

DEALING WITH ROUTINE AND NON-ROUTINE (NRC) WORK CARDS

These notes are aimed for those Organisations where it has been decided that the Routine items in a Maintenance Schedule will be entered and controlled by CAFAM separately from the defects found during the Check. These additional defect tasks will be entered and controlled separately as Non-Routine Cards (NRC). The reason for this separation is so that the Routine items can then be easily printed separately maximising the number of entries per page (typically 6 entries per page) and the NRC cards can be printed one defect per page.

The first step is to create two job numbers that are primarily on the same base number but different by way of the suffix. This will effectively create two separate but linked Word Orders for accounting purposes:

CAFAM64 System-Main Menu

JD- 28/04/2012

MATERIALS

CAFAM System

Job No [041782/RO] Acft G-CCPW Start Date 31/03/2006
Account JESL StatusJOB OPEN End Date / /
Customer Jet Engineering Services Ltd Labour Rates
Cust O/n PO NO 2112/12 Fixed Price 0.00
Details 2000 HR CHECK - ROUTINE CARDS Parts Disc Code
Our Ref Project ID
P/No Validate Task ? Y
Desc Est. Hrs Reqd ? N
S/No Date Closed / /
Proj Controller

to w/shop

LABOUR RATE ON FILE

Dept	Normal	Overtime	Dept	Normal	Overtime
	70.00	90.00		0.00	0.00

Exit Edit Cancel Suspend ReOpen Status Tasks Notes Budget

NOTE: The different suffixes "RO" (Routine) and "NR" (Non-Routine) effectively creates two different Job numbers with different charge out Labour Rates but are linked because they are on the same Basic number i.e. "041782"

CAFAM64 System-Main Menu

JD- 28/04/2012

MATERIALS

CAFAM System

Job No [041782/NR] Acft G-CCPW Start Date 31/03/2006
Account JESL StatusJOB OPEN End Date / /
Customer Jet Engineering Services Ltd Labour Rates
Cust O/n PO NO 2112/12 Fixed Price 0.00
Details 2000 HR CHECK - NRC Parts Disc Code
Our Ref Project ID
P/No Validate Task ? Y
Desc Est. Hrs Reqd ? Y
S/No Date Closed / /
Proj Controller

to w/shop

LABOUR RATE ON FILE

Dept	Normal	Overtime	Dept	Normal	Overtime
	75.00	95.00		0.00	0.00

Exit Edit Cancel Suspend ReOpen Status Tasks Notes Budget

When Tasks are now entered and opened to the Job Numbers, each one can accommodate their own requirements.

Tasks opened to each Job Number:

ROUTINE CARD

Job No |041782/R0| Acft G-CCPW
 Account JESL Status JOB OPEN
 Customer Jet Engineering Services Ltd
 Cust O/n PO NO 2112/12
 Details 2000 HR CHECK - ROUTINE CARBS

End Date 31/03/2006
 Labour Rates
 Fixed Price 0.00
 Parts Disc Code

Our R Edit Work Order Task Details

Task No	Discrepancy	
30001	J31/050001:SERVICE CHECK	SERVICE CHECK TO BE CARRIED OUT IAW LF/ENG/009
30002	J31/050009:RADIO CHECK (PAGES 14 & 15)	TO BE CARRIED OUT IAW LF/ENG/023
30003	J31/050118:CMR	CERTIFICATE OF MAINTENANCE REVIEW TO BE CARRIED OUT
30004	J31/050198:200 HR/3 MONTH BLOCK INSPECTN	200 HOUR/3 MONTH BLOCK INSPECTION IAW LF/ENG/008
30005	J31/050203:400 HOUR INSPECTION	400 HOUR INSPECTION IAW LF/ENG/092
30006	J31/050218:2000 HOUR/2YEAR INSPECTION	2000 HOUR/ 2 YEAR BLOCK INSPECTION IAW LF/ENG/10
30007	J31/060235:2 YEAR CORROSION INSPECTION	2 YEAR CORROSION INSPECTION IAW LF/ENG/017
30008	J31/060240:3 YEAR CORROSION INSPECTION CARRIED OUT	3 YEAR CORROSION INSPECTION IAW LF/ENG/018
30009	J31/060396:CHECK MODE C TRANSPONDER	CHECK OF MODE C TRANSPONDERS SYSTEMS IAW
30010	J31/060575:LANDING GEAR NDT LH	PERFORM NDT TO INSPECT MAIN LANDING GEAR CYLIN
30011	J31/060576:LANDING GEAR NDT RH	CARRY OUT NDT TO INSPECT MAIN LANDING GEAR
30012	J31/060955:INSPECT NLG RETRACT JACK BOLTS	INSPECTION OF NOSE LANDING GEAR RETRACTION JAC
30013	J31/210156:LH REFRIGERATION UNIT ASSEMBLY	CLEAN HEAT EXCHANGER INTERNALLY AND EXTERNAL
30014	J31/245036:LH ST/GENERATOR BRUSH CHECK	INSPECT GENERATOR BRUSHES AND INSERT FOR
30015	J31/250101:CHECK LIFEJACKETS	LIFEJACKETS, CHECK OVERHAUL DATES AND
30016	J31/250112:CARGO EQUIPMENT INSPECTION	INSPECT CONDITION OF CARGO EQUIPMENT IAW AWM 9
30017	J31/250140:PILOTS RESTRAINT HARNESSSES	INSPECT PILOTS AND CO-PILOTS RESTRAINT HARNESS
30018	J31/250168:ELT FUNCTION CHECK	FUNCTIONAL CHECK OF ELT IAW MM 25-60-001(c)
30019	J31/310192:FDR CHECK ANTI-VIB MOUNTS	FLIGHT DATA RECORDER, CHECK ANTI VIBRATION MOUN
30020	J31/310196:FDR ACCELEROMETER DVI & FUNCT	FLIGHT DATA RECORDER ACCELEROMETER, DETAILED

And Non-Routine (Defects):

NON-ROUTINE (NRC)

Job No |041782/NR| Acft G-CCPW
 Account JESL Status JOB OPEN
 Customer Jet Engineering Services Ltd
 Cust O/n PO NO 2112/12
 Details 2000 HR CHECK - NRC

Start Date 31/03/2006
 End Date
 Labour Rates
 Fixed Price 0.00
 Parts Disc Code

Our R Edit Work Order Task Details

Task No	Discrepancy	
30035	CORROSION/CORROSION DAMAGE TO INSIDE SKIN AT	REAR OF NLG R/H DOOR NEAR COMPANENT DATA
30036	LH STARTER GENERATOR BRUSHES TO BE REPLACED	
30037	RH STARTER GENERATOR BRUSHES TO BE REPLACED	
30038	REMOVAL OF LH STONEGUARD FOR CORROSION INSPECTION	TO BE REPLACED
30039	REMOVAL OF RH STONE GUARD FOR CORROSION INSPECTION	TO BE REPLACED
30040	PAY SEATS REMOVED FOR ACCESS	PAY SEATS TO BE REPLACED

Our R Edit Work Order Task Details

Task No 30035

Cust Apprvd? Y
 Cross_ref
 Print W/sht? Y
 ATA 52-00

Discrepancy CORROSION DAMAGE TO INSIDE SKIN AT
 REAR OF NLG R/H DOOR NEAR COMPANENT DATA PLATE
 REPAIR IAW SRM 52-80-11

Rectification CORRODED AREAS REMOVED FROM INSIDE RH U/C (NOSE)
 DOOR, DOOR REPAIRED & DATA PLATE RELOCATED IAW
 MM52-80-11 SCAB PLATE MANUFACTURED FROM 2024T3,
 0-0032" B/N 10576

On creating and entering the Tasks as appropriate for ROutline and Non-Routine, the option to print the Worksheet will now offer the option for the type of Work Card required i.e. 6 Tasks to the ROutline pages or 1-Task to the page for defects.

Printing the W/sheet:

Job No [041782/R0] Acft G-CCPW Start Date 31/03/2006
 Account JESL Status JOB OPEN End Date / /
 Customer Jet Engineering Services Ltd Labour Rates
 Cust O/n PO NO 2112/12 Fixed Price 0.00
 Details 2000 HR CHECK - ROUTINE CARDS Parts Disc Code
 Our Ref Project ID
 P/No Validate Task ? Y
 Desc Est. Hrs Reqd ? N
 S/No to w/shop Date Closed / /
 Proj Controller

Cust O<K'd One W/Sheet All W/Sheet Exit

SELECT

Select with 'Y' Task to print

Task No	Trade	Print W/Sheet?	Cust Apprvd?	Defect?	Discrepancy
30001		Y	Y	N	J31/050001:SERVICE CHECK
30002		Y	Y	N	J31/050009:RADIO CHECK (PAGES 14 & 15)
30003		Y	Y	N	J31/050118:CMR
30004		Y	Y	N	J31/050198:200 HR/3 MONTH BLOCK INSPECTN
30005		Y	Y	N	J31/050203:400 HOUR INSPECTION
30006		Y	Y	N	J31/050218:2000 HOUR/2YEAR INSPECTION
30007		Y	Y	N	J31/060235:2 YEAR CORROSION INSPECTION

Split W/sheets by Trade ? Yes No

SELECT CHOICE OF W/SHEET TO PRINT

AFAM64 System-Main Menu

MATERIALS

CAFAM System

Job No [041782/R0] Acft G-CCPW Status JOB OPEN
 Account JESL Status JOB OPEN
 Customer Jet Engineering Services Ltd Labour Rates
 Cust O/n PO NO 2112/12 Fixed Price 0.00
 Details 2000 HR CHECK - ROUTINE CARDS Parts Disc Code
 Our Ref Project ID
 P/No Validate Task ? Y
 Desc Est. Hrs Reqd ? N
 S/No to w/shop Date Closed / /
 Proj Controller









POP -BOX WITH PRE-DEFINED CHOICE OF TEMPLATES

Substitute Print Form




Original	Substitute	Descr
RW_DWSHv	ROUTINE	
RW_DWSHw	NRC	

(See next page for print sample)

SAMPLE OF WORKSHEET FOR ROUTINE ITEMS (6-ITEMS PER PAGE):

Zenner (Evaluation) CAFAM System 28/04/2012 		ROUTINE WORKSHEET G-CCPW		WOrder 041782/R0 Page WO/ 1 	
Work Req'd: 2000 HR CHECK - ROUTINE CARDS					
Hrs: _____		Ldg: _____		Cyc: _____	
TASK	DESCRIPTION	RECTIFICATION	MECH	INSP	
30001	J31.050001:SERVICE CHECK SERVICE CHECK TO BE CARRIED OUT IAW LF/ENG/009 	J31.050001:SERVICE CHECK SERVICE CHECK CARRIED OUT IAW LF/ENG/009			
30002	J31.050002:RADIO CHECK (PAGES 14 & 15) TO BE CARRIED OUT IAW LF/ENG/023 	RADIO CHECK CARRIED OUT ON WORK ORDER			
30003	J31.050118:CMR CERTIFICATE OF MAINTENANCE REVIEW TO BE CARRIED OUT BY TECHNICAL SERVICES DEPARTMENT IAW LF/ENG/010 	CMR CARRIED OUT ON WORK ORDER 427201HA			
30004	J31.050128:200 HOUR MONTH BLOCK INSPECT N 200 HOUR MONTH BLOCK INSPECTION IAW LF/ENG/093, LF/ENG/095 & LF/ENG/091 	J31.050128:200 HOUR MONTH BLOCK INSPECT N C/O 200 HOUR MONTH BLOCK INSPECTION IAW LF/ENG/093 & LF/ENG/091			
30005	J31.050202:400 HOUR INSPECTION 400 HOUR INSPECTION IAW LF/ENG/092, LF/ENG/093, LF/ENG/094 & LF/ENG/095 	J31.050202:400 HOUR INSPECTION C/O 400 HOUR INSPECTION IAW LF/ENG/092, LF/ENG/093, LF/ENG/094 & LF/ENG/095			
30006	J31.050212:2000 HOUR 2 YEAR INSPECTION 2000 HOUR 2 YEAR BLOCK INSPECTION IAW LF/ENG/010 LF/ENG/011, LF/ENG/012 & LF/ENG/013 	J31.050212:2000 HOUR 2 YEAR INSPECTION CARRIED OUT IAW LF/ENG/010, LF/ENG/011, LF/ENG/012 & LF/ENG/013			
Task	Name	Man hours	Certificate of Release to Service Certifies that work specified, except as otherwise specified was carried out in accordance with Part 145 and in respect of that work the Airworthiness Component is considered ready for release to service Signature..... Authority..... Date..... EASA APPROVAL NO: UK145.00962		

ENLARGED:

Zenner (Evaluation) CAFAM System 28/04/2012 		ROUTINE WORKSHEET G-CCPW		WOrder 041782/R0 Page WO/ 1 	
Work Req'd: 2000 HR CHECK - ROUTINE CARDS					
Hrs: _____		Ldg: _____		Cyc: _____	
TASK	DESCRIPTION	RECTIFICATION	MECH	INSP	
30001	J31.050001:SERVICE CHECK SERVICE CHECK TO BE CARRIED OUT IAW LF/ENG/009 	J31.050001:SERVICE CHECK SERVICE CHECK CARRIED OUT IAW LF/ENG/009			

SELECTING NRC (PRINTS 1 –ITEM PER PAGE):

Job No 041782/NR
 Account JESL
 Customer Jet Engineering Services Ltd
 Cust O/n PO NO 2112/12

Acft G-CCPW
 Status JOB OPEN
 Labour Rates
 Fixed Price 0.00

Start Date 31/03/2006
 End Date / /
 Discrepancy

Select with 'Y' Task to print

Task No	Trade	Print W/Sheet?	Cust Apprvd?	Defect?	Discrepancy
30035		Y	Y	Y	CORROSION DAMAGE TO INSIDE SKIN AT

P/No
 Desc
 S/No

Validate Task ? Y
 Est. Hrs Req'd ? Y
 Date Closed

NON ROUTINE JOB NO AND TEMPLATE SELECTED

to w/shop

Substitute Print Form

Original	Substitute	Descr
RW_DWSH	ROUTINE	
RW_DWSH	NRC	

Zenner (Evaluation)
 CAFAM System
 28004/2012

ZENNER

NRC WORKCARD
G-CCPW

Hrs: _____

Ldg: _____

Cyc: _____

5200

2000 HR CHECK - NRC

RAISED BY

EST. HRS

WORK ORDER 041782/NR

ITEM No 30036

TASK DESCRIPTION	WORK CARRIED OUT / ACTION TAKEN	MECH	SIGN
CORROSION DAMAGE TO INSIDE SKIN AT REAR OF NLG R/H DOOR NEAR COMPONENT DATA PLATE REPAIR IAW SRM 52-80-11	CORRODED AREAS REMOVED FROM INSIDE RH W/C (NO BE)		
	DOOR DOOR REPAIRED & DATA PLATE RELOCATED IAW		
	NMS2-80-11 SCAB PLATE MANUFACTURED FROM 2024T3,		
	0-0032" B/N 10576		

Certificate of Release to Service

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

Thus using a combination of Job Numbers, Tasks and Report template, the Program will produce Worksheets to suit as required. NOTE: Whilst the examples above are based on the standard layout provided for by us, the Templates of the Work Cards are completely customisable to suit each Organisations needs

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