

Avtrac RPT



Operators Guide

What is Avtrac RPT?

Avtrac RPT is a Low Cost Carrier (LLC) airline model solution for smaller aircraft Operators, which complies with the new Australian Civil Aviation Safety Authority CASR Part 42 regulations.

Strict control of overheads is a vital component of LLC management, and the new requirement by CASA to have an in-house Continuing Airworthiness Management Organisation (CAMO) approval brings new challenges for Operators contemplating RPT operations.

Securing all the staff required that meet the CASR Part 42 requirements is a challenge, as well as the weekly wages bill. Remote locations suffer particularly in gaining suitably qualified staff.

The process of writing all the procedures required and the Exposition is a daunting task beyond the capabilities of the smaller Operator.

Avtrac spent two years developing it's "Avtrac System" of procedures, tasks, checklists and software – and gained CASA CASR Part 42 approval in May 2014 for ASEPTA RPT utilising a G1000 Cessna Caravan.

The Avtrac System can now be easily used to get small operators up and running quicker in RPT (subject to CASA approvals) without the staffing requirements of a CAMO on-site.

With Avtrac RPT you get a dedicated CAMO Office at Avtrac. We have dedicated full time LAME's and trained staff handling your aircraft airworthiness. A dedicated Continuous Airworthiness Manager is allocated to your aircraft (with others available as back up), multiple computer work stations, high speed A3 scanning ability in full colour, and archiving of records - all in house.

The interface for all maintenance actions happens online, with your own dedicated Maintenance Control Portal. Each team member in the organization has password-protected access.

Pilot daily submission of the Tech Log are sent electronically by your pilots (either scanned or smart phone photo) – so our office can track your aircraft utilisation for the Reliability Reports, and track progress towards the next scheduled inspections.

All maintenance data for the aircraft fleet are available in the planning section, with Due Lists, OSIP Cards and all maintenance records available.

The Continuous Airworthiness Manager will be in daily contact with your operation to schedule upcoming maintenance, handle unscheduled defects and all the regulatory requirements of the CAMO.

CAMO Control explained

The concept and regulations covering Maintenance Control in Australia (Now called Continuing Airworthiness) have been evolving over the last few years. CASA have made it clear that the control of maintenance and airworthiness is the responsibility of the Registration Holder and Operator.

For Low Capacity RPT Operators this concept is not new, as Class A aircraft have always required to have a "Maintenance Controller" appointed by CASA Instrument. The new Part 42 regulations require the Operator to gain an Approval Certificate for a Continuing Airworthiness Management Organisation (CAMO).

Typically, a Maintenance Controller was employed full time by the Operator and carried out all functions of maintenance control. Picture the guy in the white coat with the clipboard, watching over all maintenance tasks, and organising everything.

Aviation has grown more sophisticated since those days, and aviation professionals are more competent and aware of higher standards required in the industry.

Avtrac has been specialising in professional maintenance control for over 20 years. We offer a very fast and efficient service, as our software and systems are very mature.

We pioneered the "remote control" of maintenance by the "team approach" in general charter operations and gained CASA approval for these operations in most states.

Remote control is practiced by most large capacity airlines, and many contract out their Technical Services to specialist companies like Avtrac. We bring this level of service to smaller RPT Operators.

A small Operator can effectively have a professional CAMO set up quickly and professionally, with excellent daily management of their fleet – so they can get on with the business of flying.

Maintenance and maintenance control is a difficult part of an aviation operation as many directors can testify to. Avtrac will partner with you to help make your airline a success by ensuring compliance.

Continuing Airworthiness – the parts

Airworthiness Control – is the compliance with CASA Regulations, and covers areas like AD compliance, AMP control, Aircraft Data and ICA management and compliance, Audits etc.

Maintenance Tracking – all events listed in the Aircraft Maintenance Program (AMP) are tracked by hours, date, cycles and landings in either our in-house Avtrac Pro software or using OASES or CAMP. Includes trend monitoring of engines. Reports are published as aids in planning.

Aircraft Records Management – managing the CASA approved records software, or aircraft logbooks and ensuring certifications and entries are true and correct. Archiving of Work Packages and additional data.

Maintenance Watch - The co-ordination of maintenance sub-contractors to perform scheduled and unscheduled maintenance on aircraft at times determined by the CAM.

The co-ordination of aircraft flying, to ensure scheduled maintenance is performed as determined by the CAM. This includes management of MEL items, and deferred defects.

Work Packages – generation of Work Packages for scheduled maintenance, and processing of returned Work Packages and Coupons to update the Maintenance Tracking System.

Reliability – to prove the effectiveness of the AMP, Avtrac are able to produce detailed monthly reports to ensure the airline meets the targets set.

What does Avtrac RPT do?

Avtrac Pty Ltd provides continuing airworthiness management services to Airlines, with numerous Operator CAMO CASA approvals based in our offices in Belmont WA.

An AoC Operator with a CAMO and aircraft on Avtrac RPT have the Aircraft Records located at the Avtrac office.

The CASA approved Operator CAMO will be registered at the Avtrac office. A document control area is set up specifically for the CAMO within the Avtrac office.

The AoC Operator's CAMO Part 42 Exposition will reflect the Avtrac RPT procedures and forms.

A password protected Internet Portal contains a Planning Section, where current Due Lists, OSIP Cards, Trends and Work Packages are available for viewing and printing. A Pilot Section allows pilots to complete daily flight and trend submissions. A Manuals Section contains all AoC Manuals, Forms and Engineering Documents required by Team members.

Work Packages are returned by e-mail, mail, or courier from the Part 145 Maintenance Organisation.

Contract labour in the following areas:

- Data input of Tech Logs into software system
- Processing of Work Packages
- Publishing Work Packages
- Airworthiness Reviews of aircraft
- New aircraft induction and data input of new aircraft into software system
- Lease reports and end of lease documentation.

The following elements of Maintenance Control are carried out:

Staff labour hire - CAM, RM, ARE, QM and MPAE for relief work, temporary positions and busy periods.

Airworthiness Control – CASA Regulations, AD's, SB's, ICA's, Airframe/Engine Data are all monitored daily and amendments/updates processed, and the control system updated.

Maintenance Tracking – the software package is updated daily with Tech Log details, and Utilisation monitored. All defects are entered and tracked as rectified or deferred. MEL's and PUS items are tracked. The AMP suitability is monitored by ATA chapter and Reliability Reports sent to CASA quarterly. Due Lists are regularly updated after each scheduled maintenance.

Aircraft Records Management – Work Packages are processed with a thorough checking process using checklists and quality management forms. Where required logbooks are updated.

Work Packages – are published electronically in PDF format and can be e-mailed very quickly to key team members. A copy is published on the portal for reference.

Technical Writing - our CASA Delegate holds a CAR42M and CAR42R Instrument for Systems of Maintenance, and is a skilled writer all manuals required for CAMO approval by CASA.



Avtrac Technical Log

Avtrac RPT allows a quick start in your operation because we have developed all the systems, procedures, forms and Tech Logs generically to suit most operations.

The Avtrac Technical Log saves you time and money developing your own, until you have experience and specific needs on the forms. Typically, operators can commence operations on our Tech Log, and transition to their own if and when they decide to.

The Avtrac Technical Log comes in a zip up binder and contains:

Form 06-002 Certificate of Release to Service (CRS) – The CRS is in book format, two serialized A5 per page, and in triplicate.

Form 06-003 Flight Record Sheet (FRS) - The FRS captures all information required for the days flying. Pre-flight certification, sector details, crew member details, oil uplifts and ECTM data collection for Jet, Turbo Prop and Piston aircraft. In book format with book serial number, triplicate A4 serialised pages.

Form 06-004 Technical Log (TL) – The TL is in book format with book serial number, two serialized A5 coupons per page, and in triplicate. All defects are recorded and managed on this form. The easiest tech log form we have written, with easy to use check boxes and sections to record details.

Form 06-005 Deferred Defect List (DDL) – The DDL is in serialised card format and handles all deferred defects.

Form 06-002 Certificate of Release to Service (CRS) form. It includes sections for:

- AVTRAC logo and form number (0902)
- VH registration and aircraft details
- OPEN DEFECTS (1-4)
- DEFERRED DEFECTS (1-4)
- RESOLVED DEFECTS (1-4)
- SCHEDULED MAINTENANCE
- DEFERRED MAINTENANCE
- Work Order / Job Number
- Signature and date fields

Form 06-002 Certificate of Release to Service (CRS) form. It includes sections for:

- AVTRAC logo and form number (0903)
- VH registration and aircraft details
- OPEN DEFECTS (1-4)
- DEFERRED DEFECTS (1-4)
- RESOLVED DEFECTS (1-4)
- SCHEDULED MAINTENANCE
- DEFERRED MAINTENANCE
- Work Order / Job Number
- Signature and date fields

Form 06-004 Technical Log (TL) form. It includes sections for:

- AVTRAC logo and form number (0904)
- VH registration and aircraft details
- DESCRIPTION
- DEFERRED CATEGORY (MEL, AFA, NAC, CA, PA, BPP, OPERATIONAL)
- DEFERRED SCHEDULE
- DEFERRED NOTES
- Signature and date fields

Form 06-004 Technical Log (TL) form. It includes sections for:

- AVTRAC logo and form number (0905)
- VH registration and aircraft details
- DESCRIPTION
- DEFERRED CATEGORY (MEL, AFA, NAC, CA, PA, BPP, OPERATIONAL)
- DEFERRED SCHEDULE
- DEFERRED NOTES
- Signature and date fields

Form 06-003 Flight Record Sheet (FRS) form. It includes sections for:

- AVTRAC logo and form number (0904)
- PRE-FLIGHT CERTIFIED
- Signature and date fields
- FLIGHT RECORD TABLE with columns for:
 - SECTOR
 - START
 - FLIGHT
 - FUEL MANAGEMENT
 - ENGINE OIL ADDED QUANTITIES
 - ENGINE TRENDS DATA
- INCIDENTS

Form 06-005 Deferred Defect List (DDL) form. It includes sections for:

- AVTRAC logo and form number (0902)
- VH registration and aircraft details
- DEFERRED DEFECT LIST
- Table with columns:
 - Serial No.
 - Signature
 - Deferred Defect
 - Resolved Signature
 - Full Log Couplet No.



Who is Avtrac Pty Ltd?



Avtrac Pty Ltd is a Franchise company, with independent aviation CAM (*Continuing Airworthiness Management organisation*) Franchisees licensed to use the Avtrac System.

Paul holds CASA Maintenance Control Instruments for heavy corporate jets (eg – Gulfstream GIV, Challenger 600), Low Capacity RPT Operations, and ASEPTA Operations using single engine turbines.

We perform Maintenance Tracking and Continuing Airworthiness activities for clients throughout each state in Australia, and are approved by CASA under various Instruments and Approvals.

He also holds positions as Continuing Airworthiness Manager, and Airworthiness Manager in CASA approved Part 42 CAMO organisations in ASEPTA RPT (Cessna Caravans) and Low Capacity Regional RPT (Embraer 135LR).

Each Franchise is a full time business and operates from a dedicated business premises, employ full time and part time staff, and have workstations for computerised record management.

He has been conducting maintenance control full time for over twenty years, is a technical writer, and a software developer of FileMaker databases.

The business owner and director Paul Carey is a LAME with over 30 years experience on the floor and many positions as Chief Engineer. His ratings include Airframe Groups 1, 4, 5 and 6, and Engines 1, 3 and 21(PT6A).

Avtrac's motto is "Quick and Fast" – timely and accurate airworthiness management.

AVTRAC for the iPad

Many of our clients have upgraded to the Apple iPad in the cockpit. AVTRAC for the iPad allows the HAAMC and pilots to view the complete aircraft Due List onboard.



Planning and Scheduling is made easier with this new tool.

- Uses FileMaker GO from the Aps Store.
- Updated file is e-mailed to your iPad.
- Password protected for security.
- Interactive due lists after Current Aircraft Times are updated.

AVTRAC iPad MAINTENANCE TRACKING		ARCRFT INFO		ADULT ADVICE		CYCLES REPORT		LOGS REPORT	
AVTRAC iPad <small>MAINTENANCE TRACKING</small> <small>Version: 11 March 2011</small>		ARCRFT INFO <small>Report Date: 09th Dec 2011</small> <small>Model: CL605-1A11</small> <small>Serial Number: 1582</small> <small>Registration: N1582</small> <small>Operator: Avtrac Pty Ltd</small>		ADULT ADVICE <small>Paul F Carey</small> <small>1582</small> <small>1582</small> <small>1582</small>		CYCLES REPORT <small>TTIS on Aircraft 7,835.2</small> <small>Cycles 7,742</small> <small>Landings 7,045</small>		LOGS REPORT <small>1582</small> <small>1582</small> <small>1582</small>	

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Contact us if you have migrated to the iPad and want to use the service.