1050 🗙 🛛 🚨 Choose Print Action 🗙	
Please select a print action	•
STC Validation	
TC Validation	

Figure 245: Select the print template

Step 6: Select Signature

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

C Validation	i	Main Docur	Test - ID 1050 X Choose Print Action X		
Langu En Er	age Iglish				•
📕 🛲 Sigi	nature	e Selection		×	
				<mark>,2 (1/1)</mark>	
2		Fallback to	Competent Person Signature	2	
			TEST SIGNATURE ROYAL THAT AIR FORCE		
			ОК (F10) X Сапсеl (F11)	_	

Figure 246: Select the Signature template

Step 7: Click Print to print STC Validation

Se Se	earch Types 🗙 🛛 🛪 Type Test - ID 1050 🗙 🗋 Choose Print Action 🗙	
STC	Validation	•
	Cover Letter Main Document	
General		
Additional Fields	TEST SIGNATURE ROYAL THAI AIR FORCE	
A.		
	Preview Debug Cancel (F11)	

Figure 247: Click Print to print

		เลขที่หนังสือออก
	สำนักงานการบินกองทัพอากาศ	I
	MILITARY AVIATION AUTHOR	ITY
1	หนังสือรับรองใบรับรองแบบส่วนเพิ่มเติมขอ	งต่างประเทศ
	เพื่อการขอใบสำคัญสมควรเดินอาเ	กาศ
LETTER OF V	ALIDATION OF FOREIGN SUPPLEMEN	TAL TYPE CERTIFICATE
TO BE USE	ED IN APPLICATION FOR CERTIFICATE หนังสือฉบับนี้ออกให้เพื่อรับรองว่า	
This Le	tter validates the following Supplement	al Type Certificate:
แบบของอากาศยาน (M	Model): Test	
ใบรับรองแบบเลขที่ (T	ype Certificate No): null	
ผู้ได้รับใบรับรองแบบ (Type Certificate Holder): null	
	IN (The issuing Authority/The State of De	esign):
	r): Sikorsky Aircraft Corporation	
ู้ โดยมีใบรับรองแบบส่ว		
(with the following	Supplemental Type Certificates):	
ใบรับรองแบบ	รายการเปลี่ยนแปลงแบบที่ออก	หน่วยงานที่ออก/ประเทศ
สวนเพิ่มเดิมเลขที่	(Description of the Type	(The Issuing Authority/
(STC No.)	Design Change)	The State of Design)
null	null	

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

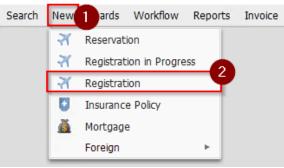


Figure 250: Create New Aircraft Registration

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

1									
Search	New	Boards	Workflow	Reports	Invoice	Master Data	Administration	Profile	Help
🟹 New	/ Registr	ation $ imes$							
Registr AF-		lark		Registratior	Marks				
2/12/2		т 2	nitially	T					
Ownersh	nip (3								
Location									Ŧ
Assignm	ent			-4					
ICA(0 24-bit	Address F	Required		5				
				🗸 OK (F10		ancel (F11)			

Figure 251: Fill in the Registration detail

7.2 Add Owner/ Operator

Step 1: Search Registration

- 1. Click Search
- 2. Select Registration

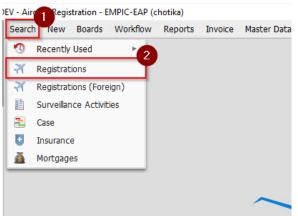


Figure 252: Search for Aircraft Registration

Step 2: Select Aircraft Registration

- 1. Click Search
- 2. Select Aircraft Registration

Smart A	lvanced						>	K 🥄 Se	arch (F9)			4
												<mark>/2/</mark> 2
Marker	Registrati	Status	Reserved on	Registere	Airwort 🔺	Deregiste	Manufact	Model	Serial N	0.	Main Owner	Main Ope
Marker	Registrati X-AF-F0112	Status Registered	Reserved on	Registere 1/29/2024	Airwort 🔺	Deregiste	Manufact Sikorsky A			-	Main Owner demo web	

Figure 253: Selected the aircraft registration

Step 3: Select Owner tab

AF-XXX Registered	d)	
Owner Reg Operator O/O (eserved on Manufacturer Manufactured in Jistered on 2/12/2024 Model Category Change on Serial No. MTOM/MLM jistered on Constructed TSN/TSO	
General	Register Owner Action Scopes ELT 406	
General TC		
	Register Registration Mark	
TC		

Figure 254: Owner tab in Aircraft Registration

Step 4: Click Add/Edit O/O tab

			Show w	ith History		
pplicant/Owner/Opera	ator					
Гуре	Cust	Exte Trad Name				Share Valu
		Add/Edit Applicants	- Artivate	Applicants	🕾 Delete Ar	mlicants
/	Add/Edit O/O (F5)	/ Add/Edit Applicants	Activate	Applicants	🗍 Delete Ap	oplicants
wner	Add/Edit O/O (F5)	Add/Edit Applicants	Activate	Applicants Operator	🗍 Delete Ap	pplicants
wner	Add/Edit O/O (F5)	Add/Edit Applicants			Delete Ap	

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

Airworthy u Ow Opera Invoice	ner Regist itor O/O Cha	ered o ange o	on 2/12/2024 on	Mode Serial No.	MTOM/MLM					
🛪 Regist	ration AF-XXX	> A	.dd/Edit Owner/Ope	rator >	🔍 Search Persons/Organis	ations			0	
Smart A	dvanced						×	Search (F	9)	ę
										P (7/
Marker	Custome	т	First Name/Na…▲	Used	Last Name/Name	Date of B	Status	Exte	Address	With Company
	1040	m			Demo		Active			
	1041	m			Test Org		Active		TH-999	
	1042	m			Test Org Sub Org		Active			
	1000	m			Military Aviation Authority		Active			
0	1010	4	Chotika	1	Khowcharoen		Active			
	1020	8	demo	1	webuser	3/12/1995	Active		TH-101	
	1030	2	Test		Test		Active		TH-999	Demo 2

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 Reserved on Manufacturer Manufactured in Owner Registered on 2/12/2024 Model Category Operator O/O change on Serial No. MTOM/MLM Invoice to Deregistered on Constructed TSN/TSO	
Registration AF-XXX > Add/Edit Owner/Operator	
Valid from 2/12/2024	Sum of Share Values:
Future Set of Owners / Operators	
Type Custom Externa Trade Name Share Remark	
New (F5)	

Figure 257: Click New to create Owner/Operator

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

Registration AF-XXX > Add/Edit Ow	ner/Operator > Create Owner/Operator
Name Test Test Address 99999 Bangkok	
	/ Edit (F2)
Details	
Type Main Owner	
Share Main Owner Main Operator	
Nu Part Operator Part Owner Denominator	
Value [%]	
Remark	
	2 ✓ OK (F10) ✓ Cancel (F11)

Figure 258: Select type of selected Owner/Operator

Step 7: Click OK to confirm

AF-XXX Registered invorthy until Owner Reserved on 2/12/2024 Registered on 2/12/2024 Manufacturer Model Serial No. Manufactured in Category Model Serial No. Invoice to Deregistered on Constructed TSN/TSO Invoice to Deregistered on Invoice to Invoice to Invoice to Deregistered on Invoice to Invoice to Invoice to Deregistered on Invoice to Invo	💫 Search Registi	rations $ imes$	🛪 Registrat	tion AF-XXX $ imes$			
Ówner Registered on 2/12/2024 Model Category Operator O/O Change on Serial No. MTOM/MLM Invoice to Deregistered on Constructed TSN/TSO	F-XXX Regi	istered					L
New (F5)	Operator	Registered O/O Change	on 2/12/2 on	024 Mo Serial	del Category No. MTOM/MLM		
	🛪 Registration	AF-XXX 🔪	Add/Edit O	wner/Operato	r		
Changes to Current Set of Owners / Operators				Ľ	New (F5) 🖋 Edit (F2) 🗍 Del	ete (F8)	
	Changes to Curr	ent Set of O	wners / Ope	erators			
Type 🔺 Custo Extern Trade Name Share Remark Statu	Туре 🔺	Custo	Extern	Trade Name		Share Remark	Status
Main Owner 1030 Test Test New	Main Owner	1030		Test T	est		New
						٦	
					✓ OK (F10) X Cancel (F11)		

Figure 259: Click OK to confirm the added detail

7.3 Add Representative of Aircraft

Step 1: Choose Representative

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

= Workflow Tasks $ imes$	🐣 User Activity 'Assign inspector in CASE' (1654) 🗙 🔀 Case (2024-00032) - Initial Certification 🗙 🕅 🏹 Registration AF-SAA	la ×
Airworthy until 2/4/2025	n in Progress Others 2010 Airplane Reserved on Registered on Officers Sikorsky Aircraft Corporation Officerange on Officerange on Serial No. 111 MTOM/MLM 1,300.0 kg / 1,500. TSN/TSO	0 kg
General	Register Owner Action Scopes ELT 406	
TC Contract	Applicant/Owner/Operator	
Insurance IDERA Deviations Suspensions AMP Maintenance OAS References Surveillance Case Management Inspectory/Delegates Inspections Accidents Board Document Folder	Type 3 Cust Exter Trad Name Share Applcant Man Owner 1072 Royal Thai Air Force Image: Share Image: Share Applcant Man Operator Royal Thai Air Force Image: Share Image: Share Image: Share Image: Share Image: Share Image: Share Image: Share Image: Share	Valu
Invoice Management Alerts/File Notes Mortgage De- / Non-Registration Configuration Sent E-Mail Related Workflow Jobs	Image: Add/Edit O/O (F5) Image: Add/Edit Applicants Image: Add/Edit Applicants Image: Bolete Applicants Owner Operator Type C [Ex] Tr Name Share Valid f Valid Type	

Figure 260: Add Represented by

Step 2: Click Add to add the representator

🧧 Workflow Tasks 🗙	🕀 User Activity 'Assign inspector	in CASE' (1654) 🗙 🔁 Case (2	2024-00032) - Initial Certifica	tion 🗙 🏹 Registration AF-SAAB 🗙
AF-SAAB Registration	on in Progress	Others	TC Airplane	
Airworthy until 2/4/2025 Owner Royal Tha Operator wing7, - Invoice to	5 Reser ai Air Force, Bangkok Registe 0/0 Cha Deregiste	red on Model F32 nge on Serial No. 111	Aircraft Corporation Mar	utfactured in Category Airplane MTOM/MLM 1,300.0 kg / 1,500.0 kg TSN/TSO
Registration AF-SAA	B > Representatives for Appli	cant/Owner/Operator		
				<mark>,</mark> (0/0)
User Name	▲ Last Name	First Name	WEB User WEB Use 0	Case
		(F5) Remove (F8)	History Kack	

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

WEB Use Case				:
WEB Use Case: Sele	ct User			
1 Select User	✓ ○ Show all of this organ	isation 🔘 Show All		
2 Select Use Cases	\otimes			🔎 (16/16) 🧟
	User Name	Last Name	First Name	WEB User Status
	chotika.khowcharoen	Khowcharoen	Chotika	Active
	danai.gosai	Gosai	Danai	Active
	demo.webuser	webuser	demo	Active
	matoy.nonnoi	Nonnoi	Matoy	Active
	matoyja.matoy	matoy	matoyja	Active
	mith.putti	putti	mith	Active
	mputtunun.justin	justin	mputtinun	Active
	nongname.nonyer	nonyer	nongname	Active
	paweela.wuttichok	wuttichok	paweela	Active
	peter.parker	Parker	Peter	Active
	pinky.amtyk	amtyk	pinky	Active
	pory.rarity	Rarity	Pory	Active
	sam.one	one	sam	Active
	test.test	Test	Test	Active
	wansika.prayalor	prayalor	wansika	Active
	wingsix.person	Person	WingSix	Active
				3
🗙 Cancel (F	-11)			➡ Next

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

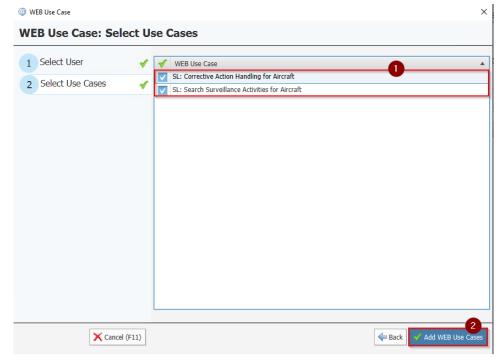


Figure 263: Select WEB Use Case

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

AF-SAAB Registration in	Progress	Others	<i> TC</i> Airpla	ne
Airworthy until 2/4/2025 Owner Royal Thai Air Operator wing7, - Invoice to		ved on Manufacturer Sikorsky ered on Model F32 nge on Serial No. 111		ation Manufactured in Category Airplane MTOM/MLM 1,300.0 kg / 1,500.0 kg TSN/TSO
Registration AF-SAAB	Representatives for Appl	icant/Owner/Operator		
				ب (۱
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

	nge on	12/2024	Model	nufactured in Category MTOM/MLM TSN/TSO			7
General	Туре	Environment	Provisional Typ	e Modifications	Flight Hours 🔒 I		
TC							
Contract	Descrip	tion	Value			Legal Basis	MTON
Insurance						MOPSC	MLN
IDERA						0.11	
Deviations						Builder	
Suspensions							
AMP						Certification Basis	
Maintenance						Airworthiness Categories	
OAS References						Min. Crew	
Surveillance							
Case Management						ELA1	
Inspectors/Delegates						Complex Type	
Inspections							
Accidents							
Board Documents							
Document Folder							
Invoice Management							
Alerts/File Notes							
Mortgage							
De- / Non-Registration							
Configuration							
Sent E-Mail							
Related Workflow Jobs	Туре	AR ID TO ID		Manufacturer	Manufact Prod		Pos Orph

Figure 265: TC tab in Aircraft Registration

Then, click Select Type

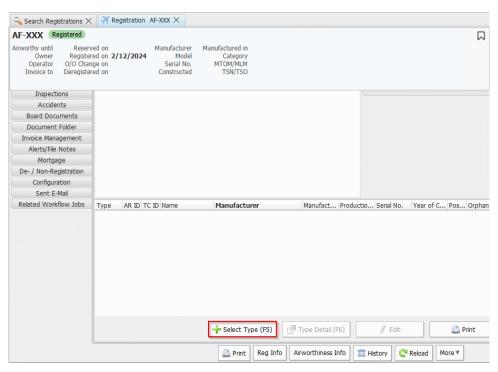


Figure 266: Click Select Type to select aircraft

Step 2: Search Aircraft

1. Click Search

2. Select Aircraft to link with Aircraft Registration

					5					
AF-XXX	Registered									
Airworthy unt Owne Operato Invoice t	er Registered o or O/O Change o	on 2/12/202 on	Manufact 14 M Serial Construe	odel No. M	factured in Category ITOM/MLM TSN/TSO					
🛪 Registrat	tion AF-XXX > 🤇	💊 Search Ty	pes							
Smart Adv	anced						X	Search (F9)		
										<mark>,</mark> (43/
Model 🔻	Model Category	Manufact		Sub-Typ	MTOM [kg]	MLM [kg]		Active Re		Validate
Propeller	Propeller		Test				0	0		
Engine	Turboprop		Test				0	0		-
Aircraft	Airplane		F16 B		0.0		0	-	Others	_2_
Aircraft	Rotorcraft	Sikorsky A			0.0		1		Others	-
Aircraft	Airplane		F16 A		0.0		0		Others	
Aircraft	Rotorcraft		S-70i		0.0		0		Others	
Aircraft	Rotorcraft		BELL412 EP		0.0		0		Others	
Aircraft	Rotorcraft		BELL412 HP		0.0		0		Others	
Aircraft	Rotorcraft		BELL412		0.0		0		Others	1
Aircraft	Rotorcraft		H135		0.0		0		Others	
Aircraft	Rotorcraft		EC725		0.0		0		Others	
Aircraft	Unmanned aeri		RTAF U1		0.0		0		Others	
Aircraft	Unmanned aeri		Aerostar BP		0.0	0.00	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

			1000						
🔍 Searc	h Registra	ations	× 🛛 🛪 Registration	AF-XXX ×					
AF-XXX	(Regis	tered							
	wner rator (Regist D/O Cha	erved on ered on 2/12/202 4 ange on ered on	Manufacturer Manufactured in Model Category Serial No. MTOM/MLM Constructed TSN/TSO					
🏹 Regis	stration A	AF-XXX	> Edit Details of	Type Test					
Configure	Technica	al Detai	ls						
Le	egal Basis	Othe	rs			v			
	MOPSC	_							
DDC	Installed								
DKD	Installeu								
Туре	AR ID	TC ID	Name	Manufacturer	Manufactur	Production	Sorial No.	Voor	. Position
Airframe	AK ID		Test	Sikorsky Aircraft Corpora 🖓 🔾		Production	Senarivo.		Posicion
					•				
Select No	ise Certifi	cate -							
Chapter	▲ Dat	te of Ce	er EASA Recor	level_small level_fo level_sl	level_app lev	vel_to Addit	ional Modificat	tions (M.	Additional Modifications (A
				🗹 OK (F10)	X Cancel (F1	1)			

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

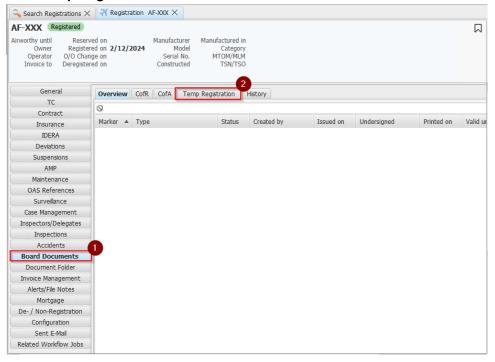


Figure 269: Click Temp Registration in Board Document

Step 2: Click New to create new certificate

AF-XXX Registered		
Airworthy until Reser Owner Registe Operator O/O Chai Invoice to Deregiste	red on 2/12/2024 Model Category age on Serial No. MTOM/MLM	
Inspections		
Accidents		
Board Documents		
Document Folder		
Invoice Management		
Alerts/File Notes		
Mortgage		
De- / Non-Registration		
Configuration	Remark	
Sent E-Mail		
Related Workflow Jobs		
	New (F5)	
	Print Reg Info Airworthiness Info 1 History	

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

Certifying Authority	Military Aviation Authority				
Certifying Section	R&L	2			
Issued on	2/12/2024 👕 📰				
Created by	Khowcharoen, Chotika		Created on 2/	12/2024	
No.	1	3	Printed on		
Undersigned 1	Director General	🔻 🗹 Manual	Undersigned 2	T I	Manual
Document No.					
Status	🍟 Draft	v Last	Memorable Status Set on		
	Applicant				
Owner					
Address					
Remark				A	
				*	
	_	5			
		OK (F10) X Cancel (F1	11)		

Figure 271: Fill in the Certificate detail

The created certificate will display

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

Figure 272: Certificate detail created

Step 4: Click Print to print the certificate

New (F5)	View Print (F3) Duplicate

Figure 273: Click Print to print the certificate

Step 5: Click Print to print the certificate

	Cover Letter Main Document
General	Language
Additional Fields General	
Add	
	Print Preview Debug Cancel (F11)

Figure 274: Click Print to print the certificate

 เครื่องขนายมีบูชาติและพระบัฒน 	ช้านักงานการบินกละพัทธากาศ MLITARY AVATON ALITHORITY เลขที่ ในสำคัญการจดหมะบินนอากศรานตรหาร (ชั่วคราว) NO. CERTIFICATE OF REGISTRATION (TEMPORARY) 2. ยู่ข้าและรัดแรบอากทยานต์เป็นผู้เข้าง 3. หยายเอาชุมระดอากาทยาน
1. окрытили подруживанных маке материали мар подруживания АF-XXX	2. (от задетности от лиционали и лиционали станали станали и лиционали и лиционали станали стан И станали стана
 ชื่อหน่วย พ.ศ. 57 เมสา พืดผู้เข้าของ ภะสะครระงามสา ใหญ่หนึ่งการพุทษะเป็นเมสาให้ปีให้ได้มีความสา กระเทศสารระงามสา กระกาศ ภ.ศ. 56 ภ.ศ. 555 	ว่า ลากพยางสึกล่าวรั้งหางนี้ ได้จะหะเป็นขอากพยานรอกองพัตอากหมอ้า ว่า ลอกพยางที่ เหล่า อย่า สารตอ อา ราศ เหออากอาก รอก. ราศ เพลาอาอ
	24 วันที่ของกรุ ทมไไ <mark>เ</mark> มื่อในวรุ อาจสาวสามแหน องการทองที่ Amonan อาจม.
ML/16XMB RELAYES	For MA
	<u>@</u> ,
	สำนักงานการบันกองทัพจากาศ MILITARY AVATION AUTHORITY เลซที่ ในสำคัญการจดหละเบียนอากาศยานทหาร (ชั่วตราว) NO. CERTIFICATE OF REGISTRATION (TEMPORARY)
 เครื่องหมายมีอุทาพันอะพระเบียม พระองมาก พยายมอกขาวอะเพพชง AF-XXXX 	 ผู้สร้างเองรู้ของรองาทางการผู้ไปหญ่งร้าง มงกมระรางการเกม เกมองสรางการ ระกองการการ สะสงการ กมส์แ, null
4. ชื่อสะบ้วย หมาย CH Lean 5. พื้ออู่เจ้าหอง Access CH Lean	
IT IS HEREBY CERTIFIED THAT THE AREAR DESC	ก่า ลากหลายที่สล้าวรั้งหมุนนี้ได้สดงขณีของการขายของคงสำหลากกระบำ สขอ มองการคง แลง ธมรายการออง ระส พองสาร อา สอง รายง เล่ารอย 14. วินที่ทองอายุ คมปี ผู้มีข้ายวง องสรายม องการตะอาสตร องการตะอาสตร
MELTINONY RELEASES	For Count

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

$\stackrel{\scriptstyle \sim}{\scriptstyle \sim}$ Search Registrations $ imes$	K Registration AF-XXX X						
AF-XXX Registered							
	ered on Constructed	Category MTOM/MLM					
General	Overview CofR CofA Te	mp Registration	History				
TC		inp registration	mocory				
Contract	0						
Insurance	Marker 🔺 Type	Status	Created by	Issued on	Undersigned	Printed on	Valid u
IDERA							
Deviations							
Suspensions							
AMP							
Maintenance							
OAS References							
Surveillance							
Case Management							
Inspectors/Delegates							
Inspections							
Accidents	n						
Board Documents							
Document Folder							
Invoice Management							
Alerts/File Notes							
Mortgage							
De- / Non-Registration							
Configuration							
Sent E-Mail							
Related Workflow Jobs							

Figure 276: Click CofR in Board Document

Step 2: Click New to create new certificate

AF-XXX Registered		
Airworthy until Reserv Owner Register Operator O/O Char Invoice to Deregister	red on 2/12/2024 Model Category nge on Serial No. MTOM/MLM	
Inspections		
Accidents		
Board Documents		
Document Folder		
Invoice Management		
Alerts/File Notes		
Mortgage		
De- / Non-Registration		
Configuration	Remark	
Sent E-Mail		
Related Workflow Jobs		
	New (F5) / Edit (F2) View / Edit Status / Print (F6) View Print (F3) Duplication	
	Print Reg Info Airworthiness Info 1 History Reload More V	

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

Certifying Authority	Military Aviation Authority			
Certifying Section	R&L	2		
Issued on	2/12/2024 🕇 🔀	•		
Created by	Khowcharoen, Chotika		Created on 2/12/2024	
No.	1	3	Printed on	
Undersigned 1	Director General	🔻 🗹 Manual	Undersigned 2	 Manual
Document No.				
Status	🔋 Draft		emorable Status Set on	
	Applicant			
Owner				
Address				
Remark				A
		•		v
		✓ OK (F10) X Cancel (F11	1)	

Figure 278: Fill in the Certificate detail

The created certificate will display

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

Figure 279: Certificate detail created

Step 4: Click Print to print the certificate

New (F5) 🖋 Edit (F2) 📝 View 🖋 Edit Status V 🎑 Print (F6) View Print (F3)	Duplicate

Figure 280: Click Print to print the certificate

Step 5: Click Print to print the certificate

	Cover Letter Main Document
General	Language
Additional Fields	
Addti	
	Print Preview Debug Cancel (F11)

Figure 281: Click Print to print the certificate

	<u>.</u>		
	สำนักงานการบินกองพัพอากาศ		
	MILITARY AMATION AUTHORITY		ลซที่
	ใบสำคัญการจดทะเบียนอากาศยามทหาร	N	O. RTAF XX/XXXX
	CERTIFICATE OF REGISTRATION		
 เครื่องหมายสัญชาติและพะเบียน หก่องหมาง คอ คออร์กงก่อง พลคร 	 ได้รัวและชื่อแบบอากาศยานติ์ได้ขดังรัวง เพิ่มแร้งการสุด ค.อ.เพนธ์ความส์รายสุดรู เป็นอุณหาอุป of ARCIVET 	3. HUTHLITTERNERFORM ARCRAFT SERAL NUMBER	
AF-XXX	null, null		
4. BOWLOD NAME OF UNIT		6. ประเภทอากาศยาม ARCRAFT CATEGORY	7. หมายเอขกองทัพอากาศ Romal Then AR FORCE NUMBER
5. พื่อยู่เขาของ ADDRSS OF UNIT			
8 Judates manufactor and Aller	ก่า อากาศยาเพื่อล่างข้ามแห้ได้ออมแล้งออากาศยา		L
IT IS HERERY CERTIFIED THAT THE ABOVE DESI	เว่า อากาศตามที่กล่าวข้างบนนี้ ได้จุดหะเมือนอากาศตามของกองที่พอาก สตอ ARCART ING ดออก อนารถิศักดออก THE REGETER OF ROWL THE AR FO	RG	
วันที่ออกไห้ February 2 IATE OF ISSUE	024 ผู้มีสำนาจ มีเกษณะอาคา		ECTOR GENERAL
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			For MAA
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	สำนักงานการบินกองทัพอากาศ		
	สำนักงานการบินกองทัพยากาศ MILITARY AMATION AUTHORITY		านที่
			ম্মর্গ IO. RTAF XX/XXXX
	MILITARY AVATION AUTHORITY		
 เครื่อ เหมาะออีญชาสินอะทะเบียน เมาะอะแบา พ.อ. สะออาสาระ เมพอะ 	MILITARY AMATION AUTHORITY ในสำคัญการจุดทะเนียนอากาศยามทหาร		IO. RTAF XX/X000X
 เครื่องขมายอัญภาพินอะพะเบียน เหตอนเขา พอ กละอาจการ เพพธ AF-XXX 	MILITARY AMATION AUTHORITY ใบสำคัญการจะสะเมือบอากาศยายทหาร CERTIFICATE OF REGISTRATION 2. ยู่สร้ามเละชื่อแบบอากาศยานที่มีคตั้งสร้าง	3. HUNDLATTERSERIO	IO. RTAF XX/X000X
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AF-XXX	MILITARY AMATION AUTHORITY ในสำคัญการจะคะเอเนียมอากาศยายทหาร CERTIFICATE OF REGISTRATION 2. แต่รางแหร็อแบบสากาศยางสิ่งโคยแต่ราง เพราะกาศสา คอ เพยรศภาษตร อังอองกาย 67 คอางศา	 หมายเอขบุคของอากา สติเทศา รองน ค.เพลสส 6. ประเภทอากาศชาน 	 RTAF XX/200X иоли иоли
พราวมหาราช ครอรามาราม พระร AF-XXX 4. ชื่อหน่วย พระร ระบบ 2. ชื่อหน่วย ส. ชื่อหน่วย ส. ชื่อหน่วย ส. ในสำคัญการจพระเป็ญเหน้าเนื้อที่น้ำและ	MILITARY AMATION AUTHORITY ในสำคัญการจะคะเอเนียมอากาศยายทหาร CERTIFICATE OF REGISTRATION 2. แต่รางแหร็อแบบสากาศยางสิ่งโคยแต่ราง เพราะกาศสา คอ เพยรศภาษตร อังอองกาย 67 คอางศา	N 3. HLTELZPREMENDTOT ARCHIT SERV. NUMBER 6. USELTWEITOTHETL ARCHIT CATEGORY	 RTAF XX/200X иоли иоли
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เมาะออนบาท พยังสองโรงการประเทศสร AF-XXX 4. ชื่องหน่วย กษณะ 51 เมสา ร. พื่ออุการจะพระเป็นหน้าไปนี้ให้ไว้เมสด ก ระสมโลร 51 เมสา ก ระสมโลร สราชสราชสราชสราชสราชสราชสราชสราชสราชสราช	MILITARY AMATON AUTHORITY ในสำคัญการจะพะเมือนอากาศยามหหาร CERTIFICATE OF REGISTRATION 2. ผู้สร้างและซึ่งแบบเขากาศยามที่ได้อยู่แร้วง เพราะการเสิด คอ เพราะจะเป็นอยู่เร็าง เพราะการเสิด คอ เพราะจะเป็นอยู่เร็าง เพราะการเสิด คอ เพราะจะเป็นอยู่ได้ คอมหาร กนไ, กนไ!		O. RTAF XXXXXXXX RITLI 7. YELTELETINE HTTP: ROM. THE AR FORCE HUMBLE

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

\bigcirc Search Registrations $ imes$	🛪 Registr	ation A	F-XXX \times						
AF-XXX Registered									
Airworthy until Reserv Owner Register Operator O/O Chan Invoice to Deregister	ed on 2/12/ 3 ge on		Manufacturer Model Serial No. Constructed	Manufactured in Category MTOM/MLM TSN/TSO					
General	Overview	CofR	CofA Tem	n Registration	History				
TC		COIR	CONTINUE	pregistration	macory				
Contract	0								
Insurance	Marker 🔺	Туре		Status	Created by	Issued on	Undersigned	Printed on	Valid ur
IDERA									
Deviations									
Suspensions									
AMP									
Maintenance									
OAS References									
Surveillance									
Case Management									
Inspectors/Delegates									
Inspections									
Accidents	1								
Board Documents									
Document Folder	1								
Invoice Management									
Alerts/File Notes									
Mortgage									
De- / Non-Registration									
Configuration									
Sent E-Mail									
Related Workflow Jobs									

Figure 283: Click CofA tab in Board Document

Step 2: Click New to create new certificate

AF-XXX Registered		
Airworthy until Reserv Owner Register Operator O/O Char Invoice to Deregister	red on 2/12/2024 Model Category nge on Serial No. MTOM/MLM	
Inspections		
Accidents		
Board Documents		
Document Folder		
Invoice Management		
Alerts/File Notes		
Mortgage		
De- / Non-Registration		
Configuration	Remark	
Sent E-Mail		
Related Workflow Jobs		
	New (F5) / Edit (F2) View / Edit Status / Print (F6) View Print (F3) Duplication	
	Print Reg Info Airworthiness Info 1 History Reload More V	

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

Certifying Authority	Military Aviation Authority				
Certifying Section	R&L	2			
Issued on	2/12/2024 👕 📰				
Created by	Khowcharoen, Chotika		Created on 2/	12/2024	
No.	1	3	Printed on		
Undersigned 1	Director General	🔻 🗹 Manual	Undersigned 2	T I	Manual
Document No.					
Status	🍟 Draft	v Last	Memorable Status Set on		
	Applicant				
Owner					
Address					
Remark				A	
				*	
	_	5			
		OK (F10) X Cancel (F1	11)		

Figure 285: Fill in the Certificate detail

The created certificate will display

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

Figure 286: Certificate detail created

Step 4: Click Print to print the certificate

New (F5)	View Print (F3) Duplicate

Figure 287: Click Print to print the certificate

Step 5: Click Print to print the certificate

	Cover Letter Main Document				
General	Language				
Addtonal Fields General					
Adduc					
Print Preview Debug Cancel (F11)					

Figure 288: Click Print to print the certificate

ตั๋วนักงานการบินกองทัพอากาศ MILITARY AMATION AUTHORITY เอชที่ ใบสำคัญสมควรเดินอากาศ NO. CERTIFICATE OF ARN/ORTHINESS							
1. หมายเสราะเบียนอากาศยาน	2. ผู้สร้างและชื่อแบบอากาศยานตั้งโดยผู้สร้าง	3. หมายเองพุทธเงกาพยาม					
REGISTRATION NUMBER	MANUFACTURER AND MANUFACTURER'S DESEMANTION OF ARCHAFT null, null	ARCEAFT SERIAL NUMBER					
AF-XXX	Tidit, max.						
4. Utasumerunaensusteeranusteeranus ARCIVIT CATEGORY MO IRON, Tink AR FORCE NUMBER							
 Ludhfajaunssifuennnastustivisuaarish This arworthness certificate is sain to denor 	อากาศขานที่กล่าวข่างขนนี้ มีความสมควรเดินอากาศ เราสงกร Tivet Tive ARCIART MANTCHED ARCHE IS CONSIGNED ARMORTHMESS.						
วันที่ออกไห้ February 2024 วัน DATE OF SBUE	DRECTOR GENERAL						
Willingung Rinorders							
		For MAA					
	ร์ สำนักงานการบินกองทัพอากาศ MULTARY WAATION AUTHORITY	เลขที่ NO.					
ใบสำคัญสมควรเดินอากาศ NO.							

	สำนักงานการบิน MILITARY AMATIO ใบสำคัญสมควร CERTIFICATE OF AI	N AUTHORITY มดินอากาศ	เลขที่ NO.					
1. พมายเสขทะเบียนอากาศอาน REGSTRATION NUMBER	 ผู้สร้างและชื่อแบบอากาศเกาย์ที่มัดเด็สร้าง มีพบระสายสร พ.อ.เพพบระสายสรร อ้รรณสายน อร.พลวพรา 		 หมายเสขอุตรองอากาศยาม มหรือครั้ว รัสสม หมุมพริส 					
AF-XXX	null, null							
4. Uheumeninnen suudensen suudense allene sin on Alleneer Cuttucile keis loona. Isea Ale Fordis lauseata								
5. ใบสำคัญขมควยสินภาทพบให้เป็นไวและควา อากาศขายที่กลาาท่ายบบนี้ EnzagumzaBustrine โหร Andormassis cameche s salan to bassistime "และ กละเหล่า และกระสม Alexa s constants Alexannassis.								
	สังนคลายุ null Is of same	ผู้มีสำนาจ ค.การสะเวอ อรรณค.	DRECTOR GENERAL					
Milling Rituments								
			For Operator					

Figure 289: Printed Certificate of Airworthiness (CofA)