





## **Table of Contents**

- How does it work
- <u>Legend</u>
- TLB handler
- Workpackage handler
  - o Close Workorder
  - o <u>Taskcard Legend</u>
    - Taskcard nongualified
    - Close Taskcard qualified
    - Close Taskcard double inspection
  - o <u>Deferred WO</u>
  - o WO not performed
  - o Release and report back
  - o <u>Differential sheet</u>

## **Table of Contents**

- o Panel list
- Material
  - Consumable Repairable Parts
  - Rotable Part
- <u>Procedures</u>
- Add info

\_\_\_\_\_\_

- X:
  - Why is editing of WO deactivated
  - o Edit deferred WO
  - o Limitation of A/C
  - o Maintenance action MEL
  - o Release not entered to AMOS
  - o <u>Summary</u>

#### How does it work

You need for every e-sign a password

AMOS ask for E-sign password on first use

#### Password characteristics:

- Only numbers
- Length = 6

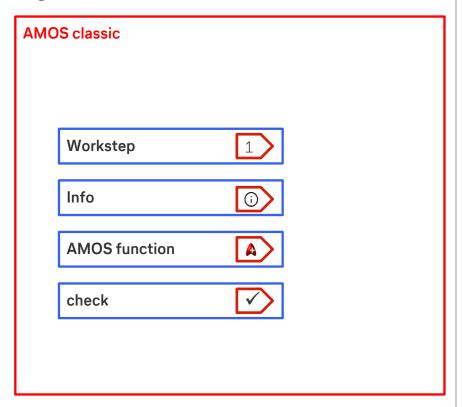
Example: 123456

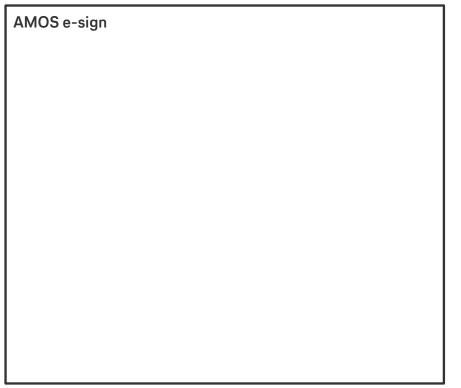


There is no reenter of Password question



# Legend





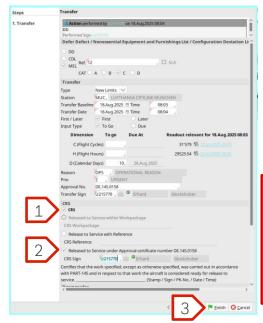


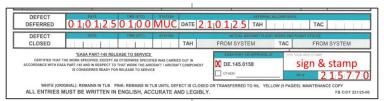
# **TLB**

# **Techlog handler**

AIRCRAFT	TECHNICAL LO	G				
This technical log	g form applies to airci	raft operated by the fo	ollowing operators			
Lufthansa Cit Approval: D-6 Südallee 15 85356 Münch Deutschland	008 AOC	Lufthansa City Airlines GmbH Approval: D-425 AOC Südallee 15 85356 München Flughafen Deutschland				
CAMO Conta	ct details					
Maintenance ( Phone: +49 (0 E-Mail: clhtoc						
A/C REG	ISTRATION D -					
A/C FLEI						
	Airbus: A319	☐ A320N	☐ A321P2F			
	MHIRJ: CRJ900					
LAST WORK	ORDER N° OF PREVIOU	STLB				
FIRST WOR	K ORDER N° OF NEXT TL	В				

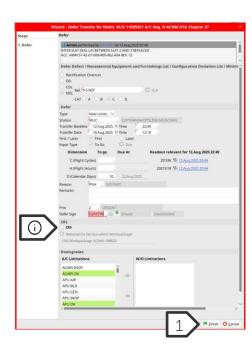




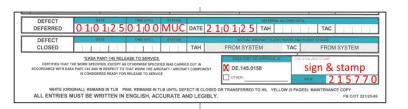


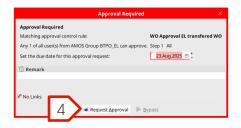
- 1. Select CRS
- 2. Select RTS
  Approved
  certificate
- 3. Finish

- No Selection
- 1. Finish





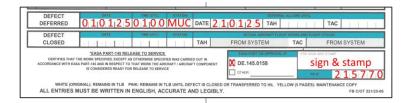




4. Request approval

2. Request approval

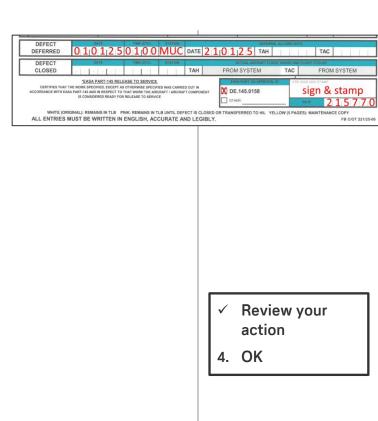


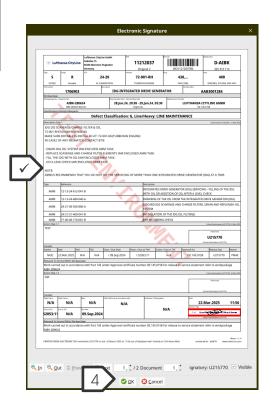


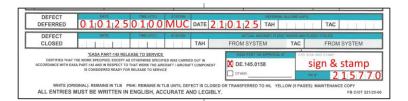
3. Select "Sign Entry"









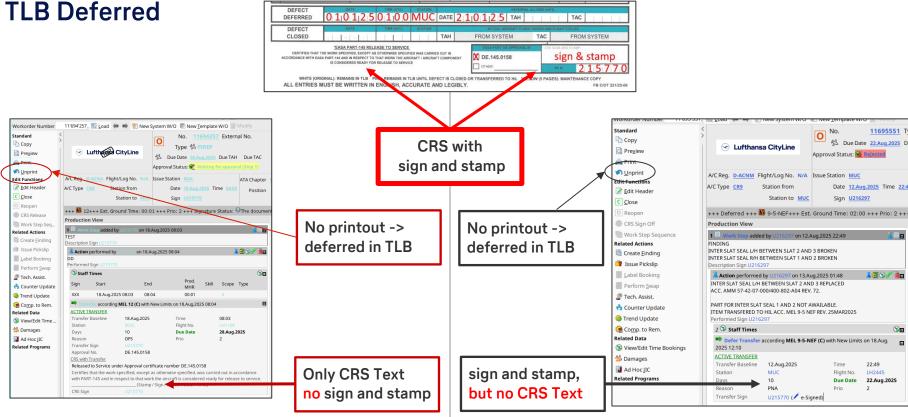


- 5. Enter password
- 6. OK
- 7. OK

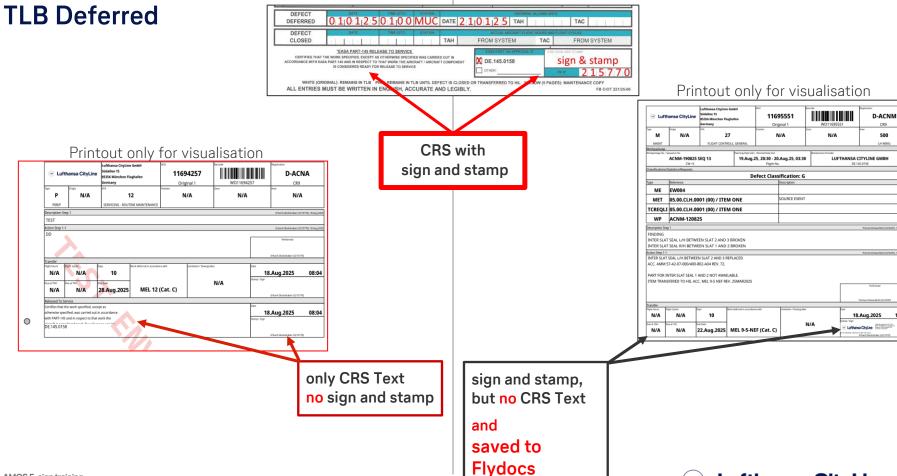




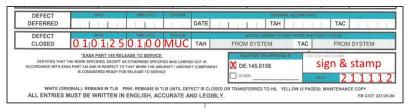


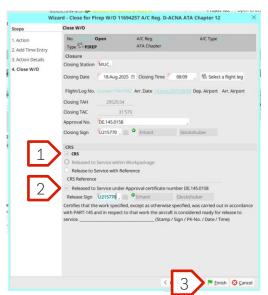






**AMOS E-sign training** 07.07.2025, MUC COT/ M Page 13 Lufthansa CityLine





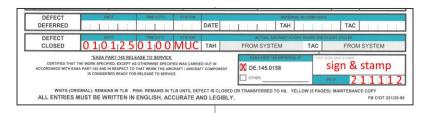
- 1. Select CRS
- 2. Select RTS
  Approved
  certificate
- 3. Finish

(i) No Selection

1. Finish



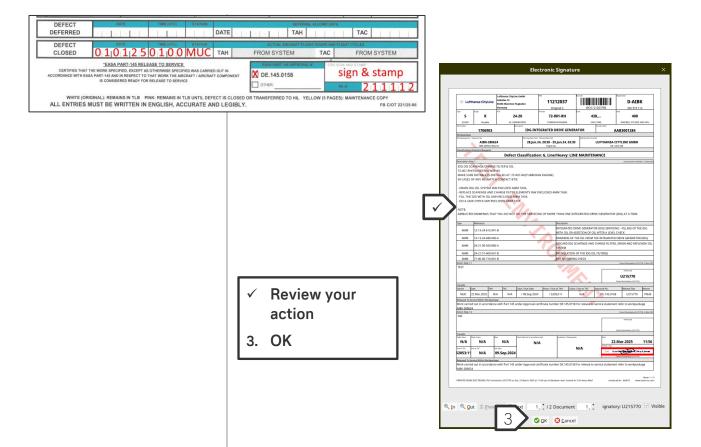




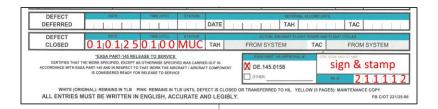
2. Select "Sign Entry"











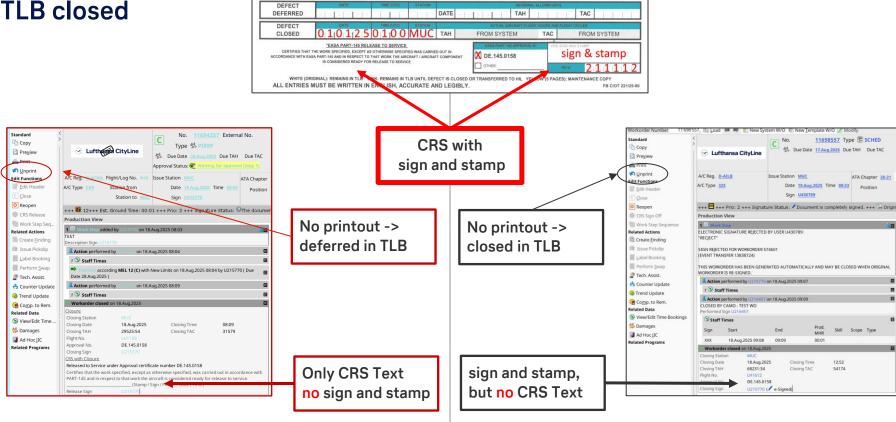
- 4. Enter password
- 5. OK

6. OK

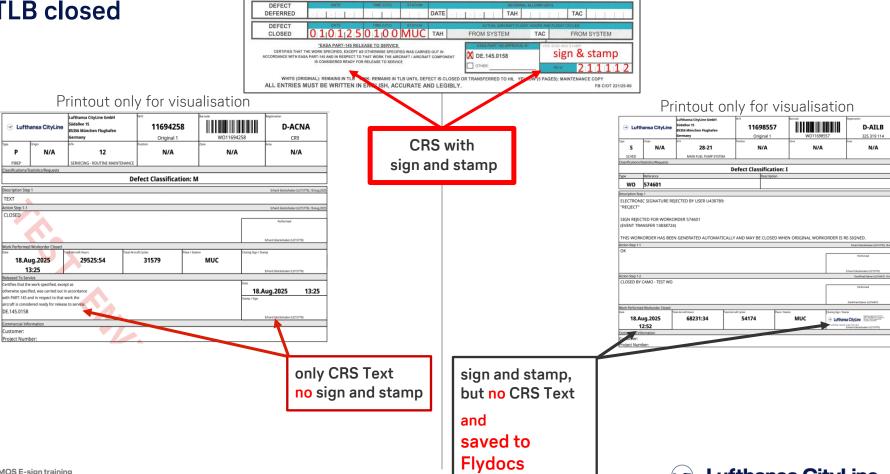












AMOS E-sign training 07.07.2025, MUC COT/ M Page 19

**Lufthansa CityLine** 

# Workpackage

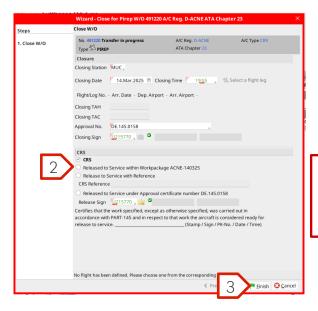
# Workpackage handler

✓ Lufthansa CityLine W		ine Wo	rkpackage-Summary and Certificate Release to Service						10.Oct.2024 Page 1 / 1	
A/C-T Desci	ype: CR9, S liption: LH I	erial N Engine	o.: 15249, Mar	CNJ/L-121024 for D-ACNJ, th nufacture Date: 06 Nov. 2009, Delivery-Date: 13 May 2016 TO: CII) 900 - NIW AMM REVISON PUBLISHED IN CIIJ NAVIGATOR.	e 12.C	ct.202	24 (20:30	)) in MU	VP.17	3255
No.	W/O	ATA		Description	Est.MH	To Go	Prio T H N	A Pickslip	Closed	Transferred
	11407105	71-20		NE CHANGE BEFORE INSTALLATION OF ON-ENGINE ESN 965311 RRM MOUNT FPI INSPECTION ON THE FOLLOWING ROTABLES ON	24:00/*8①	1"164/0	1 U216325	-	CLH BY 248-24	
	9412454	71	REPLACE CF3-	-8CSA1/194825/W9412454 (TURBOFAN ENGINE CRJ900 (CLH))	55:30/*M/O	14'344/0	1 U215766	Not issued		
Lan-Hours by Qualification: Comments: Comments: 1.1 4420		Comments:				Certif other with I aircra	les that the work s wise specified, war PART-14S and in re ift is considered re	GMBH DE 145.0158: pecified, except as carried out in accor spect to that work the ady for release to se		
		RU	F 00:00					Charre	TAH:	
	5:12								TAC:	

Mig1 - 10Jun2024 24.6.46 for Lufthansa CityLine GmbH AMOS Applications History Favorites Help Q Program / Barcode / APN ₩. Workorder (APN:1418) 503'983, 🔯 Load 🖛 📦 🖺 New System W/O 👩 New Template W/O 👄 New ELB W/O 📝 Modify Reactivate Workpackage No. ACNW-120624 / 19 Standard No. 503983 External No. Copy Planned Station/Date MUC / 12.Jun.2024 Used MHR 02:00 Type S PIREP 💢 Delete Inherited Project No. S Due Date 27.Jun.2024 Due TAH Due TAC Outgoing Rotables Preview Project No. Open Orders Approval Status: Approved A Print A/C Reg. D-ACNW Flight/Log No. N/A Issue Station MUC ATA Chapter 25-21 0 Customer nprint Unprint C Sync Revision WT A/C Type CR9 Station from Date 09.May.2024 Time 15:33 Type/Origin Edit Functions Station to MUC Sign U213136 Reference Fdit Header +++ be +++ Est. Ground Time: 09:05 +++ Prio: 3 +++ 2 closed tech querys linked (STAINS ON TABLES - SPECIAL CLEANING REQ., TABLES ACNW) +++ La Original already printed +++ Edit Type Production View Planning View \*\* Administr. Transfer 1 Work Step added by U213136 on 09.May.2024 15:33 TABLES IN ROW 1 AND 2 ARE DIRTY Defect Classification: P C classifications Close Description Sign U213136 Action performed by U442287 on 09.May.2024 16:31 RED/BROWN STAINS ON TABLES O Reopen Technical Query "Technical Query 161199" NORMAL CLEANING WITHOUT EFFECT Inactivate TREANSFERRED TO HIL FOR SPECIAL CLEANING LA.W. MEL 9-5 (NEF) REV. 100CT2023 # CRS Sign Off TABLES USEABLE, ONLY COSMETIC! Technical Ouery "Technical Ouery 161817" Performed Sign 11442287 164 Work Step Sequence ■ Web-Drive "ACNW Tables 2F.jpg" Staff Times **⊗**E Related Actions 160 ■ Web-Drive "ACNW Tables.ipg" Prod. MHR Skill Scope Type End Start Live Booking 09.May.2024 16:02 16:32 00:30 Web "WO.503983 WP.158808 OR 🏯 Create Finding Transfer with New Limits on 09.May.2024 15:33 1 Work Step added by U213136 on 09.May.2024 15:33 Create Sched, W/O HISTORY TRANSFER TABLES IN ROW 1 AND 2 ARE DIRTY Issue Pickslip Transfer Baseline 09.May.2024 Time 15:33 Description Sign U213136 Self Picking Station Flight No. LH2194 Resource Requests Hours \$2 03:00 \$5 02:00 Days 10 Due Date 19.May.2024 Pick-up confirmation Requirement Duration Time Offset NGT Constraints Quantity Reason Label Booking Transfer Sign U442287 Aircraft Planning 03:00 Software Booking DE 145.0158 & Aircraft 03:00 03:00 00:00 CRS with Transfer Tech. Assist. Released to Service under Approval certificate number DE.145.0158 Staff Planning 02:00 4 Counter Undate Certifies that the work specified, except as otherwise specified, was carried out in accordance with PART-145 and in respect 02:00 1.0 00:00 Staff 02:00 Trend Update / Date / Time) Part Requests Forecast 0 0 1 1 Pickslip 0 9 details S A/C Mission Config. CRS Sign Part No. @ Comp. to Rem. 2 Work Step added by U430166 on 14.May.2024 07:18 FOOD TRAY ASSY, IN-ARM Related Data Confirmed 1,00 Forecast 4 Pickslip 41761272-501AA C/OT-EA REQUEST: THIS ISSUE HAS BEEN REPORTED TO C/OZ-G WITH THE REQUEST TO ARRANGE FOR SPECIAL CLEANING BY A CONTRACTOR IN GDN. FOR PLANNING REASONS, PLEASE EXTEND THE DUE DATE OF THIS WORKORDER TO 27-JUN-2024. FOOD TRAY ASSY, IN-ARM Confirmed 1.00 Forecast 4 Pickslip 1 41761272-502AA **M** Damages (NEK) [MK18] THANKS AND BEST DEGADOS Confirmed 2.00 Closed FOOD TRAY ASSY (NEK) 614 more... 41761094-501-AA IIII Barcode FOOD TRAY ASSY, IN-ARM (NEK Description Sign U430166 41761272-501AA Remarks 🖶 Add Entry ... 📑 🖀 💼 🧧 🥜 ■ View/Edit Workpack...
⑤ Workorder ^ U215770 @ MUC 🤶 👼 🥖 19:49

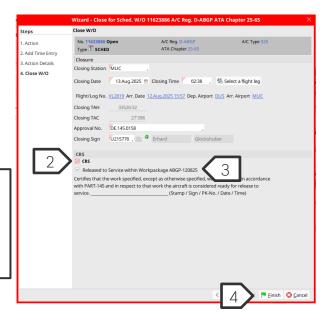


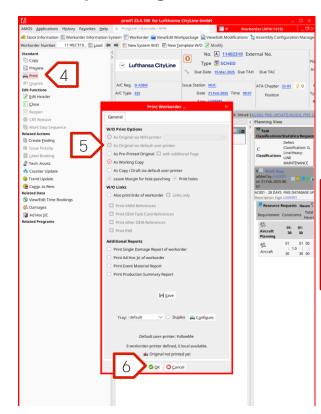
1. close



- 2. Select Workpackage
- 3. Finish

- 2. Select CRS
- 3. Select Workpackage
- 4. Select Finish

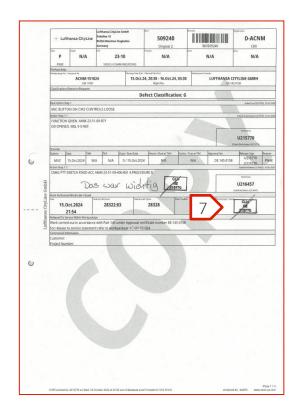




- 4. print
- 5. Select "print original"
- . OK

(i) No printout

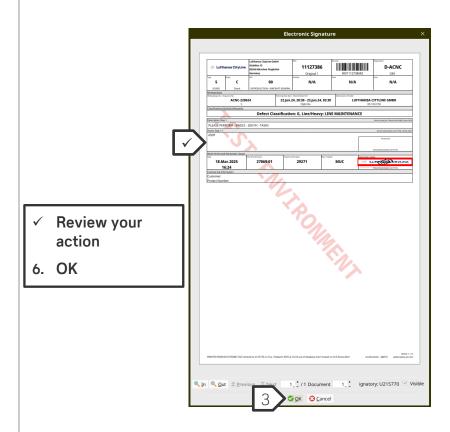




7. Stamp and sign

5. Select "Sign Entry"









Signing Information

User: U215770

Signing Event: Send to e-sign service

Description: Sign used to e-sign a document.

Authentication

Private Key Password:

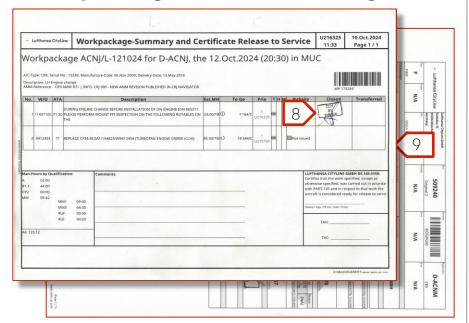
4

Private Key Password:

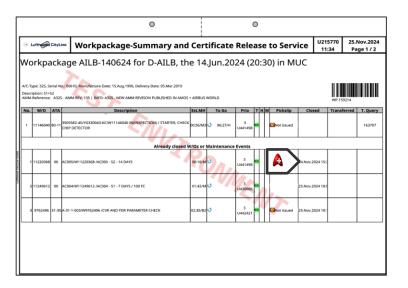
9. OK







- 8. Stamp and sign
- 9. Insert WO



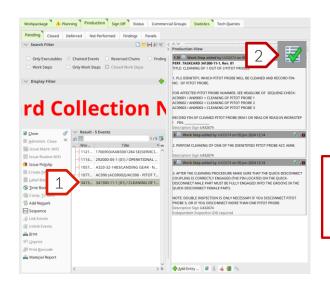
- A AMOS save WO to fly-Docs
- A AMOS printed closed Date in WP

**WO** closed

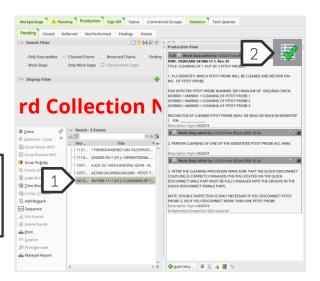


# Workpackage/ Taskcard Legend

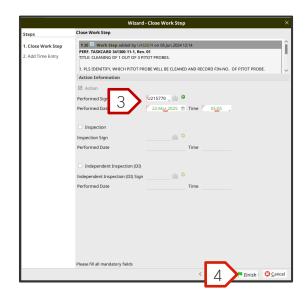




- 1. Select Taskcard
- 2. Select close taskcard
- 1. Select Taskcard
- 2. Select close taskcard

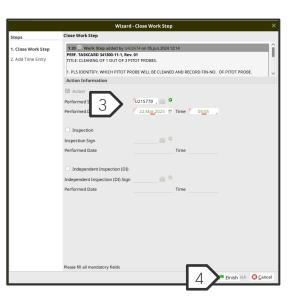


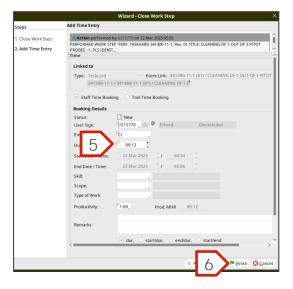




- 3. Uxxxxxx
  - date
  - time
- 4. finish

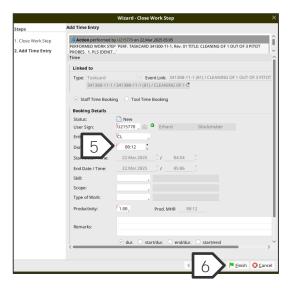
- 3. Uxxxxxx
  - date
  - time
- 4. finish



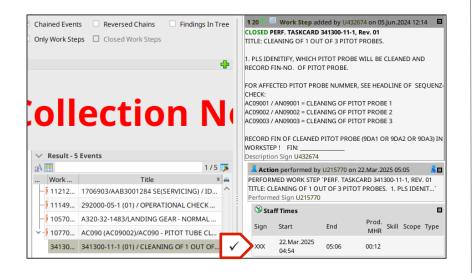


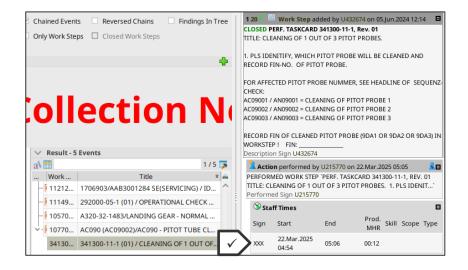
- 5. Enter Time
- 6. finish

- 5. Enter time
- 6. finish





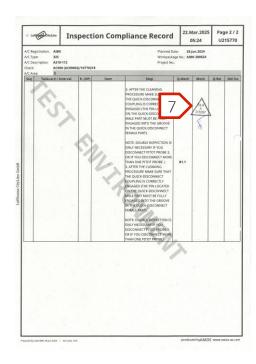




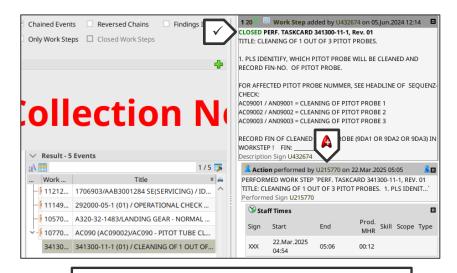
√ Time is booked

√ Time is booked





7. Stamp and sign

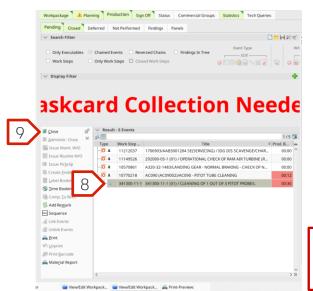


✓ Closed

AMOS fill action text with all relevant data and time entry

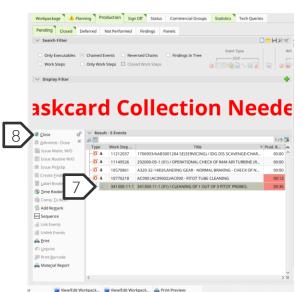
Nonqualified performed



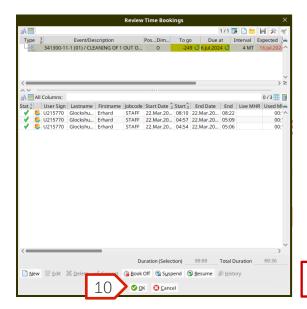


- 8. Select Taskcard
- 9. close



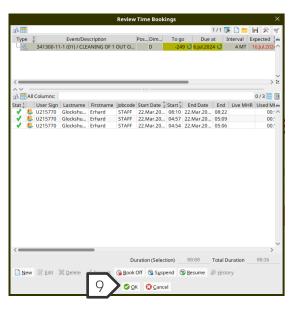


- 7. Select Taskcard
- 8. close

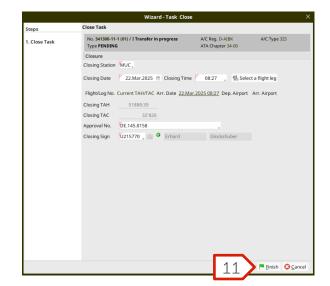


10. OK

9. OK







11. Finish

1. Close Task Type PENDING ATA Chapter 34-00 Closing Station MUC 22.Mar.2025 Closing Time 08:27 Select a flight leg Flight/Log No. Current TAH/TAC Arr. Date 22.Mar.2025 08:27 Dep. Airport Arr. Airport Closing TAC Approval No. DE.145.0158 Closing Sign U215770 in Erhard Glockshuber Finish Cancel

Wizard - Task Close

A/C Reg. D-AIBK

A/C Type 32S

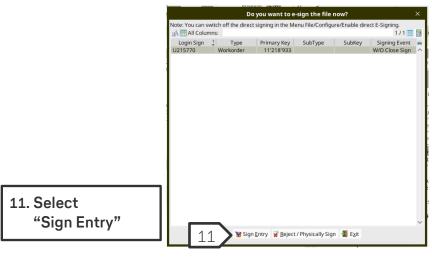
Close Task

No. 341300-11-1 (01) / I Transfer in progress

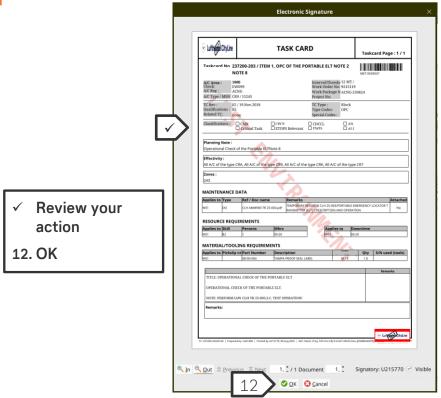
10. Finish



# Workpackage/ Close Taskcard qualified



## Workpackage/Close Taskcard qualified





# Workpackage/ Close Taskcard qualified

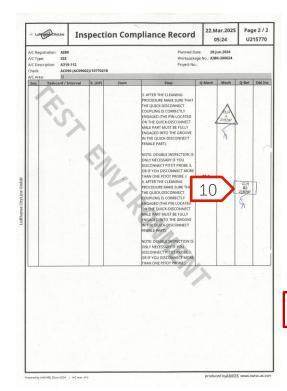
13. Enter password 14. OK



15. OK



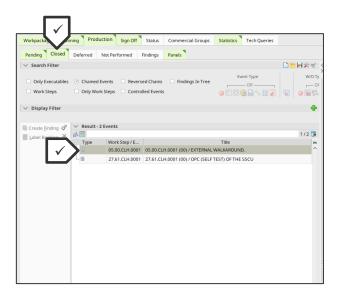
## Workpackage/ Close Taskcard qualified



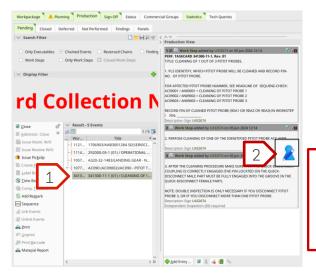
10. Stamp and sign

✓ Taskcard closed

**Qualified closed** 

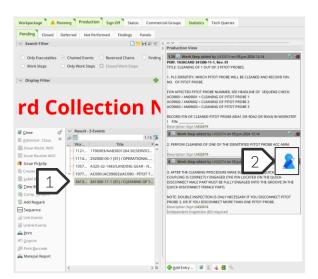


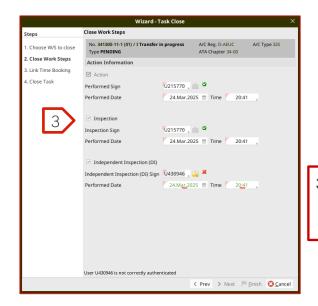




- 1. Select Taskcard
- 2. Select inspection

- 1. Select taskcard
- 2. Select inspection





- 3. U number
  - date
  - time



1. Choose W/S to close

2. Close Work Steps



Wizard - Task Close

A/C Reg. D-AEUC

ATA Chapter 34-00

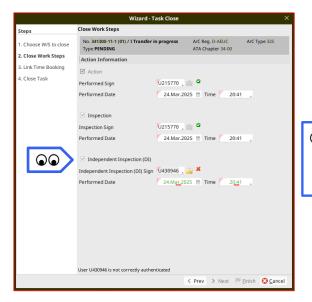
A/C Type 32S

No. 341300-11-1 (01) / I Transfer in progress

Close Work Steps

Type PENDING

**Action Information** 

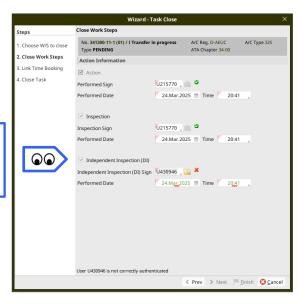


- date

- time

- date

- time

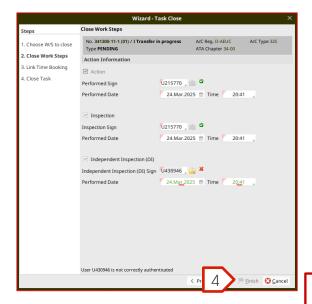




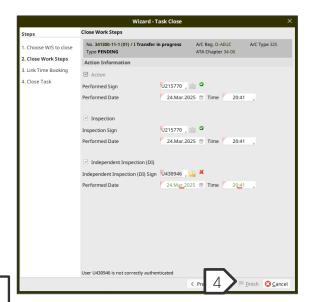
O Enter login PWO OK

O Enter login PWO OK



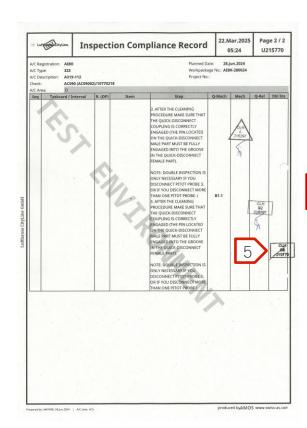


4. Finish



4. Finish





5. Stamp and sign

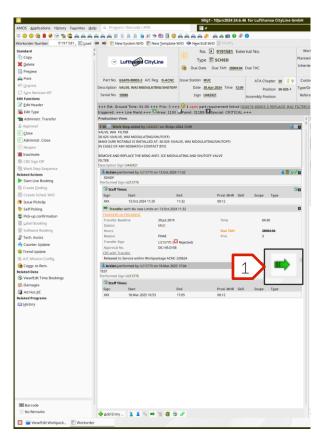
Amos filled inspection and independent inspection

Double inspection closed

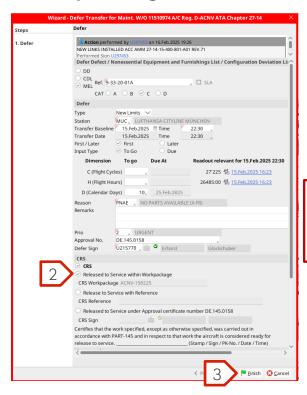




1. deferred

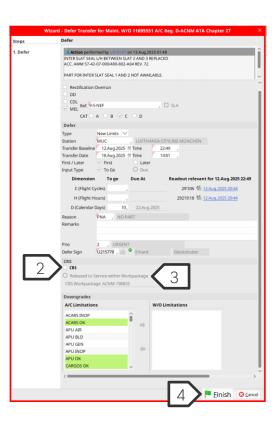






- 2. Select Workpackage
- 3. Finish

- 2. Select CRS
- 3. Select Workpackage
- 4. Select Finish



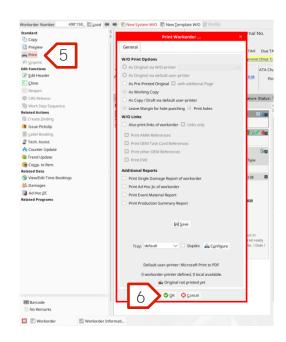




4. Request approval

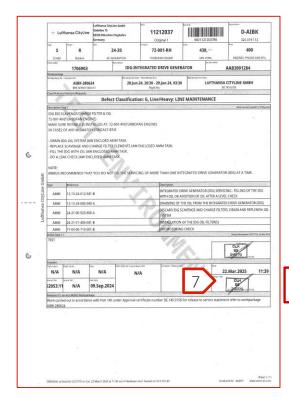
5. Request approval





- 5. Print
- 6. OK

(i) No printout



7. Sign and stamp

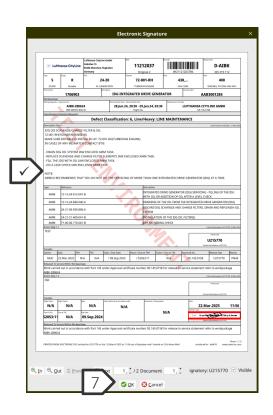
6. Sign entry





✓ Review your action

7. OK





8. Enter password

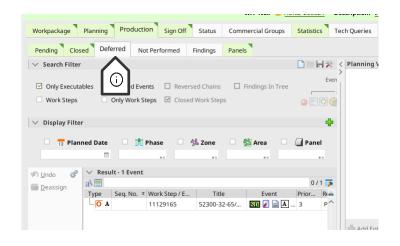
9. OK

10. OK



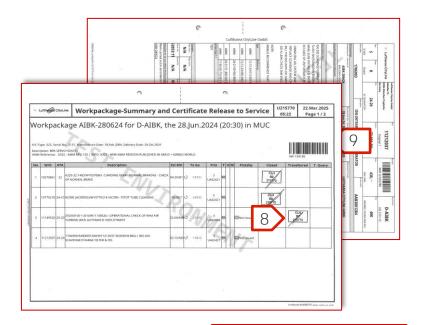




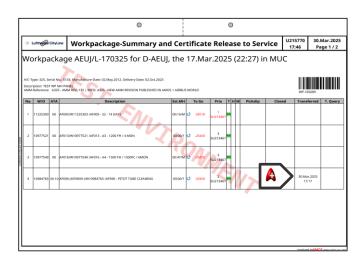


WO is now under Deferred





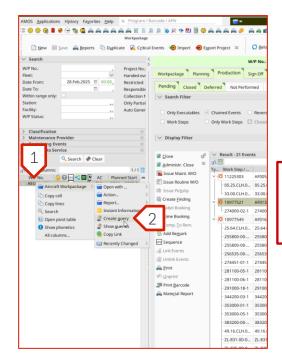
- 8. Stamp and sign
- 9. Insert WO



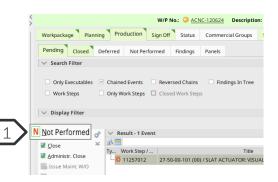
- A AMOS save WO to fly-Docs
- A AMOS printed closed Date in WP

**WO Deferred** 



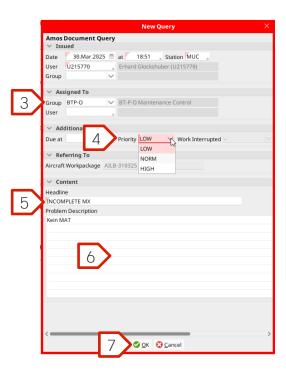


- 1. Select WP
- 2. Select Create Query

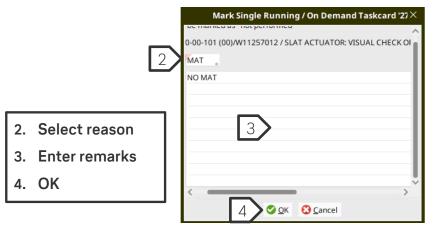


1. Not performed





- 3. Select BTP-O
- 4. Select Priority
- 5. "Incomplete MX"
- 6. Problem Description
- 7. OK

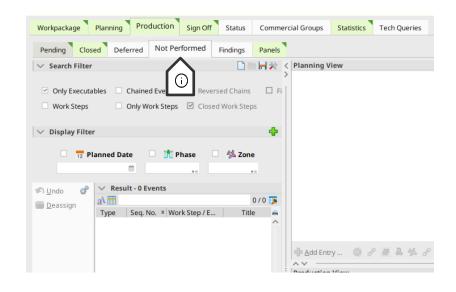


5. OK

TECHNICAL ASSITANCE QUERY CREATED FOR EVENT 11257012 27-50-00-101
(00) / SLAT ACTUATOR: VISUAL CHECK OF THE SLAT ACTUATOR TO ENSURE THAT THEY ARE NOT DISCONNECTED FROM THE SLAT PANELS.

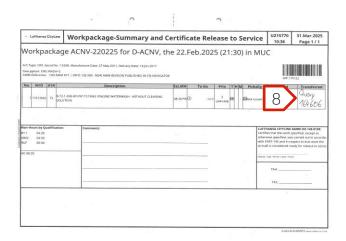


WF411 TECHNICAL ASSITANCE QUERY CREATED



i WO is now under NOT PERFORMED





Workpackage ACNW-140724 for D-ACNW, the 14.Jul.2024 (20:30) in MUC

ACType: CRIS. Serial Reg. 15206, Marvillenure Date: 06.jan.2911, Delivery Date: 25.jan.2017

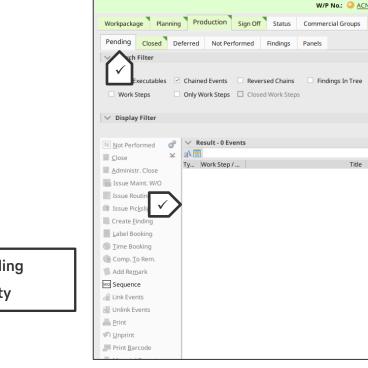
Conceptional Life and Black and Original Control of the Control of the

8. Enter Query number

A AMOS printed Query number in WP

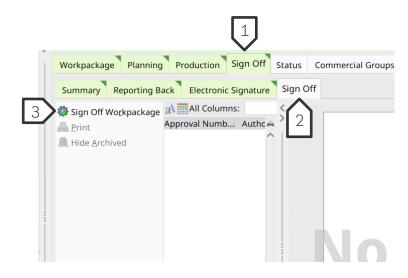
Not performed closed





✓ Pending
✓ empty





- 1. Select Sign off
- 2. Select Sign off
- 3. Select Sign Off Workpackage



3. OK

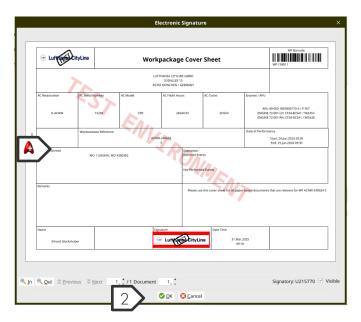






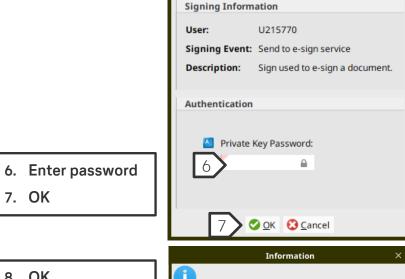
4. Select "Sign Entry"





- All data filled by AMOS
- 5. OK



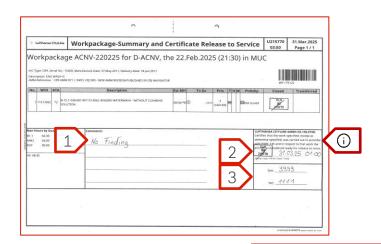


- 8. OK
- A AMOS has saved Workpackage Summary to **Flydocs**



**Enter Authentication Dat** 





- L. No finding
- 2. stamp and sign
  - date
  - time
- 3. A/C hours
  - A/C cycles
  - Certify release



No certify release



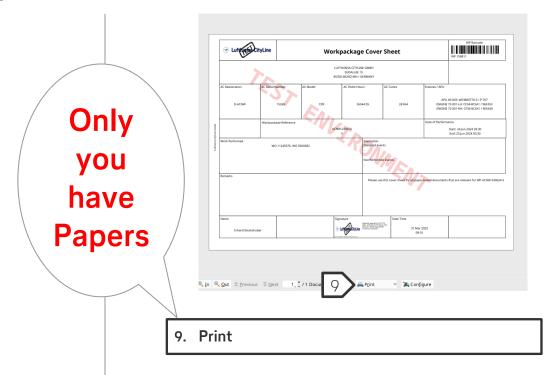
#### Important for paperwork !!! Workpackage/ Workpackage cover sheet **Workpackage Cover Sheet** LUFTHANSA CITYLINE GMBH SÜDALLEE 15 85356 MÜNCHEN / GERMANY **AC Serial Number** AC Model AC Cycles Engines / APU AC Registration **AC Flight Hours** APU 49-003: WE3800770-3 / P-767 D-ACNW 15269 26544:35 26'654 ENGINE 72-001-LH: CF34-8C5A1 / 965353 ENGINE 72-001-RH: CF34-8C5A1 / 965430 Workpackage Reference Date of Performance ACNW-120624 Start: 12.Jun.2024 20:30 EW011+EW010+TABLES+S End: 13.Jun.2024 03:30 Work Performed Exemption Deferred Events Refer to Workpackage Summary report of ACNW-120624 Not Performed Events Important for release !!! WO 514948; WO 11130984; WO 9761192 Remarks neet for all paper-based documents that are relevant for WP ACNW-120624 EW011+EW010+TABLES+S No certifiy release Name Signature Date Time

18.Apr.2025

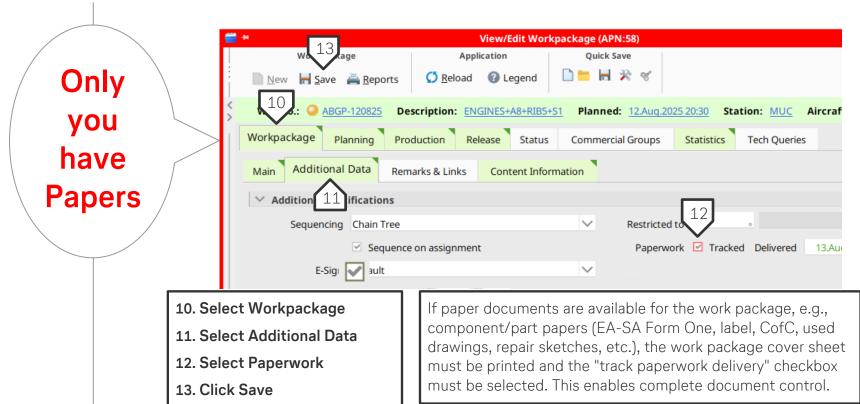
13:47

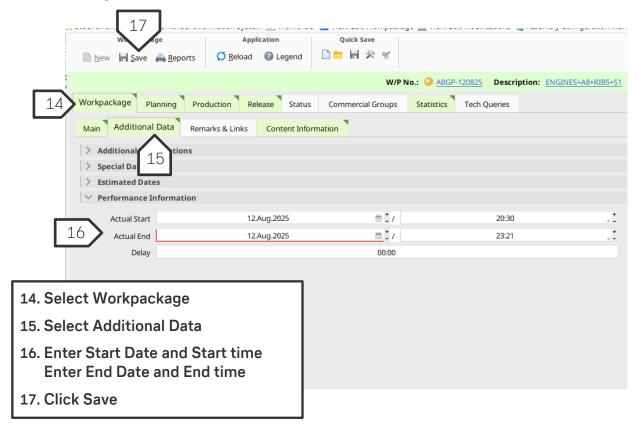


Erhard Glockshuber

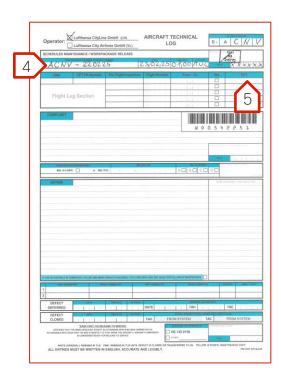




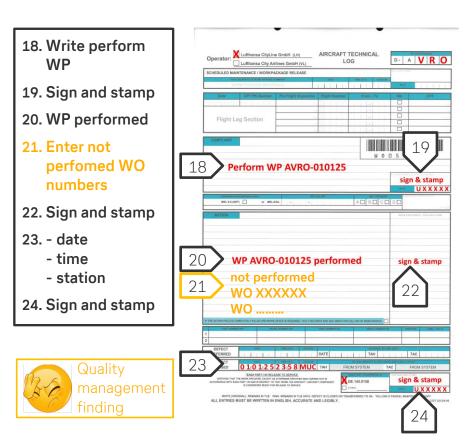


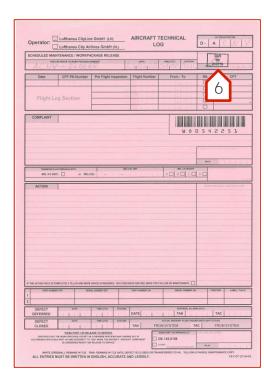






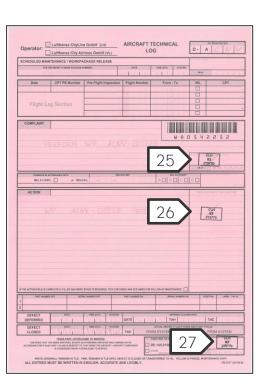
- 4. WP number
  - date
  - time
  - station
- 5. Stamp and sign



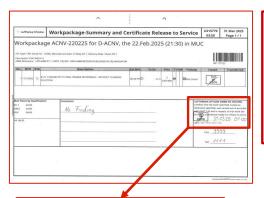


6. Stamp and sign

- 25. Sign and stamp
- 26. Sign and stamp
- 27. Sign and stamp
- WO needed not entered to AMOS



## Workpackage/ release and report back



7. CRS of A/C must be reported back to C/OT-PKP via Scanner ( done by WL or Shift leader)

Certifies that the work specified, except as otherwise specified, was carried out in accordar with PART-145 and in respect to that work the aircraft is considered ready for release to service 31.03.25 01:00

28. CRS of A/C must be reported back to Flight Leg Section C/OT-PKP via PERFORM WP ACMV-220225 **I-PHONE Scan** Parro I WP ACMY - 220225 PERFORMED to e-mail crs@dlh.de \*EASA PART-145 RELEASE TO SERVICE

CERTIFIES THAT THE WORK SPECIFIED, EXCEPT AS OTHERWISE SPECIFIED WAS CARRIED OUT IN

ACCORDANCE WITH EASA PART-145 AND IN RESPECT TO THAT WORK THE AIRCRAFT / AIRCRAFT COMPONENT



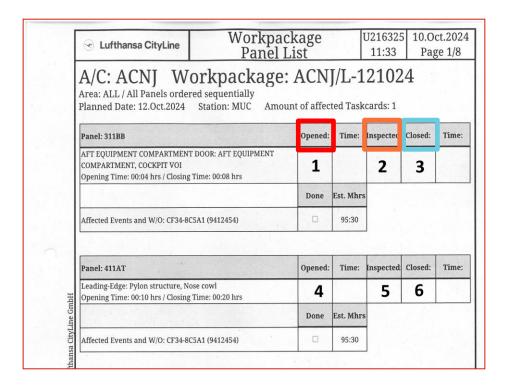
DE.145.0158

## Workpackage/ Differential sheet

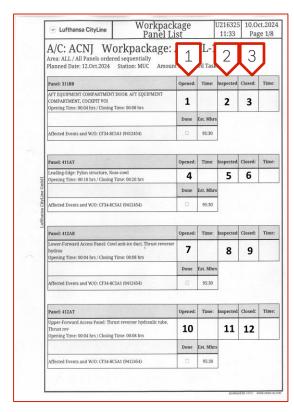


(i) Deleted

## Workpackage/ Panel list



## Workpackage/ Panel list e-sign



Stamp and sign:

- 1. OPEN
- 2. Inspected
- 3. Closed

(i) Panel list deleted



All Panel, who stay open, must be listed in a Workorder

finished



## Material/ Consumable Repairable Part

1st printout



1. Stamp and sign

✓ Add to Part

1. Stamp and sign

✓ Add to Part



2nd printout



Stamp and sign

✓ Add to WP

No printout



Form 1



✓ Add to WP

(i) Add to Barcode



### Material/Rotable Part

1st printout



1. Stamp and sign

✓ Add to Part

1. Stamp and sign

✓ Add to Part



2nd printout



. Stamp and sign

✓ Add to WP

No printout



Form 1

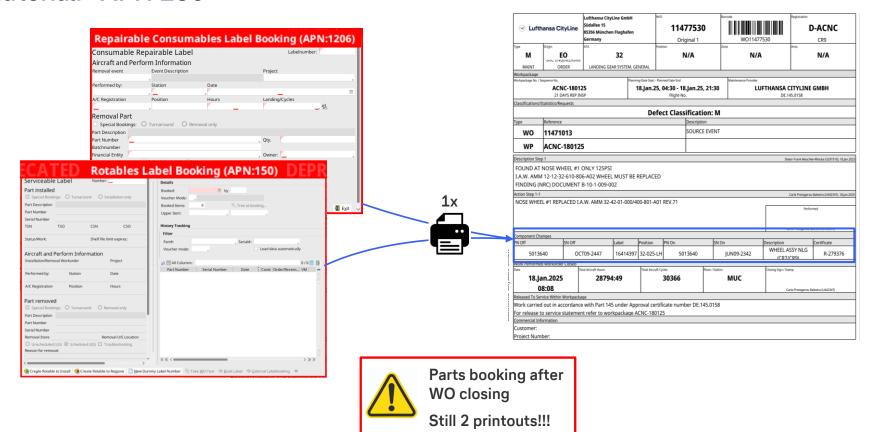


✓ Add to WP

(i) Add to Barcode

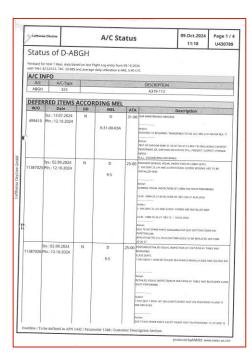


#### Material/ APN 150





#### Procedures/A/C Status TLB



old "A/C Status"

① Old A/C status

Not longer Archived





## **Procedures/ Hardcopy to Flydocs**

All Hardcopys collect to Workpackage Summmary





#### For Single WO

1. Red copy of TLB

or

1. Work copy of WO

+

Hardcopy



#### For Workpackage

3. Workpackage cover sheet

0

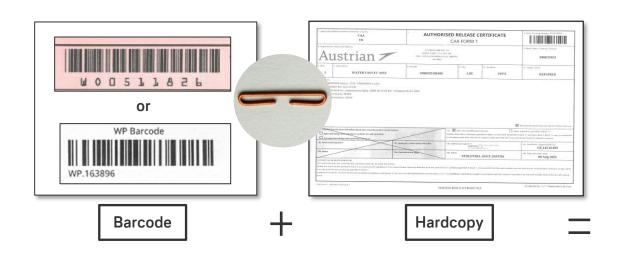
4. Workpackage header report (heavy maintenance)

4

Hardcopy



## Procedures/ Hard copy to WP



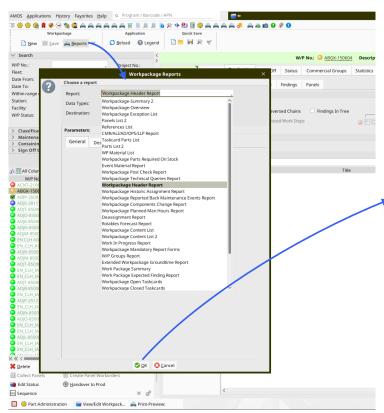


Clean Boards on shift ends

## Procedures/ Workpackage Header Report

- 1. Reports
- 2. Select Workpackage Header report
- 3. OK
- 4. Print Report
- 5. Select Paperwork

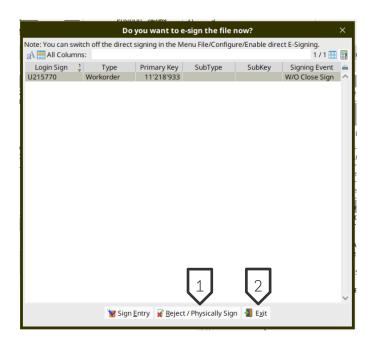








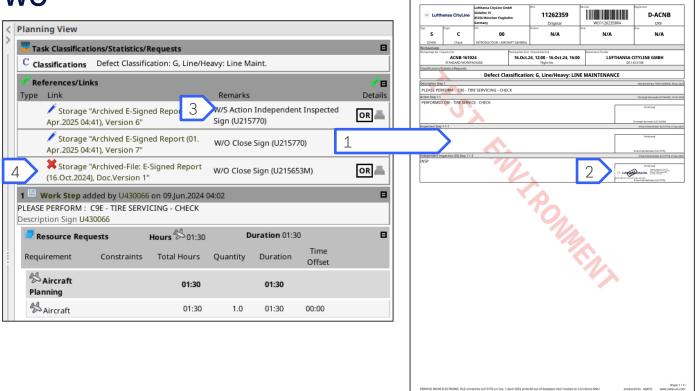
## Procedures/ Reject sign and exit



- 1. Reject sign -> Never use it!
- 2. Exit -> you can sign document later via APN 1747

### Add Info/ Review WO

- 1. Every signed document is linked to it is own WO
- 2. Every document has only one E-sign
- 3. So double inspection has a different document
- 4. Reopen WO: Deletes not the signed document

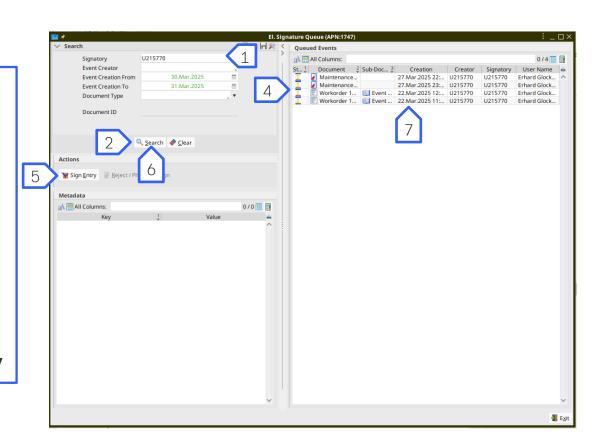




#### Add Info/ APN 1747

# Important: Queued Events must be empty before CRS

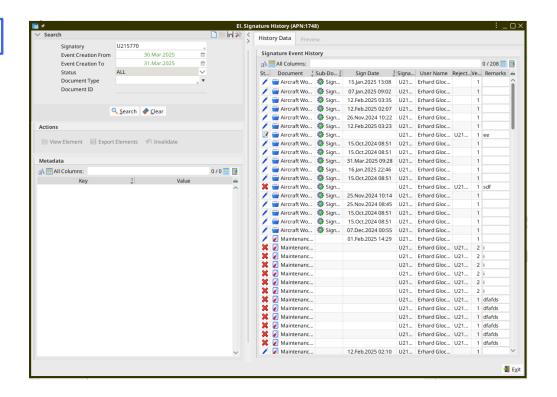
- 1. Enter your U-number
- 2. Click search
- 3. Select all Documents
- 4. Click Sign Entry
- 5. E-sign all your Documents
- 6. Click search again
- 7. Queued Events must be empty





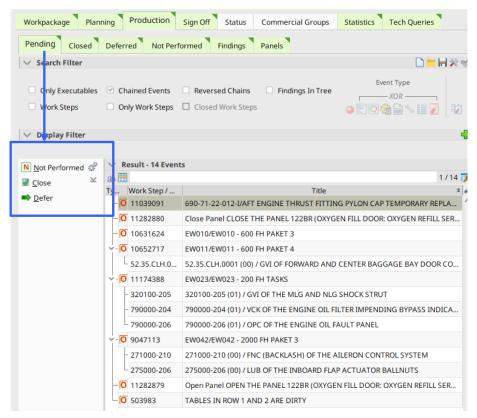
#### Add Info/ APN 1748

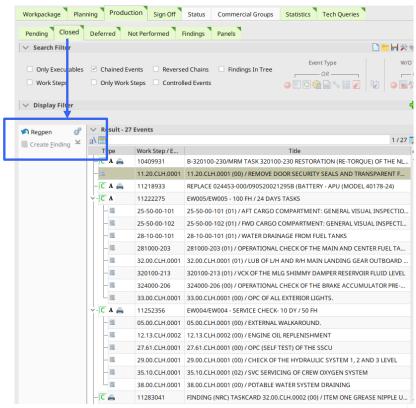
You can see all your sign documents





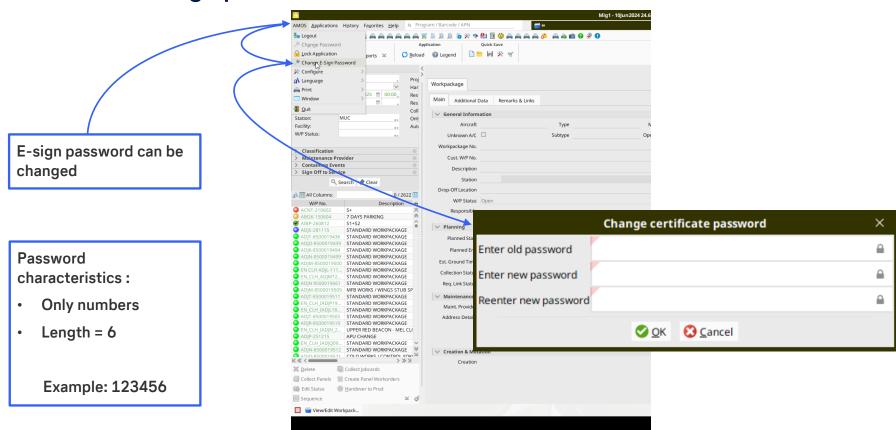
#### Add Info/ APN 58 new buttons







## Add Info/ Change password





#### Add Info/ Password reset



# Reset only on workdays!! Sent E-mail to

An: <u>AMOS.cityline@dlh.de</u>

Betreff: Zertifikats-Neuausstellung

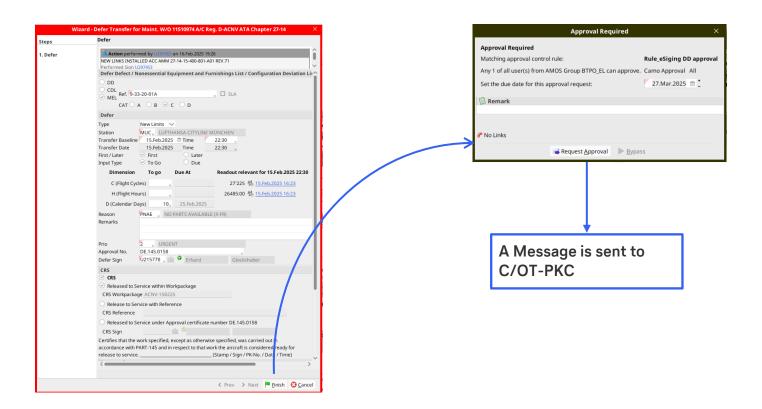
Text: Please reset my AMOS E-sign password

Name: John Doe

U-number: UXXXXXX

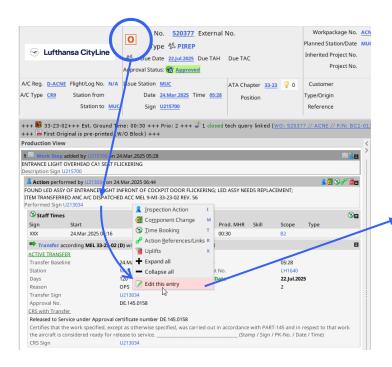


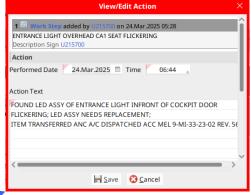
## X: Why is editing of WO deactivated





## X: Why is editing of WO deactivated

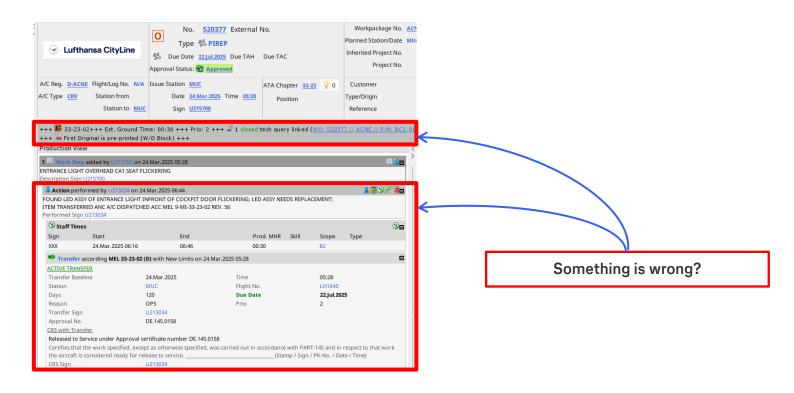




Editing of text is prohibited!

There is no message to C/OT-PKC

#### X: Edit deferred WO

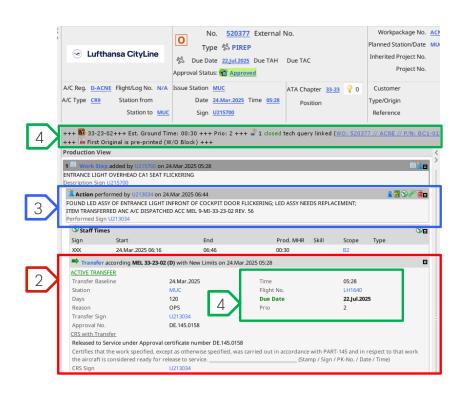




#### X: Edit deferred WO

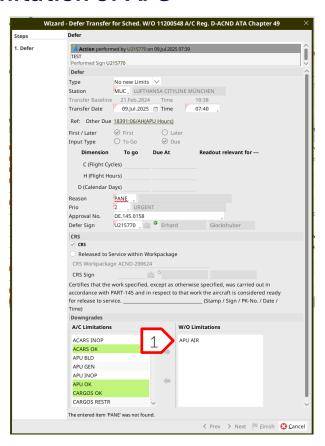
- Call C/OT PKC (Einsatzleiter) 089 / 977 2253
- 2. C/OT PKC delete Transfer
- 3. Edit your input
- 4. Transfer WO again
- 5. Approval required is sent again







### X: Limitation of A/C



- 1. Any Limitation is selected
- Call C/OT PKC (Einsatzleiter) 089 / 977 2253



All Limitation must be reported at any time (Nightshift, Vacation....)

#### X: Maintenance action MEL

- 1. Maintenance action required (no placards)
- 2. Call C/OT PKC (Einsatzleiter) 089 / 977 2253
- 3. Documentation to TLB is mandatory

	۵	
/	ľ	\
_	•	_

Preamble MEL

#### 9-MI-52-11-01-B Counterbalance Subsystem - Forward Side

RECTIFICATION INTERVAL	NUMBER	NUMBER	PROCE-
	INSTALLED	REQUIRED	DURE
С	1	0	(M) (P)

COM	IPANY NOTES
CLASS.	OPS affected
1	( <del>7</del> .8

May be inoperative provided:

- Door is verified manually operative (opens and closes) without any interference.
- 2) Counterbalance Forward and Aft sides are operative, and
- 3) Alternate procedures are established and used.

#### MAINTENANCE (M)

A. For an inoperative passenger door power assist system, do as follows:

1) Do the deactivation of the power assist motor (refer to TASK 52-11-00-040-801).

PLACARD (P)



### X: Release not entered to AMOS



A/C goes off block



#### before

**Request Approval** 

Call C/OT PKC (Einsatzleiter) 089 / 977 2253

- 1. Approval data
- 2. U-number



After report to C/OT PKC you can go to Lunch or enjoy the sun

After a beautiful suntan

enter WO to AMOS (no Problem)

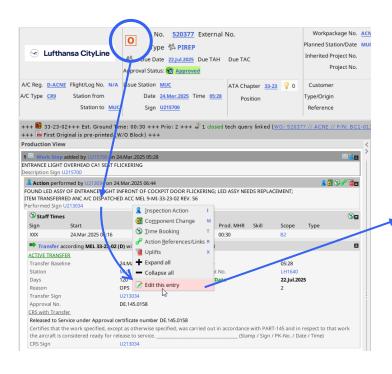


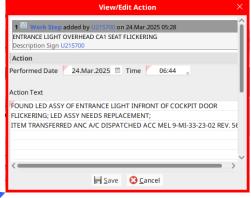
## X: Rules to defer a Complain



- 1. Edit transfer -> Call C/OT PKC for transfer delete
- 2. Set Limitation -> Call C/OT PKC
- 3. MEL Maintenance action -> Call C/OT PKC + documentation to TLB
- 4. A/C goes off block without approved data -> Call C/OT PKC

### X: For INFO





Go this way and you play with your savings!!!