SBs/ADs and Standards
SB/AD Document Reference Data
User’s Manual
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Involved AMASIS releases

This document applies from the following A.M.A.S.I.S release:

☐ A.M.A.S.I.S R9.30

Table of modifications

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>DATE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1.0</td>
<td>12/08/2014</td>
<td>Application of document</td>
</tr>
<tr>
<td>R2.0</td>
<td>12/02/2015</td>
<td>Modifications p17 and 18</td>
</tr>
</tbody>
</table>

Tracking

<table>
<thead>
<tr>
<th>WRITTEN BY</th>
<th>VALIDATED BY</th>
<th>AUTHORIZED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
<td>Service</td>
<td>Service</td>
</tr>
</tbody>
</table>

Service
Introduction: Work with non-protocolar reference data

This procedure presents the full process to be followed with A.M.A.S.I.S to define and manage application of all official or internal issued documents.

The Maintenance Program itself is not included in this process (see SBAD-*).

The principle consists in defining a base document, to which the user links:

- a type (S.B, A.D, or any user-defined type),
- eventually thresholds, frequencies and application deadlines,
- effectivities (A/C type and/or serial numbers),
- description of work to be performed,
- list of access panels to be opened and closed,
- list of required qualifications,
- list of technical documents to look up to perform the task (Operator Card, Service Bulletin, Illustrated Part Catalog…),
- list of required tools, ingredients, consumable.

Once defined, AMASIS launches an application proposal of this document on involved aircraft or equipment, i.e. it proposes a list of all the aircraft or equipment to which this document applies, according to the above described and introduced criteria.

This automatic proposal is then validated or rejected by the user in order to generate an application schedule, and eventually launch it via a Work Order.

Once performed, the Work Order enables to automatically recalculate the schedule of involved equipment in case of a repetitive document, to update standards and linked documents and to feed history.
General diagram

- Manual creation of document → repository
- Proposal launching
- Proposal validation
- Schedule by A/C or equipment serial number
- Calculation of next deadline
- Generation of work order from schedule
- A/C equipment
- History update
- Standard update
- Standard update possible

SBs/ADs & STANDARDS
SB/AD DOCUMENT REFERENCE DATA

SBAD-REF-DOC Release: 2.0 Date: 12th February 2015
Main access: Work with SB/AD & Standard reference data

SBs/ADs & STANDARDS module → SB/AD/CN → Reference data menu

Main menu

- **AMASIS**
  - COMMON
  - LOGISTICS
  - AUTOMATIC PROVISIONING
  - ROUTINE MAINTENANCE
  - ASSEMBLIES / SUB-ASSEMBLIES
  - SCHEDULED MAINTENANCE
  - GRAPHICS DOCUMENTS
  - SBs/ADs & STANDARDS
    - Reference data
      - SB/AD
      - Work with modifications
      - Tasks by access
      - Tasks by qualification
      - Tasks by ingredient
      - Tasks by reference document
      - Rename modification No
      - Change document reference
      - Document initialization
      - Reports
**Prerequisite: Work with SB/AD & Standard reference data**

- The user must have the access rights to SB/AD document reference data management (refer to Work with roles menu, Work with users menu)

- Reference data management relies on prior definition of aircraft and equipment effectivity (see Common menu, then A/C, Effectivity & A/C).

**Involved services**

- Technical records for creating reference data.
- Launching service for managing application of documents.
- Production service for performing documents.
To create a document, it is also possible to duplicate an existing document and proceed to the relevant changes: see §SBAD-REF-DOC-P3 process.

To create a Document, from main menu:

- Select SB/ADs & STANDARDS menu → Reference data → SB/AD.
- Click button (or F9).

The following window is displayed, enabling to create a new document:

The fields highlighted in blue represent the key data for a document managed in SB/AD module. This data must be filled in.

Field description

**Document:**

**Document type** Must be defined in document type file (e.g. SB, AD, SIL, AOL... see Documents §INFO-DOC-TYP doc).
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference</td>
<td>Mandatory field.</td>
</tr>
<tr>
<td>Revision</td>
<td>Alphanumeric code of document revision.</td>
</tr>
<tr>
<td>Item No</td>
<td>Alphanumeric code used to divide document. A document can include several items.</td>
</tr>
<tr>
<td>Title</td>
<td>Document title</td>
</tr>
<tr>
<td>Waiting</td>
<td>Check box used to indicate that document is waiting. During a precise event, the document will be awakened. The linked schedules do not have a default deadline.</td>
</tr>
<tr>
<td>Effectivity</td>
<td>P for Part Number or A for A/C.</td>
</tr>
<tr>
<td>ETOPS</td>
<td>Document subject to ETOPS regulation (Yes/No).</td>
</tr>
<tr>
<td>Category</td>
<td>Category of document (N)ormal or (T)elegraphic.</td>
</tr>
<tr>
<td>Classification(s)</td>
<td>Classification of document (I)mperative, (O)ptional, (R)ecommended, (A)lert (link with document type, see Documents §INFO-DOC-TYP doc).</td>
</tr>
<tr>
<td>Customer classification</td>
<td>Own classification given to the document by the customer. Configurable from List miscellaneous settings of SB/AD module or Scheduled Maintenance module accessible in Common ➔ Background data ➔ Miscellaneous</td>
</tr>
<tr>
<td>Prerogative</td>
<td>Control level required on document. Mandatory alphanumeric field of 3 characters (F4 key) which values can be parameterized. This control level will indicate to the technician performing the job what action should be taken with controllers once task is complete. Different levels of control can be defined.</td>
</tr>
<tr>
<td>Costs</td>
<td>Cost of document application in basic currency.</td>
</tr>
<tr>
<td>Date</td>
<td>Date of document creation or revision (in case of no revision Nb, date = creation date).</td>
</tr>
<tr>
<td>Responsible</td>
<td>Field to be filled in. Entity which processed SB. Must be defined in the list of responsible persons. This person can be different from the one who captures the document (see Documents §INFO-DOC-RESP doc).</td>
</tr>
<tr>
<td>Issuer</td>
<td>Code of issuer of document. Must be defined in issuer file (see Documents §INFO-DOC-ORG doc).</td>
</tr>
<tr>
<td>ATA-sub-ATA</td>
<td>ATA subATA involved by document.</td>
</tr>
</tbody>
</table>
Maintenance level
List of choices enabling to define the level of scheduled maintenance action to which a user is associated.
Configurable in List miscellaneous settings of SB/AD module or Scheduled Maintenance module.
Accessible in Common ➔ Background data ➔ Miscellaneous.

Operations impact
Check box to be ticked in case the document has an impact on A/C operational utilization (information only).

Maintenance impact
Check box to be ticked in case the document has an impact on A/C maintenance (information only).

Duration:

Grounding
Downtime time of A/C for application of document in hours.

Manhours
Labor time in manhours.

Preparation
Preparation time for application of document in hours.

Document application conditions:

<table>
<thead>
<tr>
<th>Introduction date</th>
<th>Compliance deadline</th>
<th>Frequency</th>
<th>Lower threshold</th>
<th>Higher threshold</th>
<th>Reference</th>
<th>Grounding</th>
<th>Manhours</th>
<th>Preparation</th>
<th>Last deadline reached</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

Introduction date
Document introduction date, related to a check, days, A/C cycles or a date, or even a non-standard ageing.

Compliance deadline
Related to a check, hours, cycles, non-standard ageing or a date. Corresponds to a tolerance conceded before the first (or unique) performance.

Frequency
To be introduced for any document with an application frequency followed in flight hours, cycles or non-standard ageing.

Lower threshold
Threshold from which performance of document starts. It can be stated in check, hours, cycles, days or non-standard ageing. Days concern calendar ageing or aircraft or equipment.

Higher threshold
Threshold from which document performance is not longer followed. It can be stated in relation to a check code, ageing in hours, cycles, days or non-standard ageing, provided this one is defined for this equipment.

Last deadline reached
Check box used to specify that all document application conditions must be met to trigger performance.

- To end the process, click Validate button. Document is created with « Proposal to be launched » situation.
- Quit change mode with (or press F2).
SBAD-REF-DOC-P2 Change Document

To change a Document, from main menu:

- Select SBs/ADs & STANDARDS menu → Reference data → SB/AD

- Select the Document and click button (or press F2).

- Change data related to document in Details tab:

  - To end the process, click Validate button.

  - Quit change mode with (or press F2).

Caution: Modification of application data, frequency or other data will impact on existing proposals, schedules and performance documents.

If modifications result from official document revision, use replace function to manage transition to new revision.
To duplicate a Document, from main menu:

- Select **SBs/ADs & STANDARDS** menu → **Reference data** → **SB/AD**

- Select the Document and click button (or press F10).

- On next window, indicate define reference and/or revision number / item number of new Document and tick the boxes corresponding to data to be copied:

- Validate with button.

- Quit the window with button (or press F3).

Caution: With the link management rule on reference documents, only ‘dead’, ‘equal’ and ‘piloting’ links will be duplicated.
SBAD-REF-DOC-P4 Replace Document

To replace a Document, from main menu:

- Select SBs/ADs & STANDARDS menu → Reference data → SB/AD

- Select the Document to be replaced and click « Replacing » button.

- A Replacing window is displayed with various options:

  - Launch (or relaunch) proposals of replacing document (document B)
  - Reproduce proposals exactly as they were (proposals of A on B) with two options for validated proposals:
    - Calculate schedules of replacing document (document B),
    - Calculate schedules of replacing document from origin document (document B compared with document A)
      - Compared with last performance if known
      - Using the difference between B and A if never performed.

  - Click ✔️ to validate, or
  - Quit the window with 🔴 button (or F3).

Under certain conditions, AMASIS enables to reproduce the schedules of a replaced document « A » on replacing document « B ». The function proposes to:
Schedule:

AMASIS enables if necessary and under certain conditions, to process still opened WOs and linked to document A:

- Leave the opened WOs linked to A,
- Cancel opened WOs linked to A,
- Transfer opened WOs from A to B.
Depending on option selected:

- Drag the work orders to be cancelled towards the bottom/left with arrows (to move all the work orders in one time).

- Drag the work orders to be transferred toward the bottom/right with arrows (to move all the work orders in one time).

- The work orders that will kept in the main window will be kept as they are and will remain linked to schedule of replaced document.

- Validate and confirm:

Replacing is completed and AMASIS shows a status synthesis:

- Click to close the window.

Icon in the main list indicates if it concerns a replaced document.
To view the detail of replacing/replaced documents, click Replacing/Replaced tab:

![Image of replacing/replaced documents]

button is used to access the detail window of displayed documents.

AMASIS shows the number of Replacing/Replaced documents between [ ] in tab title.

For cancelled work orders by this function, AMASIS automatically fills in the text on the right to keep track of cancellation reason.

![Image of cancelled work order]
SBAD-REF-DOC-P5 Close Document

To close a Document, from main menu:

- Select SB/AD & STANDARDS menu → Reference data → SB/AD

- Select the Document to be closed and press « Closing » button.

A SB/AD can be closed only if:
- It is not replaced,
- None of its proposals has been validated.

A closed SB/AD cannot be replaced.

User can no longer launch proposals of a closed SB/AD.

User can no longer modify proposals of a closed SB/AD.

Recommendation: To terminate follow-up of SB/AD document with schedules, proceed as follows:

- Replace the document with schedule by its review document. This transaction enables to close massively or selectively schedules in progress.

- Close replacing document.
**SBAD-REF-DOC-P6 Work with concerned fleet (A/C or Equipment)**

To define and manage the fleet (A/C or Equipment) concerned by a Document, from main menu:

- Select **SBs/ADs & STANDARDS** menu → Reference data → SB/AD.
- Select the Document and click button (or press F2):
- Click **Effectivities** tab.

Specify A/C fleet concerned by this document (by effectivity and/or aircraft selection)

Specify equipment references concerned by this document (by P/N and/or S/N selection)

- To validate
- To add a range
- To delete a range
- To launch proposals
- To cancel change.

If no S/N is specified, the whole fleet or equipment will be involved.

It is now possible to indicate a document applicable to a family of P/Ns selecting « Starts with ».
**SBAD-REF-DOC-P7 Work with linked Modifications**

To display the linked modifications, from main Menu:

- Select **SBs/ADs & STANDARDS** menu → **Reference data** → **SB/AD**.
- Select **Document**, click **Modifications** tab.

Use ![icon] icon to access the reference data of selected modification.

AMASIS shows the number of linked Modifications between [ ] in tab title.

To manage linked Modifications, from main menu:

- Click ![icon] button (or press F2)

| ![icon] | To validate |
| ![icon] | To add a linked modification |
| ![icon] | To access reference data of selected modification |
| ![icon] | To delete a linked modification |
| ![icon] | To cancel change |

In order to link a Modification to a SB/AD document, AMASIS makes the creation of modification easier if it does not exist.
On demand, AMASIS opens modification creation screen.

To be able to link a modification and an AMASIS document, they must be of same type: A/C or equipment.
**SBAD-REF-DOC-P8 Work with linked Documents**

From **Linked documents** tab, it is possible to link reference documents with a SB/AD document. For this, various types of link exist (simple or multiple links).

It will be possible to link these SB/AD documents between themselves, with maintenance cards and operations or miscellaneous documents not defined in the system.

- **Simple link management**

- **Multiple link management**

For more details, especially regarding operating mode, refer to **Schedules** document:
  - **TC-ECH-P16** Management of **simple** links between documents
  - **TC-ECH-P17** Management of **multiple** links between documents.
**SBAD-REF-DOC-P9 Work with Accesses**

To manage accesses linked to a Document, from main menu:

- Select SBs/ADs & STANDARDS menu → Reference data → SB/AD
- Select the Document and click Accesses tab.
- Click button (or F2)

**AMASIS shows the number of linked accesses between [ ] in tab title.**

- To validate
- To add an access
- To delete an access
- To access the list of all the accesses of a protocol
- To carry over update on opened WOs
**SBAD-REF-DOC-P10 Work with Ingredients**

To manage the ingredients linked to a Document, from main menu:

- Select **SBs/ADs & STANDARDS** menu \(\Rightarrow\) **Reference data** \(\Rightarrow\) **SB/AD**.
- Select the Document and click **Ingredients** tab.
- Click **button** (or press F2).

AMASIS shows the number of ingredients between [ ] in tab title.

- To validate
- To add an ingredient
- To delete an ingredient
- To display the reference of the selected P/N
- To display the resources of the selected P/N (existence of material in the stores of the company, including the alternates)
- To carry over update on opened WOs
SBAD-REF-DOC-P11 Work with Qualifications

To manage qualifications linked with a Document, from main menu:

- Select **SBs/ADs & STANDARDS** → **Reference data** → **SB/AD**.
- Select the Document and click **Qualifications** tab.
- Click button (or press F2).

To validate

![Checkmark]

To add a qualification

![Plus]

To delete a qualification

![Minus]

To access qualification detail

![Document]

To carry over update on opened WOs

![Document with WO]


**SBAD-REF-DOC**

Release: 2.0

Date: 12th February 2015
SBAD-REF-DOC-P12 Work with Text linked with AMASIS document

To display the texts linked with a Document, from main menu:

- Select SBs/ADs & STANDARDS menu → Reference data → SB/AD.
- Select the Document and click Text tab.

To validate

To cancel change
Some repetitive SBs can be managed as « Company » maintenance cards. In this case, it is possible to generate a card from SB and only follow schedules of the card with Scheduled maintenance module. This solution enables to use task management facilities offered by Scheduled maintenance module.

To generate a card from a Document, from main menu:

- Select SBs/ADs & STANDARDS menu → Reference data → SB/AD
- Select Document
- Click « Generate JC » button.
- Specify card number and validate:

A maintenance card is then created, you can display it clicking .
First launching:
The very first launching of proposals can only be performed from the SB/AD/CN document.

Following launching:
However, if you need to launch again already existing proposals, you can also do it with « Work with proposals » function in main menu (see Proposals §P8 doc).

To launch proposals from a Document, from main menu:

- Select SBs/ADs & STANDARDS menu → Reference data → SB/AD
- Select the Document
- Click Effectivities tab and click « Generate Proposals » button.

- Validate with button.

Caution, as indicated in launch window, result is not instantaneous. Click button (or F5) to refresh.
- Click **Proposals** tab to see the result.

Involved A/Cs, in accordance with application conditions defined in this document, are indicated with ✔️ logo, the others with ✗ logo, in Proposals column.

<table>
<thead>
<tr>
<th>SB</th>
<th>A/A1</th>
</tr>
</thead>
<tbody>
<tr>
<td>J96-01</td>
<td>Y94</td>
</tr>
<tr>
<td>J98-02</td>
<td>Y96</td>
</tr>
<tr>
<td>J9672</td>
<td>J9672</td>
</tr>
<tr>
<td>J96720</td>
<td>J96720</td>
</tr>
</tbody>
</table>

**Caution:** These proposals shall be validated in order to be taken into account by system, especially as regards deadline follow-up.
**SBAD-REF-DOC-P15 Launch proposals for a range of documents**

To launch proposals for several documents, from main menu:

- Select **SBs/ADs & STANDARDS** menu → **Reference data** → **SB/AD**.
- Click « Generate Proposals » button on menu bar.

You can launch proposals from several documents: all SBs by example.

It is possible to launch this way proposals for several documents at the same time: all SBs for example.

- Validate with ✓ button.
SBAD-REF-DOC-P16 Validate proposals on document

Proposal validation consists, when proposals have been launched (SBAD-REF-DOC-P14), to define next deadline of this document for each aircraft or equipment serial number.

To validate proposals on Document:
- Click « Proposals – No criterion » tab.
- Put cursor on concerned aircraft and switch to « Change » mode.
- Click on « Change », on the right of the screen.

« Validation » window is displayed:
- Select « Your proposal ».
- Introduce Validator code (hypertext link or F4 key)
- Introduce Validation date.

In case AMASIS proposal is not selected by user, AMASIS requires (message) to introduce an explanation in « Validation explanation » text field.

- Validate once or « Quit » (or F3).
Fill the required fields of new zone « deadline for schedule generation »:
- Check type (use drop down menu)
- Hours and/or cycles
- Date (scheduled deadline: for calendar threshold)

![Image of schedule generation interface]

- Button is used for recalculating threshold according to known ageing.

- Validate a second time ✔ and « Quit » ✗ to go back to « Proposals – No criterion » tab.

A « Schedule » link is displayed together with an opened padlock 🔨 in « Schedule » column of selected aircraft.

![Image of schedule link and padlock]

Repeat these steps for each aircraft (or equipment) which schedule is to be generated.

For more information on document performance, refer to Schedules documentation.
**SBAD-REF-DOC-P17 Print document**

To print a document, click button 📀.

![Print Document](image)

**SBAD-REF-DOC-P17 More reports with one (or several) Document(s)**

To access the different AMASIS native reports, use button ⬇️.

![More Reports](image)

A list of used reports is displayed, especially for reporting.