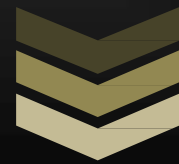


2014

LOSA User Manual: RAMP, Mx, and MX-QC



PCMS

LOSA Application

User profiles defined under Ramp, Mx, and Mx-QC Observations. The role of the Observer, creating new observations, and Edit-Threat Analysis for each user-profile are defined in this manual

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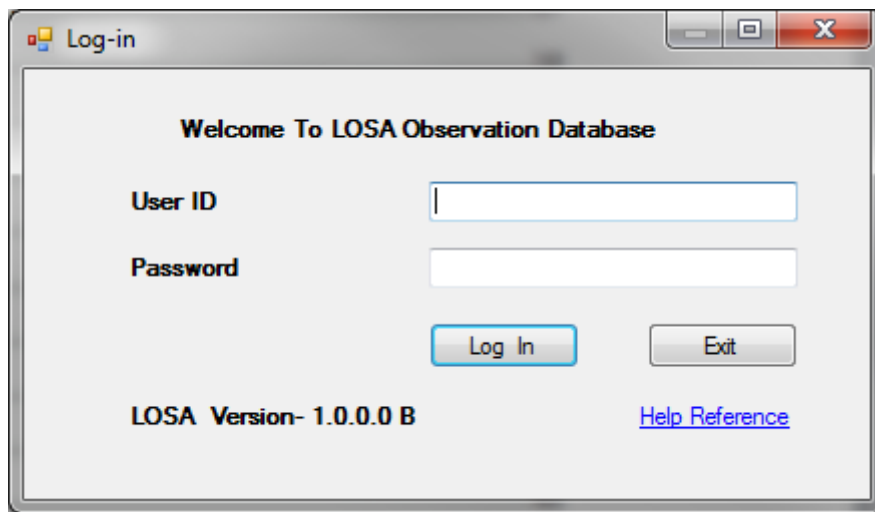
Ramp Observations

Login

Double click on the LOSA desktop icon:



Log in to Ramp



Enter your assigned Observer ID and Password and click the Log In button to enter the LOSA application, or click Exit to close the application.

If you do not enter an Observer ID or enter an incorrect ID, an error message will be displayed.

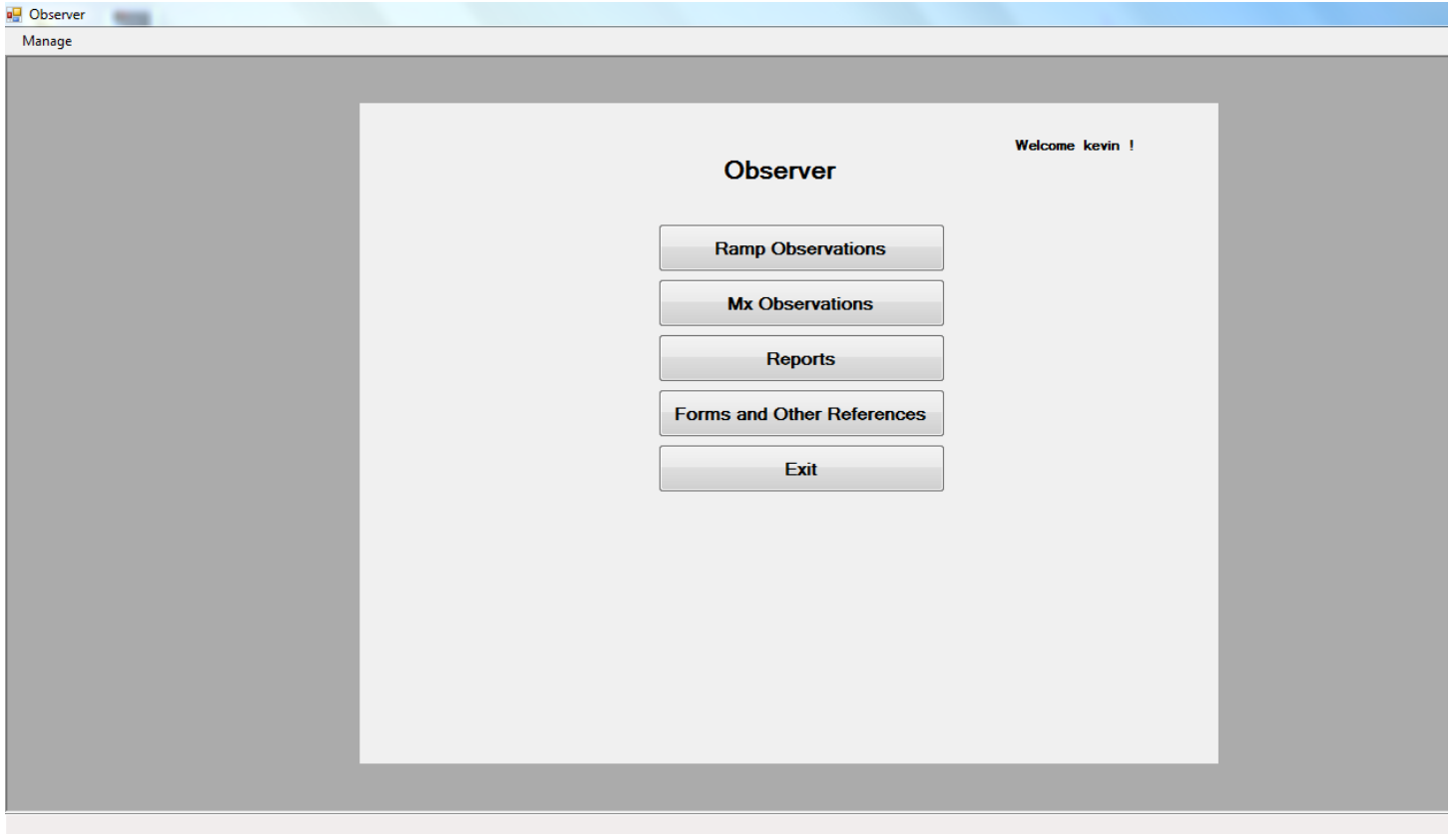
If you do not enter a password, an error message will be displayed.

If you enter an incorrect password, an error message will be displayed. *Please note that the Password is case sensitive and must be entered accurately using capital and lower-case letters as provided.*

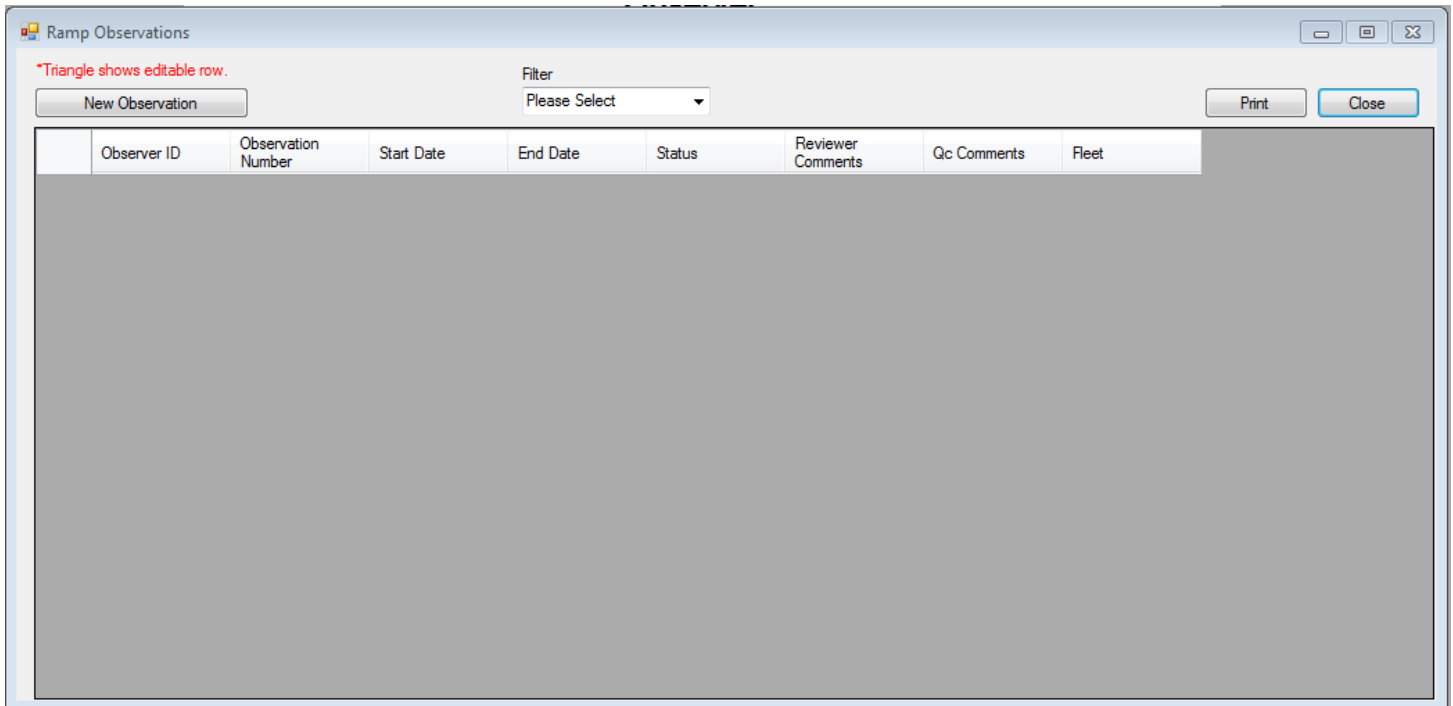


When the login is successful, chose the “Ramp Demographics” tab under the “Observer” Role. After login, under the “Observer” Role – Choose the “Ramp Demographics” tab

LOSA USER REFERENCE MANUAL



After selecting the "Ramp Demographics," click the "New Observation" tab.



New Observation

Create New Observation

Select the “New Observation” button at the top left corner of “Ramp Observations” window. This action opens the Demographics form to input data.

Demographics tab (detail)

The Demographics form for new observations has several required fields as indicated on the form by red asterisks (*). These fields must be completed to save the new observation. Required fields include:

1. Observation Type* (i.e., Arrival, Download, Upload, Turnaround, and Servicing Components)
2. Date and Start Time of Observation*: enter the Start Time of your Observation
3. Date and End Time of Observation*: Note the start and end times cannot be the same. To save the form, the end time cannot be equal to or earlier than the start time.
4. Station*
5. Airline*
6. Aircraft Type*
7. Aircraft Series*

The screenshot shows the 'Demographics' form within the 'Ramp Observations' application. The form is titled 'Demographics' and contains various input fields and checkboxes for recording observation details. The 'Demographics' tab is selected, with other tabs like 'Arrival', 'Downloading', etc., visible. The form includes fields for Observer/TeamID, Observation Type, Date and Start/End Time, Observation Area, Type of Operations, Lighting Conditions, Environment Conditions, Ramp Conditions, Station, Airline, Gate, Fleet, Aircraft Type, and Aircraft Series. Red asterisks (*) indicate required fields. The form also includes a 'Save' button and a 'Print' button.

LOSA USER REFERENCE MANUAL

Observation Type*: Lists six types of observations (e.g., Arrival, Upload, and Turnaround). All applicable types can be selected and are subsequently displayed at the top of the form after the form has been saved. The observation type, *Servicing Components*, consists of the tabs *Lavatory*, *Catering*, *Cleaning*, *Fueling*, *Maintenance*, *De-Icing*, and *Pilot*

Ramp Observations

*Triangle shows editable row.

New Observation

Observer ID	Observation Number
kevin kevin	RAMP1
kevin kevin	RAMP2

Save Exit
Current Observation: LOSA-RAMP0 Observation Status: Draft Airport: Print

Aircraft Series:

Demographics | Arrival | Downloading | Lavatory | Catering | Cleaning | Fueling | Uploading | Departure | Maintenance | De-icing | Pilot | Additional Threats/Errors | Threats Summary

Observer/TeamID: LOSA Observation Number:

Observation Type: *
 Arrival
 Downloading
 Servicing Component
 Uploading
 Departure
 Turnaround

Date and Start Time of Observation: * 10/28/2013 - 16:28
Date and End Time of Observation: *

Observation Area:
 Left Forward Wing
 Right Forward Wing
 Left Aft Wing
 Right Aft Wing
 Cargo Deck

Type of Operations:
 Normal
 Irregular Flight Operations
 Domestic
 International

Lighting Conditions:
 Daylight
 Dawn/Dusk
 Night
 Sun Glare
 Overcast
 Artificial Light

Environment Conditions:
 Clear
 Fog
 Windy
 High Humidity
 Rainy
 Snow/Sleet/Ice
Others(Specify):

Ramp Conditions:
 Wet
 Dry
 Snow/Ice
 Contaminated
 N/A

Station Country: * Airline Country: * Gate:
Irregular Operations:

Airline: * Fleet:
Irregular Operation Explanation:

Station: * Terminal:
Aircraft Type: * Aircraft Series: *
 Training Occuring

Zone:

Arriving From Country:
Departing To Country:

Arriving From Airport:
Departing To Airport:

Scheduled Time of Arrival:
Scheduled Time of Departure:

Expected Time of Arrival:
Expected Time of Departure:

Actual Time of Arrival:
Actual Time of Departure:

Downloading Starting Time:
Downloading Finish Time:

Uploading Starting Time:
Uploading Finish Time:

LOSA USER REFERENCE MANUAL

Date and Start/End Times of Observation*: Both the start/end date and time fields default to blank.

- a. typing directly in the date/time box
- b. selecting mm, dd, yyyy; hh or mm and using the calendar drop-down

The screenshot displays the 'Observer' application window with the 'Demographics' panel active. The 'Date and Start Time of Observation' field is selected, and a calendar drop-down menu is open, showing the month of August 2012. The calendar highlights the 8th and 30th. The interface includes various input fields, checkboxes, and dropdown menus for recording observation details. A red asterisk (*) next to the 'Date and Start Time of Observation' field indicates it is a required field. The 'Demographics' panel also includes tabs for 'Arrival', 'Downloading', 'Lavatory', 'Catering', 'Clearing', 'Fueling', 'Uploading', 'Departure', 'Maintenance', 'De-icing', 'Pilot', 'Additional Threats/Errors', and 'Threats'. The 'Observer/TeamID' is set to 'Losa', and the 'Current Observation' is 'Losa-RAMP0'. The 'Observation Status' is 'Draft'. The 'Airport' and 'Aircraft Series' fields are also visible.

The next panel containing required items asks for information about the Airport, Aircraft Company, Aircraft Type, Aircraft Series, as well as for operations information. Two of the fields in this panel (i.e., Station, Aircraft Type, Aircraft Series) are required and must be completed prior to saving the observation. Required fields are indicated by a red asterisk (*).

Observation Area: Select all areas of the aircraft applicable to the observation.

Type of Observation: Select all applicable types of observation to the Demographics form

Lighting Conditions: Select the applicable lighting conditions with the checkboxes containing (i.e., Daylight, Dawn/Dusk, Night, Sun Glare, Overcast, and Artificial Light).

Environmental Conditions: Select all environmental conditions applicable to the observation. Use the 'Others (Specify)' textbox to add environmental conditions not listed.

Ramp Conditions: Select the applicable ramp conditions with the checkboxes containing (i.e., Wet, Dry, Snow/Ice, Contaminated, and N/A).

LOSA USER REFERENCE MANUAL

The screenshot shows the 'Demographics' form in the LOSA application. The form is titled 'Demographics' and contains various input fields and checkboxes for recording observation details. The 'Current Observation' is 'LOSA-RAMP0' and the 'Observation Status' is 'Draft'. The 'Observer/TeamID' is 'LOSA'. The 'Observation Type' includes 'Arrival' and 'Downloading'. The 'Date and Start Time of Observation' is '10/28/2013 - 16:28'. The 'Observation Area' includes 'Left Forward Wing', 'Right Forward Wing', 'Left Aft Wing', 'Right Aft Wing', and 'Cargo Deck'. The 'Type of Operations' includes 'Normal', 'Irregular Flight Operations', 'Domestic', and 'International'. The 'Lighting Conditions' include 'Daylight', 'Dawn/Dusk', 'Night', 'Sun Glare', 'Overcast', and 'Artificial Light'. The 'Environment Conditions' include 'Clear', 'Fog', 'Windy', 'High Humidity', 'Rainy', 'Snow/Sleet/Ice', and 'Others(Specify)'. The 'Ramp Conditions' include 'Wet', 'Dry', 'Snow/Ice', 'Contaminated', and 'N/A'. The 'Station Country' is 'Select', 'Airline Country' is 'Select', 'Gate' is 'Select', 'Irregular Operations' is 'Select', 'Station' is 'Select', 'Terminal' is 'Select', 'Aircraft Type' is 'Select', 'Aircraft Series' is 'Select', 'Irregular Operation Explanation' is 'Select', and 'Training Occuring' is 'No'. The 'Arriving From Country' is 'Select', 'Departing To Country' is 'Select', 'Arriving From Airport' is 'Select', 'Departing To Airport' is 'Select', 'Scheduled Time of Arrival' is 'Select', 'Scheduled Time of Departure' is 'Select', 'Expected Time of Arrival' is 'Select', 'Expected Time of Departure' is 'Select', 'Actual Time of Arrival' is 'Select', 'Actual Time of Departure' is 'Select', 'Downloading Starting Time' is 'Select', 'Downloading Finish Time' is 'Select', and 'Uploading Starting Time' is 'Select', 'Uploading Finish Time' is 'Select'.

1. **Station Country:** defaults to “Select” and can be changed by selecting another country from the drop down list. Only airports for the selected country will be provided in the “Airport Code” drop down list.
2. **Station:** the identifier of the airport selected will be displayed in the “Airport” field at the top of the form.
3. **Terminal**
4. **Zone**
5. **Gate**
6. **Aircraft Type:** Aircraft manufacturer. Only aircraft series for the selected Aircraft Type will be provided in the “Aircraft Series” drop down list
7. **Aircraft Series**
8. **Irregular Operations**
9. **Irregular Operations Explanation:** Provide an explanation if you choose a “Yes” response to Irregular Operations

LOSA USER REFERENCE MANUAL

Ramp Observations

*Triangle shows editable row.

New Observation

Observer ID	Observation Number
kevin kevin	RAMP1
kevin kevin	RAMP2

Demographics
Save Exit Print

Current Observation: LOSA-RAMP0 Observation Status: Draft Airport:

Aircraft Series:

Demographics
Arrival
Downloading
Lavatory
Catering
Cleaning
Fueling
Uploading
Departure
Maintenance
De-icing
Pilot
Additional Threats/Errors
Threats Summary

Observer/TeamID: LOSA Observation Number:

Observation Type:
 Arrival
 Downloading
 Servicing Component
 Uploading
 Departure
 Turnaround

Date and Start Time of Observation: 10/28/2013 - 16:28 Date and End Time of Observation:

Observation Area:
 Left Forward Wing
 Right Forward Wing
 Left Aft Wing
 Right Aft Wing
 Cargo Deck

Type of Operations:
 Normal
 Irregular Flight Operations
 Domestic
 International

Lighting Conditions:
 Daylight
 Dawn/Dusk
 Night
 Sun Glare
 Overcast
 Artificial Light

Environment Conditions:
 Clear
 Fog
 Windy
 High Humidity
 Rainy
 Snow/Sleet/Ice
 Others(Specify):

Ramp Conditions:
 Wet
 Dry
 Snow/Ice
 Contaminated
 N/A

Station Country: Airline Country: Gate: Irregular Operations:

Airline: Fleet: Irregular Operation Explanation:

Station: Terminal: Aircraft Type:

Zone: Aircraft Series: Training Occuring

Arriving From Country: <input type="text"/>	Departing To Country: <input type="text"/>
Arriving From Airport: <input type="text"/>	Departing To Airport: <input type="text"/>
Scheduled Time of Arrival: <input type="text"/>	Scheduled Time of Departure: <input type="text"/>
Expected Time of Arrival: <input type="text"/>	Expected Time of Departure: <input type="text"/>
Actual Time of Arrival: <input type="text"/>	Actual Time of Departure: <input type="text"/>
Downloading Starting Time: <input type="text"/>	Downloading Finish Time: <input type="text"/>
Uploading Starting Time: <input type="text"/>	Uploading Finish Time: <input type="text"/>

LOSA USER REFERENCE MANUAL

All required fields must be completed prior to saving. Once saved, a combination of the required fields will appear at the top of the form. For example, the current “Observation Number” will be shown in the “Current Observation” box at the top of the screen.

Demographics

Save Exit Current Observation LOSA-RAMP0 Observation Status Draft Airport Aircraft Series Print

Demographics Arrival Downloading Lavatory Catering Cleaning Fueling Uploading Departure Maintenance De-icing Pilot Additional Threats/Errors Threats Summary

Observer/TeamID LOSA Observation Number: []

Observation Type: Arrival Downloading Servicing Component Uploading Departure Turnaround

Date and Start Time of Observation: [] Date and End Time of Observation: []

Observation Area: Left Forward Wing Right Forward Wing Left Aft Wing Right Aft Wing Cargo Deck

Type of Operations: Normal Irregular Flight Operations Domestic International

Lighting Conditions: Daylight Dawn/Dusk Night Sun Glare Overcast Artificial Light

Environment Conditions: Clear Fog Windy High Humidity Rainy Snow/Sleet/Ice Others(Specify): []
 Extreme Heat Extreme Cold Lightning Dust Storm Sand Storm

Ramp Conditions: Wet Dry Snow/Ice Contaminated N/A

Station Country: [] Airline Country: [] Gate: [] Irregular Operations: []
Station: [] Airline: [] Fleet: [] Irregular Operation Explanation: []
Terminal: [] Zone: [] Aircraft Type: [] Aircraft Series: [] Training Occuring

Arriving From Country: [] Departing To Country: []
Arriving From Airport: [] Departing To Airport: []
Scheduled Time of Arrival: [] Scheduled Time of Departure: []
Expected Time of Arrival: [] Expected Time of Departure: []
Actual Time of Arrival: [] Actual Time of Departure: []
Downloading Starting Time: [] Downloading Finish Time: []
Uploading Starting Time: [] Uploading Finish Time: []

LOSA USER REFERENCE MANUAL

Arrival/Departure: Flight arrival information is displayed in the left column and departure information is displayed in the right column.

1. **Arriving/Departing Country:** defaults to “Select” and can be changed by selecting another country from the dropdown list. Only airports for the selected country will be provided in the “Arriving From Airport” and “Departing To Airport” drop down lists.
2. **Arriving/Departing Airport:** defaults to “Select” and can be changed by selecting an airport from the dropdown list. Only airports for the selected countries will be provided in the dropdown lists.

The screenshot shows the 'Demographics' form in the LOSA application. The form is titled 'Demographics' and contains various fields for observation data. The 'Arrival' tab is selected. Fields include Observer/TeamID (LOSA), Observation Number, Observation Type (Arrival, Downloading, Servicing Component, Uploading, Departure, Turnaround), Date and Start Time of Observation (10/28/2013 - 16:34), Date and End Time of Observation, Observation Area (Left Forward Wing, Right Forward Wing, Left Aft Wing, Right Aft Wing, Cargo Deck), Type of Operations (Normal, Irregular Flight Operations, Domestic, International), Lighting Conditions (Daylight, Dawn/Dusk, Night, Sun Glare, Overcast, Artificial Light), Environment Conditions (Clear, Fog, Windy, High Humidity, Rainy, Snow/Sleet/Ice, Others(Specify)), Ramp Conditions (Wet, Dry, Snow/Ice, Contaminated, N/A), Station Country (Chile), Airline Country (Argentina), Gate, Irregular Operations, Airline (Aerolineas Argentinas), Fleet, Irregular Operation Explanation, Station (SCAL: Santa Barbara/Ad Ralc), Terminal, Zone, Aircraft Type, Aircraft Series, Training Occuring, and time fields for Arriving From/Departing To Country and Airport, Scheduled, Expected, and Actual Time of Arrival and Departure, and Downloading/Uploading Starting and Finish Times.

Dates and Times: Note that all time fields are on a 24-hour or military clock, and can be changed by:

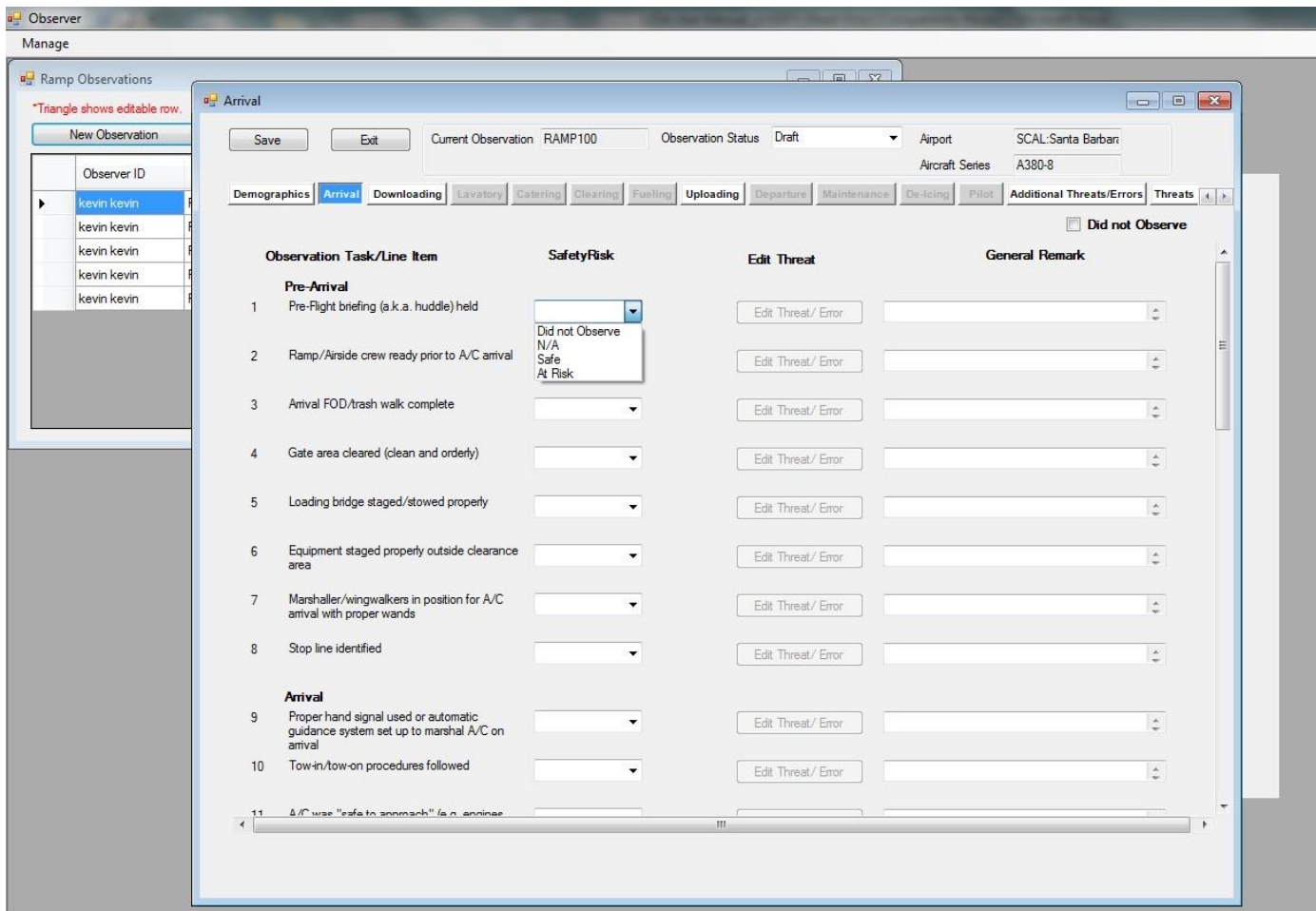
- a. typing directly in the date/time box
- b. selecting mm, dd, yyyy; hh or mm and using the Calendar drop-down box

Data Collection tabs (detail)

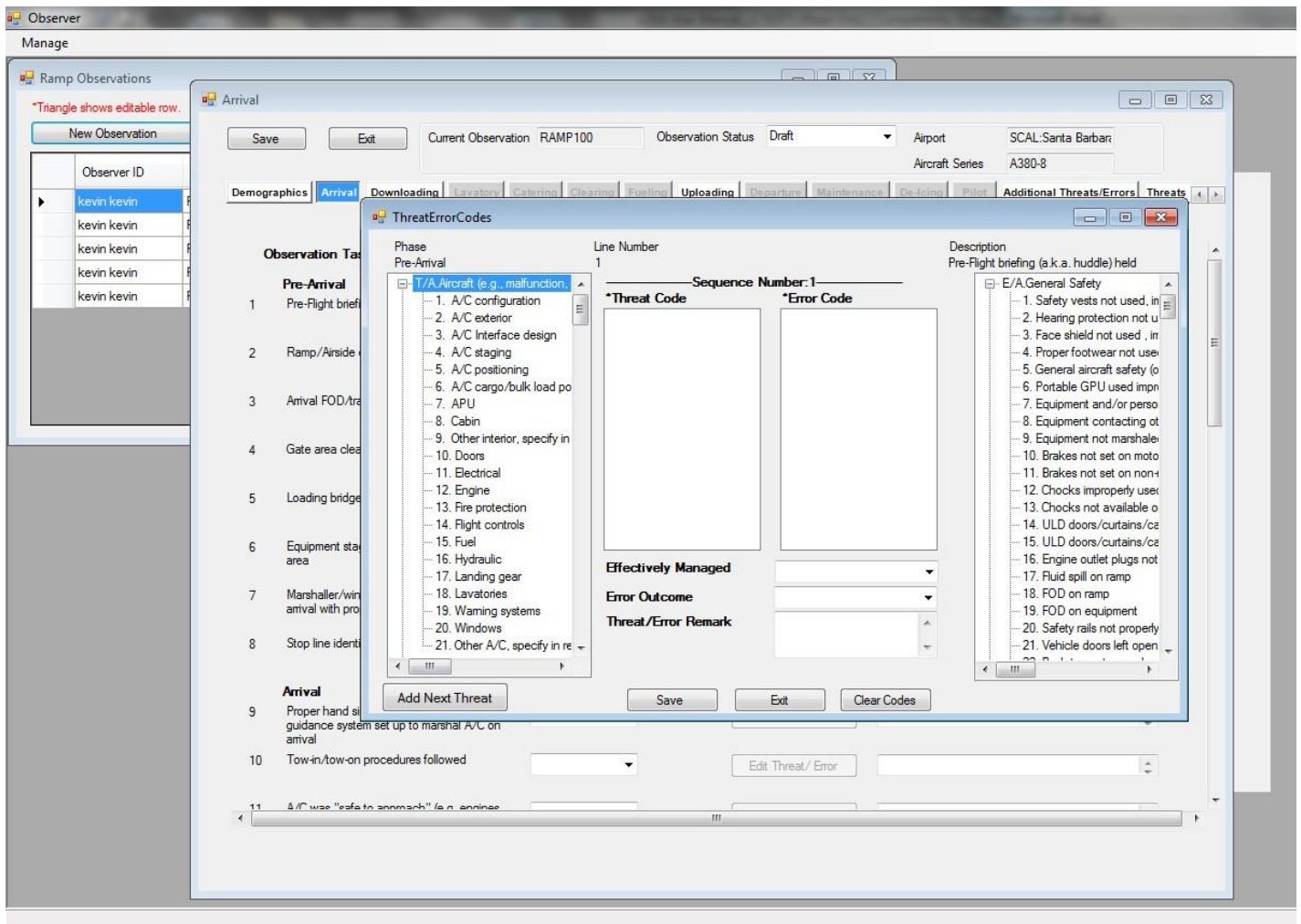
Demographics, Arrival, Downloading, Lavatory, Catering, Cleaning, Fueling, Uploading, Departure, Maintenance, De-icing, Pilot, Additional Threats/Errors, Threats Summary

All data-collection tabs look similar and function in the same manner with the exception of the last two tabs, “Additional Threats/Error” and “Threat Summary”. Each tab is a form with a series of associated tasks or behaviors (observable items) presented in a numbered list in the first column. The number of observable items varies across tabs.

1. Each observable item line presents a “Safety/Risk” dropdown list, which defaults to blank and can be changed by selecting an option from the dropdown list:
 - a. No selection (default)
 - b. N/A: not applicable
 - c. Safe: action was observed and determined to be safe.
 - d. At Risk: action was observed and determined not-safe. This option will enable the “Edit Threats/Errors” button for that item.
 - e. Did not “Observe”: action may have been performed, but was not observed.



2. “Edit Threats/Error” button: enabled when “Safety/Risk” has been set to “At Risk”
 - a. If no Threats/Errors exist for the item, clicking the “Edit Threats/Errors” button will open an input form to Threat/Error records.
 - b. If Threat/Error records exist for the item, clicking the “Edit Threats/Errors” button will open the “ErrorThreatCodes” to view all existing Threat/Error records. Edit an existing record by dragging the “Threat Code” and “Error Code” to the window headed “Threat Code” and “Error Code,” respectively.

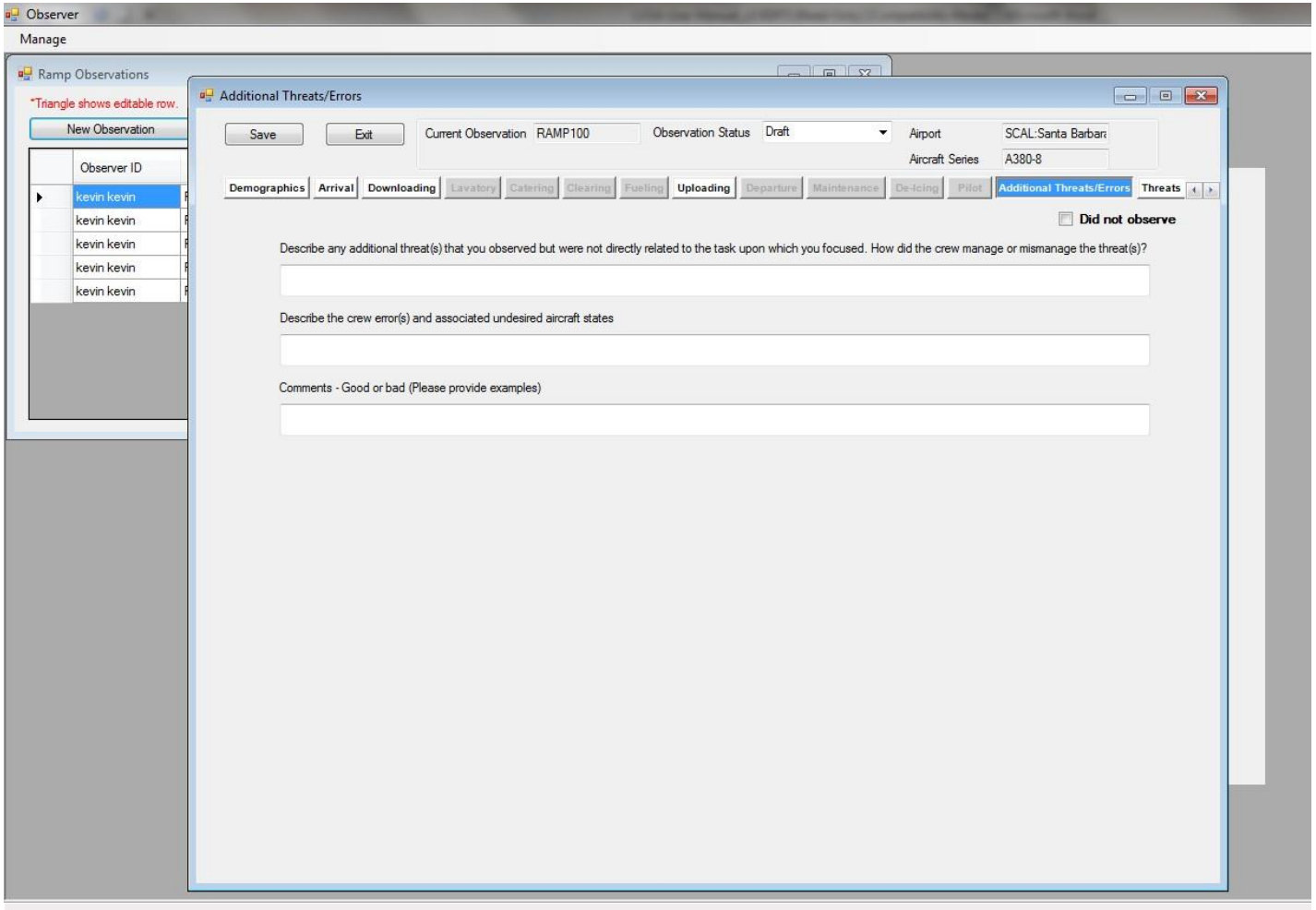


3. Effectively Managed – Enter “Yes” if Threat/Error was effectively managed; Enter “No” if not.
4. Threat/Error Remark – This textbox can be used to enter comments about the specific error/threat code. A comment may be entered regardless of Safety Risk status (i.e., N/A, Safe, At Risk, Did not Observe). Remarks can be entered once the “ErrorThreatCodes” window is open.
5. Add Next Threat Button: Click “Add Next Threat” if you want to add another threat/error code

Once the information is entered, the user can either “Save or Exit” or “Clear Codes” if you wish to clear a particular threat or error code using the command buttons provided.

LOSA USER REFERENCE MANUAL

Additional Threats and comments can also be entered using the “Additional Threats/Errors” window (see figure below). After entering the threat/error codes, the user can review them in the “Threats Summary” window



LOSA USER REFERENCE MANUAL

Observer
Manage

Ramp Observations

*Triangle shows editable row.

New Observation

Observer ID	Observer Name
▶	kevin kevin
	kevin kevin
	kevin kevin
	kevin kevin
	kevin kevin

Threats Summary

Current Observation RAMP100
Observation Status Draft
Airport SCAL: Santa Barbar

Aircraft Series A380-8

In order to edit a row of data, double click the box at the beginning of each row.
 A second form will open and allow you to change any of the data for that line only.
 The datagrid will be viewable behind the 'edit' form, but will not be updated until the 'edit' form is closed

Phase	Line#	Description	Rating	ErrorCode	ThreatCode	Threats Managed	Error Outcome	Remarks
▶	1	Pre-Flight briefing...	At Risk	4. Proper footwe...	6. A/C cargo/bul...	Yes	Inconsequential	Demo

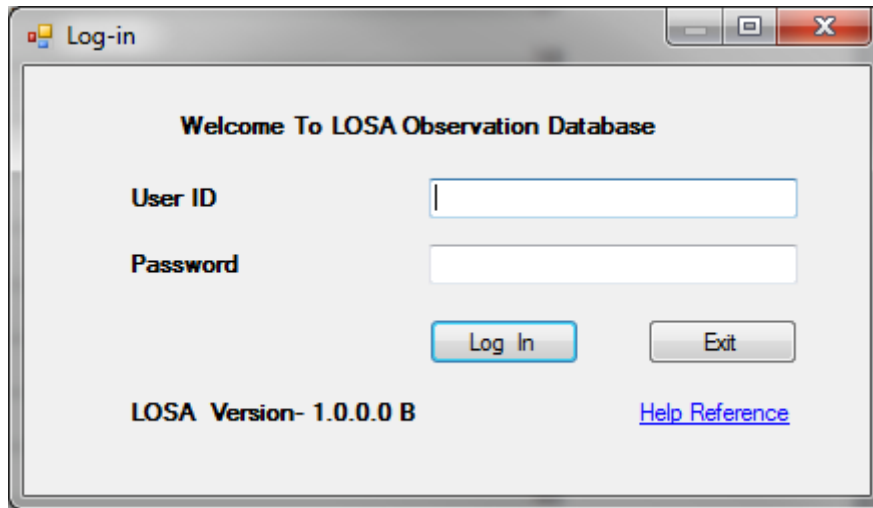
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Version 1.06 – Application Release - 1.0.10.10-April 24, 2014

Mx Observations

Login

Double click on the LOSA desktop icon



Enter your assigned User ID and Password and click the Log In button to enter the LOSA application or click Exit to close the application.

If you do not enter a User ID or enter an incorrect ID, an error message will be displayed.

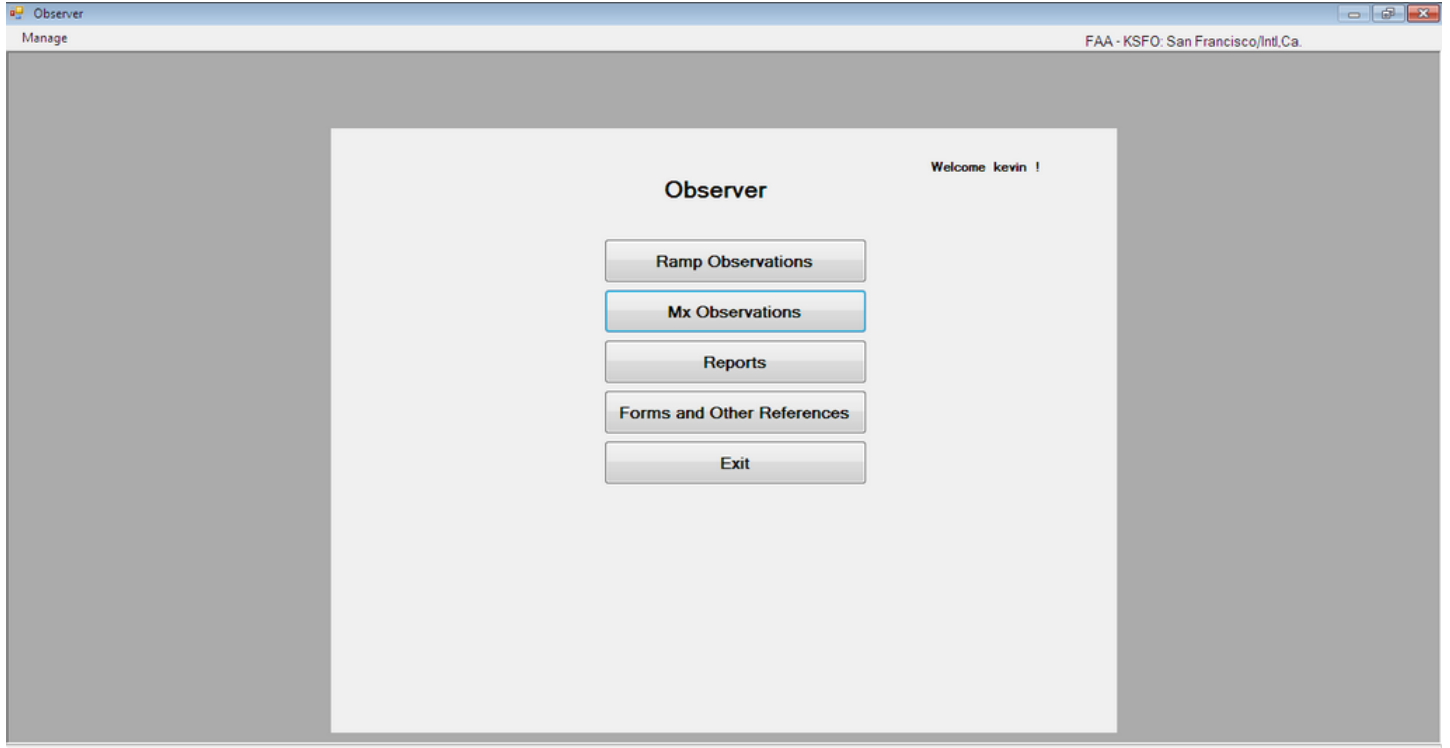
If you do not enter a password, an error message will be displayed.

If you enter an incorrect password, an error message will be displayed. *Please note that the Password is case sensitive and must be entered accurately using capital and lower-case letters as provided.*



After login, under the “Observer” Role – Choose the “Mx Observations” button.

LOSA USER REFERENCE MANUAL



After selecting “Mx Observations”, click the “New Observation” button on upper left corner.

If you already had existing observations, then filter those observation and they will show up in the grid seen below

New Observation

Create New Observation

Select the “New Observation” button at the top left corner of “Mx Observation” window. This action opens the Demographics form to input data.

Observations (detail)

The Demographics form for new observations has several required fields as indicated on the form by red asterisks (*). These fields must be completed to save the new observation. Required fields include:

1. Observation Type* (i.e. Planning, Troubleshooting, Prepare for Removal, Removal, Prepare to Install, Servicing, Install, Installation Test, Close-Up/Complete Restore, and Additional Threats Errors)
2. Maintenance Type (Base/MRO – In House, Base/MRO – Contract, Line – In House, Line – Contract, Component – In House, Component – Contract, Engine – In House, and Engine – Contract)
3. Date and Start Time of Observation*: defaults to blank.
4. Date and End Time of Observation*: defaults to blank.

Note the start and end times cannot be the same and an error message will be displayed. To save the form, the end time cannot be equal to or earlier than the start time.

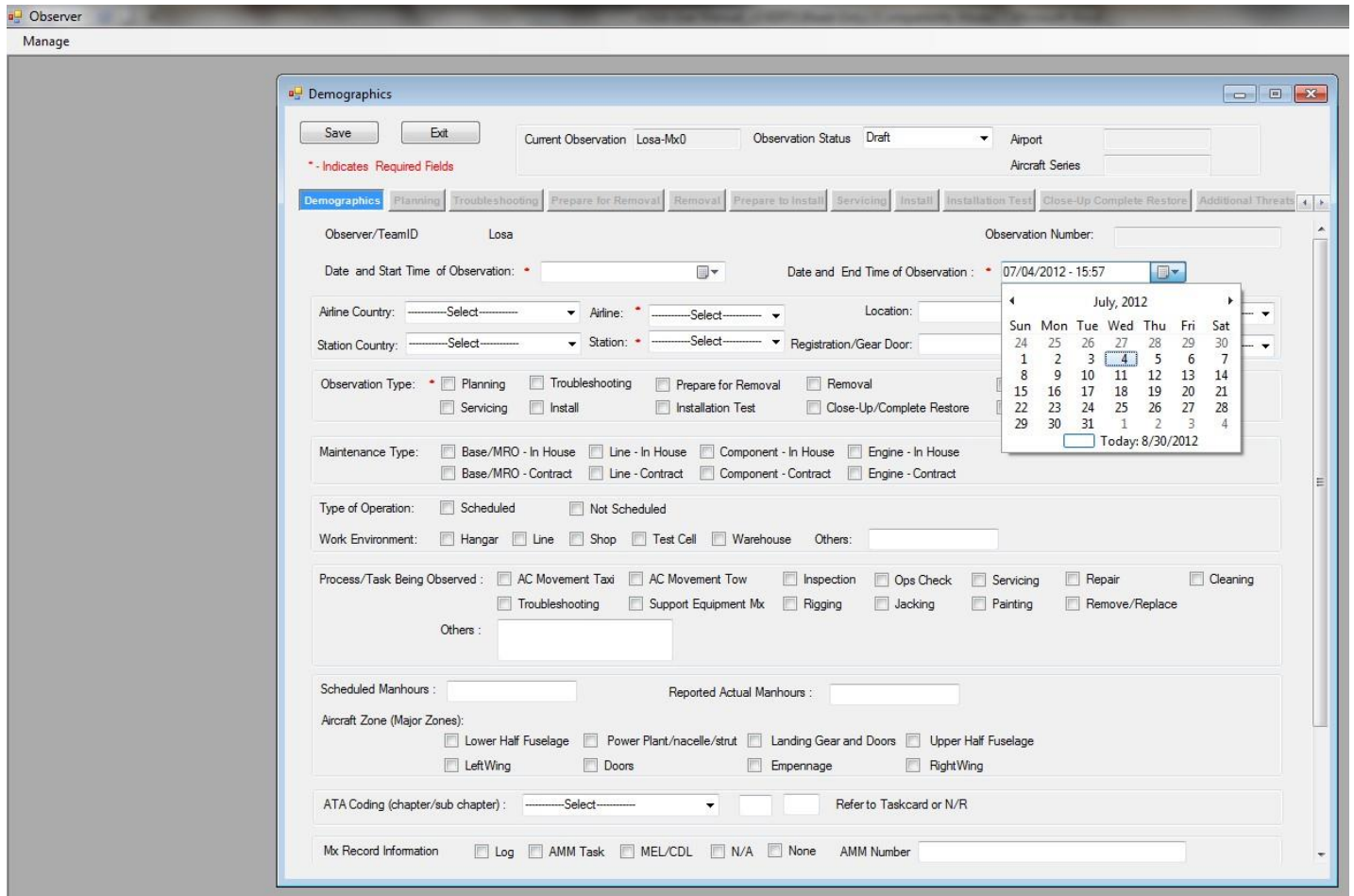
LOSA USER REFERENCE MANUAL

Observation Number*: This automatically gets populated once the information is entered and the observation form is saved

Observation Type*: Lists the types of observations (e.g., Planning, Servicing, etc.). All applicable types can be selected and are subsequently displayed at the top of the form after the form has been saved.

Date and Start/End Times of Observation*: Both the start/end date and time fields default to blank. Note that all the time fields are on a 24-hour, or military, clock, and can be changed by:

- a. typing directly in the date/time box
- b. selecting mm, dd, yyyy; hh or mm and using the calendar drop-down



Type of Operation and Work Environment: Select type of operation (scheduled, unscheduled) and all applicable work environment areas. Use the ‘Other’ text box to add additional information on work environment.

Process/Task Being Observed: Select all applicable processes and tasks being observed. Use the “Others” text box to enter additional information on the process/task being observed.

Scheduled Manhours: Enter the scheduled number of manhours and the actual manhours reported, respectively.

Aircraft Zone (Major Zones): Select all aircraft zones repaired or scheduled for maintenance or repair.

ATA (Airline Transport Association) Coding (chapter/sub chapter): Select the applicable chapter/sub-chapter of the ATA Coding book.

Mx Record Information: Select all applicable responses

Lighting Conditions: Select the applicable lighting conditions with the checkboxes containing (i.e., Daylight, Dawn/Dusk, Night, Sun glare, Overcast, and Artificial Light)

Environmental Conditions: Select all environmental conditions applicable to the observation. Use the “Others (Specify)” textbox to add environmental conditions not listed.

Ramp Conditions: Select the applicable ramp conditions with the checkboxes containing (i.e., Wet, Dry, Snow/Ice, Contaminated, and N/A)

LOSA USER REFERENCE MANUAL

All required fields must be completed prior to saving. Once saved, a combination of the required fields will appear at the top of the form. For example, the current Observer/Team ID and Observation Number will be shown in the 'Current Observation' box at the top of the screen.

The screenshot displays the 'Demographics' tab of the Observer software. The interface includes a 'Save' button and an 'Exit' button. At the top, there are fields for 'Current Observation' (Losa-Mx63), 'Observation Status' (Draft), 'Airport' (Other), and 'Aircraft Series' (B737-3). Below this, a red asterisk indicates required fields. The form is organized into several sections: 'Observer/TeamID' (Losa) and 'Observation Number' (MX63); 'Date and Start Time of Observation' (08/15/2007 - 00:01) and 'Date and End Time of Observation' (08/15/2007 - 05:00); 'Airline Country' (United States of America), 'Airline' (American Airlines), 'Location', 'Station Country' (United States of America), 'Station' (Other), 'Registration/Gear Door', 'Aircraft Type' (BOEING), and 'Aircraft Series' (B737-3); 'Observation Type' with checkboxes for Planning, Troubleshooting, Prepare for Removal, Removal, Prepare to Install, Servicing, Install, Installation Test, Close-Up/Complete Restore, and Additional Threats Errors; 'Maintenance Type' with checkboxes for Base/MRO - In House, Line - In House, Component - In House, Engine - In House, Base/MRO - Contract, Line - Contract, Component - Contract, and Engine - Contract; 'Type of Operation' (Scheduled, Not Scheduled); 'Work Environment' (Hangar, Line, Shop, Test Cell, Warehouse, Others); 'Process/Task Being Observed' with checkboxes for AC Movement Taxi, AC Movement Tow, Inspection, Ops Check, Servicing, Repair, Cleaning, Troubleshooting, Support Equipment Mx, Rigging, Jacking, Painting, and Remove/Replace; 'Scheduled Manhours' (0) and 'Reported Actual Manhours' (0) with an 'Add Technician' button; 'Aircraft Zone (Major Zones)' with checkboxes for Lower Half Fuselage, Power Plant/nacelle/strut, Landing Gear and Doors, Upper Half Fuselage, LeftWing, Doors, Empennage, and RightWing; 'ATA Coding (chapter/sub chapter)' (Time, Limits, Maintenance Checks, 0, 0, Refer to Taskcard or N/R); and 'Mx Record Information' with checkboxes for Log, AMM Task, MEL/CDL, N/A, None, and AMM Number.

Data Collection tabs (detail)

Planning, Troubleshooting, Prepare for Removal, Removal, Prepare to Install, Servicing, Install, Installation Test, Close-Up/Complete Restore, and Additional Threats Errors

All data-collection tabs look similar and function in the same manner with the exception of the last two tabs, "Additional Threats/Error" and "Threat Summary". Each tab is a form with a series of associated tasks or behaviors (observable items) presented in a numbered list in the first column. The number of observable items varies across tabs.

1. Each observable item line presents a "Safety/Risk" dropdown list, which defaults to blank and can be changed by selecting an option from the dropdown list:
 - a. No selection (default)
 - b. N/A: not applicable
 - c. Safe: action was observed and determined to be safe.
 - d. At Risk: action was observed and determined not-safe. This option will enable the "Edit Threats/Errors" button for that item.
 - e. Did not Observe: action may have been performed, but was not observed.

LOSA USER REFERENCE MANUAL

Observer
Manage

Current Observation
 Observation Status
 Airport
 Aircraft Series

Did not observe

Observation Task/Line Item	SafetyRisk	Edit Threat	General Remark
Safety			
1 Notes, cautions and warnings reviewed	<input type="text" value=""/> <ul style="list-style-type: none"> Did not Observe N/A Safe At Risk 	<input type="button" value="Edit Threats"/>	<input type="text"/>
2 Notes, cautions and warnings followed	<input type="text"/>	<input type="button" value="Edit Threats"/>	<input type="text"/>
Personnel			
3 Required personnel available	<input type="text"/>	<input type="button" value="Edit Threats"/>	<input type="text"/>
Tools and equipment			
4 Tools available	<input type="text" value="At Risk"/>	<input type="button" value="Edit Threats"/>	<input type="text" value="Untorqued #2 eng aft mount isolator assembly."/>
5 Access equipment available	<input type="text"/>	<input type="button" value="Edit Threats"/>	<input type="text"/>
Parts, Materials and Prep			
6 Servicing fluids and materials available	<input type="text"/>	<input type="button" value="Edit Threats"/>	<input type="text"/>
7 Servicing fluids and materials properly stored and handled	<input type="text"/>	<input type="button" value="Edit Threats"/>	<input type="text"/>
8 Incompatible materials properly separated	<input type="text"/>	<input type="button" value="Edit Threats"/>	<input type="text"/>
9 Production expectation/ready time clear	<input type="text"/>	<input type="button" value="Edit Threats"/>	<input type="text"/>
10 Production expectation/ready time reasonable	<input type="text"/>	<input type="button" value="Edit Threats"/>	<input type="text"/>

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Note: This “Did not Observe” checkbox on the upper right hand corner will be disabled if you choose to select ‘N/A’, ‘Safe’, and ‘At Risk’. Also, if you choose not to observe the whole page, you can check mark the “Did not Observe” checkbox and all the other options on that page will be disabled.

C.Fault Isolation/Troubleshooting/Deferral

Save Exit Current Observation: Losa-Mx62 Observation Status: Draft Airport: Other Aircraft Series: SF-340/B

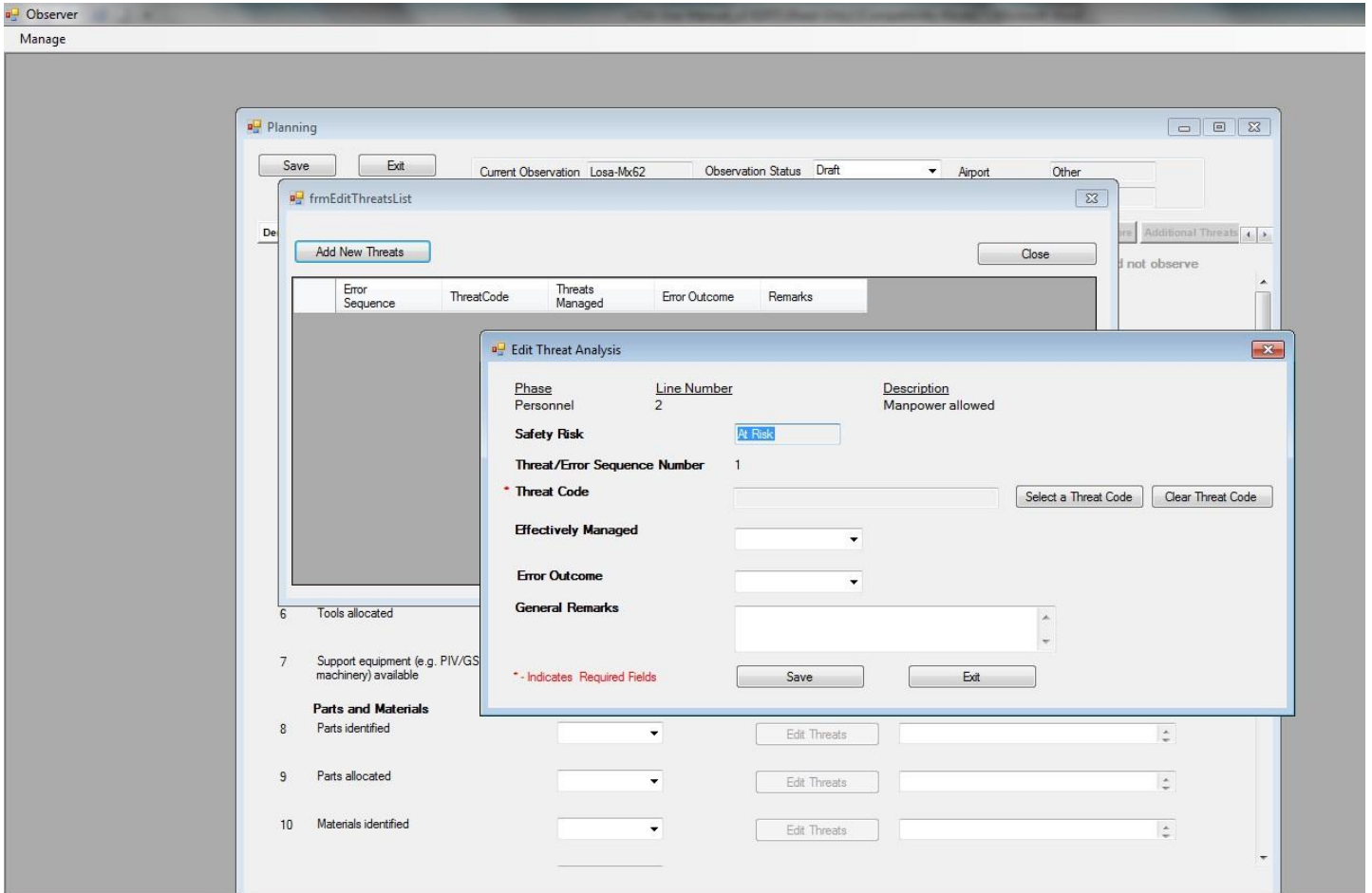
Demographics Planning **Troubleshooting** Prepare for Removal Removal Prepare to Install Servicing Install Installation Test Close-Up Complete Restore Additional Threats

Did not observe

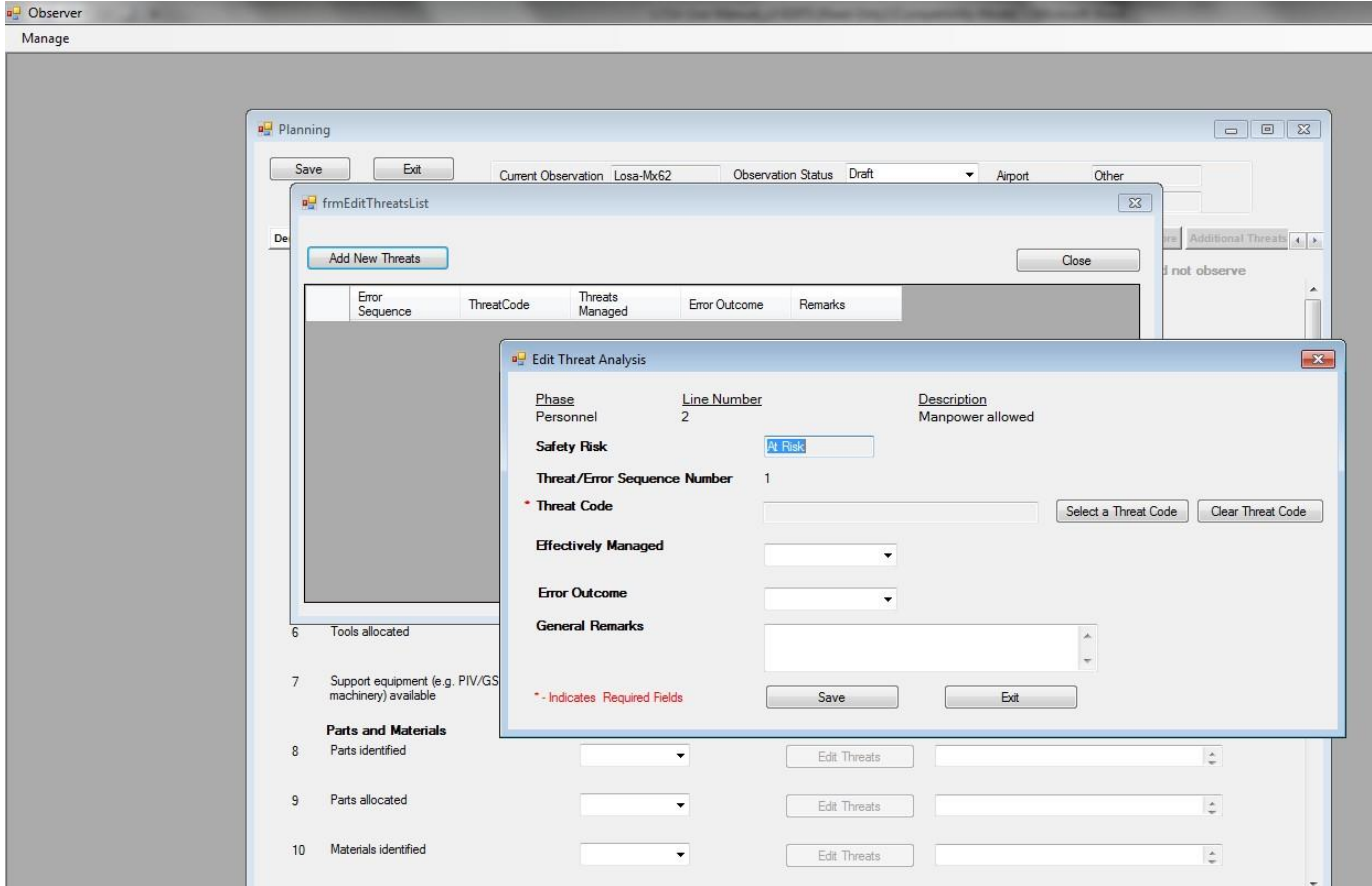
Observation Task/Line Item	SafetyRisk	Edit Threat	General Remark
Safety			
1 Notes, cautions and warnings reviewed	Did not Observe	Edit Threats	
2 Notes, cautions and warnings followed	Did not Observe	Edit Threats	
Personnel			
3 Required personnel available	Did not Observe	Edit Threats	
Tools and Equipment			
4 Tools available	Did not Observe	Edit Threats	
5 Access equipment available	Did not Observe	Edit Threats	
Research and Preparation			
6 Fault history reviewed	Did not Observe	Edit Threats	
7 Production expectation/readyme clear	Did not Observe	Edit Threats	
8 Production expectation/readyme reasonable	Did not Observe	Edit Threats	
9 MEL/CDL relief reviewed	Did not Observe	Edit Threats	
Parts and Materials			
10 Possible parts required available	Did not Observe	Edit Threats	

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2. “Edit Threats/Errors” button: enabled when “Safety/Risk” has been set to “At Risk”.
 - a. If Threat records exist for the item, clicking the ‘Select a Threat Code’ button will open the ‘Threats Codes’ to view all existing Threat Codes



In the “**Edit Threat Analysis**” window,



Effectively Managed – Enter “Yes” if threats were effectively managed; Enter “No” if not

Error Outcome – State if the Error Outcome was Inconsequential, Undesired State, Additional Error, or Do not Know

General Remarks – Textbox to enter comments about the observable item. A comment may be entered regardless of Safety Risk status (i.e., N/A, Safe, At Risk, Did not Observe). Remarks can be entered once the “Edit” Threat Analysis window is open

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Once the information is entered, the user can either “Save” or “Exit” using the command buttons provided.

Additional Threats and comments can also be entered using the “Additional Threats” window

Observer
Manage

Additional Threat(s) and Error(s)

Save Exit

Current Observation Losa-Mx63 Observation Status Draft Airport Other
Aircraft Series B737-3

Planning Troubleshooting Prepare for Removal Removal Prepare to Install Servicing Install Installation Test Close-Up Complete Restore Additional Threats Threats Summary

Did not observe

Describe any additional threat(s) that you observed but were not directly related to task upon which you focused. How did the technique(s) manage or mismanage the threat(s)?

Describe the crew error(s) and associated undesired aircraft states

Comments - Good or bad (Please provide examples)

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After entering the threat codes, the user can review them in the “Threats Summary” window

