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Maintenance execution

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1

Work packages

For scheduling, tracking, and organizing purposes, work packages group tasks that are executed during maintenance visits. Work packages can contain only one task or hundreds. They are created automatically in various workflows, manually by planners, MOC, and others, or can be loaded into CAMO Module using dataloading tools.

You can create an empty work package for an aircraft or component and then add tasks and faults to it, or you can select tasks or faults for an aircraft or component, and create the work package to include those tasks or faults.

You can continue to add tasks and faults to a work package after it has been created.

Work packages are created automatically in different workflows and can be created manually using different approaches. For example:

- For any type of maintenance you can create work packages manually from several to-do lists and details pages in CAMO Module.
- For line maintenance, you can create turn work packages and service work packages to create turn checks and service checks. Depending on how your baseline is set up, creating turn and service check work packages is a partially automatic process.
- For shop maintenance tasks that must be performed on a component by a specific due date, CAMO Module creates work packages automatically when the tasks to be executed are created.
- When an unserviceable component is removed from the parent inventory; for example, when an engine or a tracked part is removed from an aircraft, CAMO Module automatically creates a work package.
- For heavy maintenance, the Long Range Planner (LRP) application creates work packages automatically.

After work packages are created, a variety of roles take the next steps in the process and manage the work package to completion. Steps in the process include:

Adding unassigned tasks and faults to the work package

The Assigned Tasks tab for the work package shows all the tasks that are assigned to the work package. Job cards are displayed under their parent requirements. Production planners review the Unassigned tab to see if there are other ACTV tasks or faults that can or should be brought into the work package. Using the View Opportunistic Tasks button, you can also view tasks are opportunistically linked with tasks in the work package and if you have the resources to do the work, you can assign the tasks to the work package.

Generating the workscope

The workscope is the collection of executable tasks that make up a work package - executable requirements, job cards, ad hoc tasks, and faults. At any time while you are packaging tasks, you can generate the workscope to see a list of all the executable tasks in the work package. Generating the workscope adds the Workscope tab to the Work Package Details page. The Workscope tab lists all executable tasks as numbered line items. Note that if a requirement has job cards, you don't see the requirement on this tab, only it's job card sub-tasks.

Generating the workscope also generates the open and close job cards for aircraft panels (if your organization uses master panel card task definitions), and suppresses duplicate job cards from the workscope. The workscope does include duplicate job cards if the same job card definition is assigned to two different requirements included in the workscope. You can make further adjustments to the workscope as needed, clear the workscope, and regenerate it as many times as you need before you commit the workscope.

Scheduling the work package

You can schedule a work package as soon as it's created.

When you schedule or reschedule a work package, you set the start date, end date, and the location where the work will be done. You can schedule a work package initially with just the start and end dates and add the location later.

Before you can commit the workscope or start a work package, the work package must be scheduled - including start date, end date, and location.

After a work package is scheduled, a Work Package Number is generated.

Committing the workscope

After the workscope of a work package is defined, you commit the workscope. Committing the workscope does the following:

- Runs auto-reservation to fulfill open part requests. Part requests that are not fulfilled using auto-reservation appear on the material controller's (or warehouse manager's) to-do list.

- Aircraft work packages that were created in Long Range Planner (LRP) are no longer controlled by LRP. Workscope and scheduling changes are now made in CAMO Module.
- Updates the location of tasks in the work package either to the same location as the work package or if it's a component work package, updates task locations to ones that are assigned the capability to perform the task work type.

Any time after the workscope is committed, you can generate the tally sheet - this is usually done when the work package is complete, but can also be done periodically to monitor progress.

If a work package isn't started, you can click the Uncommit Scope button to undo the commit operation. Undoing the commit operation removes the date and location from part requests, and cancels any part reservation created manually or automatically.

Modifying the workscope after the commit point affects material reservation and can result in a shortage of resources such as skilled labor and tools. You might also need to revise the end date for the work package.

If you do change the workscope after a work package is committed, rows of added tasks are visually separated from the tasks agreed to in the workscope by a line across the table on the Work Package Details. Tasks, such as faults, that are added after the work package is committed, are displayed below the line.

Starting work package

Starting a work package starts the maintenance visit. When a work package is started, its status changes to In Work, and tasks and faults within the work package can be started.

You don't start component work packages that are scheduled to external repair vendors; they are started automatically when the inventory is shipped to the repair vendor.

As work progresses, you can preview the release for a summary of potential issues that might prevent closure of the work package (and release to service if it's an aircraft work package).

Completion

When all the work has been performed — there are no more IN WORK labor rows on completed tasks, tasks and faults are completed or deferred, mandatory components are installed, and job cards are collected (if required)—production controllers can generate a tally sheet in preparation for reviewing and completing a work package.

Previewing the release is part of the work package completion process in which you resolve errors and warnings such as overdue tasks, missing mandatory components, or incomplete labor or part requirements.

An assembly is complete when all of its mandatory, applicable components are installed. On the Inventory Details page, Sub Inventory tab of an aircraft, if an aircraft is complete, you see a check

mark in the Complete column. If there's no check mark, you can expand the list to see what's missing.

A background job evaluates aircraft completeness, but if there are no missing mandatory parts yet the aircraft is not complete, you can manually trigger the evaluation by clicking the Evaluate Completeness button (permission required for the button is ACTION_EVALUATE_COMPLETENESS).

CAMO Module can be configured to allow work package completion when there are missing components.

Find a work package

About this task

Do any of the following:

- In the **Barcode Search** field, enter the work package barcode, and then press **Enter**.
- On the **Task Search** page, in the **Work Package Information** area, provide the information requested, and then click **Search**.
- On your to-do list, in the **Work Package** column of any tab, click a work package name.

Complete Work Package

Having an equipment baseline that is aligned with an external maintenance execution system or Mobile Maintenance(MM) makes it possible for CAMO Module to update specific details of tools, parts, measurements in Work Packages thereby completing the Work Package in CAMO Module.

Once the aircraft is released through the maintenance execution system the Work Package will be completed. The tasks and faults owing to that Work Package are consequently closed off in CAMO Module.

Part Requests

Upon the completion of the work package, the part requirement is removed from the task and with it the request. In CAMO Module, the part request can be viewed through a part request search, but it will not be displayed in the Workscope.

Work Package Loader

If your repair station carries out maintenance work for a third party, you don't have to load their data manually. CAMO Module allows you to load this information using the Work Package Loader.

Add the information to the template, an Excel spreadsheet, and upload the data into CAMO Module. You can also make changes to the data using the Work Package Loader.

Work package loading and updating using a spreadsheet

To load work package data, you download the spreadsheet template, then you enter information about the project tasks into the spreadsheet. You then upload the data through the Manage Work Package page. When you load the spreadsheet data, CAMO Module creates the tasks and work package, for which you can then create a production plan. You can make changes to the work package by performing multiple spreadsheet uploads until the work package is started.

For each task, you can add either of the following in the spreadsheet:

Ad hoc tasks

- These tasks are not based on a template or requirement. Specify all information about the task, including the labor skills required and the number of hours needed for each skill. When loaded, CAMO Module creates the task and uses the spreadsheet data to determine the resource demand for the task.

  The ad hoc tasks you load have the certification required boolean enabled automatically for all labor requirements.

  > **Note** The certification required value in the spreadsheet you upload will overwrite your organization's defaults.

Tasks based on requirements

- If your organization has task definitions defined in the CAMO module database you can specify the code of a requirement task definition.

  When loaded, CAMO Module creates the task and uses the data that is in the requirement task definition initializes the requirement definition. If the requirement task definition contains sub-task definitions, called job card definitions, CAMO Module also creates the sub-tasks based on the job card definitions.

Generate a work package spreadsheet by downloading the template that contains all the necessary columns to load the work package.

At anytime before a project starts, you can update the work package. To update the work package by using a spreadsheet, you load a spreadsheet that contains the changes. The changes you can make to the work package are the following:

- **Add**: New tasks can be added to a work package until the work package is in-work. To add new tasks, NEW is used in the action column. If the task already exists, an error will occur.

- **Cancel**: Tasks can be canceled from a work package until the work package is in-work. To cancel tasks, CANCEL is used in the action column. If the task does not exist, a warning will show. You can cancel in-work tasks on the Work Package Details page.
- **Edit**: You can edit Task Duration, Labor Skill, Hours for Skill, Certification Required, and Inspection Required through the work package loader. To edit a value, simply replace the old value with a new value. No action word is required. You must edit all other columns in CAMO Module.

Tip

To add and remove tasks from the workscope once the work has started, use the CAMO Module **Work Package Details** page.

Work package loading spreadsheet

The following table lists the columns that must exist in any spreadsheet you use for loading or updating the work package of a project, in the order in which the columns must occur. Also provided are descriptions of the values to set, the maximum length, and any other restrictions that apply.

Content of work package loading spreadsheet

Column name	Mandatory	Data type	Max. length in characters	Description
Action	Yes, when uploading new work package. No, when editing a work package.	Code	6	Specifies whether the task is new for the work package, or whether it must be removed from the work package. Select NEW when adding a new task. Set to CANCEL when canceling an existing task. Null value is acceptable when editing.

Column name	Mandatory	Data type	Max. length in characters	Description
Task Name	Yes, for ad hoc tasks	Free-form text	240	Name of the ad hoc task as it will appear in CAMO Module. When creating tasks from requirement definitions there is no need to enter a name in this column. The task will inherit its name from the task definition.
Description	No	Free-form text	4000	Description of the task as it will appear in CAMO Module. • You can add a task description to an ad hoc task when initially uploading the work package. • You cannot edit the task description on an existing work package using the Work Package Loader. You can add to the description on the Task Details page.
Unique Identifier	Yes	Free-form text	80	Identifier that is unique within the project and that is used to identify the task.
Config Slot	No			Configuration slot where the task will be performed. When provided, must match existing config slot on assembly. When null, defaults to root, determined by task definition.
JIC Code	Auto-populated when applicable	Code		Leave this column blank. Not used when loading or updating the workscope.

Column name	Mandatory	Data type	Max. length in characters	Description
Requirement Code	Yes to identify a task definition, otherwise No	Code	200	The code assigned to the requirement task definition. Leave blank for ad hoc tasks.
Task Subtype	No	Code	8	Identifies the type of task. In the production plan, PP&C uses this value when you assign tasks to phases automatically. Value must be a subclass code that exists in CAMO Module. Not used for tasks created from task definitions.
Zones	No	Comma delimited set		Comma delimited list of aircraft zones where the task is performed. In the production plan, PP&C uses this value when you assign tasks to work areas automatically. The zone code must match a zone code already defined in CAMO Module. Not used for tasks created from task definitions.
Panels	No	Comma delimited set		Comma delimited set of panels where the task is performed. Can only be added to ad hoc tasks.
Task Duration (Hrs)	No	Decimal		The expected number of hours from the start of the task to the completion of the task. When not specified, zero is used. Not used for tasks created from requirement task definitions, only used for ad hoc tasks.

Column name	Mandatory	Data type	Max. length in characters	Description
Instructions	No	Free-form text	4000	Any instructions associated with the ad hoc task can be entered here. These instructions appear in CAMO Module when the technician accesses the Task Details.
Labor Skill #<x>*	Yes**	Code	8	The code for the labor skill required on the task. The labor skill code must match a code that exists in CAMO Module. You can specify up to five different labor skills in a task. Do not specify labor skills or hours per skill for tasks you are creating using requirement task definitions in CAMO Module. You can use this column to edit skills on requirement task definitions.
Hours for Skill #<x>*	Yes**	Decimal		The expected number of hours required for the labor skill. Do not specify labor skills or hours per skill for tasks you are creating using requirement task definitions in CAMO Module.
Certification Required	No	YES or NO		If null, default is YES. When required, hours are set to zero.
Inspection Required	No	YES or NO		If null, default is NO. When required, hours are set to zero.
Status	N/A	Code		Used by the system to report the results of the load. Do not specify a value.

Column name	Mandatory	Data type	Max. length in characters	Description
System Comments	N/A	Text		Used by the system to report the results of the load. Do not specify a value.

Notes

*For both of these fields, replace <x> with an integer. You can have up to five labor skills, and hours for skill, per task; this means you can have columns called Labor Skill #1, Labor Skill #2, Labor Skill #3, Labor Skill #4, and Labor Skill #5. The same applies to the column(s) called Hours for Skill.

**You must specify at least one Labor Skill and one Hours for Skill value for each ad hoc task. You do not have to do so for tasks based on requirement task definitions.

Create work packages

Create a work package in CAMO Module by uploading a spreadsheet with all the task information.

Prerequisite

- The project aircraft exists in CAMO Module.

Steps

1. To open the **Work Package Loader**, do one of the following:
   - On your to-do list, click **Work Package Loader**.
   - Click the **Work Package Loader** menu item.
2. On the **Work Package Loader** page, click **Work Package Setup**.
3. In the **Work Package Setup** dialog box, provide the information requested, paying particular attention to the following mandatory fields:
   - **Aircraft Registration Code**: Select an aircraft tail number.
   - **Issue To Account**: Select the account to record time and material against.

   Tip Select a maintenance location and a start and end date for the work package even if you are not certain of what those values will be; you can move and reschedule the work package later if needed.

4. Click **Setup**.

The **Manage Work Package** page opens, showing information of the work package you created. You load the workscope from this page.

> **Tip** At this point, if you provided incorrect information when creating the work package, you can delete the work package now—when it does not have a workscope—by clicking **Delete Work Package Setup**. You cannot delete the work package afterward.

What's next

Download the work package spreadsheet.

Download the work package spreadsheet

The work package spreadsheet has all the columns required to upload the work package into CAMO Module.

Prerequisite

- The work package for the project exists in CAMO Module.

About this task

You use the work package spreadsheet to load the work package into CAMO Module for the first time, and to update the work package at any time before starting it.

Steps

1. To open the **Work Package Loader**, do one of the following:
   - On your to-do list, click **Work Package Loader**.
   - Click the **Work Package Loader** menu item.
2. On the **Work Package Loader** page, click **Manage** next to your selected work package.
3. On the **Manage Work Package** page, click **Download**.
4. Open the downloaded spreadsheet. The file name is `workscope-<registration_code>-<work_package_name>.xls`.

> **Important** To change the name of the spreadsheet, save it with the new name in the XLS file format (use Excel 97-2003 Workbook format).

What's next

Add tasks to the work package spreadsheet.

Add requirement-based tasks to the work package spreadsheet

Load requirement-based tasks using the Workscope Loader to quickly add task information to CAMO Module.

Prerequisite

- You have downloaded the project workscope spreadsheet.
- The work package for the project is not in-work or completed.

About this task

To load project workscope data, you enter information about the project tasks into a spreadsheet.

Steps

1. In Excel, open the work package spreadsheet.
2. On an empty row in the spreadsheet, provide values in the relevant columns. Pay particular attention to these mandatory columns:
   - **Action**: Enter `NEW`.
   - **Unique Identifier**: Enter an identifier of your choice, free-form text up to eight characters long, that is unique within the project and that is used to identify the task.
3. If a task definition exists for the task you are adding,
   - **Requirement Code**: Enter the code assigned to the requirement definition that exists in CAMO Module and that you want to use as the template to create this task. Only include Requirement Definitions in Active status.
4. Repeat these steps for all tasks to add to the work package.
5. Save your changes.

What's next

When you finish making changes to the spreadsheet, upload it to CAMO Module.

Add ad hoc tasks to the work package spreadsheet

Load ad hoc tasks using the work package loader to quickly add task information to CAMO Module.

Prerequisite

- You have downloaded the project workscope spreadsheet.
- The work package for the project is not in-work or completed.

Steps

1. In Excel, open the work package spreadsheet.
2. Do the following:
   - At a minimum, enter the task name, a unique identifier, one labor skill, and the expected number of hours required of that skill. To do so, set the following values:

- **Task Name**: Enter the name of the ad hoc task.
- **Unique Identifier**: Enter an identifier that is unique within the project. This value is used to identify the task.
- **Labor Skill #1**: If a drop-down list of all skill codes is not available, then enter the required skill code in the Labor Skill #<x> field.
- **Hours for Skill #1**: The expected number of hours required of the labor skill.

- Optionally, specify the following information for the task:
  - **Config Slot**: Enter the configuration slot where the task work is completed.
  - **Task Subtype**: Enter the subtype code that exists in CAMO Module and that applies to the task. In the production plan, this value can be used to assign tasks to phases automatically.
  - **Zones**: Enter the code of the aircraft zone where the task is done. The zone code must already exist in CAMO Module. In the production plan, this value can be used to assign tasks to work areas automatically.
  - **Panels**: Enter the code of the panel to be opened for the task .
  - **Task Duration**: The expected number of hours from the start of the task to the completion of the task. When not specified, zero is used.
  - **Instructions**: Enter task instructions.
  - **Labor Skill #<2_to_5>** and **Hours for Skill #<2_to_5>**: Enter up to four additional labor skill codes that are required for the task, and the expected hours required for each skill.
  - **Certification Required**: Enter YES when certification is required for that task. The default value is YES.
  - **Inspection Required**: Enter YES when inspection is required for that task. The default value is NO.

3. Repeat these steps for all tasks to add to the work package.
4. Save your changes.

What's next

When you finish making changes to the spreadsheet, upload it to CAMO Module.

Cancel tasks using the work package spreadsheet

Cancel the task in the spreadsheet and upload the spreadsheet to make changes to the work package.

Prerequisite

- You have downloaded the work package spreadsheet for the project.
- The work package for the project is not started.

Steps

1. Open the spreadsheet for the project in Excel.
2. Find the task to cancel.
3. Enter `CANCEL` in the **Action** column for the task.
4. Save your changes.

What's next

When you finish making changes to the spreadsheet, upload it to CAMO Module.

Upload the work package from a spreadsheet

After preparing the work package spreadsheet, upload the spreadsheet to enter task information into CAMO Module.

Prerequisite

- The work package uploaded through the Work Package Loader exists in CAMO Module.
- The spreadsheet containing the task data has been created.
- If you identified task subclass, aircraft zones, and labor skills for tasks in the spreadsheet, these values exist in the CAMO module database.

Steps

1. To open the **Work Package Loader**, do one of the following:
   - On your to-do list, click **Work Package Loader**.
   - Click the **Work Package Loader** menu item.
2. On the **Work Package Loader** page, click **Manage**.
3. On the **Manage Work Package** page, click **Upload** and choose the file to upload. Click **Upload**.

   The progress indicator displays the number of tasks loaded from the spreadsheet. When the process completes, you see a success message.

   CAUTION You can only load one spreadsheet at a time. When uploading a new spreadsheet, do not close the window, click the browser's Back button, or attempt to load another spreadsheet in another window. Doing so might lead to errors. Wait for the progress indicator to report the load is complete.

   Trouble? If there are errors, part of the progress indicator is red. Click **View Errors**. This downloads a spreadsheet that contains all the data you tried to load, and error messages for the tasks with bad data. Open this spreadsheet and consult the **Status** and **System Comments** columns to identify the errors, and why they occurred.

The Work Package Loader commits to the database only when all records in the spreadsheet have been successfully validated.

Edit task details

Edit task information in the work package spreadsheet to edit the task information in CAMO Module.

Prerequisite

You have downloaded the work package spreadsheet for the project.

Steps

1. Open the spreadsheet for the project in Excel.
2. Find the task to edit.
3. Change the value in the relevant columns.
4. Save your changes.

What's next

When you finish making changes to the spreadsheet, upload it to CAMO Module.

Reserve and request all parts for a work package

Prerequisite

The work package is scheduled to a maintenance location and has a start date specified.

About this task

Perform the following steps to request the parts needed to complete a work package before you commit the workscope of the work package. Doing so starts the auto-reservation process for the part requests for all tasks in the work package; also, any part request that cannot be fulfilled with the stock currently on hand is displayed on the to-do list of material management personnel. Committing the workscope of the work package has the same outcome as the following steps.

Steps

1. On the **Work Package Details** page, click **Request Parts**.
2. Optionally, on the **Request Parts** page, enter a note.
3. If prompted, enter your password and click **OK**.

Search for inventory

You can view the complete list of inventory; attached, and available.

Viewing Inventory

Search type	Part searched for	Page	Details to enter on the page
Search by aircraft	When you search for inventory filtered by aircraft, the results return all the inventory including the attached and reserved for the aircraft.	Inventory Search by Type page	Search and select the Aircraft, Configuration Slot Position
Search by owner	Returns all inventory owned by that specific organization, installed, and uninstalled.	Inventory Search by Type page	Owner Code
Search By Quarantine	This returns all inventory that is quarantined and cannot be reserved for a task.	Inventory Search by Type page	

Search by aircraft

When you search for inventory filtered by aircraft, the results return all the inventory attached and reserved for the aircraft.

Steps

1. Go to the **Inventory Search by Type** page.
2. On the Search Type drop down, select **Search by aircraft.**
3. Search and select the Aircraft.
4. Search and select the configuration slot position.
5. Click **Search**.

Search by owner

When you search for inventory filtered by the owner, the results return all the inventory owned by that specific organization, installed, and uninstalled.

Steps

1. Go to the **Inventory Search by Type** page.
2. On the Search Type drop down, select **Search by owner**.
3. In the **Owner Code** field, you can enter the owners' code or search for it.
4. Search and select the configuration slot position.
5. Click **Search**.

Searching for the owner code

Steps

1. Click on the search icon next to the field 'Owner code'.
2. On the **Owner Search** page, you can do a search for the list of owners' code by entering the query function _% in the Owner Code field.
3. Select the location, and click **Assign Location**

Search By Quarantine

In both the co-deployed and standalone CAMO module solutions, the technician can change the context to search by quarantine. This returns all inventory that is quarantined and should not be reservable for a task.

Review part requests and tool requirements in work packages

You can review whether the parts required for a task or the entire work package are available, have been requested, and what their estimated arrival date. Also, you can see the tools requirements that exist in the work package, and whether specific tools are available or have been checked out to technicians.

Steps

1. Find the work package.
2. On the **Work Package Details** page, click the **Parts** tab. The **Parts** tab lists all the tasks in the work package that have part requirements. For each task, all part requirements in the task are shown. For each part requirement, the list shows the part request ID number, the current status of the request, the estimated time of arrival (ETA) of the inventory, and the quantity available. Above the table are filtering options you can select to show only the part requirements and requests for complete tasks, or only those that are open, unfulfilled. You can click the part request ID to go to the Part Request Details page. You can reference the request ID to the material management personnel when you want to expedite a request or get information as to when it will be fulfilled.
3. On the **Work Package Details** page, click the **Tools** tab. The Tools tab lists all the tasks in the work package that have tool requirements. The line number is the line number of the task on the Workscope tab of the work package. For each tool requirement, the list shows the

tool description, whether a tool was checked out and if so to whom, the number of hours for which the tool is needed, and how many of the tools are available. Above the table are filtering options you can select to show only the tool requirements for complete tasks, or only those for which tools are not available.

Change the priority of a part request

To indicate that parts are required more urgently or less urgently, you can change the priority of a part request.

Steps

1. Do one of the following:
   - Go to the **Work Package Details** page, **Parts** tab.
   - Do a **Part Request Search** and enter your search criteria.
2. Click the **Request ID** link.
3. On the **Part Request Details**, click **Edit Request Priority**.
4. From the **Priority** list, select the priority you want.

Your change is recorded on the Part Request Details page, History tab.

Job card collection

Technicians record their work on printed job cards that get collected and entered into CAMO Module by technical records personnel.

In CAMO Module, the Collection Required checkbox is an option that applies to visits during which technicians fill out paper job cards, and put them in a bin for collection by a supervisor who ensures that no job is lost.

When this option is enabled, you are able to see additional controls on the Work Package Details page, Workscope tab. These controls allow supervisors to mark the job cards that are collected correctly, unmark those that are erroneously collected, filter the workscope to see only the collected or not collected job cards, and see the total number of job cards and how many have been collected.

Previewing releases

While a work package is in progress and when completing work packages, you go to the Preview Release page to see errors and warnings for an aircraft or component. These errors and warnings

might prevent release to service for an aircraft or component, or in the case of batch completion errors, might prevent work package completion.

At any time during execution of a work package you can preview a release to get advance warnings of potential problems and to deal with them before you try to complete a work package. When you complete a work package, resolving errors on the Preview Release page is required before you can continue to the Complete Work Package page.

The Preview Release page displays the following information:

Preview Release page information

Area	Description
Summary	The number of errors and warnings for: • Batch completion errors in this work package. • AOG faults against the inventory outside of this work package. • Overdue, open tasks and faults that aren't in this work package. • Open tasks that aren't in this work package and that are approaching their due date (default value of five days is configurable). • Missing mandatory components.
Batch Completion Errors	List of tasks that were not completed in batch complete processing for this work package. Description of the error that prevented batch completion of the task. From this page, you can link to tasks and provide the missing information.
Faults	Open faults (not assigned to this work package) for the inventory or any of its sub-components. From this page, you can assign faults to the work package.
Tasks	Open tasks for the inventory that aren't in this work package. In the Due column, tasks that are red color have exceeded deadlines. For component work packages in which Next Shop Visit tasks (NSV) are enforced, this includes any NSV task that applies to the component and that is overdue or that does not have a deadline. From this page, you can assign tasks to the work package.

Area	Description
Uncollected Job Cards	Missing job cards for this work package. This area is displayed if the Collection Required check box (for job cards) is selected for the work package.
Missing Components	Missing, mandatory components for the inventory. For example, a part was removed and a replacement was not installed. From this page, you can create an installation task for the missing component and you can assign an installation task and fault to the work package.

Preview a release

You can preview a release to see a summary of errors and warnings that might prevent release to service of an aircraft or component or that might prevent the work package from being completed. You can see open, approaching due, and overdue tasks and faults against the inventory that aren't in the work package, missing mandatory components, and missing job cards.

Evaluate aircraft completeness

You might want to manually trigger an evaluation of aircraft completeness if all applicable configuration slots are filled, but the aircraft is not marked as complete. This is not a task that you typically do, but it can be helpful if you are troubleshooting issues related to completeness when attempting to release an aircraft.

Completing work packages

When all the tasks in a work package are complete (or unassigned) maintenance supervisors complete the work package. If the work package is for an aircraft that's returning to service, your signature certifies that the aircraft is airworthy.

Completing a work package closes the tally sheet. Before you complete a work package, you should confirm that:

- The original tally sheet was verified by the technicians.
- All job cards in the workscope are collected.
- All logbook faults are entered in CAMO Module.
- All faults in CAMO Module are entered in the logbook.
- All faults are listed on the final tally sheet.

After you click Complete Work Package, you are taken to the Preview Release page to view a summary of errors and warnings to assess and resolve before you complete the work package.

Ideally and especially in a large work package, you've previewed the release previously to handle some issues.

When you complete an aircraft work package, depending how your system is configured, you might have the option to choose whether to release the aircraft to service.

CAMO Module enforces the rule that all tasks in the work package must be completed prior to release of the aircraft, but ultimately the decision to release the aircraft lies with the supervisor. Depending on how CAMO Module is configured, some issues are errors that prevent completion and some issues are warnings that don't prevent aircraft release in CAMO Module.

After a component work package is closed, if there are no open faults or other IN WORK work packages, the inventory is serviceable and in RFI condition except in the following situations:

- The associated part number has the **Force Inspection on Receipt** check box selected and the FORCE_INSP_REPAIR_RELEASE configuration parameter value is true. The inventory condition changes to INSPREQ (inspection required).
- Ready for Build is enabled and the work package was closed with missing, mandatory, tracked, sub-components. The inventory is serviceable and the inventory condition changes to RFB (Ready for Build).
- The component work package was completed externally as part of a Repair Order, and the part number has the **Force Inspection on Receipt** check box selected. The inventory condition changes to INSPREQ regardless of the value of the FORCE_INSP_REPAIR_RELEASE configuration parameter.

Release to service

Releasing an aircraft into service certifies airworthiness. This certification is done when you are completing an aircraft work package and signing the last signoff requirement.

If the SHOW_RELEASE_TO_SERVICE configuration parameter is enabled, then when you sign the last sign-off requirement in an aircraft work package and there are no open faults or other IN WORK work packages for the aircraft, the Release To Service drop-down list becomes visible with Yes pre-selected. When Yes is selected, you'll see on the electronic signature report that the Release To Service check box is selected. When the work package closes, the aircraft is in INSRV condition.

Selecting 'no' indicates that although the aircraft condition changes to INSRV when the work package is completed, you are not releasing it to service.

If you always release aircraft to service when work packages are complete, the Release to Service drop-down list might not be part of your workflow. If the SHOW_RELEASE_TO_SERVICE configuration parameter is FALSE, then when you sign the last sign-off requirement in an aircraft work package, you don't see the Release To Service drop-down list, the aircraft is released to service, and on the electronic signature report, the Release To Service check box is selected.

If a work package is auto-completed, for example, packaged and completed, CAMO Module does not release an aircraft to service.

How to recover from an error releasing an aircraft

If you accidentally release the aircraft to service, you must create another IN WORK work package for the aircraft.

Likewise, if you accidentally select no when you meant to release the aircraft, you must create another empty work package for the aircraft and sign off the release.

Complete a work package

When all tasks in a work package are completed or unassigned, you complete the work package. For aircraft work packages, the release to service procedure is done during work package completion.

Steps

1. To find a work package, do one of the following:
   - In the **Barcode Search** field, enter the work package barcode, and press **Enter**.
   - On the **Task Search** page, in the **Work Package Information** area, provide the information requested and click **Search**.
   - On the **Tasks / Work Packages Found** page, click the name or ID of the work package.
2. On the **Work Package Details** page, **Workscope** tab, verify that all tasks have a status of **Complete**.
3. On the **Work Package Details** page, click **Complete Work Package**.
4. On the **Preview Release** page, if there are no critical warnings click **Next**.

> **Note** If the Ready for Build feature is enabled, you can complete a component work package for a component that is missing mandatory, tracked, sub-components.

5. On the **Complete Work Package** page, in the **Signoff Requirement** area, for each skill, click **Sign**.
6. If you are signing the last signoff requirement in an aircraft work package, then in the **Release Aircraft** area, if the **Release to Service** list is visible, yes is selected:
   - To complete the work package and release to service, enter the **Release Number** and **Release Remarks**.
   - To complete the work package without releasing to service, click **No**.

Note When a REPL task is assigned to a work package and then published to an external maintenance execution system, the REPL task status changes to CANCEL in Maintenix once the task is executed, and its configuration is updated accordingly. When the maintenance execution system completes the work package, Maintenix changes the status of the REPL task to EDIT and completes the work package as well.

CAUTION If you click **No**, and do not enter the **Release Number** and **Release Remarks**, the work package is completed and cannot be recovered for additional edits. You will need to create a new empty work package.

7. If prompted, enter your password and click **OK**.

Note You might be able to select the Current Capability and ETOPS Ready check box, but these are typically updated by MOC in another work flow.

8. Click **Close**.

Complete Work Package report

The Complete Work Package report displays when you sign each sign-off requirement and E-Signature is enabled. This report details all of the work performed during the maintenance visit.

The Complete Work Package report shows the following:

- a list of all workscope items and associated sign-offs
- check boxes to indicate whether the Release to Service and/or ETOPS Ready was specified
- all sign-offs for the work package

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Resources and References

To access documentation on line maintenance and hangar maintenance, go to https://docs.ifs.com, and navigate to **IFS Cloud Documentation** > **IFS Business Models** > **7. Planning** and **10. Execution** sections, and refer the following process models.

Maintenance execution process models

Planning

- Analyze Faults
- Handle Faults
- Analyze Non-Routines
- Handle Non-Routines

Execution

- Line Maintenance Work Management
- Line Maintenance Execution
- Tool Check-In and Check-Out
- Aircraft Release
- Hangar Maintenance Execution
- Maintenance Release

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