# Offshore FlightPlan

# Roster Explorer

**User Manual** 





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# Overview

**Offshore FlightPlan** and **Roster Explorer** work together to provide a complete solution for your flight planning, rostering, training administration, crew flight and duty monitoring and data analysis needs in an integrated, easy to use, package. The post-flight data that can be generated can then be used for invoicing, auditing and comprehensive data analysis. You can create crew rosters up to 18 months in advance knowing that each duty has been checked for compliance with your FTL scheme. Flights of up to 30 sectors can easily be created complete with full performance and weight & balance calculations for every take-off and landing, all automatically handled by the software. Once set up, there is minimal user input required, reducing scope for errors.

The data is stored both on your local computers and our UK-based server which is also connected to the various websites which are included in this package.

Please use this manual to become familiar with the software then use it later as a reference.

# Installation

This software is designed for Windows XP, 7,8 or 10 with a minimum screen resolution of 1280 X 800. To install Offshore FlightPlan and Roster Explorer, visit our website at <u>www.offshoreflightplan.com</u> and log into your user area using the login details provided to you. Then, download the Offshore FlightPlan installer, **offshore\_flightplan.msi**, and double-click on the downloaded file to start installation, following any on-screen prompts.

To install Roster Explorer, once logged in to your user area on our website, click on the Roster Explorer download link and follow the instructions to download the installer, which is called **setup.exe**, and follow the instructions.

During installation, you may see a Windows notification similar to this:-



If this notification pops up, please select "More info' then click 'Run anyway' and accept the defaults for any subsequent notifications that may appear. Users with larger networked computer systems can carry out scheduled updates using our installer for Offshore FlightPlan which is a silent MSI type requiring only a single start to complete the entire software installation or update.

# Removing (Uninstalling)

To remove Offshore FlightPlan and/or Roster Explorer from your system, select "Programs > Uninstall a program" in the Windows Control Panel then select the program you wish to remove and click "Uninstall". The program will be automatically removed. If you wish to re-install the software at a later date, please follow the installation instructions above.

# Quick Start

Before using the software for the first time, there are a few things to set up. This involves:-

# In Offshore FlightPlan

- Checking that the items in the "Settings" menu comply with your company and Authority requirements
- Adding your onshore and offshore locations, referred to in our software as "waypoints"
- Adding your aircraft
- Adding your crews
- Adding your customers

If you have already been using Offshore FlightPlan in your organisation and you are installing on a new computer, you only need to check the items in the "Settings" menu. All other items will be automatically synced with the data held on our server the first time you run Offshore FlightPlan.

## In Roster Explorer

- Adding the duty types relevant to your operation
- Setting up any regularly-used duty patterns
- Selecting an appropriate FTL scheme that meets your authority regulations

See the following sections for details about how to complete these tasks.

# Included Websites

As part of the software package, four websites are provided. These are:-

• Electronic whiteboard - flightschedule.offshoreflightplan.co.uk

Whenever a flight is created, it automatically appears on this website. You can view flights in timeline or table views and put notes on this website, using Offshore FlightPlan, to inform crews about various things. To create a note, go to the "Offshore FlightPlan online" menu in Offshore FlightPlan and select "Place a note on the electronic whiteboard", create your note, select the date you want it to appear, then click "Save".

🔄 Add a note to the electronic whiteboard	Х
To place a note on the electronic whiteboard, select the date on which you want the note to appear, enter your note then press 'Save'. Your note will then appear on the required day.	
Select date on which you would like the note to appear 24 June 2018	
Enter or edit your note as required.	
Duty pilot today is: Andrew Smith	
You have 222 characters remaining	
Cancel         Save           Offshore FlightPlan	

Crew online logbook - <u>logbook.offshoreflightplan.co.uk</u>

This is the website where crews can find their flight and duty records, training checks records, Opscom notices, roster and flight schedule displays. Each crew has a user name and password which is defined when the crew is first added in Offshore FlightPlan. Most of the items on this website are read-only and can only be viewed but not changed. The exceptions are the roster where crews can click on rostered duties to request days off and leave and the Opscom Notices system which requires crews to acknowledge that they have read notices. Flights cannot be created unless all crews have acknowledged "Must Read' notices. This makes the system ideal for as a distribution system for items such as Flying Staff Instructions, Local Base Information notices, etc.

• Reports - reports.offshoreflightplan.co.uk

Once each flight is completed, it is entered into the 'Post flight data entry' section in Offshore FlightPlan. This has the effect of populating the crew logbook, the crew duty record and the reports website where information about every flight is held including times, number of passengers in each sector, payload utilisation, fuel used, etc.

The reports website is also the place where your authorised administrator can set up other users who are allowed to undertake certain functions. The 'Manage Users' area can be found in the reports website under the 'User' menu. This menu is only available to auditors that have previously been set up by Flight Software Services Ltd. The available settings are:

- Add or remove new users to the system so they can view the reports website
- Allow a user access to records from all bases or just records associated with a single base
- Enable a user to access the Post Flight Data Entry area in Offshore FlightPlan
- Enable a user to be able to edit aircraft details in Offshore FlightPlan
- Make the user a Checks Administrator so he/she can update crew checks/recency expiry dates
- Set the user to be a Checks Approver so he/she can approve check updates carried out by Checks Administrators
- Allow the user to edit crew details in Offshore FlightPlan

The 'Manage Users' area shows all users along with their various permissions and looks like this:-

irst Name														
First Name	name	Base	Timezone	All base access?	Auditor?	Engineering Administrator	Flights Done Administrator		Checks Administrator	Checks Approver	Crews Administrator	Change Password	Edit	Di Us
Last Name	d.rahim	Kota Kinabalu	Asia/Kuala_Lumpur	1	×	×	×	*	1	*	*	۶	C	
sername (4-40 characters)	fril.rahman	Kerteh	Asia/Kuala_Lumpur	•	×	×	×	*	1	•	*	F	Ø	
Jsername	a.abd	Kerteh	Asia/Kuala_Lumpur	~	×	×	×	•	×	×	×	۶	Ø	I
Agadir	.abdullah	Kota Bharu	Asia/Kuala_Lumpur	•	×	×	×	•	•	✓	✓	F	Ø	Ī
Bali Balikpapan Jakarta	:an.bakar	Kota Kinabalu	Asia/Kuala_Lumpur	*	×	×	×	*	×	×	×	۶	Ø	
Access All Bases ?	hassan	Kota Bharu	Asia/Kuala_Lumpur	*	×	×	×	*	*	•	*	F	Ø	
Engineering Administrator ?	labib	Kerteh	Asia/Kuala_Lumpur	*	×	×	×	*	*	•	*	×	Ø	
Flights Done Administrator ? Aircraft Administrator ?	tha.arjunan	SUBANG	Asia/Kuala_Lumpur	•	×	×	×	×	×	×	×	F	Ø	i
Checks Administrator ?	ul	Kerteh	Asia/Kuala_Lumpur	*	×	×	×	×	*	*	✓	۶	Ø	J
Checks Approver ? Crews Administrator ?	h.aziz	Miri	Asia/Kuala_Lumpur	~	×	×	×	×	•	•	•	F	C	Ì
stomer	dhelmy.baharin	Subang	Asia/Kuala_Lumpur	~	1	1	*	1	1	•	*	F	Ø	İ
Any Customer	r	Subang	Asia/Kuala_Lumpur	*	~	*	×	×	×	×	×	F	Ø	J
se Timezone Abidjan - 08:20 -	зty	Kerteh	Asia/Kuala_Lumpur	1	×	1	×	×	×	×	×	٢	Ø	
	an	Kerteh	Asia/Kuala_Lumpur	•	×	×	×	×	•	✓	•	F	Ø	ĺ
ssword (4-12 alphanumeric aracters)	ightops	Kota Bharu	Asia/Kuala_Lumpur	~	×	*	*	×	×	×	×	۶	Ø	J
ew password	im.hamzah	Kota Bharu	Asia/Kuala_Lumpur	*	×	×	×	*	*	•	*	× .	Ø	J
etype password	uz.hayata	Kota Bharu	Asia/Kuala_Lumpur	×	×	×	×	×	×	×	×	F	Ø	
0	i	SUBANG	Asia/Kuala_Lumpur	1	×	×	×	×	×	×	×	F	Ø	Í

The authorised administrator is able to edit all of the available permissions for each user so that access can be controlled according to company requirements. For security reasons, authorised administrators can only be set up by Flight Software Services Ltd. on request. It is possible to restrict a users access to a single customer, thus opening up the possibility of providing your customers with a login so they can view their own flight data at their convenience.

Users can be edited or deleted from the "Manage Users" control panel whenever required.

• Training Checks - checks.offshoreflightplan.co.uk

Offshore FlightPlan has a built-in system for handling crew training checks and recency items which is very easy to use. However, it is restrictive because the user cannot add or edit check definitions. This might not fit in with your company requirements because new check types might come along in the future. To make the system more flexible, we introduced WebChecks, a world-class crew training management system. This is website-based and is available to all Offshore FlightPlan users. The login is the same as for the reports website and is available to reports website users who have been set up as a Checks Administrator. Please read the separate WebChecks user manual for further information.

The WebChecks website offers an extremely flexible approach to administering crew training records.

-) → C @	(i) checks.offshoreflightplan.co.uk/home			90% 🛡 🏠	⊻ III\ ⊡
	Flight Software Servic	es Dashboard Pilots & Crew + Checks	& Qualifications +	Graham Pettican [WBAK] +	
Inspect Crew / Captain - TRE	_				
lect Crew Captain -	▼ Go				
Captain - TRE .	-				
No photo available	Er	e # 1001823 nall + 6738322819 ule ONSITE ght lbs		Crew Groups:	
BASIC	39 PILOTS ✓ [Checks ALL OK] TREs ✓ [Checks ALL OK]	Night Requirements ! [1 Check(s) Restricted]			
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Renewed 12-Mar-2018 - Expires in 365 da	ays on Fri 31st May 2019	Renewed 12-Mar-2018 - Expires in 365 days on Fri 31	st May 2019	Renewed 12-Mar-2018 - Expires in 11902 days on Sat 31st Dec 3	2050
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Renewed 12-Mar-2018 - Expires in 118 da	ays on Wed 26th Sep 2018	Renewed 12-Mar-2018 - Expires in 30 days on Sat 30	th Jun 2018	Renewed 12-Mar-2018 - Expires in 365 days on Fri 31st May 201	.9
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# Settings

Before using Offshore FlightPlan for the first time, you should go through the items in the "Settings" menu to make sure everything is set up according to your company requirements. Some of the items in the "Settings" section require a password. When you first use Offshore FlightPlan, the password for items in the "Settings" menu is set to: *password* but you can change this to suit your requirements. This password is local to the computer that Offshore FlightPlan is installed on and applies to items in the "Settings" menu only. There are other items that require users to enter their personal login (that has been set up in the reports website "Manage Users" area by the authorised administrator). Personal logins are used for things like changing aircraft details, editing crew information, etc. where a record of who last updated the data is needed.

## Settings - Retain all data and go to start

This setting restarts Offshore FlightPlan. During the restart process, synchronisation of data occurs so that any data that was added or changed on another computer is brought across and, similarly, data from your computer is sent to the other computers that use Offshore FlightPlan within your organisation. This red/blue button at the top of the main window has the same effect.

# Settings - Change administrator password (\*Local password required)

This sets the local password that is used for changing items in the "Settings" menu. This password is also used for editing crew duty records on some systems. After selecting this option, enter the current password then enter the new password which can contain up to 20 characters (a minimum of 4 characters are required). The password is case-sensitive and can contain only letters or numbers.

#### Settings - Change password for Chief Pilot and TRE's to unlock flights with certain expired checks

Set password for Chief Pil	ot and TRE (for unlocking flights)						
Please select your name from the list and enter your existing password. Then enter the new password into both boxes and click on 'DK' to save. The password is case sensitive and must comprise of letters and/or numerals only.							
Select pilot Andrew Smith	•						
Enter your existing password	Enter						
Offshore FlightPlan	Cancel						

isation, then the flight may still take place but it must first be formally authorised by a crew member who is either a Type Rating Examiner (TRE) or a Chief Pilot. This is to allow pilots to fly when training checks records have not yet been updated. It also allows for training flights to be carried out when, for example, a Line

Set administra	tor passwo	rd			
Please enter the required administrator password into both boxes then click on 'OK' to save. The password is case sensitive and must comprise of letters and/or numerals only.					
Enter new a pas of at least 4 cha		abc123		Reveal 🔽	
Enter new passy	vord again	abc123			
Offshore Fliah	<u>C</u> ancel		<u>0</u> K		
Offshore Fligh	ntPlan				

Check has expired and the purpose of the flight is to revalidate the Line Check. Each TRE and Chief Pilot has their own unique password which is initially defined when the crew record is first created. The password can be changed later whenever required. Enter the original password first then enter the new password.

Note that each time a flight is authorised where the crew has an expired check that is defined as a 'No fly' type, a record is made which can be viewed in the reports website.

Settings - Select fuel contingency scheme (\*Local password required)

It is usual for operators to carry 10% contingency fuel. The actual contingency fuel percentage can be set separately in another "Settings" menu item but the way it is used can be set here. It is possible to set the

system so that contingency fuel is assumed to have been used up at the end of each sector by, for example, running the aircraft on the ground or helideck. This will enable greater payloads may not comply with the regulatory requirements to carry all contingency fuel throughout the entire flight. The second option is preferred as this guarantees that full contingency fuel is always

🛐 Select Fuel Contingency scheme 🛛 🔀
Please select the default scheme for handling contingency fuel.
Contingency fuel must be carried for each sector. This is normally set at 10% of the sector fuel but can be changed in the aircraft settings. Please be aware that changing the fuel contingency scheme will affect the available payload, estimated take off fuel and estimated landing fuel. Normally, contingency fuel should be set to be carried on board thoughout the flight.
You should not change this setting without company authorisation
Choose the required fuel contingency scheme
Contingency fuel is always used up at the end of each sector (resulting in better available payload)
Contingency fuel remains on board at the end of each sector and is carried throughout the entire flight (recommended) 📀
<u>Cancel</u> <u>D</u> K
Offshore FlightPlan

Where a crew training check has expired and an attempt is made to create a flight, if the check has been defined as a type requiring author-

carried throughout the entire flight under all but does result in lower sector payloads.

To ensure compliance with regulatory requirements, this setting should not be changed without company authorisation. Using the recommended setting ensures that the total contingency fuel for each of the sectors should be present at the end of the flight unless unexpected delays occur.

#### Settings - Enable/disable aircraft performance

When creating or editing flights, you can choose whether to allow the software to calculate the restricted take-off mass (RTOM) and the restricted landing mass (RLM) for each sector. Depending on the aircraft type, you can choose Performance Class One Clear Area (PC1 CA), Performance Class Two Enhanced (PC2E), etc. Note that the available performance types vary according to the aircraft type. This allows accurate planning of available payloads for each sector based on the actual weather conditions and station elevation. However, if this function is not required, it can be disabled with this setting. The default is "Enable aircraft performance".

#### Settings - Set FTL scheme

In order to accommodate the FTL schemes from various countries, Offshore FlightPlan offers several different FTL schemes. Choose the scheme appropriate for your operation. Other schemes can be added on request. Note that the selected FTL scheme affects the duty and flight times that are displayed in the various FTL displays throughout the software but the recorded duty and flight records are not affected by this setting.

It is possible for the same operator to use different FTL schemes when operating in more than one operational area where the FTL rules may be different.

🝯 Select FTL scheme	$\times$
Please select the default duty FTL scheme.	
(This setting does not affect the way duty records are stored, only the way they are displayed.)	
Choose	
Use UK FTL scheme	
Use European FTL scheme 🛛 🔿	
Use Thailand FTL scheme 🛛	
Use Brunei FTL scheme O	
Use Miri (Shell) FTL scheme 🛛 🔿	
<u>Cancel</u> <u>O</u> K	
Offshore FlightPlan	

#### Settings - Set IP addresses of remote servers (\*Local password required)

Offshore FlightPlan connects to remote servers in order to synchronise data so that all computers have the same data. At the same time, each computer running Offshore Software works autonomously so the flights

can still be created even in the event of loss of connectivity between the computer and the server. This is to ensure there are no flight delays. When the software is first started, it automatically synchronises with the server. You can also run a manual sync at any time by pressing the sync button

The server locations are defined here. The primary IP address is where the main server is defined and the secondary IP address is where the back-up server is defined. Each time Offshore FlightPlan is started, it will try connecting to the primary server first and, if a connection cannot be established, a connection attempt is made to the secondary server. If that attempt fails, the software will run in local mode and an alert will be displayed to that effect. When running in local mode, care should be taken to ensure that aircraft, crew and waypoints

篷 IP and database settings for remote server	×
Set the remote database settings following the instructions you have been given.	
These settings should not be changed unless you have been asked to do so by Flight Software Services Ltd incorrect settings could lead to loss of data and data sync problems!	. as
Primary IP address for the remote server 40.30.20.10	_
Secondary IP address for the remote server 10.20.30.40	_
Remote database user name	_
Remote database password	_
FTP location for check scans documents www.webaddress.com	_
FTP user name for check scans documents scans	
FTP password for check scans documents password	_
Folder path for check scans documents yourcompany_record_scans	_
<u>Cancel</u> Offshore FlightPlan	

information is correct as any changes that may have been made on another computer will not have been synchronised across. In addition to the IP addresses, there are other settings which specify the database login details and file locations for scanned documents.

The IP addresses themselves must be set to the values provided by Flight Software Services Ltd. and should not be changed unless instructed. The same applies to the other settings which are all specific to your company. Any unauthorised changes to any of these settings will result in loss of data or data being sent to an incorrect or invalid location.

We offer Pervasync (<u>www.pervasync.com</u>) which offers a reliable way of synchronising your computers in situations where your internet connection is slow or intermittent. If you experience slow synchronisation speeds, please ask about this software. We will require a TeamViewer (<u>www.teamviewer.com</u>) connection to each of your computers so we can install this software as it requires specialist installation procedures. Pervasync runs in the background and the CPU processing overhead on your computer is minimal. Page 11

#### Settings - Set crew's flying log book rules

Usually, when two captain's fly together, one captain acts as Captain and the other acts as Copilot. In these circumstances, the crew log book will automatically record one crew as P1 and the other as P2.

In some countries, it is normal practice that, when two captain's fly together, the crew log book records both crews as P1. The appropriate setting can be made here and should be set according to your Authority regulations.

IC	5	
	🝯 Log book preferences	Х
	Please select the correct log book rule for your operation When two Captain's fly together in the same aircraft, you can choose whether their log boo entries show P1/P2 or P1/P1. Please ensure that your selection complies with local regulation	
	Choose When two Captain's fly together, make entries as P1 and P2 in their flying log book When two Captain's fly together, make entries as P1 and P1 in their flying log book	•
	<u>C</u> ancel <u>D</u> K	
	Offshore FlightPlan	_

The default is: the Captain is logged as P1 and the Copilot is logged as P2.

#### Settings - Set crew age limit

Some Authorities impose limits on the age of crews such that if one crew is over a certain age then the other crew must be under that age. This setting allows the age at which a warning is triggered if both crews are at or above the age specified.

If there are no rules about crew age limits then we suggest setting this to 99 otherwise the appropriate age defined by the Authority should be entered here.

#### Settings - Set taxi time

Offshore FlightPlan calculates the flight time and time spent on each helideck to provide an estimated arrival time but the calculation does not include taxi time. For some operators, this will not be an issue if taxi times are very short. For operations involving longer taxi times, it is possible to add a fixed taxi time to each flight in order to make the scheduled arrival times more accurate when they are displayed on the flight schedule website.

Set the crew age li							
Set the age at which a warning will be triggered This setting will trigger a warning if both crews are at or over this age. If only one crew is at or over the age that you set here then the flight can proceed. If both crews are at or over this age then a warning will be given.							
Set th	e age at which a crew a	ge warning is triggered 📴 💌	]				
	<u>C</u> ancel	<u>0</u> K					
Offshore FlightPlan	1						

Set the taxi ti	me in minutes.
	nutes to the total flight time. This will help to mes for the electronic white-board.
Set the required taxi ti	ime in minutes. 10 💌

This setting allows a fixed taxi time to be added to the total flight time and total time spent on each helideck. The default is 10 minutes. Set a taxi time that is appropriate for your operation.

#### Settings - Add a fixed time to all sectors

Because helicopters tend to fly at low altitudes, all flight planning in this software is calculated with the helicopter at its cruise true airspeed (TAS). Rather than complicate the user experience by having to worry about climb and descent fuel, instead, the software allows a specific time to be added to each sector. This provides for an climb/descent fuel allowance to be added automatically, based on the time selected in this setting.

🧉 Set additional sector time	×
Set the additional sector time in minutes. This setting adds the required number of additional minutes to the flight time for each sector. For example, a setting of '3' will add 3 minutes to every sector. This can be useful for taking slower speeds for climb-out and descent to land into consideration.	
Increasing the sector time will also result in an increase in the required sector fuel. Set the required additional sector time in minutes.	
Cancel         DK           Offshore FlightPlan	

A setting of 2 or 3 minutes will work well for cruise altitudes of up to around 4000 feet. Select the required number of minutes from the drop-down list then click OK. This setting applies to all sectors.

#### Settings - Set default altitude scheme

This setting allows the required altitude scheme to be selected according to your local base requirements.

771		
There are sev-	😻 Set the default altitude scheme	×
eral schemes	Set the default altitude scheme for your base. If you do not have a standard scheme, choose 'None'. Setting a scheme	
included.	means that appropriate altitudes will be placed in the 'Sector altitude' drop-down selector when flight planning.	
Once set,	Select the required scheme Follow quadrantal rule at all times	<b>•</b>
suggested al-	' In all cases, when the distance between the departure point and destination is less than 10 NM, the altitude will default to 500 feet,	
titudes will be		
automatically	<u>Cancel</u> <u>Save</u>	
entered for	Offshore FlightPlan	
each sector as		

a flight is created. Note that these altitudes can be manually overwritten at any time. If there is not a suitable scheme in the list, select "None" then manually enter the altitude for each sector when creating flights.

#### Settings - Set the default pre/post flight duty times

When entering post flight details, one of the items that gets recorded is the crew duty times. The system can either record the duty times according to the rostered duty times that have been set up in Roster Explorer, i.e. the full duty period, or it can be set to record the times from a defined period before the start of the first flight to a defined period after the end of the last flight. For example, if the duty has been defined to start at 06:00 and end at 16:00 but the actual crew duty times worked were 08:00 to 12:00 then the duty can either be recorded as 10 hours or 4 hours depending on your company and Authority requirements.

🝯 Set pre and post flight duty start/end times	$\times$
Set the pre and post flight duty times as required. These settings set the default pre and post flight duty start and end times. You can change these default crew duty start and end times, if required, when entering post flight data.	
Set the number of minutes that the duty starts before the first flight 30 💌	
Set the number of minutes that the duty ends after the last flight 30	
When saving duties, use the duty times as defined in Roster Explorer. If a flight extends beyond the defined duty period, extend duty by the flight start or end time plus the minutes ( defined above.	•
When saving duties, set the duty times in accordance with the minutes defined above.	•
Offshore FlightPlan	

Use this setting to select the scheme appropriate for your operation.

If a flight under-runs or over-runs the defined duty end time, the duty will be recorded with the addition of the number of minutes defined in this setting (the default is 30 minutes).

#### Settings - Trigger full sync

Normally, when Offshore FlightPlan carries out the synchronisation process, it only syncs data changes that have occurred since the last sync. However, if there is a requirement to sync older data, such as after a software update, please use this option which will carry out a full synchronisation of all data. Note that this procedure can take several minutes to complete, depending on your internet connection speed and consistency.

#### Settings - Approach fuel setting for onshore locations

This setting allows approach fuel (as defined in the individual aircraft settings) to be automatically added whenever the destination is an onshore airfield. With this setting enabled, your crews and/or operations staff do not need to remember to add approach fuel, where this is a company requirement.

Regardless of which setting is used, approach fuel can be added and the amount varied as required whenever flights are created or an existing flight is edited. The default setting is to al-

ways add approach fuel when flying to an onshore location.

#### Settings - Helideck certificate setting

Many offshore helidecks have a certificate with an expiry date. When creating waypoints, if the waypoint is an offshore location, the helideck certificate expiry date must be entered.

When a flight is being created a warning will appear if the helideck certificate is within 2 weeks of expiry or has expired. In some areas of operation, landing is not allowed if the helideck certificate has expired.

Please select the required setting according to your company or Authority

Set approach fuel at onshore locations	X
Please set the default onshore approach fuel as required. This setting allows the standard aircraft approach fuel, as defined in the aircraft settings, to be automatically added to every onshore sector.	
Choose Always add approach fuel when flying to an onshore location Allow user to manually add approach fuel as required	
<u>Cancel</u> Offshore FlightPlan	

🝯 Set helideck certificate notification status	×
Set the notification status for the helideck certificate expiry	
When creating flights, you can select to be notified about helideck certificates that are expired or are about to become expired.	
Set helideck certificate notification Alert when the helideck certificate is expired or about to expire	
Do not alert when the helideck certificate is expired or about to expire $\square$	
Smith Smith	
<u>C</u> ancel <u>S</u> ave	
Offshore FlightPlan	

requirements. To update renewed helideck certificates, edit the helideck certificate expiry date by editing the relevant waypoint.

#### Settings - Night definition setting

The definition of Official Night varies according to location. Please select the number of minutes before sunrise time and after sunset time according to your location and be sure to comply with your Authority requirements.

This setting is used to correctly record day and night flight times in the crew online logbooks which can be accessed at:

https://logbook.offshoreflightplan.co.uk

Tefinition of Official Night	$\times$
The definition of Official Night varies around the world Set the definition of Official Night according to your local regulatory authority requirements. This setting is base-specific so this setting will only affect this computer. It is used to automatically record night flying time in the pilot's online logbook.	
Official day starts 20 💌 minutes before sunrise Official night starts 20 💌 minutes after sunset	
<u>C</u> ancel <u>O</u> K	
Offshore FlightPlan	

#### Settings - Print options

There are several different options for the various flight -related print-outs in Offshore FlightPlan.

- Enable/disable C of G printout when printing the flight log.
- Enable/disable the observations form when printing the flight log. The observation form also contains the latest TAF and METAR data for the locations that have been defined in the "Weather and whiteboard" menu, if these have been set.
- Three types of flight log are available. • Set the type of flight log that best fits your operation; print the examples to see which is most suitable.
- If your printer is capable of printing on both sides of the paper (duplex mode) then choose the appropriate option here. Note that the observation form is always printed separately.

Once the required settings have been selected, click "Save".

#### Settings - Post Flight options

In order to reduce the data synchronisation times, flights entered in "Post Flight Data Entry" up to 21 days old are synchronised. Sometimes, it might be necessary to increase that period if, for example, you wish to delete a previously entered flight or enter an old flight that was missed that is more than 21 days old. In these circumstances, it is possible to set the system so it synchronises data up to a maximum of 180 days.



Select the print options as required then click 'Save' You can enable/disable printout of the C of G form and the flight observations form when the flight

log is printed. You can also choose which type of flight log you require and select duplex or sing page printing

C of G form print settings

×

Choose the number of days required and

click "OK". Note that this setting should be reverted back to 21 days as soon as possible otherwise the synchronisation process will take a longer time.

Offshore FlightPlan

🐔 Print options

#### Settings - Company base options

For operators with more than one base, you will have been asked to select your local base upon first running Offshore FlightPlan. All flights created will be assigned to this base and only waypoints, crews and aircraft

that have been assigned to this base will appear in the various drop-down lists. Sometimes, it is convenient to be able to temporarily change the software location to another base.

Temporarily show crews, aircraft and waypoints from another base Set the default base

Cancel

This setting enables the base to be either temporarily or permanently changed. Select the required option, then select the required base. If selecting the temporary option, it is possible to select all bases, in which case every waypoint, crew and aircraft from every base will appear in the drop-down lists. After selecting to change the default base, the software must be restarted before the change comes into effect.

# Customers

## Customers - Add a new customer (\*Local password required)

Use this option to add your customers to the system. This is required so that flights can be assigned to the correct customer for audits and invoicing.

Complete as much information as possible. Items marked with \* are optional. Each customer must be assigned with a unique 6-figure number of your choice. Also, select the colour that best represents the customer for easy identification on the flight schedule website. White is reserved for your company where flights are not charged to any particular customer. This is to enable training, air test and repositioning flights to be correctly tracked in the reports website.

Add a customer		
	r details as required then click 'Save'	
Company name	Extra Oil Company	
Look-up name. This is the name that you will use to select customer's		
Customer code (6 digits)	012345	
Contact details		
Contact name	John Smith	
Contact email address	i.smith@extraoil.com	
Contact telephone number	+01 555 6666	
"Alternative telephone number	+01 555 6667	
Account details		
*Contract reference number	E0123	
*Customer account number	987654	
Address		
Address line 1	1 High Street	
*Address line 2		
*Address line 3	Î	
Town	Aberdeen	
"Area or county	Scotland	
	United Kingdom	
Post code or ZIP	AB12 34L	
Customer colour		
Select a colour to display for this customer on	the electronic whiteboard Select Colour	
Delay trigger		
Trigger a "Late Reason" prompt if flight de	parture time is later than:- 30 💽 minutes	
Control		* = optior
iffshore FlightPlan	Save	* = opt

Set the customer agreed "late

departure" time after which a reason for the late departure is required. Then, when the post flight details are entered, a "late reason" will be entry will be required before the flight can be saved.

#### Customers - Edit a customer record (\*Local password required)

This option brings up a window similar to the "Add a new customer" window above. Select the required customer then edit the record as required. Click "Save" to store the changes.

#### Customers - View a customers details

To view a customers details, select this option then select the required customer from the drop-down list. If the required customer is not visible, you may need to change the base setting to either the correct base for that customer or set to "all bases" so every customer is visible.

# Waypoints

# Waypoints - Create a waypoint

Three different waypoint types are available.

- 1. Onshore airfields
- 2. Offshore helidecks
- 3. En-route waypoints

When creating new waypoints, the format of the input window will change depending on the waypoint type. The waypoint name is the name that will appear on the flight log and the waypoint description appears alongside the waypoint name when you are creating flights. In this way, you are able to see a more meaningful display in the drop-down lists such as "PF A - Platform A" instead of just "PF A". In this example, the waypoint name is "PF A" and the waypoint description is "Platform A".

The latitude and longitude is entered in the format: DD MM.mm i.e 105°44.7' and magnetic variation is entered in the format: D.dd i.e. 7.25°.

FMS/RNAV codes can be up to six characters long and will be included in the printed flight paperwork to assist the crew. All other information should be entered as required. Note that the "Clear space under the helideck in metres" entry is specifically for AW139 helicopters which require a clear space of 3 metres or more under the offshore helideck be-

Create New Waypoint
Complete the boxes as required to create a new waypoint. You can add a PDF information file for this waypoint later using the 'Edit Waypoint' function in the 'Waypoints' menu.
Waypoint Name PF A
Waypoint Description Platform A
FMS/RNAV Code PFA1
Latitude Deg Mins 05 010.2 N°CS I 105 44.7 E°CW
Variation       Degs         0.3       E C C W         C Onshore airfield         C Offshore platform or vessel         C En-route navigation waypoint
Elevation in feet 110 Helideck/vessel heading 250 Helideck D Value 17 Helideck max weight (kgs) 9600 Fuel available
Base using this waypoint Any Clear space under helideck in metres 3
Helideck landing area certificate expiry date 14/04/2019
Please enter the name of the field that this waypoint is in. If there is no field name, please enter the platform name.
Comments (Up to This area is used for any relevant comments 100 characters)
Quit without saving Save waypoint
Offshore FlightPlan There are currently 1515 waypoints stored.

fore wind credit can be used for Cat A or PC2E offshore performance calculations.

When creating flights comprising of several sectors in the same offshore area, it would be tedious if the weather had to be entered for every single platform. For this reason, we have provided a box where the field name can be entered. In this way, when it comes to creating flights in the same area in which performance calculations are required, the field weather only needs to be entered once. The system will then apply the same weather to all platforms that contain the same field name. This function is also used for onshore air-fields where the software can auto-fetch the airfield METAR. For onshore airfields please enter the airfield four character ICAO code in this box.

If the waypoint is an offshore platform or vessel with refuelling facilities, please be sure to tick the "Fuel available" box. This will notify the system that an onshore alternate may be selected from the platform that has refuelling facilities. Selecting an alternate at the offshore refuelling facility allows the system to offer the best payloads for sectors prior to the refuelling point.

A PDF document can be saved with each waypoint, such as the platform plate, helideck certificate or any other documentation that is relevant to the waypoint. The document can be single or multi-page and can Page 17

be printed out whenever required. To add a PDF document to a waypoint, please use the "Edit waypoints" function.

Once everything has been entered, click 'Save' to save the waypoint.

## Waypoints - Delete waypoints

Choose the waypoint you wish to delete then click "Delete waypoint". If the waypoint is used in a route that has not yet been completed (i.e. entered into "Post flight data entry") then it cannot be deleted. If the computer does not have an internet connection then waypoints cannot be deleted.

# Waypoints - View waypoint details (inc. sunrise/sunset)

Select the waypoint that you wish to view. The full waypoint details appear including local sunrise and sunrise times which are based on the latitude and longitude of the waypoint, the time offset from Zulu time and daylight saving settings at your location. These waypoint details can also be printed out by clicking the "Print" button. If a PDF document was saved for this waypoint, it can be viewed by clicking on "View PDF". Once the PDF viewer is open, move the mouse anywhere in the window for several PDF viewing and printing options such as zoom in/out, print, save a copy, page thumbnails, etc. To see the full list of available functions, click on the Adobe logo that appears then choose the required function.

## Waypoints - Edit waypoints

Any waypoint can be edited whenever required. Editing a waypoint is similar to creating a waypoint. First, select the waypoint that you wish to edit from the drop-down list, make the changes then click "Save".

You can also use the edit waypoint function to upload a PDF document for the waypoint you are editing. This can be a single or multi-page document such as airport approach plates, platform details, helideck certificate, etc. If there is already a PDF document uploaded for the waypoint, it will be automatically overwritten with the new document. You can also view the PDF document (if one is present) by clicking on "View PDF".

If the waypoint Latitude and/or longitude is changed, the sunrise and sunset times will also change automatically since these times are based on the latitude and longitude. These means that the sunrise/sunset times are very accurate.

The waypoint details can be printed by clicking the "Print" button.

Edit V	Naypoint
	Select a waypoint then edit as required.
	Select ABERDEEN
	Waypoint Name ABERDEEN
Way	vpoint Description EGPD - Aberdeen Airport
F	FMS/RNAV Code EGPD
	Latitude         Longitude           Deg         Mins           57         12.30
	Variation Degs 6.0 E C • W C Offshore airfield C Offshore platform or vessel C En-route navigation waypoint
	Waypoint last updated 17/08/2018 Elevation in feet 216
Ba	ase using this waypoint EGPD 🗨 Fuel available 🔽
loo if a	ease enter the airfield ICAO code or, if cation is offshore, enter the field name, available. If there is no field name, iter the platform/vessel name.
	Sunrise 17/08/2018 12:39:00 Local Sunset 18/08/2018 03:45:17 Local
	mments (Up to Tower 118.10 - Approach 120.40 - Radar 120.40 128.30 - Atis 121.85 0 characters) 114.30
	Upload PDF View PDF
	Print Quit without saving Save waypoint
Offs	thore FlightPlan There are currently 1589 waypoints stored.

Please note that if a waypoint is edited that is already being used in a route, the route will not change since the waypoint details are saved along with the route. When routes are retrieved, the waypoint information that existed when the route was created will be used. This allows routes to be created in advance for moving waypoints such as vessels and mobile drilling platforms.

# Aircraft

## Aircraft - Create new aircraft record

Offshore FlightPlan has several aircraft types already built-in so that C of G and performance calculations can be carried out whenever creating or editing flights.

Up to 10 role configurations can be defined for each aircraft such as "Standard offshore 15 seat", "Freight role", "Medivac role", etc. You will need to have to hand the aircraft APS (aircraft prepared for service) weight and the C of G arm for each role configuration that you wish to include. You must define at least one role.

Consideration must also be given to the offshore drop-down height that you wish to use for offshore helideck performance. This will normally be defined by the Authority or by the customer. A drop-down height of 35 feet is most commonly used because E.A.S.A requirements specify that the aircraft must clear the sea surface by at least 15 feet. A value of 35' allows an adequate margin for tidal variations and wave heights such that the 15 feet will always be cleared in the event of an engine failure during take-off or landing.

To add a new aircraft, select "Create new aircraft record" from the "Aircraft" menu. Enter the local password or your personal password (depending on how your system has been set up). Weight units for the aircraft and fuel can be set to pounds or kilograms according to your requirements.

If the sector distance is short, for example 2 NM apart, the sector fuel calculation may produce a very low

If the sector distance is short, for example 2 NM apart, the sector fuel calculation may produce a very low figure since fuel is calculated based on the distance at the true airspeed. An "Absolute minimum fuel be-tween sectors" setting is provided to overcome this.

Taxi fuel affects payload whereas startup fuel does not. This means that taxi fuel is the fuel that is used whilst taxiing (with passengers/freight on board) to the take-off point. Startup fuel is the fuel used whilst starting up and, if appropriate, positioning the aircraft to the passenger pickup point. Once all the aircraft details have been entered, click "Save".

Aircraft registration	G-GVPA	-	Role 1		Role 6
Aircraft type	Agusta AW	139 👻	Role name Standard 12 seat offsh		Role name
Aircraft ICAO Code	A139		Aircraft APS weight	4785	Aircraft APS weight
Aircraft serial number	123456		C of G Arm (in metres - e.g. 5.123)	5.335	C of G Arm (in metres - e.g. 5.123)
SSR assigned to this aircraft	7000	-	Role 2		Role 7
Aircraft units of weight	Kgs		Role name Freight role - No seats		Role name
Arcrart drilla or weight	1		Aircraft APS weight	4699	Aircraft APS weight
Max Take Off Weight	7000	Kgs	C of G Arm (in metres - e.g. 5.123)	5.330	C of G Arm (in metres - e.g. 5.123)
MTOW/MLW for offshore nelideck operations	6800	Kgs			
) value	16		Role 3		Role 8
True Air Speed at cruise	140	Kts	Role name		Role name
Fuel units	Kgs	Ŧ	Aircraft APS weight		Aircraft APS weight
Maximum fuel capacity	1670	Kgs	C of G Arm (in metres - e.g. 5.123)	J	C of G Arm (in metres - e.g. 5.123)
Fuel used per hour in cruise	420	Kgs	Role 4		Role 9
Fuel used per hour at ground idle	200	Kgs	Role name		Role name
Fuel reserve	180	- Kgs	Aircraft APS weight		Aircraft APS weight
Fuel margin <mark>% (</mark> usually 10%)	10		C of G Arm (in metres - e.g. 5.123)		C of G Arm (in metres - e.g. 5.123)
FR Approach fuel*	50	- Kgs			
Normal helideck fuel burn*	20	 Kgs	Role 5		Role 10 Role name
Absolute minimum fuel	30	- Kas			
between sectors* Startup fuel	20	- Kas	Aircraft APS weight		Aircraft APS weight
Taxi fuel	40	- Kqs	C of G Arm (in metres - e.g. 5.123)	1	C of G Arm (in metres - e.g. 5.123)
Aircraft normally based at:	FOOG	-			
Minimum dropdown for PC2E	35 -				
Seating configuration	4F/4C/4R	•			
	1.1.1.1.1.1.1				
	2	d * are optional	Cancel Clear all S	ave	

#### Aircraft - Edit aircraft record

Editing an aircraft record is similar to creating a new aircraft record except that either a local password or a personal reports website password is required (depending how your system is set up) as editing aircraft details should only be carried out by authorised persons. Select "Edit aircraft record" in the "Aircraft" menu then select the aircraft you wish to edit.

Note that you cannot change the aircraft registration, aircraft type, aircraft ICAO identification or weight units. If you wish to change any of these items then a new aircraft record must be created.

Edit the aircraft details as required then click "Save" to save the changes. Any changes will be synchronised to the other computers in your organisation. If a reports website password was required in order to access the aircraft edit function, a record will be made of the name of person that carried out the edit along with the date that the changes were made.

#### Aircraft - View aircraft details

This option allows anyone to view aircraft details without having to enter a password. This allows crews, operations staff, etc. to view all aircraft details for each aircraft at the base. If the company base setting is set to "All bases" then all company aircraft can be viewed. This is a read-only function; the user cannot change anything but it provides a useful function for checking aircraft details.

#### Aircraft - Delete an aircraft record

Select this option to delete an aircraft, enter the password, then select the aircraft to be deleted from the drop-down list.

# Crew

#### Crew - Add a new crew member

To add a new crew member, select this option, enter the password then complete all the details. Take care when entering the crew name as this cannot be edited later.

Choose any 3 letters for the crew code but note that this must be unique. If a crew code is already in use, a

Enter a 3 letter crew code for displaying this crew on electronic whiteboard (e.g. initiab) grs User name for the electronic log book (up to 16 letters without spaces) grinth Password for the electronic log book (petween 6 and 12 letters and numbers only) Tick the required items then select the expiry date using the date selector tool. Click on the date selector down arrow to show calendar. Save a scan of a check certificate or document, save this record then select Edit Crew from the Crew menu. Check type Check expiry date OPC (1) 11/10/2018 Check expiry date Check items [04/08/2018] Check (1) 10/04/2019 Check (2) Che	Name first, last)       Graham Shith         Select unit of weight       Kgs	dd a new crew member	To add	now crow mor	her complete the hoves	helow		
Select unit of weight       Kgs       Ucense number       AT1234H         Weight in Kgs       90       Select rank       Captain       Image: Captain         Date of Bith       12 January 1971       Assigned base       FOOG - Pet Gentil       Image: Captain         Contact telephone number       44 1234 5678       Work schedule type       4 weeks on - 4 weeks off       Image: Captain         Enal address       gamth@test.com       Main aicraft type flown       Aquita AW139       Image: Captain         Company employee number       AG223344       Second aicraft type flown       Aquita AW189       Image: Captain         Company employee number       AG223344       Second aicraft type flown       Aquita AW189       Image: Captain         Company employee number       AG223344       Second aicraft type flown       Aquita AW189       Image: Captain         Dear name for the electronic log book (between 6 and 12 letters without spaces)       gamth       Re-enter password for verification       Image: Captain         Tick the required items then select the expiry date using the date selector tool. Click on the date selector down arrow to show calendar.       Second han select Edit Crew from the Crew menu.         Check type       Check type       Check type       Check type       Check type       Check type       Check expiry date       Check type <td< th=""><th>Select unit of weight       Kgs       Icense number       AT1224H         Weight in Kgs       90       Select rank       Captain       Image: Captain</th><th></th><th>To add a</th><th></th><th>iber, complete the boxes</th><th>Delow.</th><th></th><th></th></td<>	Select unit of weight       Kgs       Icense number       AT1224H         Weight in Kgs       90       Select rank       Captain       Image: Captain		To add a		iber, complete the boxes	Delow.		
Weight in figs       90       Select rank       Captain       •         Date of Birth       12. January 1971       Assigned base       FOOG - Pet Gentil       •         Contract telephone number       F44 1234 5673       Work schedule type       4 weeks off       •         Email address       gamth @test.com       Main aircraft type flown       Agusta AW139       •         Company employee number       F4223344       Second aircraft type flown       Agusta AW189       •         Company employee number       F42223344       Second aircraft type flown       Agusta AW189       •         Company employee number       FAG223344       Second aircraft type flown       Agusta AW189       •         User name for the electronic log book (jup to 16 letters without spaces)       gamth       Re-enter password for verification       ******         Password for the electronic log book (jup to 16 letters without spaces)       gamth       Re-enter password for verification       ******         Tick the required items then select the expiry date using the date selector tool. Click on the date selector down arrow to show calendar.       save a scan of a check certificate or document. save this record then select Edit Crew from the Crew menu.         Check type       Check expiry date       Ohck type       Check expiry date       Veck type         VPC (1)       11/10	Weight in Kgs       90       Select rank.       Captain       •         Date of Bith       12. January 1971       Assigned base       FOOG - Pet Gentil       •         Contact telephone number       +44 1234 5578       Work schedule type       4 weeks on - 4 weeks off       •         Email address       gemith@test.com       Main aircraft type flown       Agusta AW139       •         Company employee number       AG223344       Second aircraft type flown       Agusta AW189       •         Company employee number       AG223344       Second aircraft type flown       Agusta AW189       •         Company employee number       AG223344       Second aircraft type flown       Agusta AW189       •         Enter a 3 letter crew code for displaying this crew on electronic whiteboard (e.g. initiab)       gra       User name for the electronic log book (up to 16 letters without space)       gemith         Password for the electronic log book (between 6 and 12 letters and numbers only)       ******       Re enter password for verification       ************************************	Name (first, last)	Graham S¦nith					
Date of Bith       12 January 1971       Assigned base       FOOG-Pet Gentil         Contact telephone number       +44 1234 5573       Work schedule type       4 weeks off       Image: Contract telephone number         Email address       gamth@text.com       Main aircraft type flown       Agusta AW139       Image: Contract telephone number         Company employee number       AG223344       Second aircraft type flown       Agusta AW139       Image: Contract telephone number         Company employee number       AG223344       Second aircraft type flown       Agusta AW189       Image: Contract telephone number         Company employee number       AG223344       Second aircraft type flown       Agusta AW189       Image: Contract telephone number         User name for the electronic log book (up to 16 letters without spaces)       gamth       Re enter password for verification       Image: Contract telephone number       Image: Contrect telephone number       Image: C	Date of Bith       12 January 1971 <ul> <li>Assigned base</li> <li>FOGG - Pet Gentil</li> <li>Contact telephone number</li> <li>H44 1234 5573</li> <li>Work schedule type</li> <li>4 weeks off</li> <li>Email address</li> <li>gemth@test.com</li> <li>Main aircraft type flown</li> <li>Agusta AW133</li> <li>Enter a 3 letter crew code for displaying this crew on electronic whiteboard (e.g. initials)</li> <li>gemth</li> </ul> <ul> <li>Password for the electronic log book (up to 16 letters without spaces)</li> <li>gemth</li> <li>Password for the electronic log book (up to 16 letters and numbers only)</li> <li>Trick the required items then select the expiry date using the date selector tool. Click on the date selector down arrow to show calendar. save a scan of a check certificate or document, save this record then select Edit Crew from the Crew menu.</li> <li>Check type</li> <li>Check certificate or document, save this record then select Edit Crew from the Crew menu.</li> <li>Check type</li> <li>Check certificate or document, save this record then select Edit Crew from the Crew menu.</li> <li>Check type</li> <li>Check certificate or document, save this record then select Edit Crew from the Crew menu.</li> <li>Check type</li> <li>Check certificate or document, save this record then select Edit Crew from the Crew menu.</li> <li>Check type</li> <li>Check certificate or document, save this record then select Edit Crew from the Crew menu.</li> <li>Check type</li> <li>Check expiry date</li> <li>Check type</li> <li>Check type</li> <li>Check type</li> <li>Check type</li></ul>	Select unit of weight	Kgs 👻		License num	ber AT1234H		
Contact telephone number 441234 5578 Work schedule type 4 weeks on - 4 weeks off Email address gamth@test.com Main aircraft type flown Agusta AW139 • Company employee number AG223344 Second aircraft type flown Agusta AW189 • Enter a 3 letter crew code for displaying this crew on electronic whiteboard (e.g. initials) grs User name for the electronic log book (up to 16 letters without spaces) gamith Password for the electronic log book (between 6 and 12 letters and numbers only) ***** Re-enter password for verification ***** Tick the required items then select the expiry date using the date selector tool. Click on the date selector down arrow to show calendar. save a scan of a check certificate or document, save this record then select Edit Crew from the Crew menu. Check type Check expiry date Check type Check expiry date © OPC (1) 11/10/2018 F Fire fighting / rescue 04/08/2018 © LPC / IRR (1) 11/04/2019 F Fire fighting / rescue 04/08/2018 © LPC / IRR (2) D 04/08/2018 © WDD 04/08/2018 © WDD 04/08/2018 © WDD 04/08/2018 © HUET 05/08/2018 © WDD 04/08/2018 © WDD 05/08/2018 © WDD 04/08/2018 © HUET 05/08/2018 © WDD 04/08/2018 © WDD 04/08/2018 © HDE NUDP WW139 © Medical 01/09/2018 F Passport © CAC English	Contact telephone number +44 1234 5578 Work schedule type 4 weeks off • Email address gemth@text.com Main aircraft type flown Agusta AW139 • Company employee number AG223344 Second aircraft type flown Agusta AW189 • Enter a 3 letter crew code for displaying this crew on electronic whiteboard (e.g. initials) gra User name for the electronic log book (up to 16 letters without spaces) gemith Password for the electronic log book (up to 16 letters without spaces) gemith Password for the electronic log book (up to 16 letters and numbers only) ***** Re-enter password for verification ***** Tick the required items then select the expiry date using the date selector tool. Click on the date selector down arrow to show calendar. save a scan of a check certificate or document, save this record then select Edit Crew from the Crew menu. Check type Check expiry date Check type Check expiry date © OPC (1) 11/10/2018 • © CPC (1) 11/10/2018 • © DPC (1) 11/10/2018 • © DPC (2) • Check expiry date Check type Check expiry date Check type Check expiry date © OPC (2) • Check (2) • Check (2) • Night recency	Weight in Kgs	90		Select ra	ank Captain		•
Email address       gamith@test.com       Main aircraft type flown       Agutta AW139       •         Company employee number       AG223344       Second aircraft type flown       Agutta AW189       •         Enter a 3 letter crew code for displaying this crew on electronic whiteboard (e.g. initials)       grs       grs       •         User name for the electronic log book (up to 16 letters without spaces)       gsmith       Re-enter password for verification       •         Password for the electronic log book (up to 16 letters without spaces)       gsmith       Re-enter password for verification       •         Tick the required items then select the expiry date using the date selector tool. Click on the date selector down arrow to show calendar. save this record then select Edit Crew from the Crew menu.       Check type       Check expiry date       Check type       Check expiry date       Check type       Check expiry date       Fire fighting / rescue       04/08/2018       •       •       ESE/Sunvival training       04/08/2018       •	Email address       genth@test.com       Main aircraft type flown       Agusta AW139         Company employee number       AG223344       Second aircraft type flown       Agusta AW189         Enter a 3 letter crew code for displaying this crew on electronic whiteboard (e.g. initials)       gra         User name for the electronic log book (up to 16 letters without spaces)       genth         Password for the electronic log book (between 6 and 12 letters and numbers only)       immath         Tick the required items then select the expiry date using the date selector tool. Click on the date selector down arrow to show calendar. save this record then select. Edit Crew from the Crew menu.         Check type       Check certificate or document. save this record then select. Edit Crew from the Crew menu.         Check type       Check expiry date       Check type         V IPC / IRR (I)       11/10/2018       Immath         V IDC (1)       11/10/2019       Immath         V IDC (2)       V WDD       04/08/2018         Uhe check (1)       Immath       Immath         Simulator (1)       Immath       Immath         OPC (2)       Immath       Immath         Immath       Immath       Immath         Simulator (2)       Immath       Immath         Night recency       Immath       Immath	Date of Birth	12 January 1971		Assigned b	ase FOOG - Pe	ert Gentil	•
Email address       gamith@test.com       Main aircraft type flown       Agutta AW139       •         Company employee number       AG223344       Second aircraft type flown       Agutta AW189       •         Enter a 3 letter crew code for displaying this crew on electronic whiteboard (e.g. initials)       grs       grs       •         User name for the electronic log book (up to 16 letters without spaces)       gsmith       Re-enter password for verification       •         Password for the electronic log book (up to 16 letters without spaces)       gsmith       Re-enter password for verification       •         Tick the required items then select the expiry date using the date selector tool. Click on the date selector down arrow to show calendar. save this record then select Edit Crew from the Crew menu.       Check type       Check expiry date       Check type       Check expiry date       Check type       Check expiry date       Fire fighting / rescue       04/08/2018       •       •       ESE/Sunvival training       04/08/2018       •	Email address       genth@test.com       Main aircraft type flown       Agusta AW139         Company employee number       AG223344       Second aircraft type flown       Agusta AW189         Enter a 3 letter crew code for displaying this crew on electronic whiteboard (e.g. initials)       gra         User name for the electronic log book (up to 16 letters without spaces)       genth         Password for the electronic log book (between 6 and 12 letters and numbers only)       immath         Tick the required items then select the expiry date using the date selector tool. Click on the date selector down arrow to show calendar. save this record then select. Edit Crew from the Crew menu.         Check type       Check certificate or document. save this record then select. Edit Crew from the Crew menu.         Check type       Check expiry date       Check type         V IPC / IRR (I)       11/10/2018       Immath         V IDC (1)       11/10/2019       Immath         V IDC (2)       V WDD       04/08/2018         Uhe check (1)       Immath       Immath         Simulator (1)       Immath       Immath         OPC (2)       Immath       Immath         Immath       Immath       Immath         Simulator (2)       Immath       Immath         Night recency       Immath       Immath	Contact telephone number	+44 1234 5678		Work schedule t	vpe 4 weeks o	n - 4 weeks off	•
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warning will be displayed. The 3 letter crew code will be displayed on the flight schedule website and on some post flight reports. Choose a user name and password for the crew logbook then inform the crew member so he or she can log in to their online crew logbook.

The check expiry dates, such as OPC, Line check, etc. can be selected whilst adding the crew member if you wish to use the built-in checks system. However, it is recommended that you use our new web-checks system instead as this offers much more flexibility and does not restrict the number of checks that can be defined. Pay particular attention to the crew weight, date of birth, email address, rank, base and the aircraft types flown as these entries all have important functions in other parts of this software.

Once all items have been completed, click "Save" then the record will be saved and synchronised to all other computers and servers in your system.

#### Crew - Edit a crew members details

The crew edit function is similar to adding a new crew. If you are using the built-in checks system, it is also possible to add the date on which each check was carried out. Furthermore, a PDF scan for each check can be uploaded and viewed. You cannot change the crew name but all other items may be changed as required.

Once editing is completed, click "Save" to save and synchronise the crew record.

#### Crew - Delete a crew member

To delete a crew members record, select the crew from the drop-down list then click "Delete". The record with then be deleted from view but will remain in the database. Should that crew member return to the company at a later date, we can restore the record on request. In that way, the crew members record and online logbook will become active again.

#### Crew - Record a crew duty record

Crew duty records are usually automatically recorded whenever a post flight entries are made. However, if the duty is a non-flying type such as leave, an administration or simulator duty, then the crew duty record must be entered manually. Use this option to enter all non-flying duties including leave.

Crew Duty Hours Entry (for duties inclu <b>To enter a crew duty re</b>	-	•	ls of any split pe	eriods. This information will be a	dded to the cre	w duty record.						
	Click 'Save' when complete											
	<b>C</b>			E. LO. M.								
Select duty type	Simulator	<u> </u>	Crew name	Fred Smith		<b>_</b>						
Duty start	01/09/2018	• 09:00 •	Duty end	01/09/2018 💌	16:00 +	Simulator duty						
☐ Insert 1st split duty												
Duty comments (optional)												
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First, select the crew name, then select the duty start date. After a brief delay (depending on your internet connection), the rostered duty will be displayed along with the rostered duty start and end times. Check the duty start and end times and adjust if required. If the duty is a simulator duty, tick the "Simulator duty" box then click "Save".

If no duty has been rostered for the crew on the date selected, select the required duty from the "Select duty type" drop-down box, set the duty start and end times then click "Save".

Leave and off days, although not strictly duties, must also be entered into the system and are entered in the same way as other duties. Select "Leave" or "Off" in the "Select duty type" box then select the start date and end date. Leave and off days do not require start and end times, only the start and end dates are required.

For every duty, an optional comment can be recorded for future reference. This can be anything that you wish to record along with the duty which might be useful in the future.

## Crew - Record a simulator session

To ensure that simulator sessions are recorded in the crew online logbook, use this option to record each session. **Before using this option, the duty times must be entered using the option "Record a crew duty record".** Once the crew duty record has been saved, complete the boxes as required then click "Save". The simulator registration is important as this will be saved in the crew logbook along with all the other details so be sure to select the correct one. One crew duty entry and one simulator session entry should be made for each crew present.

Record a simulator session	
	I lists then complete the details as required. The information will be added to the crew members electronic flying log book.
	ring a simulator session otherwise your entry will be rejected! Click here to do it now.
Simulator details - Please complete carefully	
Select the crew name	Jack Jones   CLR  Crew members role  P1  F
Date & time of start of sim session	01 September 2018
Date & time of end of sim session	01 September 2018
Simulator registration FFS-IT-032  Simulator details and location	FFS-IT-032 - S7000 for aircraft type: AW139 located at: Subang
IFR hours	01:00 • Number of instrument approaches 2 •
Route (optional	
EGSS BPK EG	EGSH
Remarks (optio	iional)
IF  Training	
	Sim hours total: 02:00
Offshore FlightPlan	Clear Save

#### Crew - Manually enter a flight in the crew logbook

Flights are automatically recorded in the pilot's logbook as part of the post flight data entry process. However, there may be occasions when you want to manually enter flights into the crew logbook, for example, to enter old flights, private flights or flights that were carried out for another operator. To cater for these situations, manually enter the flight details by completing this form then click "Save"

Add a flight	
	n lists then complete the details as required. The information will be added to the company flying hours flight will NOT appear in the post-flight reports. It is suggested that you only use this form to add historic 'ost Flight data entry'.
You must have entered a crew of	duty record first, before entering flights, otherwise the flight will be rejected!
Flight details - Please complete carefully	
Aircraft reg G-ABCD ▼ Select the main crew members name	John Smith
If the flight is two crew, select other crew members name	Anand Perumal
Date & time of taxi	21 August 2018
Date & time of rotors stop	21 August 2018 🔹 12:05 🐳
IFR hours flown 01:05 🔹 Number of instrument approaches 1	<ul> <li>Night hours flown 00:00          Day and onshore landings          Vight offshore deck landings         U         Vight offshore deck landings         Vight offshore deck landings</li></ul>
First departure location EGSH	✓ Final destination location EGSH ✓
Route (optional) 27A 23C	Remarks (optional)
	Total hours flown: 01:55
Offshore FlightPlan	Clear Save

#### Crew - Edit an existing crew duty record

This option, which requires the local password to access, allows crew duty records to be amended so that any errors can be rectified. First, select the crew whose record you wish to edit. After a brief delay, a list of dates on which duties have been recorded will appear. Select the date for the duty you wish to edit then click "Continue". The duty details that have been previously saved will appear.

Carefully check the details and, if necessary, amend as required then click "Save".

Note that, if one or more flights are present on the selected date, the duty start and end times will be constrained so that it will not be possible to change the duty start time to a time later than the first rotors start Page 23 time. Furthermore, it will not be possible to change the duty end time to a time earlier than the end of the last

rotors stop time.	Select a crew duty record to edit	×
	Select the crew member from the drop-down list then select the date of the duty you wish to edit.	•
	Select pilot first Graham Pettican	•
	then select required duty date 22/08/2018	•
	C <u>a</u> ncel <u>C</u> ontinue	
	Offshore FlightPlan	
Edit Crew Duty Hours		
This is the cr	ew duty record for this crew member. To edit the record, please change the details below as requ	uired then click 'Save'
There are o	ne or more flights present for this crew on this date. The first take-off time was at $11:35$ and the last landing	time was at: 13:25
As there are flights pr	esent, the duty start and end times will be constrained so you cannot start the duty after the first flight starts or end the	e duty before the last flight ends.
Select duty type	KOTA BHARU   Crew name Graham Petican	
Duty start	22 August 2018 🚽 11:00 🔹 Duty end 22 August 2018	▼ 13:55 ÷
Insert 1st split duty		
Duty comments (optional)	No comments	
Offshore FlightPlan	<u>C</u> ancel <u>S</u> ave	

#### Crew - View all crew duty and flight totals in one window

This function displays the crew duty and flight totals for all crews at the base, or all crews in the same company if the system is set to "All bases". Dates up to 2 weeks in advance can be selected. The hours available are also shown. Select the date required then click on "Go" and, after a brief delay, the duty and flight records will be displayed. This information can also be printed by clicking on the "Print" button.

The colour coding makes it easy to see which crews have exceeded or are about to exceed the regulatory limits and has the following meaning:

Yellow	Less than 8 hours flying time available
Orange	Less than 10 hours duty time available
Red	Duty or flying hours have been exceeded

#### Crew - Crew duty and flight totals (quick look-up)

Use this option to display the crew duty and flight time record for a single crew member. After selecting this option, choose the crew name from the drop-down list. The full duty and flight time record along with instrument time, number of instrument approaches, night flying and number of night deck landings time will be displayed for each control period. The night flying time is automatically calculated according to the local sunrise/sunset times and the definition of day and night that is defined in the "Settings". The record can be printed by clicking on the "Print" button.

			1000		ecord of Grahan				
				As o	ftoday				
		DUTY TIME				FLIGH	IT TIME		
Limit	60 hrs/7 days	200 hrs/28 days	2000 hrs/365 days	8 hrs/1 day*	18 hrs/3 days	30 hrs/7 days	90 hrs/28 days	240 hrs/84 days	800 hrs/365 da
Used	23:45	58:10	665:12	1:50	8:15	14:00	34:35	78:10	316:40
Available	36:15	141:50	1334:48	6:10	9:45	16:00	55:25	161:50	483:20
			IFR hours	0:50	2:05	3:35	8:50	21:30	111:43
			IF approaches	0	1	1	1	1	3
			Night hours	0:00	0:00	0:00	0:00	0:05	7:16
			Night decks	0	0	0	0	0	0
	*The 8 hour / 1 day	hours availability migł	nt be further reduced a		al FTL scheme. For ex	ample, a duty start be <u>Vi</u> ew another	fore 06:00 may reduc	ce the available hours	

#### Crew - View a crew duty and flight totals on a specific date

This option is a unique feature of this software which provides very comprehensive details about an individual crew members duty and flight time records. Detailed information is provided for the selected date and for the current day. This allows the duty and flight time situation to be checked for any date. On selecting this option, first, select the crew name and duty date that you wish to view. Then a window similar to the one shown below will appear. Notice that, in addition for the records shown for the date that you selected, the record for today's date is also displayed. You can also access the crew online logbook from here.

			Crew duty re	ecord of Grahan	n Pettican for 21 A	ugust 2018			
Duty start date	21 Augus	st 2018	Duty start time	2:45	Duty end date	21 August 2	018 Duty	end time 16:00	_
1st split start date	No s	plit							
2nd split start date	No s	plit							
3rd split start date	No s	plit							
Duty type		KOTA BHA	RU		Hours on duty	3:15 La	st updated	21 August 2018	-
	D	Outy comments	comments						
			Summ	ary of all your flig	hts within this duty	/ period			
ime of 1st take-off	13:15	Time of last rotors	stop 15:30	IFR hours flown	1:15	Instruments approa	aches 1	Total hours f	lown 2:15
				Night hours flown	0:00	Night deck la	ndinas 0	Number of fl	iahts 1
Day hours flown	2:15	Day land	ings 2	Night hours flown	0.00	Night deck la		Number of h	iginta j i
Day hours flown	2:15	-	ings   2 s about your flights wit	2		2		Number of In	
Day hours flown	2:15	-	s about your flights wit	thin this duty period, p	please click here and	log in to your electror		Number of H	
Day hours flown	2:15	-	s about your flights wit	thin this duty period,		log in to your electror			
Day hours flown	2:15	-	s about your flights wit	thin this duty period,	and flight time tota	log in to your electror als			gnt3 j
Day hours flown	2:15 60 hrs/7 days	<u>F</u> or more detail	s about your flights wit	thin this duty period,	and flight time tota	log in to your electror als	nic pilot log book	240 hrs/84 days	- ,
	,	Eor more detail	s about your flights wil	thin this duty period, p ccumulated duty As of	please click here and and flight time tota f today	log in to your electror als FLIGH	nic pilot log book		- ,
Limit	, 60 hrs/7 days	Eor more detail	s about your flights wit Ad 2000 hrs/365 days	thin this duty period, p ccumulated duty As of 8 hrs/1 day*	and flight time tota f today 18 hrs/3 days	log in to your electror als FLIGH 30 hrs/7 days	nic pilot log book	240 hrs/84 days	800 hrs/365 day
Limit	60 hrs/7 days 23:45	Eor more detail	2000 hrs/365 days 665:12	thin this duty period, p ccumulated duty As of 8 hrs/1 day* 1:50	and flight time tota ftoday 18 hrs/3 days 8:15	log in to your electror als FLIGH 30 hrs/7 days 14:00	nic pilot log book	240 hrs/84 days 78:10	800 hrs/365 day 316:40
Limit	60 hrs/7 days 23:45	Eor more detail	s about your flights wil Ad 2000 hrs/365 days 665:12 1334:48	hin this duty period, p ccumulated duty As of 8 hrs/1 day* 1:50 6:10	and flight time tota f to day 18 hrs/3 days 8:15 9:45	log in to your electror als 30 hrs/7 days 14:00 16:00	AT TIME 90 hrs/28 days 34:35 55:25	240 hrs/84 days 78:10 161:50	800 hrs/365 day 316:40 483:20
Limit	60 hrs/7 days 23:45	Eor more detail	2000 hrs/365 days 665:12 1334:48 IFR hours	8 hrs/1 day* 1:50 6:10 0:50	and flight time tota f to day 18 hrs/3 days 8:15 9:45 2:05	log in to your electror als FLIGH 30 hrs/7 days 14:00 16:00 3:35	90 hrs/28 days           34:35           55:25           8:50	240 hrs/84 days 78:10 161:50 21:30	800 hrs/365 day 316:40 483:20 111:43
Limit	60 hrs/7 days 23:45	Eor more detail	2000 hrs/365 days 665:12 1334:48 IFR hours IF approaches	8 hrs/1 day 6:000 8 hrs/1 day 1:50 6:10 0:50 0	and flight time tota f today 18 hrs/3 days 8:15 9:45 2:05 1	log in to your electror als FLIGH 30 hrs/7 days 14:00 16:00 3:35 1	90 hrs/28 days           34:35           55:25           8:50           1	240 hrs/84 days 78:10 161:50 21:30 1	800 hrs/365 da 316:40 483:20 111:43 3
Limit	60 hrs/7 days 23:45	Eor more detail	2000 hrs/365 days 665:12 1334:48 IFR hours IF approaches Night hours	8 hrs/1 day*           1:50           6:10           0:50           0           0:00           0	and flight time tota f today 18 hrs/3 days 8:15 9:45 2:05 1 0:00	log in to your electror als FLIGH 30 hrs/7 days 14:00 16:00 3:35 1 0:00	AT TIME 90 hrs/28 days 34:35 55:25 8:50 1 0:00	240 hrs/84 days 78:10 161:50 21:30 1 0:05	800 hrs/365 day 316:40 483:20 111:43 3 7:16

#### Crew - View a crew member's duty and flight records listed between any two dates

It is sometimes useful to be able to look up a crew members duty and flight records listed between two dates. This can be helpful when checking the number of off days and leave days, for example.

This option allows any crew's duty and flight records to be listed between any two dates that you specify. There are also some pre-sets to assist in selecting more commonly used periods or you can enter your own dates using the date selectors.

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Once you have selected the crew and the date range, click "Continue" then the record will appear, looking

similar to the example below. The totals are shown in blue.

Note that, for this function to be completely accurate, it is important to ensure that all leave days are recorded in the crew duty section. If no duty is recorded for a particular day, then it will be assumed that the day is an "Off" day.

View a crew duty record listed between selected dates	×										
Select the crew member from the drop-down list then select the start and end dates for the duties you wish to view. You can pick the dates diectly or use the date selection preset buttons.											
Select pilot Graham Pettican											
Select start date 26 July 2018 💽											
Select end date 22 August 2018 💌											
Date selection presets											
Last 3 days - Last 100 days -											
Last 7 days 🛛 Last 190 days 🕒											
Last 28 days 🔅 Last 200 days 🕒											
Last 30 days 🕒 Last 365 days 🕒											
Last 90 days - Last 730 days -											
C <u>a</u> ncel <u>C</u> ontinue											
Offshore FlightPlan											

Here is an example of a crew duty record between 26 July 2018 and 22 August 2018.

Duty start date	Duty type	Duty start time	Duty end date	Duty end time	Hours on duty	Total flying hours	IFR flying hours	Night flying hours	Night deck landings	IF approaches	Total sim hours
26/07/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
27/07/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
28/07/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
29/07/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
30/07/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
31/07/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
01/08/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
02/08/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
03/08/2018	KOTA BHARU	09:00	03/08/2018	15:05	06:05	04:30	03:05	00:00	0	0	00:00
04/08/2018	KOTA BHARU	09:00	04/08/2018	11:45	02:45	01:35	00:00	00:00	0	0	00:00
05/08/2018	KOTA BHARU	09:15	05/08/2018	12:30	03:15	02:05	00:00	00:00	0	0	00:00
06/08/2018	KOTA BHARU	14:15	06/08/2018	17:30	03:15	02:10	01:10	00:00	0	0	00:00
07/08/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
08/08/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
09/08/2018	KOTA BHARU	13:15	09/08/2018	19:40	06:25	02:15	00:00	00:00	0	0	00:00
10/08/2018	KOTA BHARU	11:15	10/08/2018	14:20	03:05	02:00	00:00	00:00	0	0	00:00
11/08/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
12/08/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
13/08/2018	KOTA BHARU	12:15	13/08/2018	15:00	02:45	02:00	01:00	00:00	0	0	00:00
14/08/2018	KOTA BHARU	09:00	14/08/2018	15:50	06:50	04:00	00:00	00:00	0	0	00:00
15/08/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
16/08/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
17/08/2018	KOTA BHARU	13:45	17/08/2018	19:10	05:25	02:00	00:00	00:00	0	0	00:00
18/08/2018	KOTA BHARU	09:00	18/08/2018	14:50	05:50	03:45	01:30	00:00	0	0	00:00
19/08/2018	Day off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
20/08/2018	KOTA BHARU	11:15	20/08/2018	17:40	06:25	04:10	00:00	00:00	0	0	00:00
21/08/2018	KOTA BHARU	12:45	21/08/2018	16:00	03:15	02:15	01:15	00:00	0	1	00:00
22/08/2018	KOTA BHARU	11:05	22/08/2018	13:55	02:50	01:50	00:50	00:00	0	0	00:00
Totals for last 28 days:	Days off: 15 - Days worked: 13 Number of leave days: 0				58:10	34:35	08:50	00:00	0	1	00:00

## Crew - View a single crew member's checks records

To view a crew record, select this option then choose the required crew from the drop-down list. This function shows, amongst other things, the crew training records from the built-in legacy training function in Offshore FlightPlan. If you chose to use our new web-checks system, then all the training records in this window should show "No record" and you should login to the new web-checks system to view checks records.

Click on a date to view a scan of the training record, if one has been uploaded.

If you wish, you can click the "Edit" button to go to the crew edit function. The record can be printed, if required.

here are 192 crew on record.	Select Graham	Pettican	•	Crew code GR
Email	gravenspelitznikwawter w	nella e contro	License no.	ACMPREFE
Date of birth	Age	Weight	Phone number	Work schedule
	2%	94 Kgs / 207 lbs	CONTRACTOR NO.	4 weeks on - 4 weeks of
HUET	LPC / IRR (Type 1)	OPC (Type 1)	Line check (Type 1)	Simulator (Type 1)
06 Nov 2019	14 Feb 2019	14 Feb 2019	31 Aug 2018	23 Jan 2019
WDD	LPC / IRR (Type 2)	OPC (Type 2)	Line check (Type 2)	Simulator (Type 2)
06 Nov 2019	No record	No record	No record	No record
ICAO English	Night recency	NDLP AW139	NDLP AW189 or S92	CRM/CFIT
No record	03 Aug 2018	03 Aug 2018	No record	01 Jun 2019
First aid	Fire fighting / rescue	Dangerous goods	ESE training	Passport
06 Nov 2021	06 Nov 2021	22 May 2019	06 Nov 2021	医水平增加
TRI renewal	TRE renewal	Licence Validation	Work permit	Record last updated
No record	No record	30 Sep 2018	18 Dec 2018	22 Aug 2018
Winching/ARK	H2S awareness	Medical renewal	Norma	Ibase
No record	No record	30 Sep 2018	WMKC - Ko	ota Bharu
	Last u	pdated by Graham Pettican on 22 Aug	2018	
Lt. blue text on blue backgrou	nd = Due within 60 days Blac	k text on yellow background = [	Due within 30 White text on	red background = Overdue

As training checks approach expiry, or become overdue, the background colour changes. The 3 colours are:

Lt blue text on blue background Due within 60 days

Black text on yellow background

White text on red background

Overdue

Due within 30 days

These colours are used throughout this software for training checks to make it easier to identify forthcoming expiry dates. Each crew member will receive an automatic email when a check expiry is imminent. A copy of the email is also forwarded to the training department. If a crew member is not receiving these emails, please check that their email address has been correctly entered in the crew record.

## Crew - View all crew member's checks records (from legacy OFP checks)

To meet the requirements of both customer and Authority auditors who often wish to view the crew training checks records, this option provides a way for the entire crew training records to be viewed in a single, colour coded scrolling window. There is also an option to print this information along with the colour codes.

In there is a "No record" entry, the colour is alternating light and dark grey. All current valid checks are shown with a green background and checks due to expire or are overdue are colour coded using the same colour scheme as in "View a single crew member's checks records" above.

This is a read-only function, you cannot change anything here. To change the check expiry dates, go to the crew edit function. The checks displayed are from the Offshore FlightPlan built-in legacy training checks system. To display checks from our new web-checks system, please use the option "View all crew member's checks records (from new web-checks)" option described in the next section.

We do not recommend printing these check records and posting the printout for general viewing by the crews as, after the first day, the information will be out of date and the colour codes may no longer be correct. Crews can view their own checks from within their online logbook so this is the recommended method. Page 27

Processing Statistics         270 Cor 2018         15 Dec 2018         15 Dec 2018         15 Dec 2018         15 Dec 2010         15 Dec 2011	Name	CRM	DGs	WDD	HUET	First Aid	Fire/Rescue	ESE Training	English	Medical
and space basis       270 be 2018       15 Dee 2018       15 Dee 2018       15 Dee 2010       16 Dee 2020       16 Dee 2021       15 Dee 2011       16 Dee 2021       16 Dee 2021 </td <td>er Maline</td> <td>03 Jan 2019</td> <td>10 Jul 2019</td> <td>12 May 2019</td> <td>12 May 2019</td> <td>27 Jul 2019</td> <td>27 Jul 2019</td> <td>27 Jul 2019</td> <td>No record</td> <td>31 Dec 2018</td>	er Maline	03 Jan 2019	10 Jul 2019	12 May 2019	12 May 2019	27 Jul 2019	27 Jul 2019	27 Jul 2019	No record	31 Dec 2018
Carl Links         Carl Links <thcarl links<="" th="">         Carl Links         Carl Lin</thcarl>	Falseten froat 6 Dand Fast	27 Oct 2018	15 Dec 2018			18 Dec 2020	18 Dec 2020	18 Dec 2020	No record	30 Apr 2019
Carl & Fredure       101 Am 2019       22 May 2019       06 Nov 2013       06 Nov 2021       06 Nov 2021       No record       31 Dec 2019         Carl & Are 2019       23 Am 2019       22 Dec 2019       11 Am 2020       11 Am 2020       11 Am 2020       11 Am 2020       10 Amy 2021       16 Aug 2021       No record       23 Dec 2019         Carl & Are 2019       21 Am 2019       25 May 2019       26 May 2020       06 Ma	v.v. Conver	26 Dec 2018	14 Dec 2018	18 Dec 2018		18 Dec 2020		18 Dec 2020	27 Jul 2022	31 Aug 2018
end       10 Are 2019       22 Jane 2019       22 Dec 2019       11 Jane 2020       10 Are 2013       22 Feb 2021       20 Feb 2021       2	anna Palinter	01 Jun 2019	22 May 2019	06 Nov 2019	06 Nov 2019	06 Nov 2021		06 Nov 2021	No record	30 Sep 2018
11 3 Jun 2019       05 Sep 2019       15 Aug 2019       16 Aug 2021       04 Aug 2019       03 Aug 2019       13 Bue 2011       13 Bue 2019       13 Bue 2011       No record       30 Aug 201       No record       10 Aug 2019       14 Aug 2019       24 Jun 2019       13 Jun 2011       30 Aug 201       14 Aug 2019       14 Aug	Were & Homester	10 Apr 2019	23 Jan 2019	22 Dec 2019	22 Dec 2019	11 Jan 2020	11 Jan 2020	11 Jan 2020	No record	31 Dec 2018
c) fl statu         O7 May 2019         25 May 2020         16 May 2020         04 May 2020         04 May 2020         04 May 2020         No record         31 May 2019           v reference         19 Jun 2019         05 sep 2019         10 Dee 2019         10 Dee 2019         10 Dee 2018         10 Dee 2018         No record         30 May 2019           v reference         11 Fab 2019         11 Fab 2019         11 Fab 2019         11 Dee 2019         11 Dee 2018         No record         <	na is headed	15 Jan 2019	05 Sep 2019	16 Aug 2019	16 Aug 2019	16 Aug 2021	16 Aug 2021	16 Aug 2021	No record	28 Feb 2019
17       12       20       60       30       60       30       60       30       Mar 2019       20       76       201       10       00       50       50       30       Mar 2019       11       60       50       50       30       Mar 2019       10       00       20       00       00       50       20       00 <t< td=""><td>e îi înstit</td><td>07 May 2019</td><td></td><td>16 Mar 2020</td><td>16 Mar 2020</td><td></td><td></td><td></td><td>No record</td><td>31 Mar 2019</td></t<>	e îi înstit	07 May 2019		16 Mar 2020	16 Mar 2020				No record	31 Mar 2019
A ricci         19 Jun 2019         05 Sep 2019         18 Dec 2019         18 Dec 2021         18 Dec 2019         13 Dec 2019         24 Jun 2019         <	stendense blacat	22 Dec 2018	09 Jan 2019	20 Feb 2019	20 Feb 2019	20 Feb 2021	20 Feb 2021	20 Feb 2021	No record	31 Mar 2019
Data Name         15 May 2019         11 Feb 2019         14 Dec 2018         102 Dec 2018         02 Dec 2018         03 Dec 2018         No record		19 Jun 2019	05 Sep 2019	18 Dec 2019	18 Dec 2019	18 Dec 2021	18 Dec 2021	18 Dec 2021	No record	30 Sep 2018
Instruction         No record	Co. Se March	15 May 2019	11 Feb 2019	14 Dec 2018	14 Dec 2018	02 Dec 2018	02 Dec 2018	02 Dec 2018	No record	30 Nov 2018
Instruction         No record	And & Among	24 Sep 2018	22 May 2019	03 Nov 2019	03 Nov 2019	13 Dec 2019	13 Dec 2019	13 Dec 2019	No record	28 Feb 2019
end         24 Jan 2019         24 Jan 2019         24 Jan 2011         24 Jan 2021         20 Nov 2019         31 Jan 2019         24 Jan 2019         24 Nov 2019         21 Nov 2019         31 Jan 2010         31 Jan 2019         24 Jan 2019         24 Nov 2019         21 Nov 2019         31 Jan 2010         31 Jan 2019         24 Jan 2019         24 Jan 2019         24 Mar 2019         25 May 2019         31 Jan 2019         3	Les PC Vesi	No record	No record	No record	No record	No record	No record	No record	No record	No record
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d private         O6 Apr 2019         15 Jan 2020         16 Mar 2020         04 May 2020         04 May 2020         04 May 2020         No record         31 Jan 2010           a Marz is Vivue         24 Jau 2019         13 Mar 2019         22 Mar 2019         22 Mar 2019         25 May 2019         25 May 2019         25 May 2019         24 Jau 2010         31 Jau 2010           a Marz is Vivue         06 Dec 2019         05 Sep 2019         13 Aug 2019         13 Aug 2021         13 Aug 2021         13 Aug 2021         27 Marz 2019         24 Jau 2019         31 Jau 2010           a Marz is Vivue         06 Dec 2019         05 Sep 2019         13 Gud 2019         13 Gud 2019         14 Dec 2019         14 Dec 2019         No record         31 Dec 201           a Marz is Vivue         01 May 2019         09 Oct 2019         03 Geb 2019         03 Feb 2019         23 Mar 2019         23 Mar 2019         No record         31 Dec 201           a Marz is Vivue         01 May 2019         09 Oct 2019         03 Feb 2019         24 Apr 2021         24	state Zhan Car Honey	27 Feb 2019	31 Jul 2019	14 Jul 2019	14 Jul 2019	22 Nov 2019	22 Nov 2019	22 Nov 2019	05 Nov 2019	31 May 2019
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The training checks display can be scrolled in both directions. Printouts may require several pages depending on the number of active checks present. The crew names in the above example have been deliberately obscured.

Crew - View all crew member's checks records (from new web-checks)

This is exactly the same as the previous function "*View all crew member's checks records (from legacy OFP checks)*" except that the data comes from the web-checks system instead of the Offshore FlightPlan built-in checks system. As the check definitions are created by the user rather than the software designers, the checks names appear at the top of the display in alphabetical order. When printing the checks report, the number of pages that are printed will depend on the number of checks that have been defined and the number of crews.

We do not recommend printing these check records and posting the printout for general viewing by the crews as, after the first day, the information will be out of date and the colour codes may no longer be correct. Crews can view their own checks from within their online logbook so this is the recommended method.

# Offshore FlightPlan Online

# Offshore FlightPlan online - Offshore FlightPlan update website

The "Offshore FlightPlan online" menu's provide direct links to the various web sites that are included with our software package. This menu option takes you to <u>www.offshoreflightplan.com</u> which is our main website and includes a client area where software updates may be downloaded. To access the client area, choose your company name from the list then use the login details that have been previously provided. If you require a reminder of your login details, please contact support@offshoreflightplan.com

## Offshore FlightPlan online - Online pilot flying logbook

Click on this item to go direct to the online pilot flying logbook. This will open your default internet browser and open the online pilot flying logbook.

The same can be achieved by entering <u>logbook.offshoreflightplan.co.uk</u> in your web browser. Offshore FlightPlan will continue to run in the background.

*Note:* Please ensure that each crew member is aware of this website together with their personal login details that were set up when the crew record was created. This is important as the website contains a lot of information useful to crews including their duty and flying records, roster, training checks records and their flying logbook.

## Offshore FlightPlan online - Reports website

Click on this item to go direct to the reports website. This website displays all flights that have been entered into the Offshore FlightPlan using the "Post flight data entry" function in the "Post flight" menu. This website can also be found be entering reports.offshoreflightplan.co.uk in your web browser.

In addition to showing records for all flights that have been completed, there is an option to view flights that occurred in which one or more crew had expired training checks. Opscom communication notices are set up and administered in this website. Opscom notices are displayed to crews whenever they log in to their online logbook and can be acknowledged. A list of crews that have yet to read Opscom messages is available. The crew roster can be viewed from within the reports website. Your authorised administrator will be able to provide a login for this website, subject to your company's policy.

## Offshore FlightPlan online - Webchecks website

This takes you to the webchecks website where all training checks are administered (if you have chosen to use the webchecks system instead of Offshore FlightPlan's built-in checks system). The direct link for this website is: checks.offshoreflightplan.co.uk and the login is the same as the login for the reports website. Your authorised administrator will be able to provide a login for this website, subject to your company's policy.

## Offshore FlightPlan online - Electronic whiteboard

Each time a flight is created in Offshore FlightPlan, it automatically appears on the flight schedule, or electronic whiteboard, website. This website is also available at <u>flightschedule.offshoreflightplan.co.uk</u> and offers either a timeline or table view for the day's flights schedule. Use the login details previously supplied to you or, if you have forgotten, request a reminder from support@offshoreflightplan.com

## Offshore FlightPlan online - User manual

To view or download a PDF version of the Offshore FlightPlan/Roster Explorer user manual; click here. The user manual is also available at: <a href="https://www.offshoreflightplan.com/manuals/offshore\_flightplan\_manual.pdf">www.offshoreflightplan/Roster Explorer user manual; click here. The user manual is also available at: <a href="https://www.offshoreflightplan.com/manuals/offshore\_flightplan\_manual.pdf">www.offshoreflightplan/Roster Explorer user manual; click here. The user manual is also available at: <a href="https://www.offshoreflightplan.com/manuals/offshore\_flightplan\_manual.pdf">www.offshoreflightplan/Roster Explorer user manual; click here. The user manual is also available at: <a href="https://www.offshoreflightplan.com/manuals/offshore\_flightplan\_manual.pdf">www.offshoreflightplan.com/manuals/offshore\_flightplan\_manual.pdf</a>

It is recommended that you do not download and print the user manual but, instead, view it directly from our website using this link. That way, you can be sure that you are viewing the latest version.

#### Offshore FlightPlan online - Set flight status for electronic whiteboard

When viewing flights on the electronic whiteboard, the flight is initially shown in the colour that was defined when the customer record was set up (in the "Customers" menu). When the flight has been completed and entered into "Post flight data entry", the colour changes to grey. In this way, completed flights can easily be identified. 1 CT  $\mathbf{v}$ 

	🝓 Change a flight'	s status on electron	ic whiteboard			×			
	You can change the flight status here.								
In addition to the	Changing the fli	ght status will affe	ct the way the flight is di	splayed on the electronic whitebo	oard. Make your changes then click 'Sav	e'.			
above, there is an	Flight number	OFPTEST	Date of flight	01/09/2018	Scheduled departure time 08:00				
option to show that	Captain	Graham Pettican		Marc Ireland	Estimated end of flight time 09:20				
a flight is "in pro-	Aircraft	F-OICC	Customer	HELICONIA DAKAR	Unique flight serial no. 153557716562				
gress", indicated by	Planned route	DAKAR AIRPORT -	ATWOOD GUEMBEL - DAKA	AR AIRPORT					
the colour flashing.									
To set a flight to		-	status						
show as being in				d. Will be displayed in constant colour o					
progress, select			Flight is in progress. Will be di Flight completed. Will be disp	splayed in flashing colour on whiteboard laved in grev on whiteboard.	1				
this option then									
select the required			Cancel	Save					
flight to reveal a	Offshore FlightPla	in							
window like this.									

Then select the option: "Flight is in progress. Will be displayed in flashing colour on whiteboard". You can also force a flight to show that it has been completed although this automatically happens when the flight is entered into "Post flight data entry". Click "Save" then, after a brief delay, the flight status will be changed on the electronic whiteboard (flight schedule website).

#### Offshore FlightPlan online - Place a note on the electronic whiteboard

When viewing the electronic whiteboard for a single base (as opposed to viewing all bases), it is possible to add a notice for

crews to view.	🝯 Add a note to the electronic whiteboard	Х
To do this, se-	To place a note on the electronic whiteboard, select the date on which you want the note to appear, enter your note then press 'Save'. Your note will then appear on the required day.	
lect this option,		
then select the	Select date on which you would like the note to appear 24 June 2018	
date on which	Enter or edit your note as required.	
you want the	Duty pilot today is: Andrew Smith	
notice to appear.		
Then create the		
note then click		
"Save". The no-	You have 222 characters remaining	
tice will appear		
towards the top	<u>Cancel</u> <u>Save</u>	
of the page on	Offshore FlightPlan	
the date select-		

ed. The base that can see the notice will be the same as the base that your version of Offshore FlightPlan has been set to in the "Settings" menu.

# Weather

## Weather - Enter weather for flight planning

Before creating flights, it is recommended that you use this function to enter the weather for each location

that you are planning to fly from and to. However, if you forget or prefer, you can also enter the weather whilst creating flights, it's just a bit easier doing it from here. Select the field name (or airport ICAO code) from the drop-down list or type in the name manually then enter the weather paying particular attention to the boxes with magenta coloured labels as these contain performance related data which will be used to calculate RTOM and RLM. If you select or enter an ICAO code then the "Auto Fetch" button ap-

Neather entry								
	ter the current weather. If the location is missing, you can the associated waypoint.							
Select field name EGSH								
, <u></u>								
Last updated (UTC) 01/09/2018 09:50	QNH (HPa) 1027 💌							
Wind direction (degrees) 180	Temperature at location (C) 20 -							
Wind speed (Kts) 06	Visibility (metres) 9999							
Lowest cloud type and base in feet FEW2000								
Items in magenta are used for aircraft performance. Please take care to be accurate when entering this information. Cloud type and base is provided for pilot information only and does not affect aircraft performance.								
Offshore FlightPlan	Save							

pears. Click on the button to automatically retrieve the weather, if your computer has an internet connection. All weather data remains valid for 2 hours after which time the "Last updated (UTC)" box changes to red.

Weather - Set locations for TAF/METAR reports

An observation form can be printed as part of the print-pack that the crews take with them during flights. TAF and METAR data is automatically retrieved and placed on the observation form. You must first define the stations that you would like the weather to come from. Enter up to three ICAO codes to include your base and one or two alternates. From then on, current TAF and METAR data will be retrieved whenever an observation form is printed. The retrieved weather will be based on the time that the observation form is printed, not the time the flight was created.

	€ Select the locations for TAF & METAR reports	×								
	Please select the locations for TAF and METAR reports									
	You can select up to three locations for automatic TAF and METAR reports									
	The latest TAF and METAR report for each location will be automatically fetched and printed on the En-Route Observation form. If this function is not required, please leave all boxes empty then click "Save".									
	Enter the 4 letter ICAO code for the first location or leave blank if not required EGSS									
	Enter the 4 letter ICAD code for the second location or leave blank if not required EGLL									
	Enter the 4 letter ICAO code for the third location or leave blank if not required EGGW									
l	<u>C</u> ancel <u>Save</u>									
	Offshore FlightPlan									
	Offshore FlightPlan									

# Pre Flight

# Pre Flight - Create and save a flight

Creating flights is at the heart of Offshore FlightPlan. Flights can be used immediately or saved for later retrieval. Once a flight is saved, providing your computer has an internet connection, the flight will automatically appear on the electronic whiteboard at <u>flightschedule.offshoreflightplan.co.uk</u>

We strongly recommend that you view our video about creating and retrieving flights, which can be found <u>here</u> before proceeding further. To start, select "Create and save a flight" in the "Pre Flight" or quick-start menu. Then, complete the details for the scheduled departure date and time, en-route wind (this can be entered later if not yet known or the flight is on a different day), flight

Create a flight
Please set the departure date and time, the flight number, customer and the flight type.
Scheduled departure date & time 03 September 2018
En-route wind direction in degrees 120
En-route wind speed in knots 15
Flight number (optional) DEMO
Customer GALP 💌
Flight type Revenue
Notes or special instructions for the crew (optional)
Copilot line check
You have 82 characters remaining
<<< Back Next >>>
Offshore FlightPlan

number, customer and flight type. Also, enter any special notes for the crew; this will appear on the electronic whiteboard and on the printed flight log form. Click "Next" to continue. Now select the crew, aircraft and aircraft role. Note that the crew remaining hours available are shown next to the crew names. Once the crew and aircraft have been selected, items such as the total crew weight and dry operating mass (DOM) are displayed. All that remains is to create the route itself. This is accomplished by clicking anywhere on the

Crew (P1)	Graham Pet	tican - 8:00 flying he	ours available		•	Crew (P2)	Marc Irelar	nd - 8:	00 flying hours available		-	Select Aircraft	F-OICC
light serial no.	1535931302	2673			Crewman/c	abin crew (optional)	None				•		
Flight number	DEMO		Customer	GALP		Flight type	Revenue			Select aircraft role	Standard 12 seat	offshore	
Aircraft APS	4670	C of G arm 5.4	06	Total crew wt 180	 Kgs	Dry operating mass	4850	Kgs	Start fuel 20	Fuel on board	Dep. time	03/09/2018	07:00
Sector number	r l												
Route - From													
Route - Destin	ation												
Destination typ		Click anywhere											
Alternate 1													
Alternate 2		in this column											
Track °T													
Average variat	tion	to start											
Track °M													
Wind		creating											
Hdg °M													
Distance NM		your route											
Cruise TAS Kt	s	,											
G/S													
ETE HH:MM													
Cruise Altitude	(feet)												
Pre T/O taxi fu													
Post ldg taxi fu													
Deck fuel													
Sector (trip) fu	el												
Sect fuel cont													
Sector approa													
Total sector fu													
Alternate fuel	subtotal												
Alt, fuel cont, a													
Total alternate	fuel												
Fuel reserve													
Minimum take-	off fuel												
Extra fuel on b													
Estimated take													
Est. landing fu													
At destination.													
Take-off perfo													
RTOM													
Landing perfor	mance												
RLM at destin													
Available payle													
Contingency fu Offshore Flig		lied to startup, taxi or de	ck fuel.		<<< <u>E</u>	Back	Save	Say	/e & <u>u</u> se >>>	Agusta AW139	- Cruise TAS: 13	kts - Fuel burn: 4	20 Kgs per

blank white column area which will bring up a form to create the first sector. At this point, a check is made to see if any training checks are expired or are approaching expiry on the scheduled departure date. Certain checks, if expired, require an authorised person such as the chief Pilot or a TRE to approve the flight so it may proceed. In this case, a reason must be provided for audit purposes. It might be that a check has been actually already renewed but has not been entered into the system yet, for example. Once the first sector has been created and added, column one will show the information about that sector. To create the next sector, click in the blank white area and continue adding sectors until your route has been created. The maximum number of sectors that can be created in a single flight is 30. Each individual sector is created in this window.

The "From"	waypoint w	vill be automatically	entered but ca	in be changed	in sector 1	, if required.	Select the
Create sector 1							

From			this sector, pla			Destination			
DAKAD AIDDODT D 1				tor en-route wind					
DAKAR AIRPORT - Dakar airpo	ont	<u>`</u>	▼	nd direction 120	) Degs			mbel AA at Guembel posi	
						Fuel is available at t	his destination	Add approach f	uel?
			v	Vind speed 15	Kts	1st Alternate (Choos	ing an alternate w	vill instigate a refuel at the	destinatio
			R	lecalculate secto entering a wind		_None_		-	
				- Sector altitude					
				Planned atitude					
Take-off performance type				this sector in fe	et	Landing performanc	e tvpe		
Class 1 - Clear Area (IBF installe	ed)	-		4500	-	Offshore PC2E des		installed) 👻	
-Waypoint Information for destir						,			
Waypoint Name:	ATWOOD GUEMB	BEL				Sunrise: 03/09/20	18 06:57:44 Local	l -	
Waypoint Description:	Atwood Guembel /	AA at Guembel posit	tion			Sunset: 03/09/20	18 19:21:48 Loca	l	
FMS/RNAV code:	ATWG				Elevation				
Field name:	GUEMBEL				This waypoint is				
Latitude:	N16°03.20'				Helideck				
Longitude:	W017°37.40'				Max helideck	weight: 6800 Kgs	(14991 lbs)		
Helideck certificate expiry:	30/12/2019				Date last u	ipdated: 03/09/20	18 Clear sp	ace under helideck (metr	es): 3
Navigation and fuel details									
True track	Magnetic Variation track		agnetic Distance eading NM	ce Groundspeed in knots	EET Sec HH:MM fu		Deck ch fuel fuel	Pre T/O taxi fuel	Extra fue
Main sector 354	5.0W 359		004 79.2		00:33 23			40	0
Main accion   304	10.000 1000	120/13	004 173.2	145	100.00 120		, 140	140	10
Performance data for place of	departure								
		nd direction 320	Actual wind	speed 06	Temp °C 29		Elevation (feet	t) 20 Visibility (met	res) 999
Field name GOOY	Wir			Take off di			Elevation (feet		.,
	Wir			speed 06 ▼ Take-off di available (	stance 2000	QNH 1010 Cloud BKN1500	Elevation (feet	t) 20 Visibility (met RTOM 7000	.,
Field name GOOY	Wir	Departure	runway 36	▼ Take-off di available (	stance 2000	Cloud BKN1500	Elevation (feet		
Field name GOOY Weather last updated (UTC) Landing performance at destin	Wir 03/09/2018 00:38:55	Departure Head	runway 36	▼ Take-off di available (	stance 2900 metres) 2900 d component: 4 k	Cloud BKN1500		RTOM 7000	Upda
Field name GOOY Weather last updated (UTC) Landing performance at destin	Wir 03/09/2018 00:38:55	Departure	runway 36 wind component:	▼ Take-off di available (	stance 2900 metres) 2900 d component: 4 k	Cloud BKN1500		RTOM 7000	Updat
Field name GOOY Weather last updated (UTC) Landing performance at destin Field name GUEMBEL	03/09/2018 00:38:55	5 Departure Heady Vind direction 20	runway 36 wind component:	▼ Take-off di available ( 5 kts - Crosswin	stance 2900 metres) 2900 d component: 4 k	Cloud BKN1500 ts from left		RTOM         7000           t)         120         Visibility (met	Upda res) 900
Field name GOOY Weather last updated (UTC) Landing performance at destin Field name GUEMBEL Weather last updated (UTC)	Wir 03/09/2018 00:38:55 nation V 03/09/2018 00:39:02	Departure Headv Vind direction 20	runway 36 wind component: Actual wind	▼ Take-off di available ( 5 kts - Crosswin d speed 0	stance 2900 metres) 2900 d component: 4 k Temp °C 25	Cloud BKN1500 ts from left QNH 1013	Bevation (feet	RTOM         7000           t)         120         Visibility (met           RLM         6610	Upda res) 900
Field name GOOY Weather last updated (UTC) Landing performance at destin Field name GUEMBEL Weather last updated (UTC)	03/09/2018 00:38:55	Departure Headv Vind direction 20	runway 36 wind component: Actual wind	▼ Take-off di available ( 5 kts - Crosswin d speed 0	stance 2900 metres) 2900 d component: 4 k Temp °C 25	Cloud BKN1500 ts from left QNH 1013	Bevation (feet	RTOM         7000           t)         120         Visibility (met           RLM         6610	Updat
Field name GOOY Weather last updated (UTC) Landing performance at destin Field name GUEMBEL Weather last updated (UTC)	Wir 03/09/2018 00:38:55 nation V 03/09/2018 00:39:02	Departure Headv Vind direction 20	runway 36 wind component: Actual wind	Take-off di available ( 5 kts - Crosswin d speed 0	stance 2900 metres) 2900 d component: 4 k Temp °C 25	Cloud BKN1500 ts from left QNH 1013	Bevation (feet	RTOM         7000           t)         120         Visibility (met           RLM         6610	Updat res) 900

"Destination" from the drop-down list. The waypoint details are displayed so things like the latitude and longitude can be checked. The sector en-route wind and sector altitude will be pre-completed but can be changed if required. You can select a different altitude and en-route wind for each individual sector if you wish.

The take-off performance type should be selected according to your company requirements. If the "From" waypoint is an onshore airfield with an ICAO code, selecting certain departure profiles will cause the weather for the place of departure to be automatically completed with the latest currently available METAR information. Select a suitable runway for departure and enter the runway length in metres.

Landing performance should be selected according to your company requirements. These boxes will be completed with the last known weather information. If the weather is more than 2 hours old, the "Weather last updated (UTC)" box will be coloured red to indicate that the weather should be updated. It is not necessary to press the "Update" buttons unless you wish to view the RTOM or RLM before leaving this window.

In addition to the available take-off and departure performance profiles, you can also select "User defined" in which case a box appears where the user defined RTOM or RLM can be entered. In all cases, if the helideck maximum weight value is less than the RTOM, RLM or user-defined value, then the helideck maximum weight will be prioritised to become the limiting factor.

The blue coloured boxes in the "Navigation and fuel details" section are completed with your default values, as defined in the "Settings" section but can be changed, if required. If fuel is available at an offshore destina-

tion and you wish to refuel at that location, the procedure is to choose a destination alternate from the dropdown box. This will cause the system to maximise the available payload up to that waypoint then indicate the amount of fuel that is required in order to complete the rest of the flight. Note that alternates are listed in order of time, taking into account the en-route wind. This makes it easier to select the most suitable alternate but it is the responsibility of the crew to check that the forecast weather is within limits at the estimated arrival time at the alternate destination. Once all sectors have been completed, the available payload for each sector can be seen at the bottom of each column. Click "Save" to save the flight for later or "Save & use" if

#### Pre Flight - Retrieve a saved flight

To retrieve a saved flight, select the schedule departure date first, then the required flight from the drop-down list. Then click "Next" and the flight will be displayed.

C (D1)	Graham Pe		Here is a summ	ary of your selected	_		Narc Ireland	ach sector to add the p	assenger and cargo w	-	F-OICC
	-				•						FOILC
ight serial no.	15355771	6562			Crewman/cabin	crew (optional)	None			✓ CLR	
Fit number	OFPTEST		Customer	HELICONIA DAKAR	-	Flight type	Revenue	•	Aircraft role	Standard 12 seat offshore	
Aircraft APS	4670	C of G arm	5.406	Total crew wt 180	Kgs Dry o	perating mass	4850 Kgs	Start up fuel 20	Fuel on board 1000	Dep. time 03/09/2018	07:0
Sector numbe	r	1	2								
Route - From		DAKAR AIRPORT	ATWOOD								
Route - Destin		ATWOOD	DAKAR AIRPOR	T							
Planned Altitu	de (feet)	4500	3500								
Endurance HI	H:MM	02:14	01:34								
Persons on bo	oard (POB)	10	12								
Available payl	oad	1025	1295								
Total pax on b		8	10								
Total passeng	er weight	800	1000								
Hold baggage		55	100								
Hold freight		44	120								
Total payload		899	1220								
Unused paylo	ad	126	75								
Destination typ	pe	Offshore	Airfield								
Track °T		354	174								
Average varia	tion	5W	5W								
Track °M		359	179								
Wind		000/00	000/00								
Hdg °M		359	179								
Distance NM		79	79								
Cruise TAS Kt	s	135	135								
G/S		135	135								
ETE HH:MM		00:35	00:35								
Pre take-off ta	xi fuel	40	0								
Post landing ta		0	0								
Deck fuel		40	0								
Alternate 1 loc	ation	None	None								
Alternate 2 loc	ation	None	None								
Alternate 1 fue		0	0								
Alternate 2 fue		0	0								
Alternate fuel	subtotal	0	0								
Alternate 1 ap	p.fuel	0	0								
Alternate 2 ap		0	0								
Alt contingend	cy fuel	0	0								
 lick on a vello		nter the payload	^								
lick on a veito				Global en-rout				0 Dent	Agusta AW139 -	Cruise TAS: 135 kts - Fuel burn:	420 Kgs per
Offshore Fli				wind change		dCK	Save Save	8 <u>P</u> rint			

All the flight details for every sector are displayed. The sector display can be scrolled up/down and left/right

and the columns widened if required. All the boxes that have a white background in the top area of the window can be changed by clicking anywhere within an individual box. The aircraft can be changed provided it is the same type. The en-route wind can be changed by clicking on the "Global enroute wind change" button. To enter the payload, click on the yellow area in a sector. This brings up the payload window where you can enter the passenger,

🕻 AW139 Payload and C of G for sector 1. This sector is from DAKAR AIRPORT to AT	WOOD GUEMBEL	×
To set the payload for this sector, please complete the yellow boxes as required. Zero items may be left blank. Set the passenger seating postions manually or use the 'Auto-allocate PAX distribution' button.	No. Weight Front row seats 4 400	C of G summary for this sector At take-off weight
Current sector: 1	Centre row seats 4 400	Fwd limit         Actual         Aft limit           5.198         5.329         5.497
From DAKAR AIRPORT to ATWOOD GUEMBEL	Rear row seats 0 0	C of G is within limits
Available payload for this sector 1025	Passenger totals	At landing weight
Number of passengers	Baggage/freight in hold 99	Fwd limit Actual Aft limit 5.166 5.294 5.51
Total passenger weight 800	Total payload 899	
Baggage 55	Aircraft APS 4670	C of G is within limits
Freight 44	Total crew weight 180	
Total payload 899	Aircraft DOM 4850	
	Take-off fuel 940	695 Landing fuel
Auto-allocate PAX distribution	Total take-off wt. (TOM) 6689	6444 Total landing wt.
	RTOM 7000	6610 RLW
Offshore FlightPlan	ar all Save & close Save & move to next sector	

baggage and freight details and check that the Centre of Gravity is within limits for take-off and landing.

The sector number, departure point and destination are shown so you can be sure of which sector your are working on.

Enter the number of passengers, the total passenger weight, the baggage weight and the freight weight then click the "Auto-allocate PAX distribution" button. This will distribute the passenger seating arrangement according to most suitable for the particular aircraft type so that the C of G will, if possible, be in limits at both the take-off and landing weights. If there is an out-of-limits situation, the out of limit item(s) will be coloured red. In these circumstances, you can try adjusting the payload but note that the fuel cannot be changed here as this has already been calculated for the route. If you prefer, you can manually assign the passenger seating arrangement. Any out-of-limits situation will be shown in red. Since the forward and aft C of G limits on most aircraft varies according to the total weight of the loaded aircraft, you can see what the upper and lower limits are for take-off and landing. This is also graphically reproduced on the C of G printout (if your settings include this). You can use the TAB key on your computer keyboard to move through the boxes as you enter the details. Once complete, click "Save & move to next sector" to be taken to the next sector.

Sometimes, it might be necessary to amend a route to, for example, enter the latest weather, modify the route, change an altitude, etc. To edit any sector, click anywhere in the sector column except for the yellow area. This will change the sector colour to light blue and show the route editor selector like this:-

Crew (P1) Graham P		lere is a summary	- ,		<b>_</b>		Marc Ireland				
						Clew (F2)	Inviarc irelariu				
ight serial no. 15355771	6562		Crewman/cabin crew (optiona						) None		
Flt number OFPTEST	Г	Customer H	AR	•	Flight type	Revenue					
Aircraft APS 4670	C of G arm	5.406	Total crew wt	180 Kgs	Dry ope	rating mass	4850	Kgs	St		
Sector number	1	2									
Route - From	DAKAR AIRPORT	ATWOOD									
Route - Destination	ATWOOD	DAKAR AIRPORT									
Planned Altitude (feet)	4500	3500									
Endurance HH:MM	02:14	01:34									
Persons on board (POB)	10	12									
Available payload	1025	1295									
Total pax on board	8	10									
Total passenger weight	800	1000									
Hold baggage	55	100									
Hold freight	44	Route editor									
Total payload	899		Route edito	r functione	Please eel	ect a func	tion				
Unused payload	126		Tione conto	r functiona.							
Destination type	Offshore										
Track °T	354	<u>E</u> dit	highlighted	Insert a	sector after	Del	lete highlighted	1			
Average variation	5W		sector	highli	ghted one		sector				
Track °M	359										
Wind	000/00			-	ancel						
Hdg °M	359			<u> </u>	ancer						
Distance NM	79	Offshore Flig	ghtPlan								
Cruise TAS Kts	135	135									

Choose from one of the three available functions.

To delete a sector, select "Delete highlighted sector" then follow the on-screen prompts.

To insert a sector immediately after the highlighted one, click "Insert a sector after highlighted one". A window, similar the one that you use to create flights, appears. Select the destination then the type of aircraft performance required for the take-off and landing. Once complete, click "Add this sector to the route". Because you have inserted a new sector, the take-off place in the following sector will change so as not to create a discontinuity error. If take-off performance was previously set then you will be asked to enter the weather for the take-off performance from the new location. Select the required departure profile (or "None") and complete the weather for the new departure place, then click "Save".

To edit the highlighted sector, click "Edit highlighted sector". The sector edit window appears, which is similar to the window that appears when inserting a sector.

	diting sector	1												
From				To e	edit this s	ector, please		e boxes be	low, as required to the stination	iired.				
DAKAR AIRPOR	RT - Dakar ain	oort			<b>•</b>	Sector en ro	oute wind			GUEMBEL - A	wood Guem	bel AA at G	Guembel position	•
					_	Wind direc	tion 000 D	egs	, Fuel is avai	able at this de	stination	Ad	d approach fuel?	
						Wind sp	eed 00 Kts		1st Alternate	(Choosing an	alternate wil	l instigate a	refuel at the dest	ination)
							ate sector fuel a 1g a wind chang		_None_				•	
							or altitude	1						
							ed atitude for ector in feet							
Take-off performa						450	0 -			ormance type				
Class 1 - Clear Ar				<b>_</b>			· _		Offshore P	2E desc. proc	edure (IBF in	nstalled)	<b>•</b>	
-Waypoint Infom														
	aypoint Name:	ATWOOD								3/09/2018 06:				
	nt Description:		embel AA a	at Guembel p	osition					3/09/2018 19:	17:56 Local			
FMS/	/RNAV code:	ATWG						Elevation		20 feet				
	Field name:						This v	vaypoint is s		fshore				
	Latitude:	N16°03.20'						Helideck [		-				
	Longitude:	W017°37.4					M	ax helideck		300 Kgs (149				
Helideck cert	tificate expiry:	30/12/201	9					Date last u	pdated: 0	3/09/2018	Clear spa	ice under h	elideck (metres):	3
Navigation and	fuel details -													
	True track		agnetic track Si	ector wind	Magnetic heading	Distance Grou NM ir	indspeed EE hknots HH:			Approach fue	Deck I fuel	Pre T/O taxi fuel	Evtr	a fuel
Main sector				000/00	359	79.2	135 00:3				40	40		74
	,	,,			,	,,	,		,	,	,	,		
Performance da		f departure		_										_
Field name GOC	YC		Wind d	lirection 32	20 Act	ual wind speed	6 Tem	p°C  29	QNH 10	10 👻 Ele	vation (feet)	20	Visibility (metres)	9999
Weather last u	pdated (UTC)	03/09/2018 0	0:40:14	Depart	ure runway	28 💌						втом [	7000 L	pdate
Landing perform	nance at desti						,		Cloud BK	N1500				
	nance at desti			Departi		28  ual wind speed	, 0 Tem			N1500	vation (feet)		7000 L Visibility (metres)	lpdate
Landing perfom	nance at desti EMBEL		Wind d				0 Tem		Cloud BK	N1500	vation (feet)		Visibility (metres)	
Landing perfom	nance at desti EMBEL	nation	Wind d				Add th		Cloud BK	N1500	vation (feet)	120	Visibility (metres)	9000

If you are editing sector 1, the departure waypoint (the from waypoint) and destination waypoint can be changed. For all other sectors, only the destination can be changed but you can still change other items such as take-off performance, alternate select, etc.

The en-route wind can be set individually for each sector using this edit function, or globally (same in every sector) using the "Global en-route wind change" button.

If the weather date/time boxes are red, it means that the weather is now out of date (i.e. more than two hours old) so you should enter the latest weather before proceeding to ensure that the performance calculations are accurate.

Continue to edit the sector as required then click "Add this sector to the route" to save it in your flight. If your edit leads to a situation where fuel required for the trip exceeds that which can be carried by the aircraft, a warning is given. The available payloads and/or C of G may change, depending on what you have edited. If this leads to an exceedence then a warning will be given when you attempt to save or save and print the flight. In such circumstances, you will need to modify the payload or change the route.

To escape without changing anything, click the "Cancel" button.

This window can be moved around should you wish to view the full route window underneath. If you changed the destination, then the departure location in the next sector will also change in order to maintain

continuity. This means that you will need to select the required take-off performance and enter the weather for the next sector. The weather entry window for the next sector will automatically appear when required.

🖏 Take-off performance for the next sector	X
Select the required tak	e-off performance for the next sector.
	nged the departure waypoint in sector 2 to PM3. The previous departure waypoint in sector 2 had the take-off performance or the new departure waypoint PM3 in sector 2, please select one now or click "Cancel".
Take-off performance type Offshore PC2E (EAPS not installed)	
Take-off performance for the departure place in the next sector; PM3           Field name         FSO PM3         Wind direction         270         Actual wind sp	eed 07 Temp °C +28 • QNH 1009 • Elevation (feet) 60 Visibility (metres) 9000
Weather last updated (UTC) 08/09/2018 00:00:25	Cloud 0 RTOM 6499 [Update]
The most restrictive factor in calculating the max takeoff weight is	from the Drop Down Offshore Helideck Procedure graph (RFM Supp. 50, Fig.4-74).
Cancel	Save

Complete the boxes with the latest weather then click "Save". Alternatively, if you do not require a performance calculation for this sector, select "None" in the "Take-off performance type" drop-down, then click "Save".

Having entered the payloads for each sector and carried out any route edits/weather updates that might have been required, you may want to find out how much extra fuel can be added. Offshore FlightPlan has a special unique function for this. Click on the "Fuel on board" box and a new window appears showing the minimum and maximum fuel that can be carried for this flight without exceeding any performance or C of G limits. It is important to make sure the payloads have been entered for each sector before using this feature.

The minimum fuel up to the first refuel point (if applicable) is shown along with the maximum possible fuel that guarantees that all sector performance, helideck, C of G limits and aircraft total fuel capacity will not be exceeded.

Click on the button next to the minimum or maximum fuel figure if you want to use those or enter the required fuel in the box.

User-specified fuel										
You can specify how much fuel you require over and above the minimum. Fuel entered here will apply up to the first refuel point (if any). You can enter any fuel figure between the minimum and maximum fuel as stated below and this guarantees that any C of G, performance or helideck restrictions will not be exceeded.										
Important! Before using this function, please ensure that the payload has been entered for every sector!										
Minimum "fuel on board" required for this trip (up to first refuel point) 836 -										
Enter the fuel required here, between 836 and 1239. This will become the new "fuel on board" figure										
Maximum possible "fuel on board" which guarantees C of G, performance and helideck limits will not be exceeded 1239										
Offshore FlightPlan										

The fuel figure that is manually entered must be between the minimum and maximum fuel figures presented otherwise an error will be displayed and you will not be able to proceed until the fuel figure falls between the two limits. Click "Save" to proceed and the flight will now be modified with your new figure so along with the new C of G and available payload figures for each sector. Note that if one of the sectors in the flight involves a refuel, then this function affects only those sectors up to the refuel point.

# Pre Flight - Delete a saved flight

If a previously saved flight is no longer required, it can be deleted from the system, including the electronic whiteboard, using this function. Select the date range that the flight is within, then select the flight from the drop-down list. The flight details will appear. Click the "Delete" button to delete the flight.

Che	ck that this is the correct		n delete this flight here. n click "Delete" otherwise clia	ck "Cancel" to exit without deleting.
Flight number	WS 203	Date of flight		Scheduled departure time 07:15
Captain	Mohana Kumaran		Mubin Syafiq	Estimated end of flight time 10:12
Aircraft	9M-WAL	Customer	EMEPMI KTE	Unique flight serial no. 1536423767270
Planned route	KERTEH - JEA - JEB - LAA	· DAMAR A · KERTE	4	
	1			
		Cance	Delete	

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# Post Flight

# Post Flight - Post flight data entry

When a flight has been completed, it should be entered into "Post flight data entry". Entering a flight has the following functions:-

- Adds the flight to the crew online log books.
- Completes the crew flight and duty records.
- Adds the flight to the post flight database which can then be viewed in the reports website. This data can be used for invoicing and audits.
- Marks the flight as "completed" on the electronic whiteboard (colour changes to grey).
- Removes the flight from the "retrieved" flight list in Offshore FlightPlan's "Pre flight" menu.
- Produces an Excel-compatible file of the flight details for the technical records department.

First, enter the password then select the flight from the drop-down list. The post flight data entry form will appear.

The flight and payload details are already pre-completed but can be changed if required. Complete the boxes using the TAB or SHIFT + TAB to move to or from the next item. Items in any of the white boxes can be

🖉 Po	ost flight da	ta entry																				×
				F	Place the tin	mes for e	ach seo	tor in th	e boxes	. If the	route	was ch	anged, ame	nd as requ	ired. All time	s are LOO	CAL.					
Plann	ned Ip fuel	1315			Actual startup	p fuel	1320	_							Shutdown fue	el 24(	0					
	ew (P1)	G	iraham Pettican		Crew	v (P2)		Ale	x Kalin			í –		Crewma	an / cabin crev	v			None			
Crew	P1 role P1	-			Crew P2	2 role P2	•	1			- Flight nur	mber	DEMO		Aircraf	H 9M-W	/AB	Tech	log no. (num	eric part only)	0023	845
Date	of flight 01	/09/2018	Scheduled de	ept. time 📃	06:45 Ur	nique fligh	t serial no		1530	6476439	378		Flight type	Revenue			-	Customer	REPSOL			-
Sec	ctors 1 to 15							PAX -				Take								_		
See	ctor	From			То		PAX no.	PAX Weight B (A)	aggage ( (B)	Freight (C)	Dep fuel	off weight	Rotors start	First taxi	Take-off	Land	Next day	Sector time	Last taxi	Rotors stop		Shut down
1	KERTEH		-	TAD			- 8		33	3	1285		06:30	06:40	06:45	07:45		01:00			991	
2	TAD		-	TAR			- 5	454	33	2	951	6212			07:55	08:00		00:05			921	
3	TAR			TAC			<b>▼</b> 9	788	65	44	881	6550			08:05 🔹	08:10	3 -	00:05			851	
4	TAC		-	TAE			• 8	786	54	44	811	6467			08:20 📫	08:25		00:05			781	
5	TAE		-	TAD			<b>-</b> 0	0	0	þ	741	5515			08:35 🔹	08:40		00:05			711	
6	TAD		-	KERTEH			<b>-</b> 10	998	67	32	671	6540			08:50 📫	09:50 📑		01:00	09:54 🛨	10:00 📫	257	
L at a	reason No	delav																				
	arks (for ops r	_									- Po	madea (f	or pilot's log b	aak)								-
										_	, ne		or priors log b	00K) j							_	_
IFR	ours flown	02:00	Number of ins	trument appr	roaches 1	•	Night hou	urs flown	00:00	•						Crew f	light tim	ne (from firs	t rotors start to	o last rotors st	top) 03:3	0
Nig	ht offshore de	eck landings (	(P1) 0 💌	Night of	ffshore deck la	landings (F	2) 0	•						F	light status	Normal fligh	t		- Aircr	aft tech. log t	ime 02:2	0
	Night onsh	ore landings (	(P1) 0 💌	] N	light onshore la	landings (F	2) 0	•			1		- 1									
Offs	hore Flighti	Plan						_	<u>C</u> a	ncel			<u>S</u> ave									

changed, if required. Take care when entering the take-off and landing fuel. The system will record that

a refuel has taken	Enter Crew Duty Hours	
place if the take-	To enter a crew duty record, please enter the details below including details of any split periods. This information will be added to the crew duty record.	
off fuel is greater	Click 'Save' when complete	
than the landing	Select duty type 0600 Kota Bharu 💌 Crew name Graham Pettican	
fuel in the previ-	Duty start 01/09/2018    06:00    Duty end 01/09/2018    16:00	
ous sector. Once	insert. 1st split duty	
complete, click		
"Save". The crew		
duty record form	Duty comments (optional)	
will appear, first		
for the captain,	Offshore FlightPlan	
then for the other		
crew.		

Select the duty type and check that the duty start and end times are correct. The duty start and end times are constrained to take into account the start time of the first flight of the day and the end time of the last flight of the day together with the pre and post times that are defined in the "Settings" menu. Click "Save" to proceed.

When all the crew duty records have been entered, the flight will be saved. All crew online log books will be completed along with the crew duty records and the flight will now appear in the reports website where it can be viewed for audit and invoicing purposes.

## Post Flight - Delete Post flight data

If you make a mistake when entering a flight into Post Flight data entry, this can be resolved by deleting the flight then re-entering it into Post Flight data entry again. Deleting a flight will revert it back to its previous status so you will be able to retrieve it and modify it you wish using the "Retrieve a saved flight" function in the "Pre-flight" menu. Deleting a flight will also remove the flight details from the crew online logbook and crew duty records.

First, select the flight that you wish to delete from the drop-down list then click "Next".

Solution of the second seco			×
Use this function to delete flights that occured within the last 21 days and hav delete from the drop-down list. The flight details will be displayed then you ca	e already been entered in to Po an confirm deletion. Note that fli	st Flight Data. Select the date range durin ghts already entered into the tech. log/inv	g which the flight occurs then select the flight that you wish to roicing system cannot be deleted so will not appear in the list.
Select all flights between 10/09/2018		and 10/09/2018	_
Select the flight 12 flights found - Please select the required flight from the list.			<b>•</b>
Offshore ElightPlan	Cancel	Next>>>	

Once you have selected the flight to delete, it will be shown so you can make sure you have chosen the correct flight. Click "Delete" to delete the flight.

🛛 🍯 Post flight record	d delete						$\times$
	Check that this is	the correct flight to del	ete then click "Dele	ete" otherwise clicl	k "Cancel" to exit.		
Deleting this flig	ght will remove all flight de duty records will not				ts and Roster Explorer's nto Post Flight Data.	s history. The cre	<b>:W</b>
Flight number	WAD001	Date of flight 10	)/09/2018	[	Actual rotors st	art time 07:50	
Captain	Ido Karunia Sembiring	Copilot Ac	lityo Ari Nugroho		Flight duration (rotors to	o rotors) 02:25	1
Aircraft	PK WAD	Customer K	ANGEAN		Unique flight serial no. 🛛	1536563201853	_
Route done	BALI - NAN HAI JIU HAO - BA	LI					
		·	3	1			
		Cancel	3	<u>D</u> elete			
Offshore FlightPla	in						

# About

The "About" menu item gives detailed information about the version of Offshore FlightPlan you are currently running, along with details about the local database and the current server connection.

Contact details are provided should you require assistance.

Please pay particular attention to the warning notice that is provided. It is the users responsibility to ensure that all information generated by this software is checked by conventional methods.



# File

The best way to exit Offshore FlightPlan is by using the "Exit" item in the "File" menu as this runs another synchronisation process before closing down the software. The "Exit" function can also be achieved by pressing the CTRL and F4 together.

The "File" menu also has several items to enable printing of blank flight log and weight and balance forms. Selection of one of these items will cause the selected form to be printed out. Use this facility for manual flight planning and weight and balance calculations.