Offshore FlightPlan

V6 Rev.2xx

Roster Explorer

V 0.6.7.x

User Manual

Flight Software Services

Index

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.

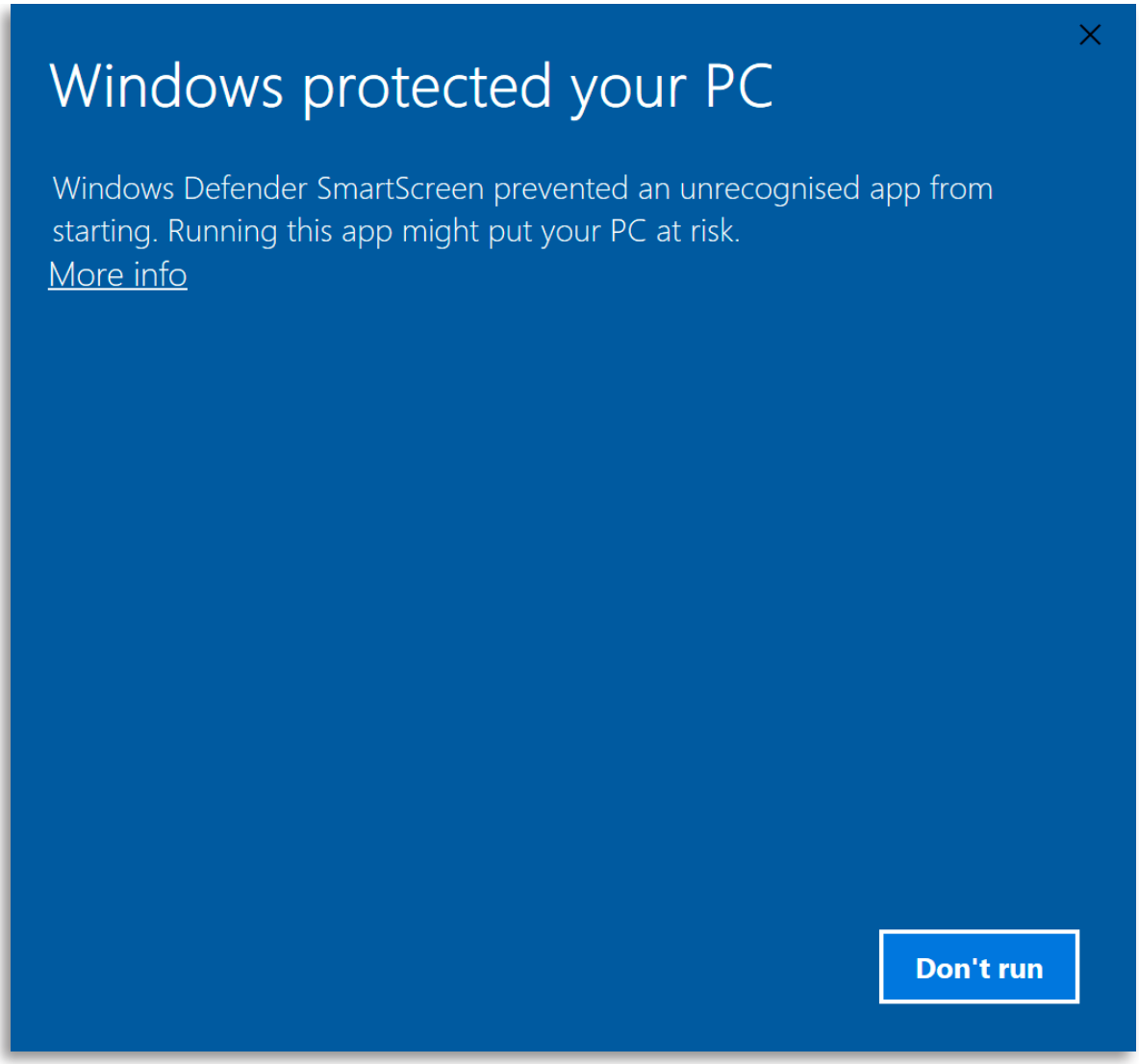
Please use this manual to become familiar with the software then use it later as a reference.

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 www.offshoreflightplan.com 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

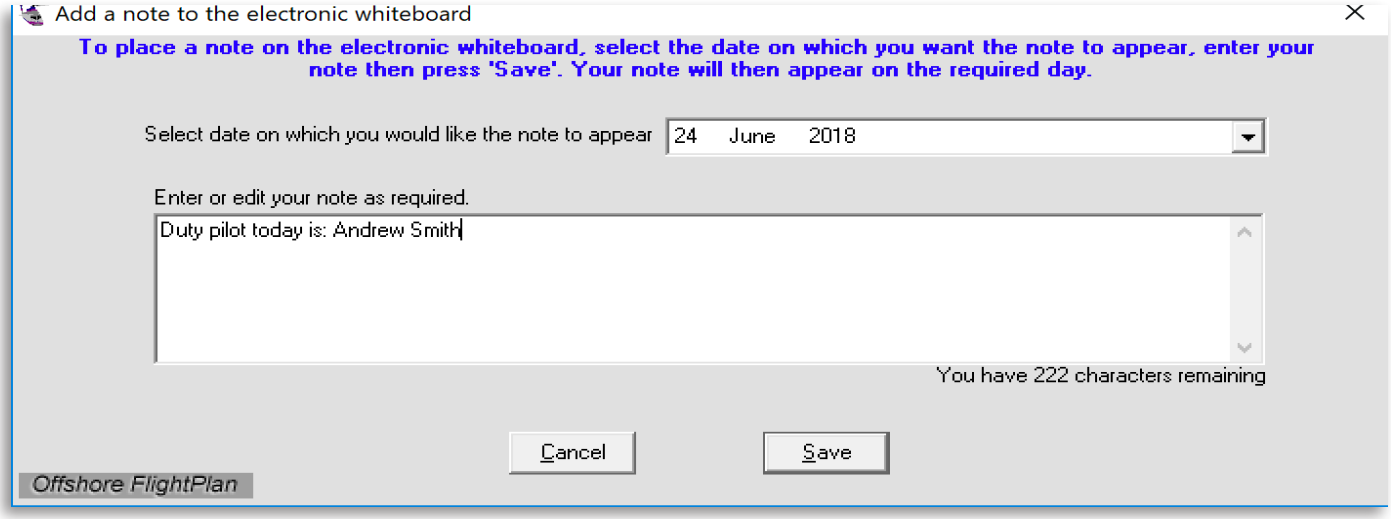
See the following sections for details about how to complete these tasks.

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".



- Crew online logbook - logbook.offshoreflightplan.co.uk

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.

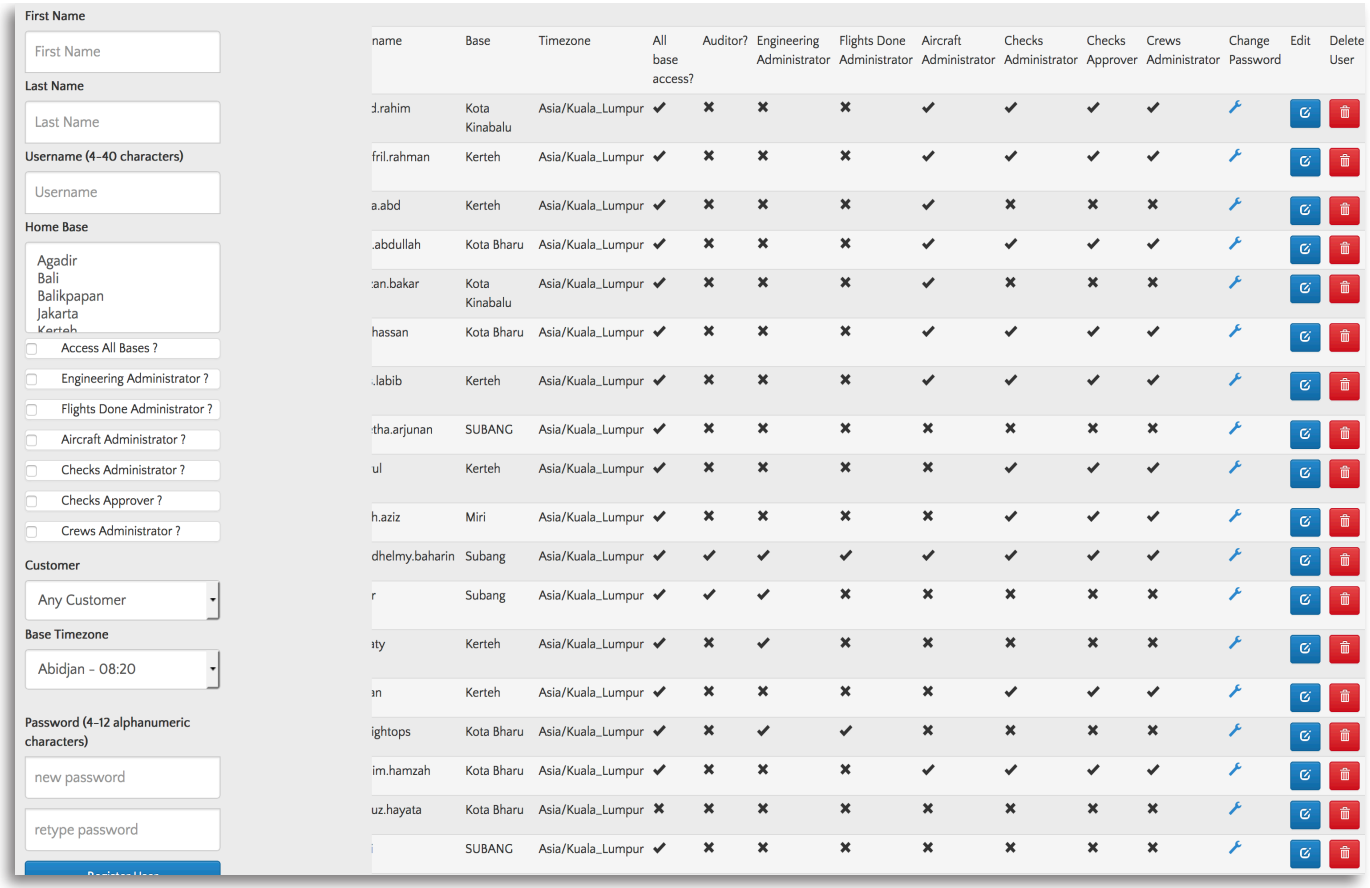
- Reports - reports.offshoreflightplan.co.uk

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:-



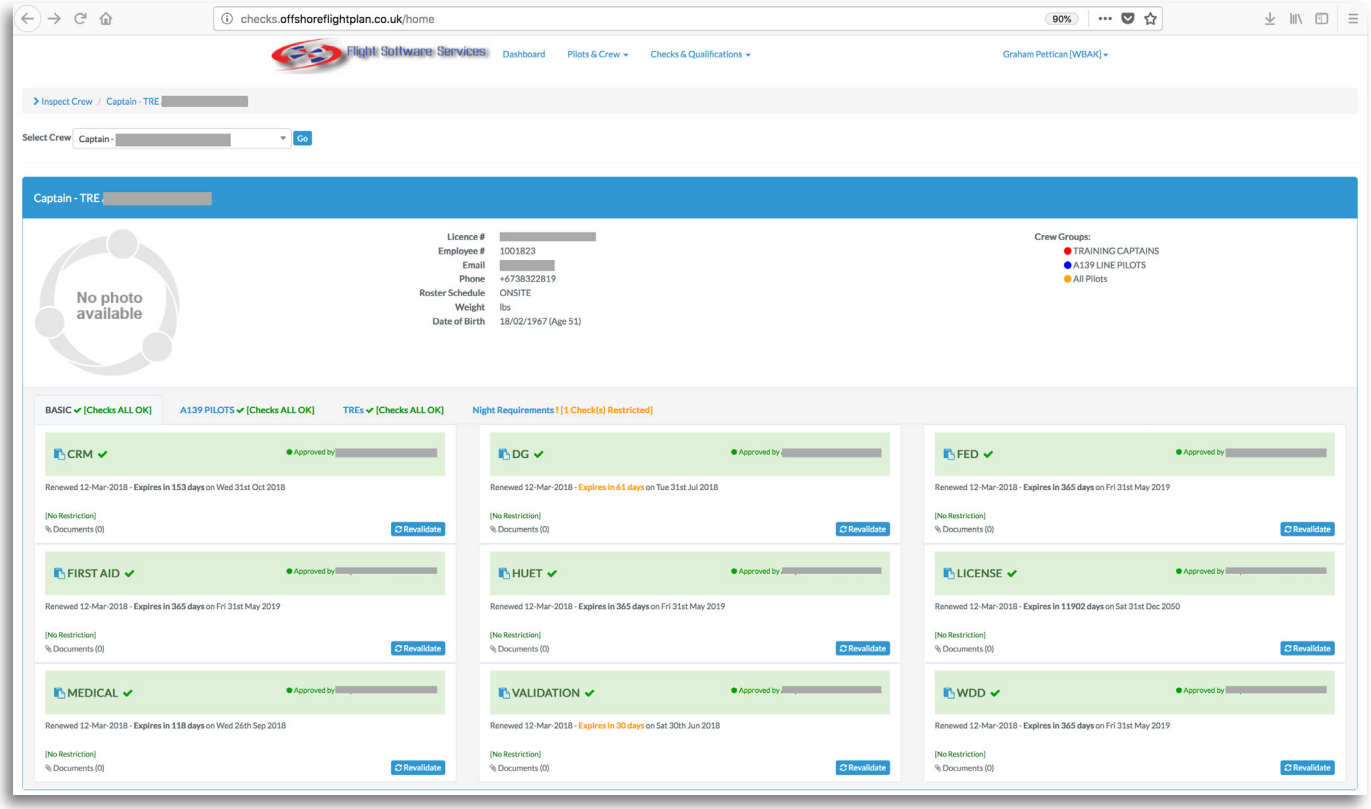
The authorised administrator is able to edit all of the available permissions for each user so that access can be controlled according to company requirements. For security reasons, authorised administrators can only be set up by Flight Software Services Ltd. on request. It is possible to restrict a 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.



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.

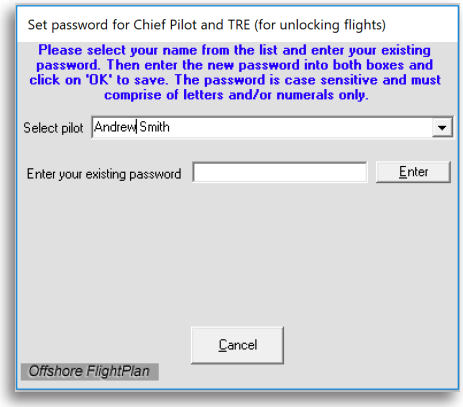
Settings - Retain all data and go to start

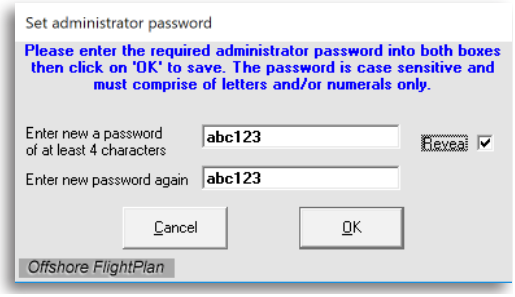
This setting restarts Offshore FlightPlan. During the restart process, synchronisation of data occurs so that any data that was added or changed on another computer is brought across and, similarly, data from your computer is sent to the other computers that use Offshore FlightPlan within your organisation. 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



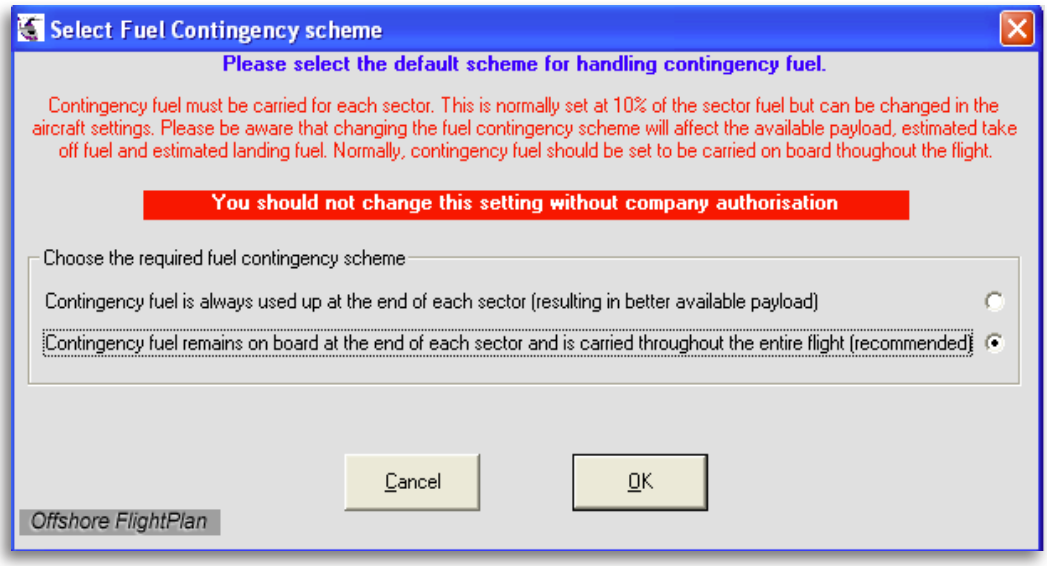


Where a crew training check has expired and an attempt is made to create a flight, if the check has been defined as a type requiring authorisation, then the flight may still take place but it must first be formally authorised by a crew member who is either a Type Rating Examiner (TRE) or a Chief Pilot. 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 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 carried throughout the entire flight under all but does result in lower sector payloads.



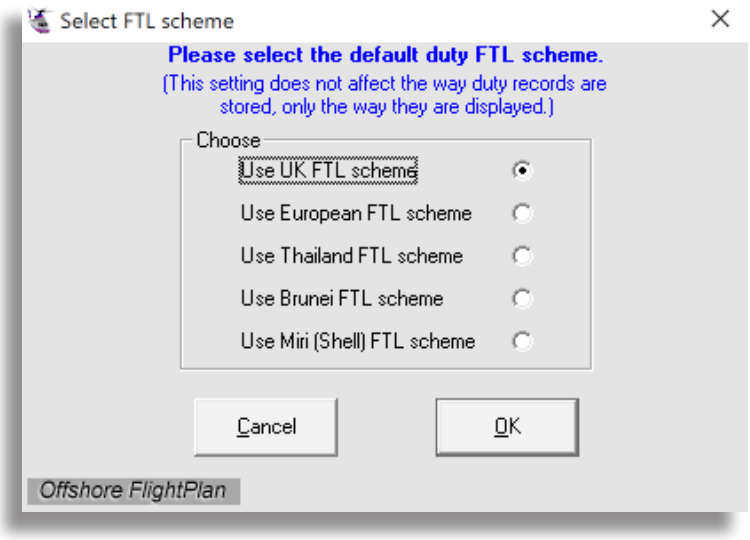
To ensure compliance with regulatory requirements, this setting should not be changed without company authorisation. Using the recommended setting ensures that the total contingency fuel for each of the sectors should be present at the end of the flight unless unexpected delays occur.

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

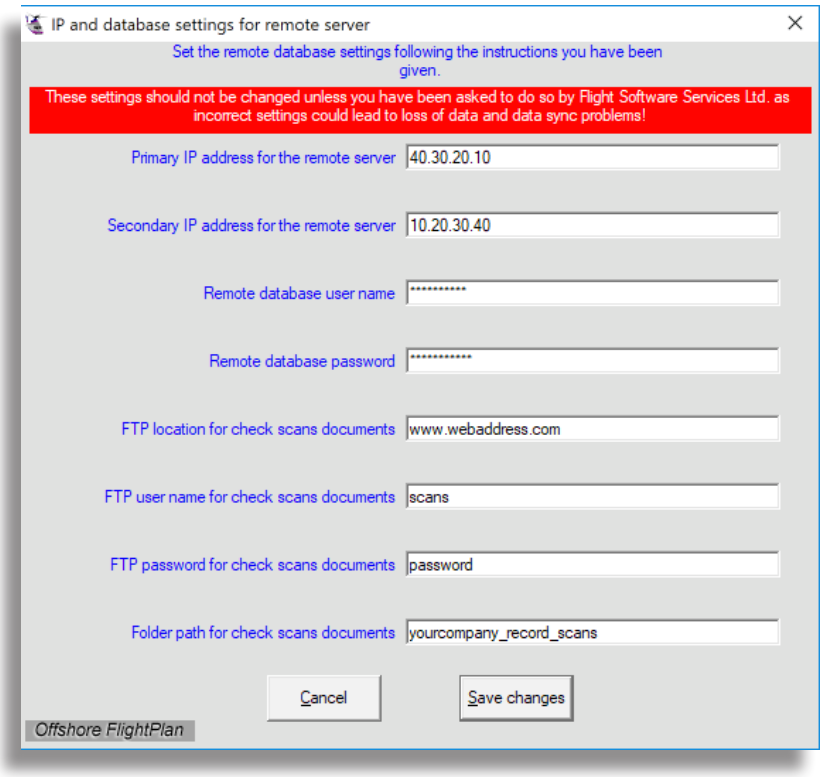
In order to accommodate the FTL schemes from various countries, Offshore FlightPlan offers several different FTL schemes. Choose the scheme appropriate for your operation. Other schemes can be added on request. Note that the selected FTL scheme affects the duty and flight times that are displayed in 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.

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 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.

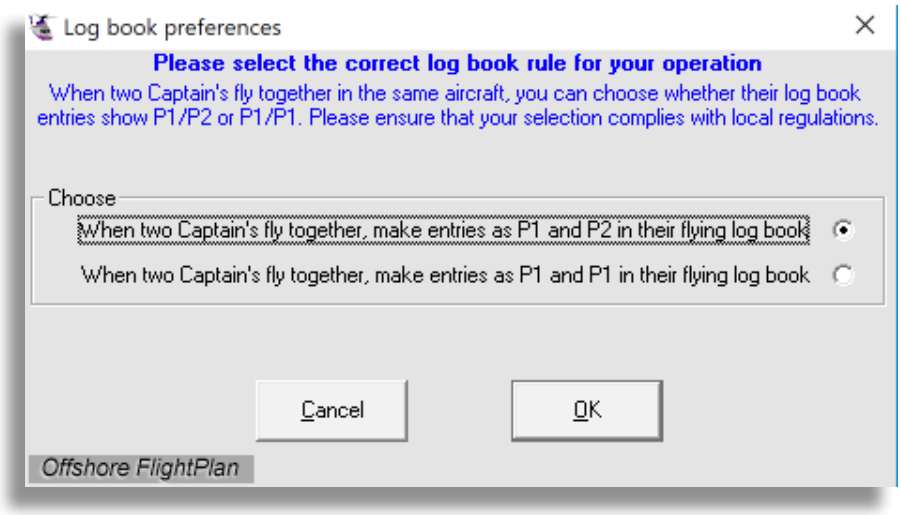
The IP addresses themselves must be set to the values provided by Flight Software Services Ltd. and should not be changed unless instructed. The same applies to the other settings which are all specific to your company. Any unauthorised changes to any of these settings will result in loss of data or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

We offer Pervasync (www.pervasync.com) 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 (www.teamviewer.com) 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.

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.

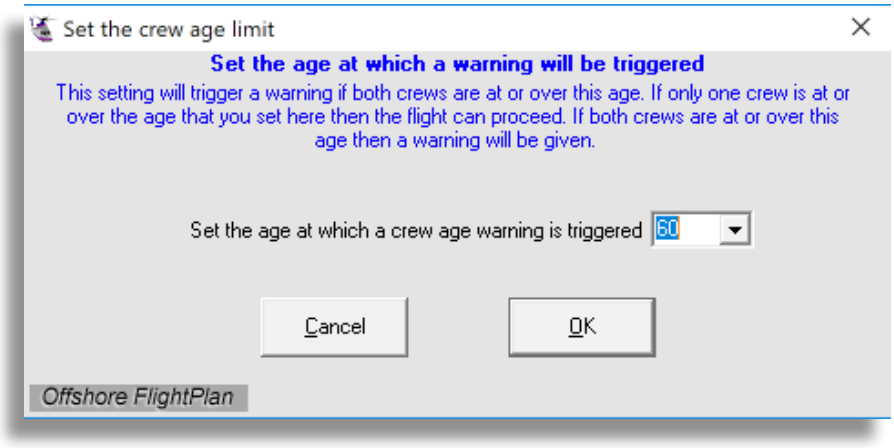


The default is: the Captain is logged as P1 and the Copilot is logged as P2.

Settings - Set crew age limit

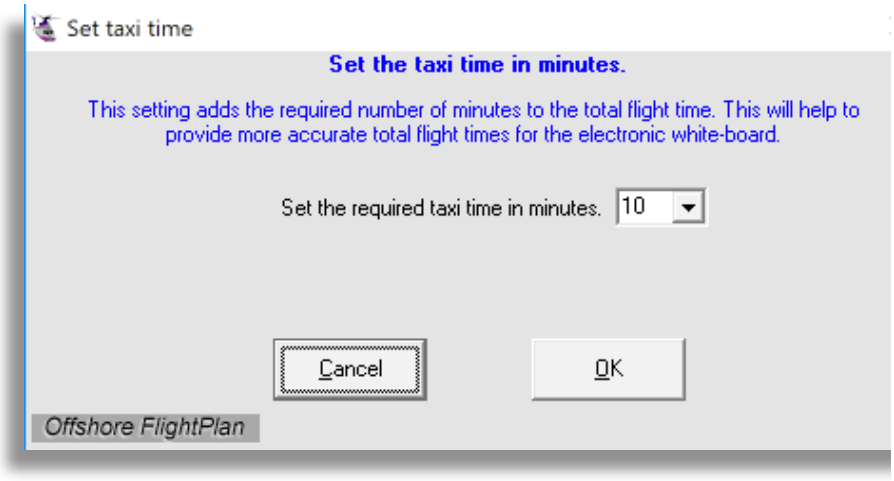
Some Authorities impose limits on the age of crews such that if one crew is over a certain age then the other crew must be under that age. This setting allows the age at which a warning is triggered if both crews are at or above the age specified.

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

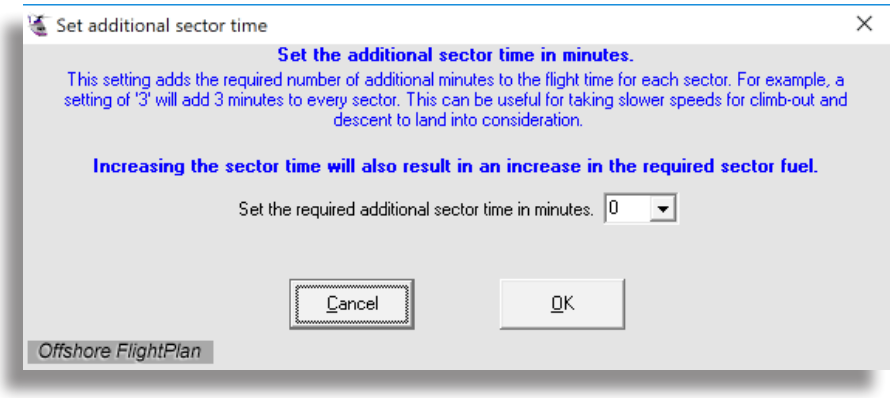
Offshore FlightPlan calculates the flight time and time spent on each helideck to provide an estimated arrival time but the calculation does not include taxi time. For some operators, this will not be an issue if taxi times are very short. For operations involving longer taxi times, it is possible to 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.



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

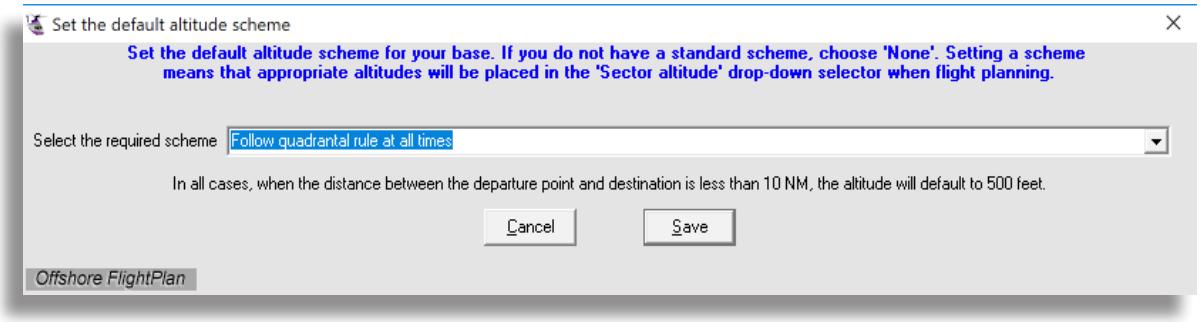
Because helicopters tend to fly at low altitudes, all flight planning in this software is calculated with the helicopter at its cruise true airspeed (TAS). Rather than complicate the user experience by having to worry about climb and descent fuel, instead, the software allows a specific time to be added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



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.

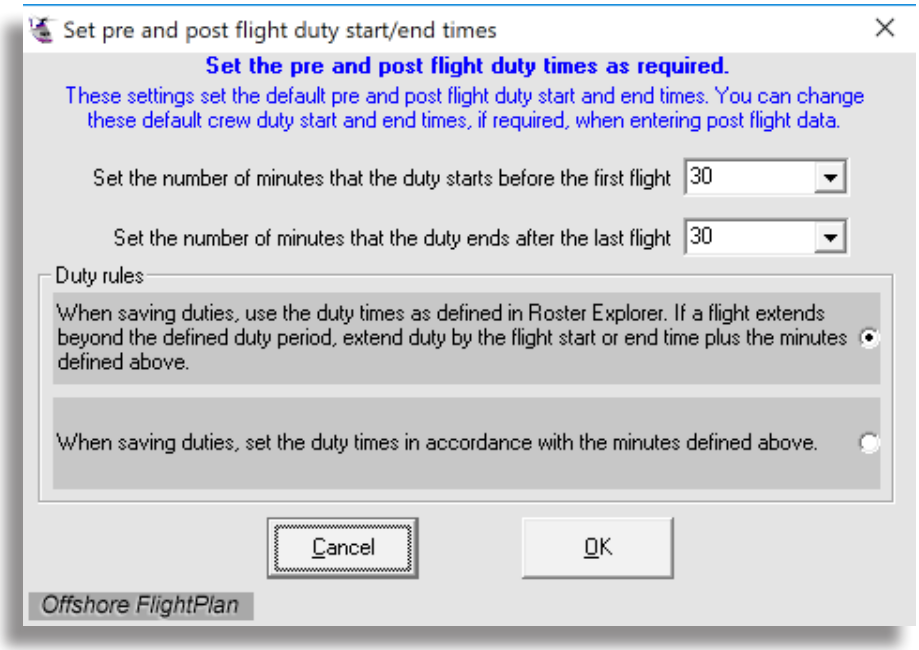
Settings - Set default altitude scheme

This setting allows the required altitude scheme to be selected according to your local base requirements. There are several schemes included. Once set, suggested altitudes will be automatically entered for 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. Use this setting to select the scheme appropriate for your operation.



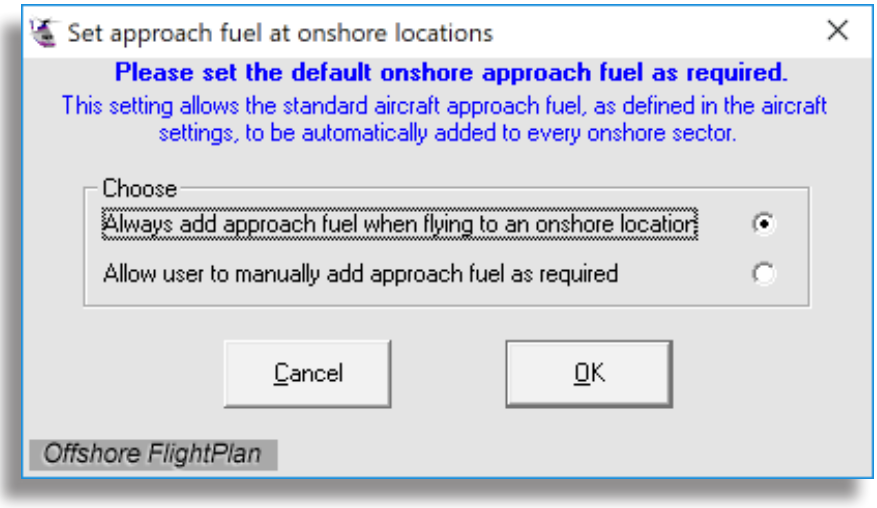
If a flight under-runs or over-runs the defined duty end time, the duty will be recorded with the addition of the number of minutes defined in this setting (the default is 30 minutes).

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

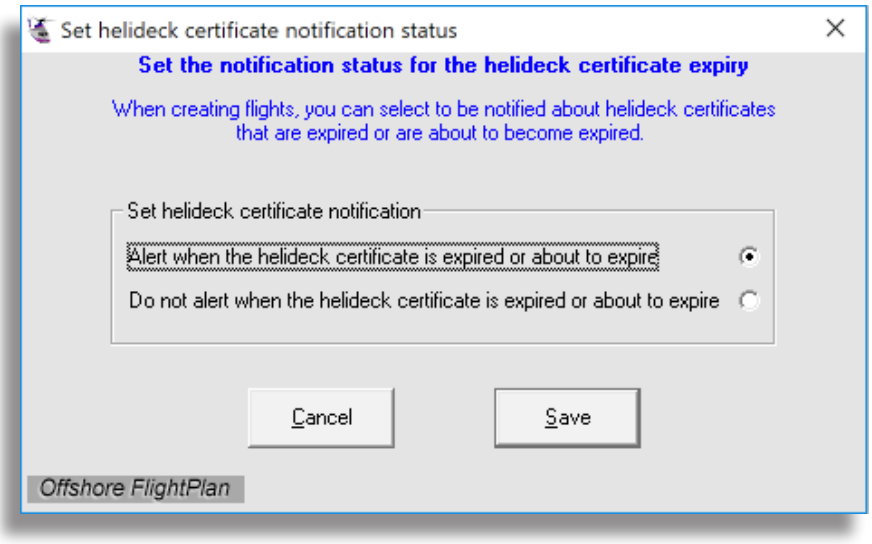
This setting allows approach fuel (as defined in the individual aircraft settings) to be automatically added whenever the destination is an onshore airfield. With this setting enabled, your crews and/or operations staff do not need to remember to add approach fuel, where this is a company requirement.



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 always 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.

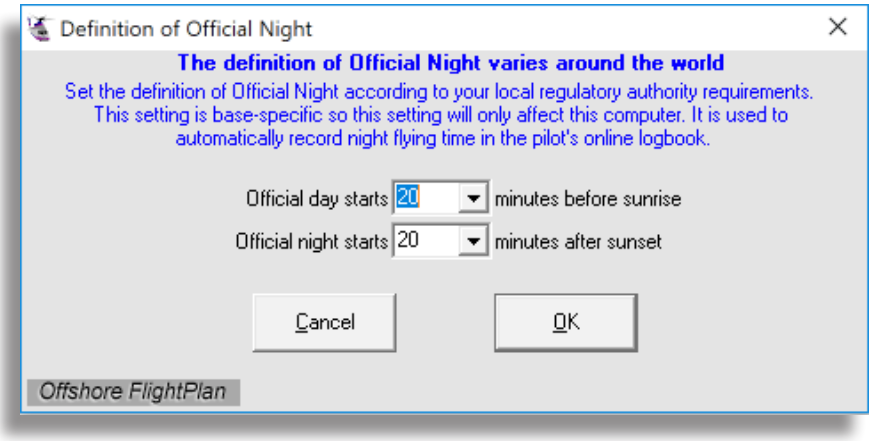


When a flight is being created a warning will appear if the helideck certificate is within 2 weeks of expiry or has expired. In some areas of operation, landing is not allowed if the helideck certificate has expired.

Please select the required setting according to your company or Authority 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.

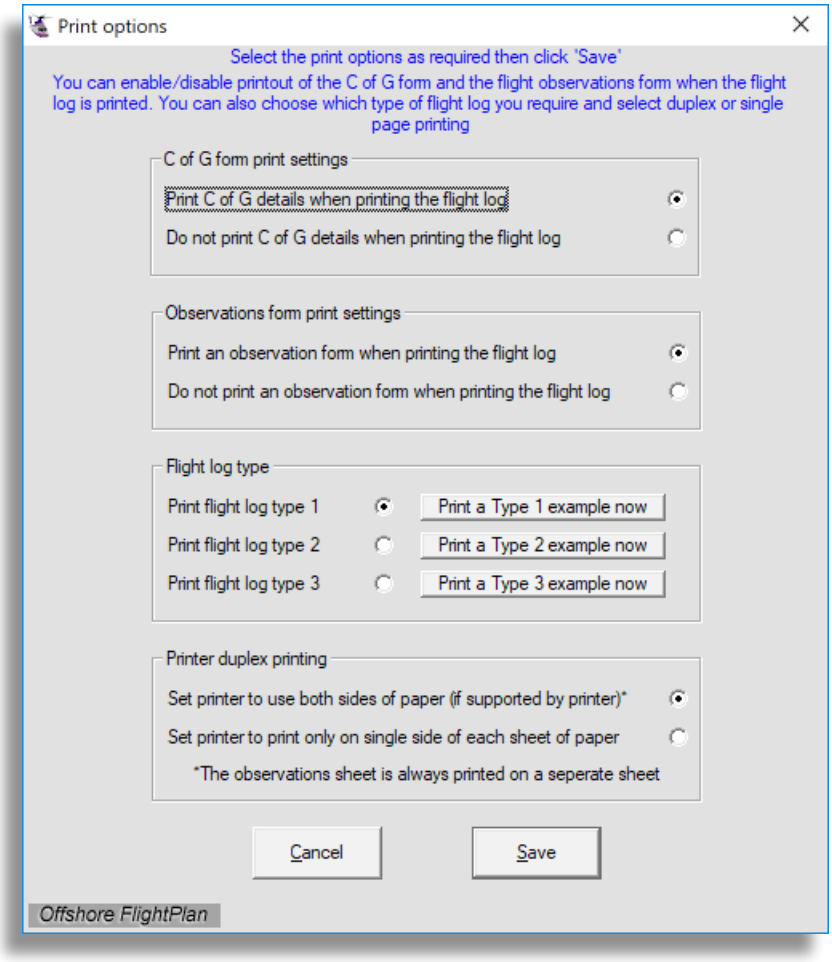


This setting is used to correctly record day and night flight times in the crew online logbooks which can be accessed at:
https://logbook.offshoreflightplan.co.uk

Settings - Print options

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

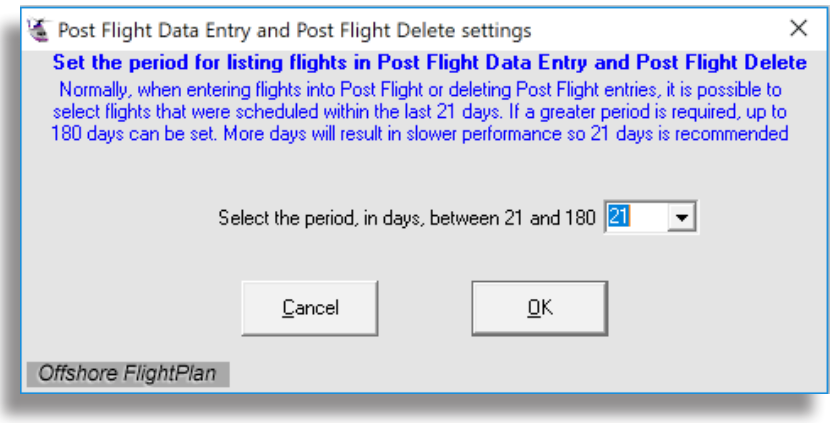
- Enable/disable C of G printout when printing the flight log.
- Enable/disable the observations form when printing the flight log. The observation form also contains the latest TAF and METAR data for the locations that have been defined in the "Weather and whiteboard" menu, if these have been set.
- 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

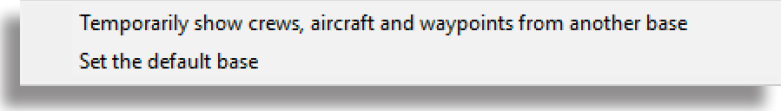
In order to reduce the data synchronisation times, flights entered in "Post Flight Data Entry" up to 21 days old are synchronised. Sometimes, it might be necessary to increase that period if, for example, you wish to delete a previously entered flight or enter an old flight that was missed that is more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



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.

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.

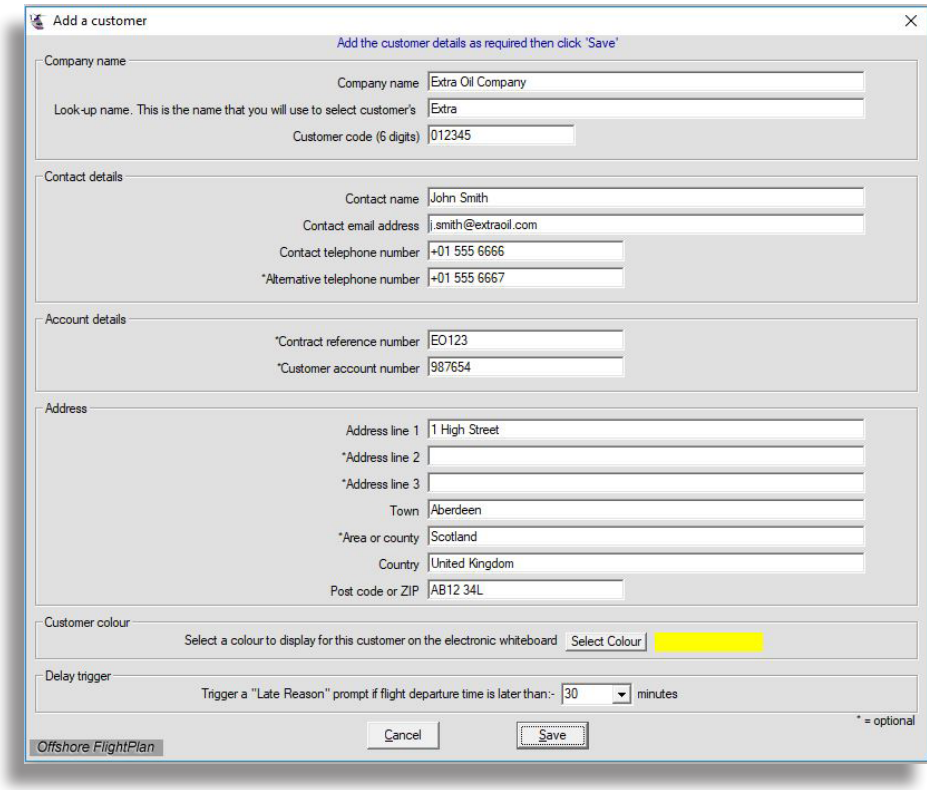


This setting enables the base to be either temporarily or permanently changed. Select the required option, then select the required base. If selecting the temporary option, it is possible to select **all bases**, in which case every waypoint, crew and aircraft from every base will appear in the drop-down 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.

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.

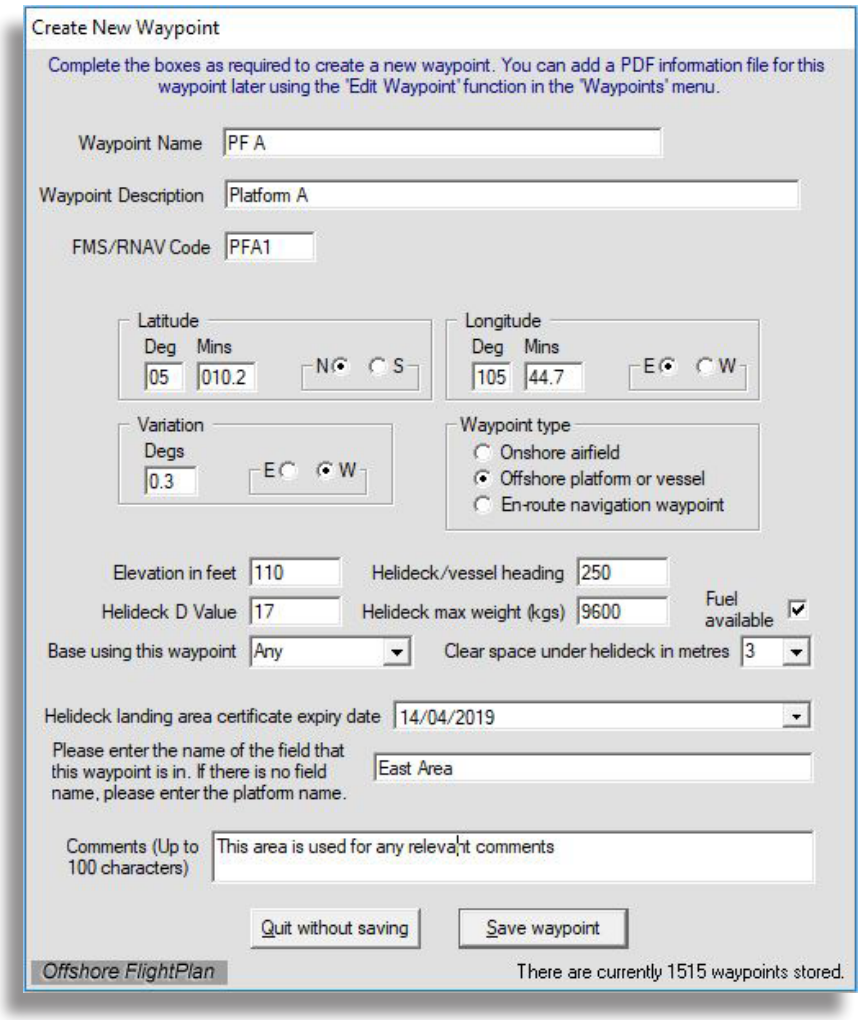
Waypoints

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 105º44.7’ and magnetic variation is entered in the format: D.dd i.e. 7.25º.

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 before 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 airfields 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

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.

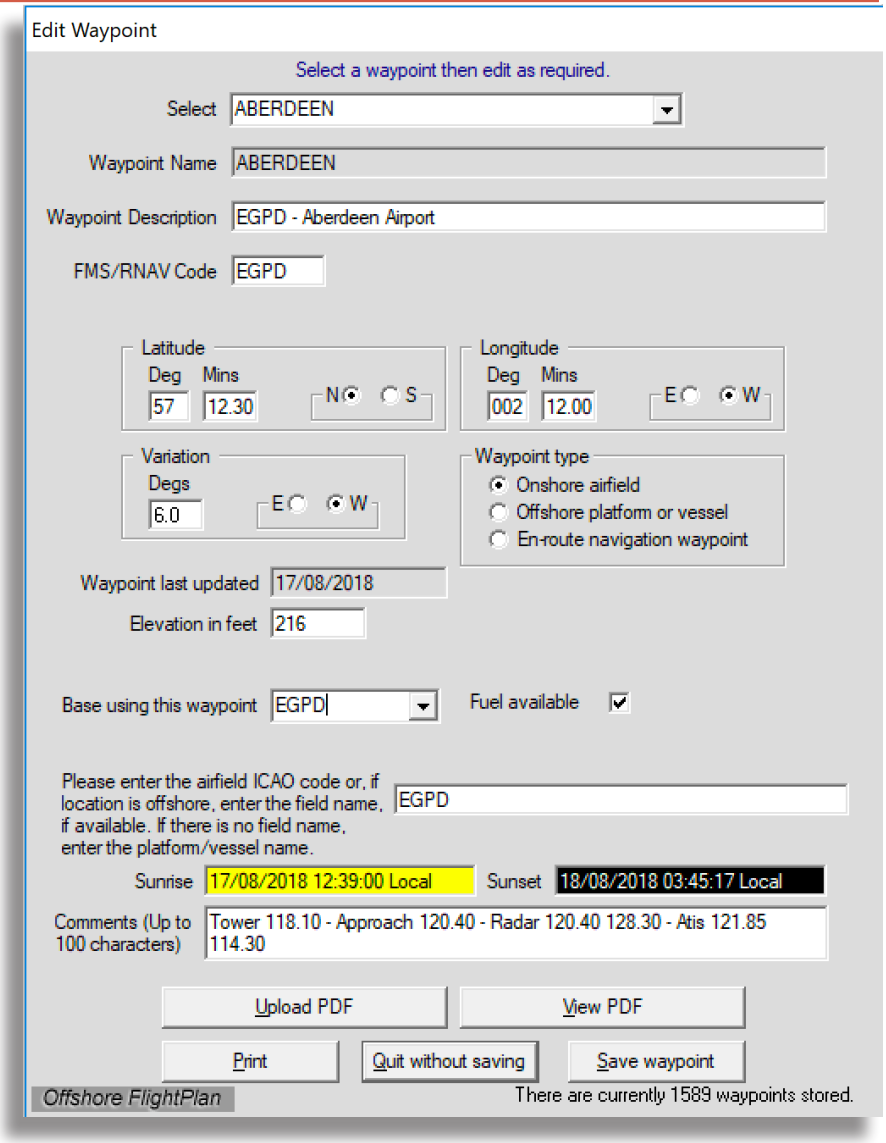
Waypoints - Edit waypoints

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.



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.

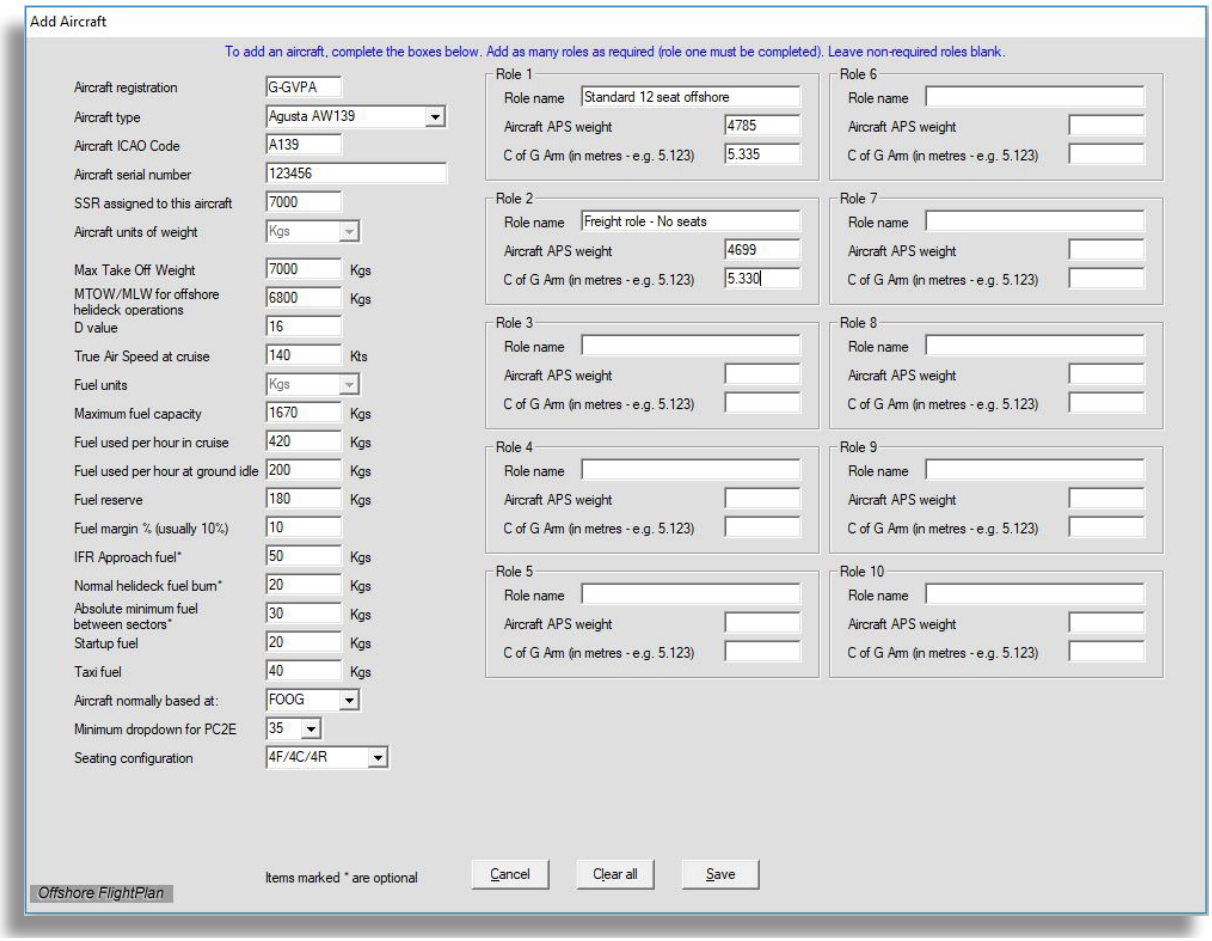
Up to 10 role configurations can be defined for each aircraft such as “Standard offshore 15 seat”, “Freight role”, “Medivac role”, etc. You will need to have to hand the aircraft APS (aircraft prepared for service) weight and the C of G arm for each role configuration that you wish to include. You must 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 figure since fuel is calculated based on the distance at the true airspeed. An “Absolute minimum fuel between 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 - 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

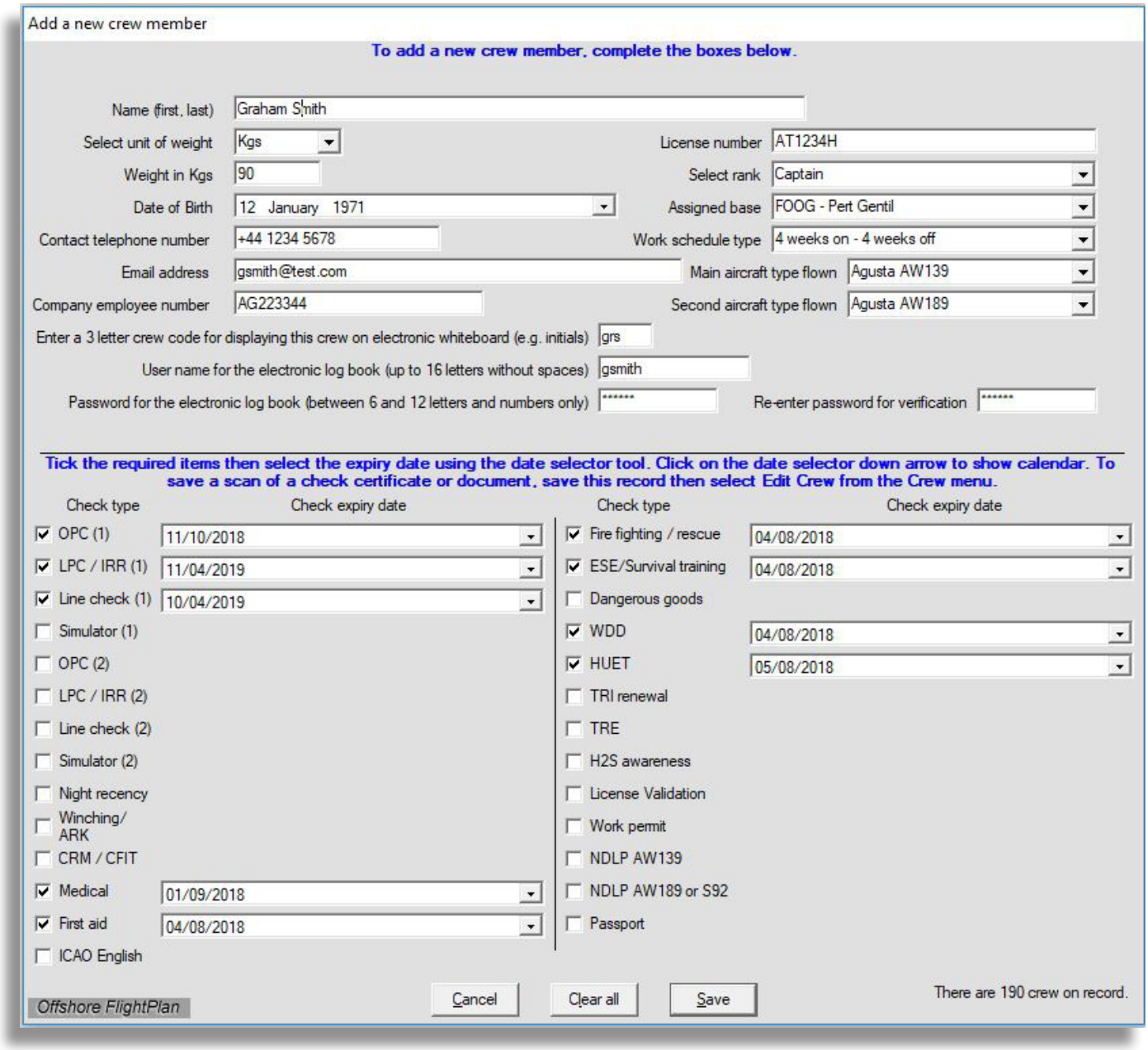
Select this option to delete an aircraft, enter the password, then select the aircraft to be deleted from the drop-down list.

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



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.

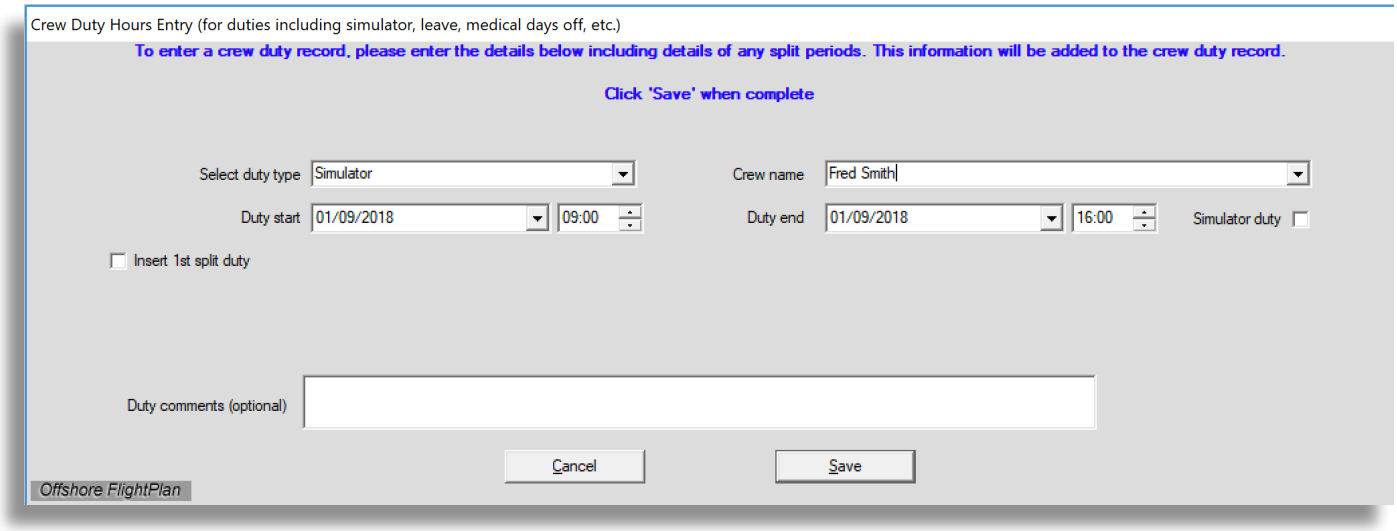
Once editing is completed, click “Save” to save and synchronise the crew record.

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.



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”.

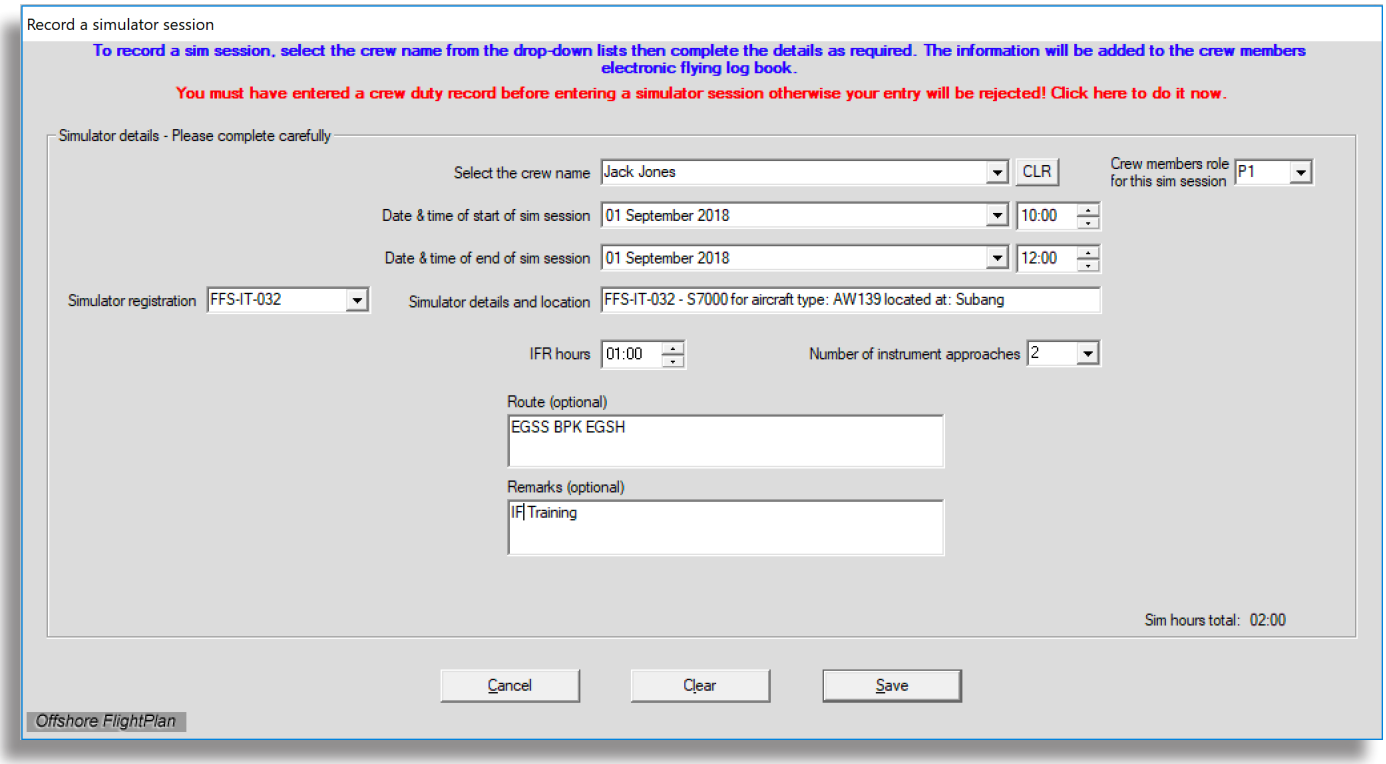
If no duty has been rostered for the crew on the date selected, select the required duty from the “Select duty type” drop-down box, set the duty start and end times then click “Save”.

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.

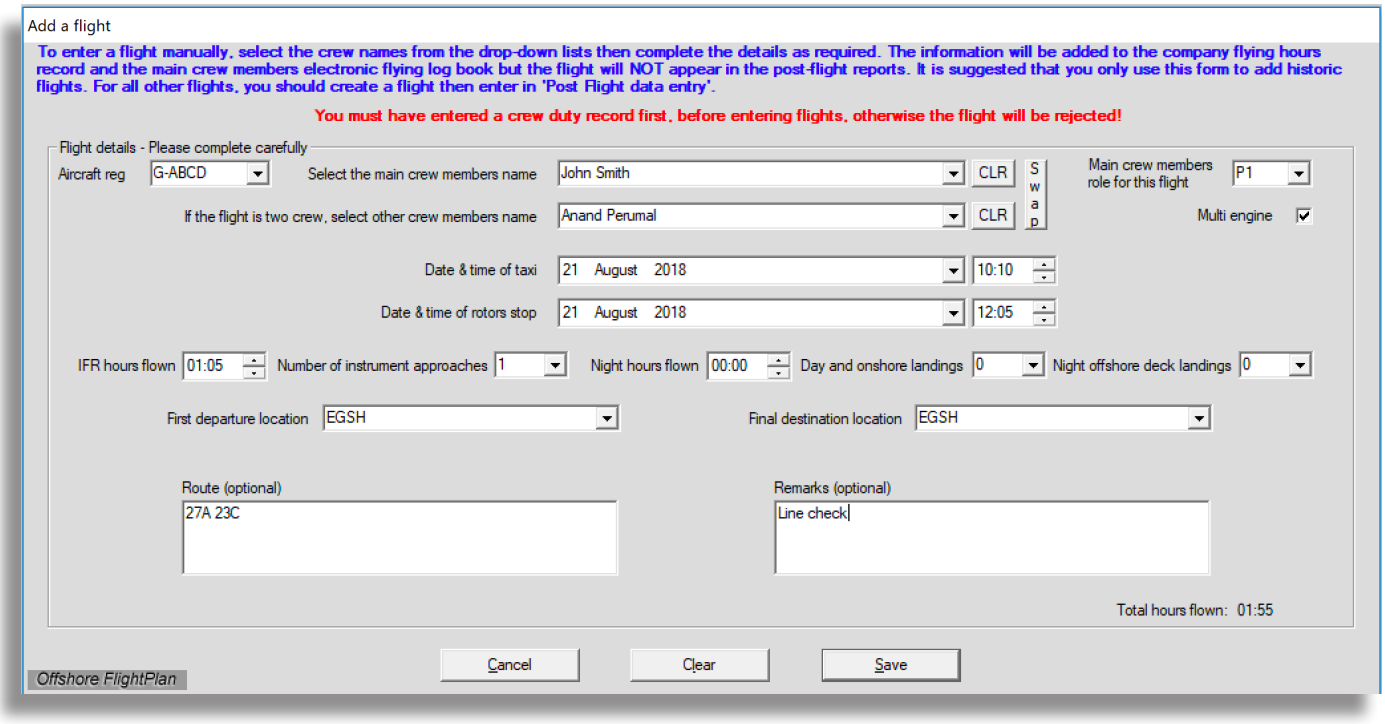
Crew - Record a simulator session

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.



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"

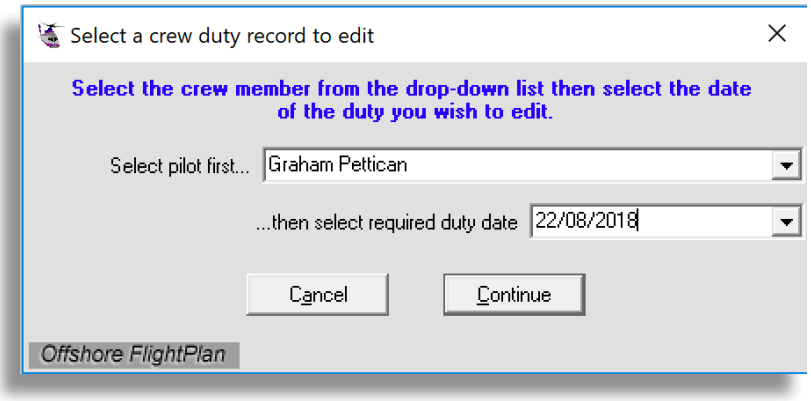


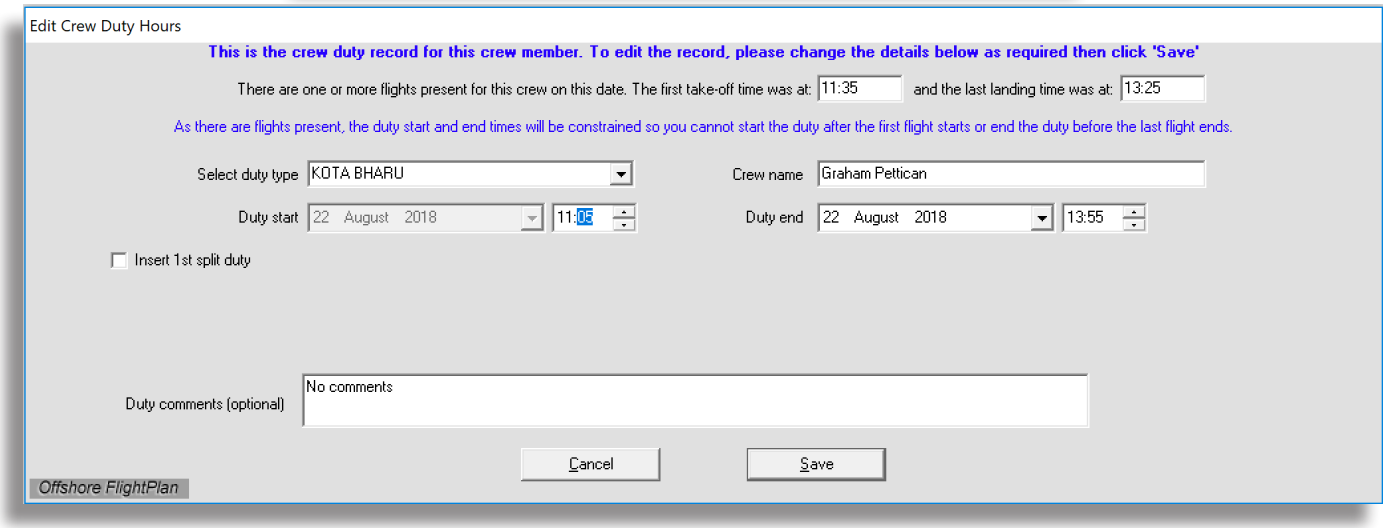
Crew - Edit an existing crew duty record

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

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.





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

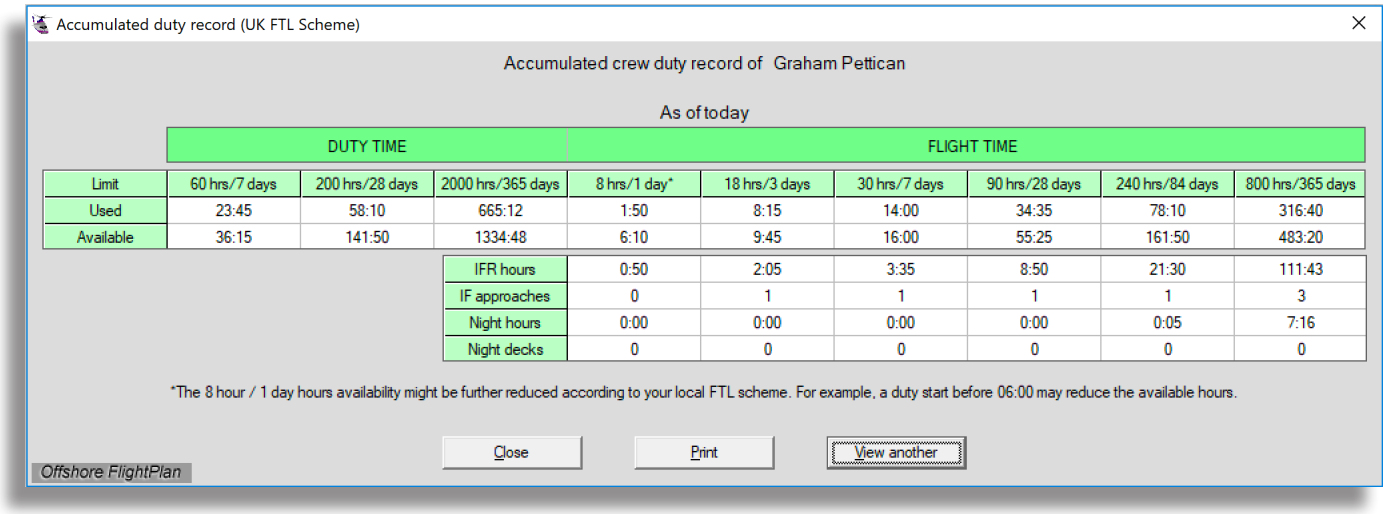
This function displays the crew duty and flight totals for all crews at the base, or all crews in the same company if the system is set to "All bases". Dates up to 2 weeks in advance can be selected. The hours available are also shown. Select the date required then click on "Go" and, after a brief delay,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

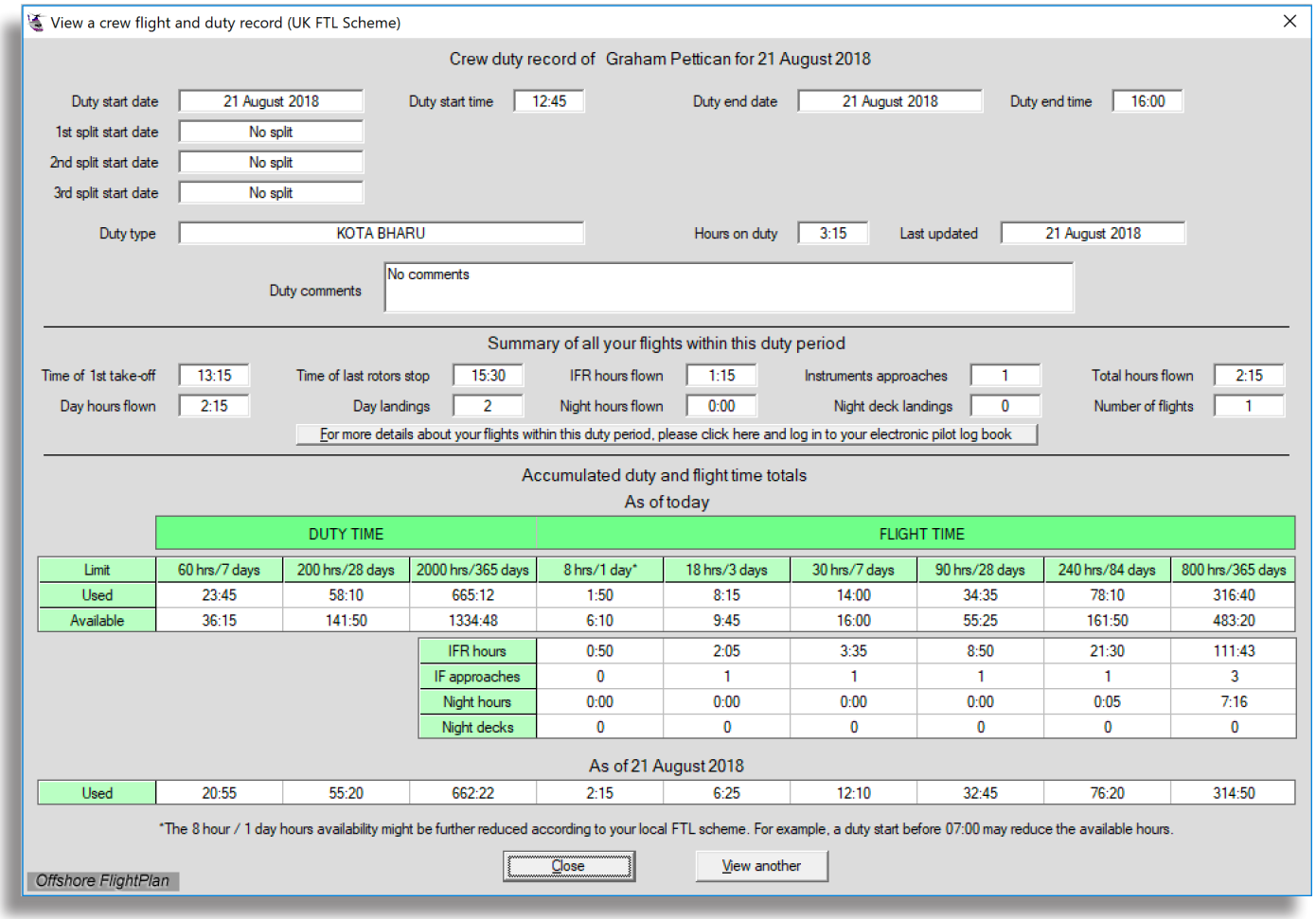
Crew - Crew duty and flight totals (quick look-up)

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.



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.



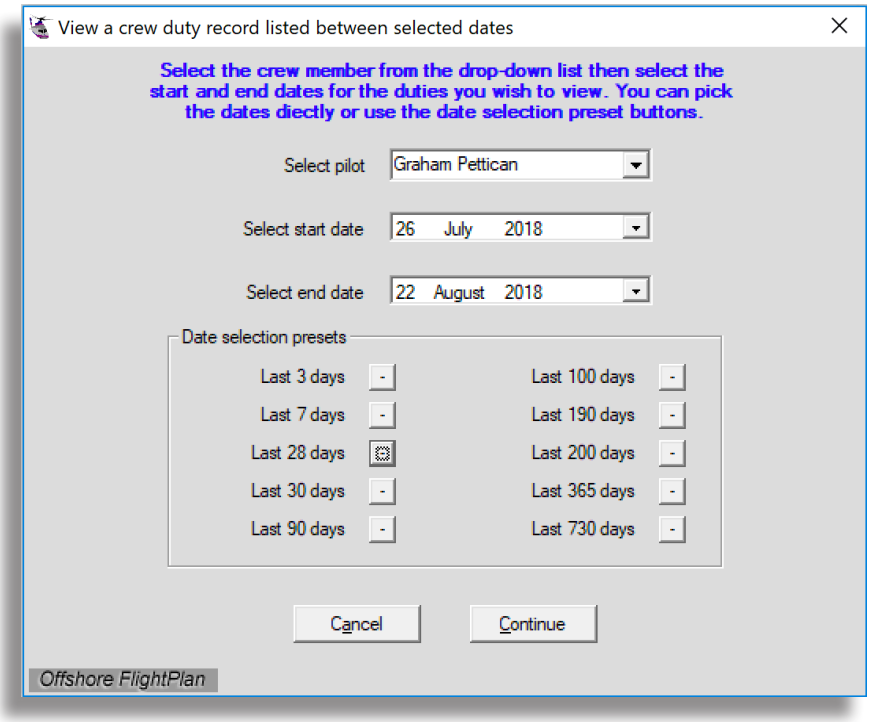
Crew - View a crew member's duty and flight records listed between any two dates

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.

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.



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

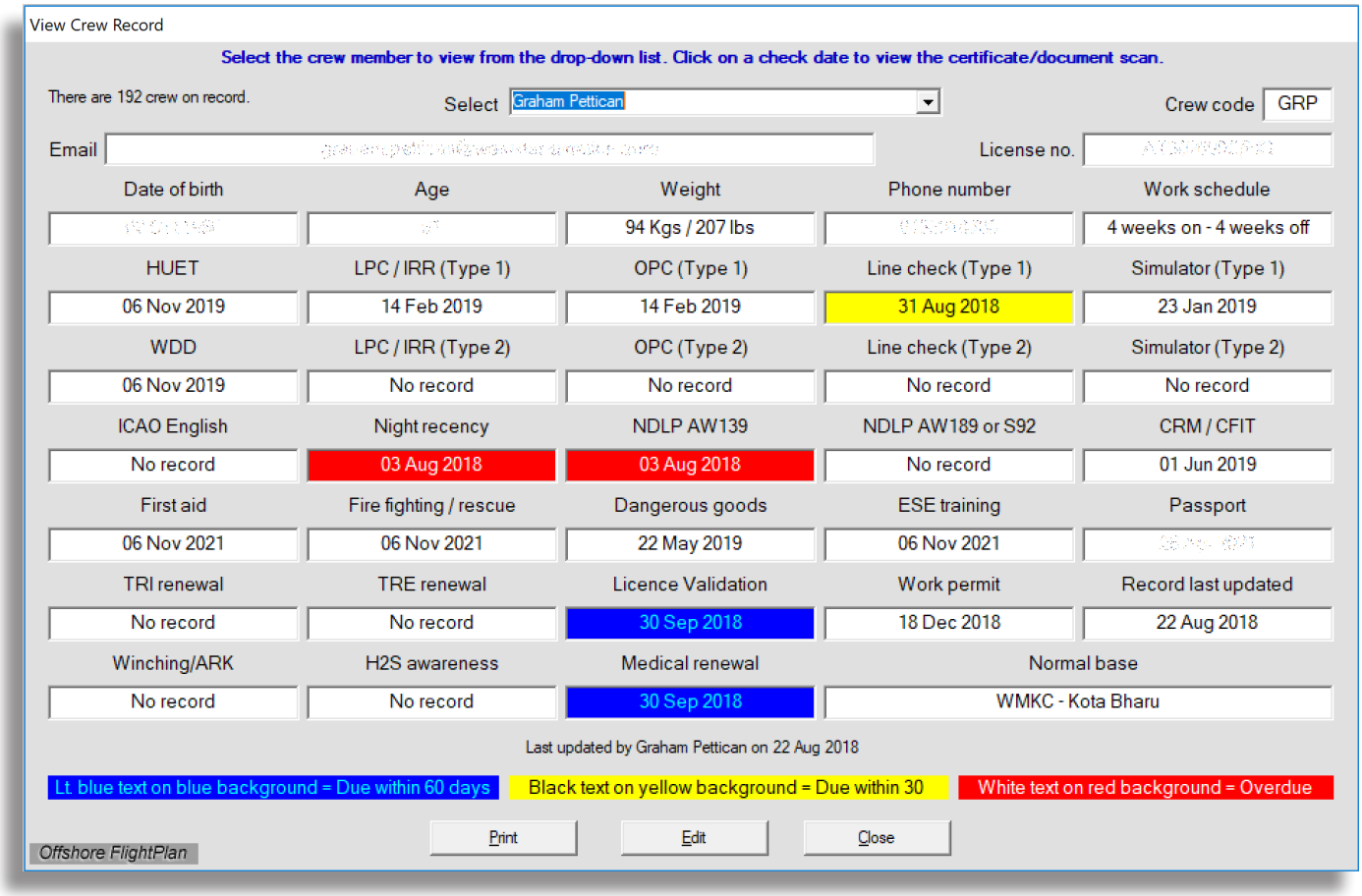
Duty start date	Duty type	Duty start time	Duty end date	Duty end time	Hours on duty	Total flying hours	IFR flying hours	Night flying hours	Night deck landings	IF approaches	Total sim hours
26/07/2018	Day off	--Off--	--Off--	--Off--	--Off--	--Off--	--Off--	--Off--	--Off--	--Off--	--Off--
27/07/2018	Day 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				58:10	34:35	08:50	00:00	0	1	00:00
	Number of leave days: 0										

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.



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	Due within 30 days
White text on red background	Overdue

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.

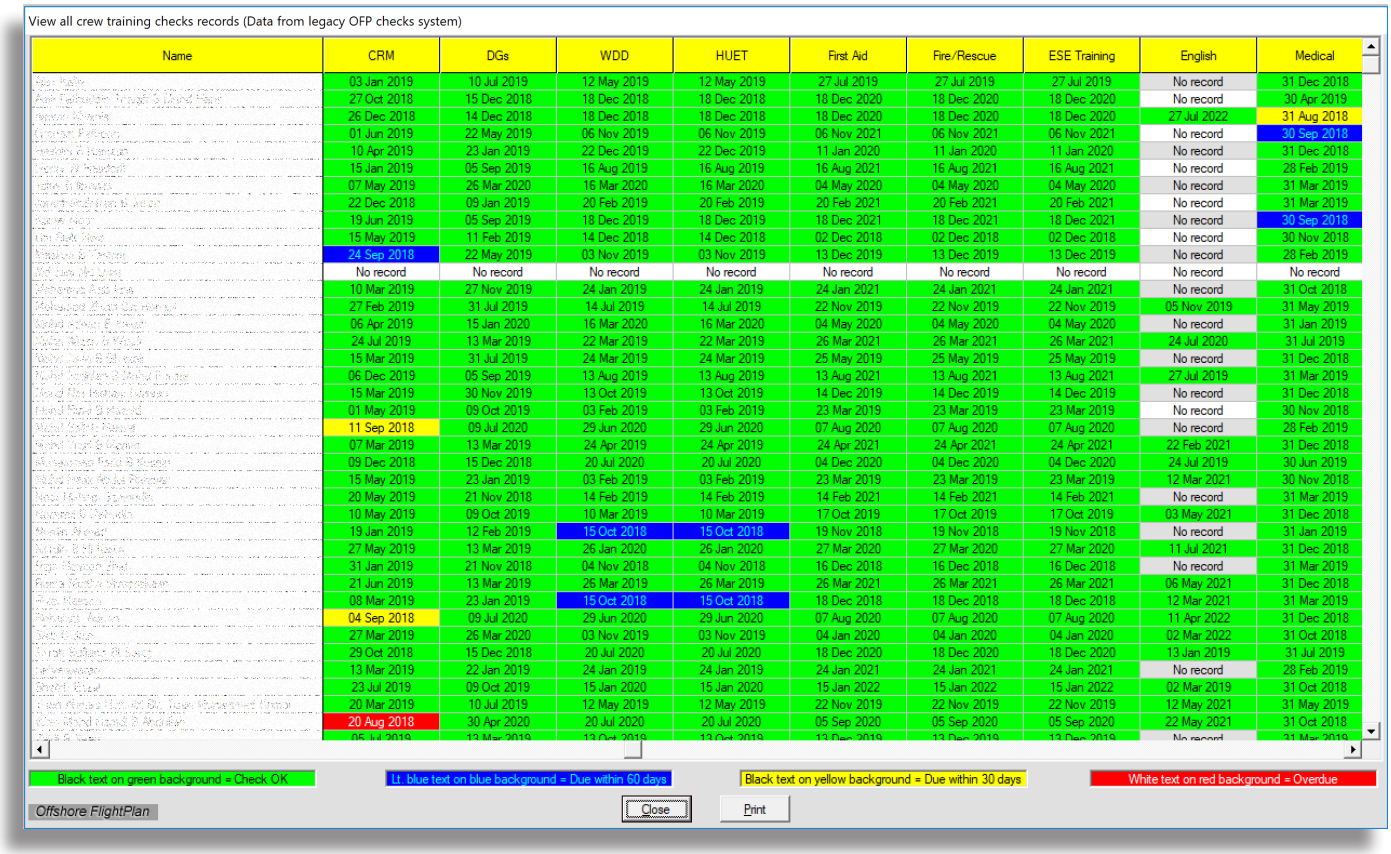
Crew - View all crew member's checks records (from legacy OFP checks)

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.



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 www.offshoreflightplan.com which is our main web-site 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 re-quire 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 logbook.offshoreflightplan.co.uk 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 infor-mation 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 web-site 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 elec-tronic whiteboard, website. This website is also available at flightschedule.offshoreflightplan.co.uk 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

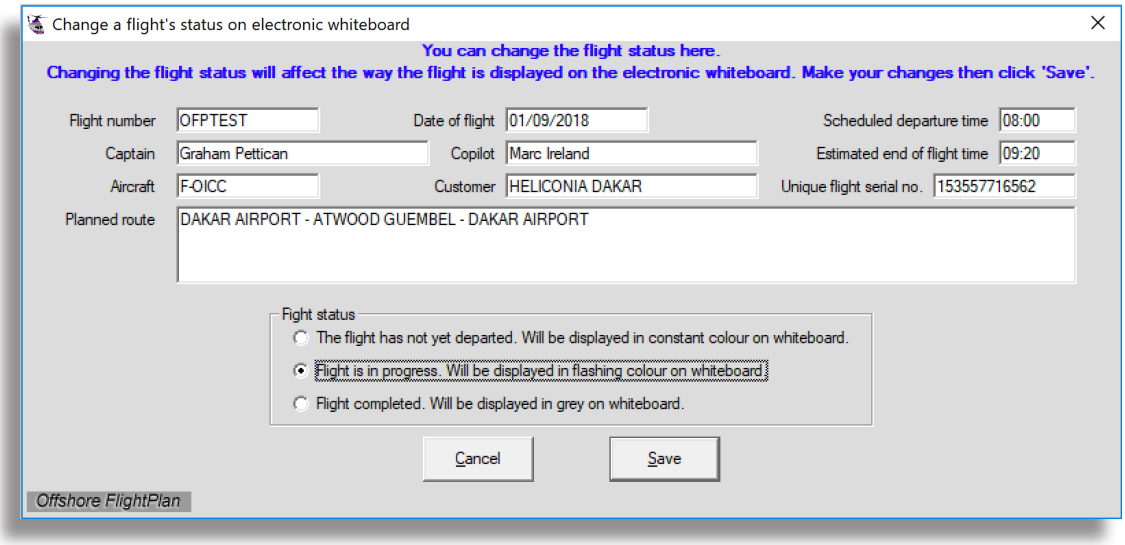
Offshore FlightPlan online - User manual

To view or download a PDF version of the Offshore FlightPlan/Roster Explorer user manual; click here. The user manual is also available at: www.offshoreflightplan.com/manuals/offshore_flightplan_manual.pdf

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

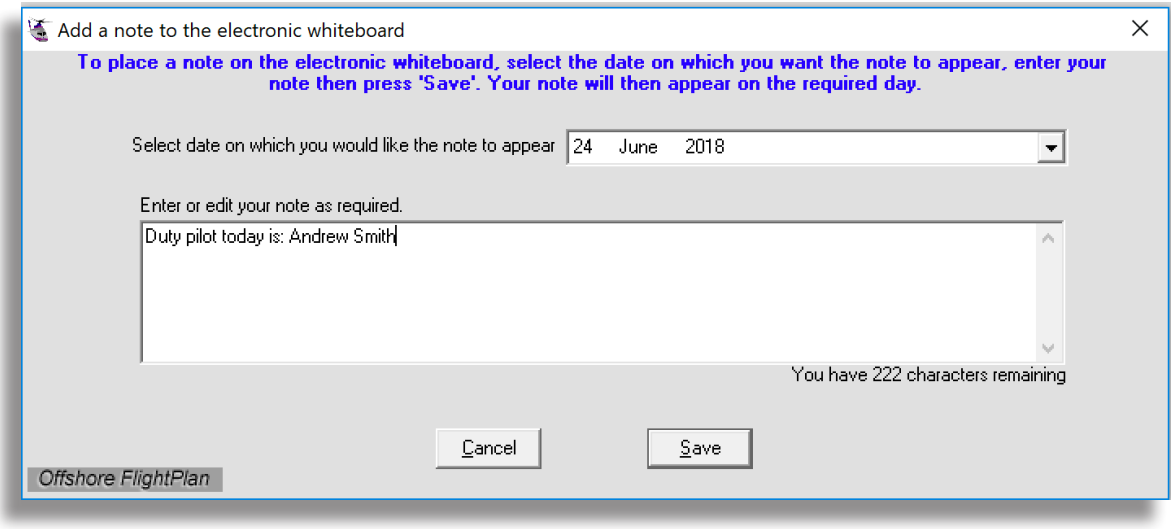
When viewing flights on the electronic whiteboard, the flight is initially shown in the colour that was defined when the customer record was set up (in the "Customers" menu). When the flight has been completed and entered into "Post flight data entry", the colour changes to grey. In this way, completed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



In addition to the above, there is an option to show that a flight is "in progress", indicated by the colour flashing. To set a flight to show as being in progress, select this option then select the required flight to reveal a 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

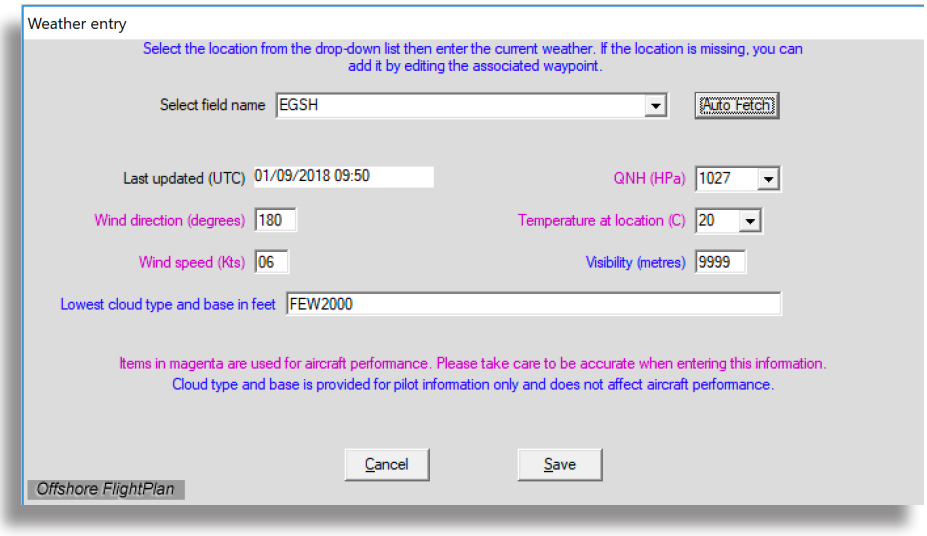
When viewing the electronic whiteboard for a single base (as opposed to viewing all bases), it is possible to add a notice for crews to view. To do this, select this option, then select the date on which you want the notice to appear. Then create the note then click "Save". The notice will appear towards the top of the page on the date selected. 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

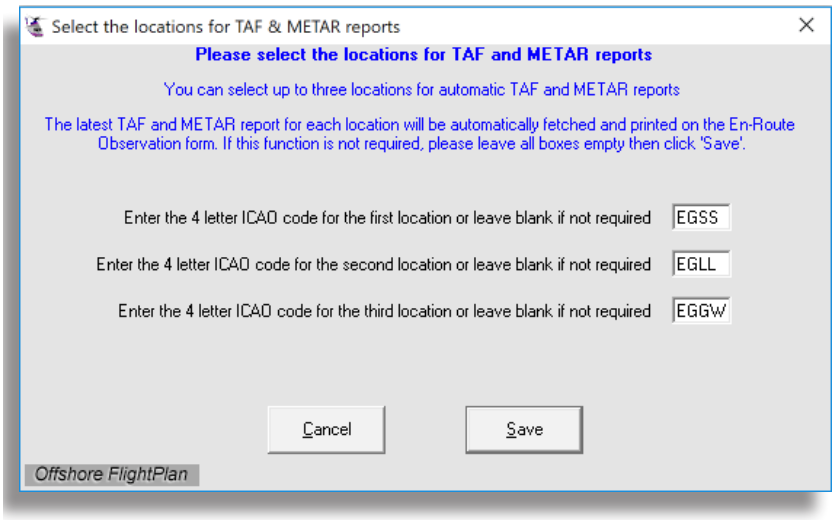
Weather - Enter weather for flight planning

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 appears. 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

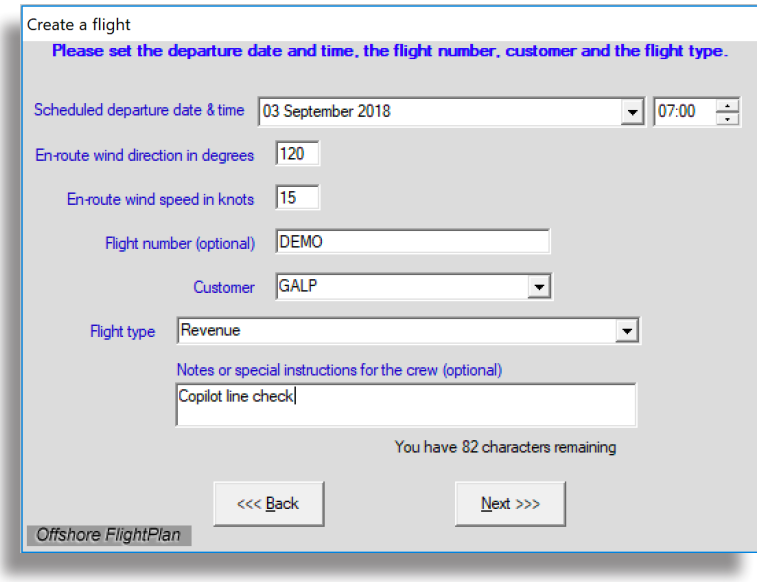
An observation form can be printed as part of the print-pack that the crews take with them during flights. TAF and METAR data is automatically retrieved and placed on the observation form. You must first define the stations that you would like the weather to come from. Enter up to three ICAO codes to 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.



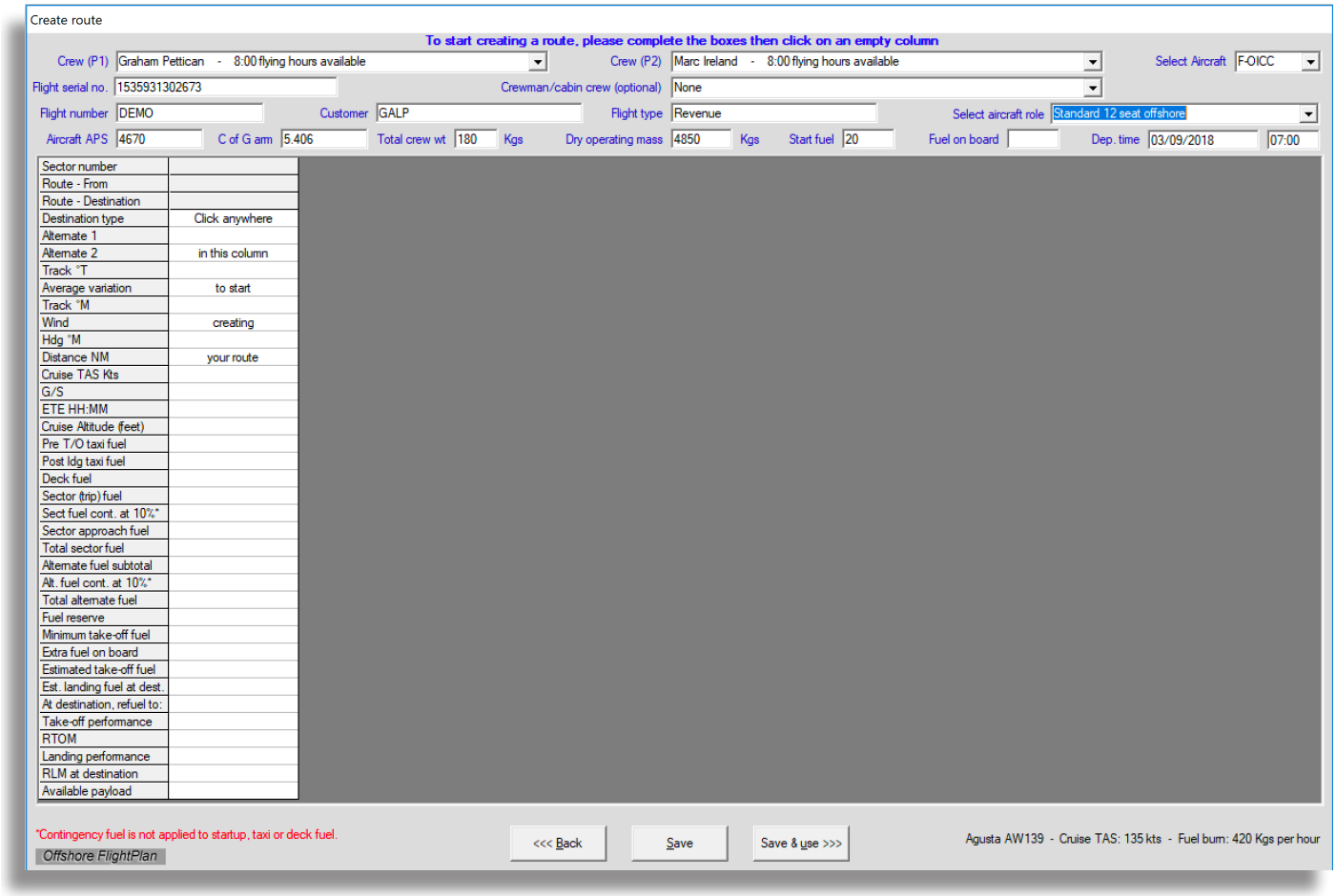
Pre Flight

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 flightschedule.offshore-flightplan.co.uk



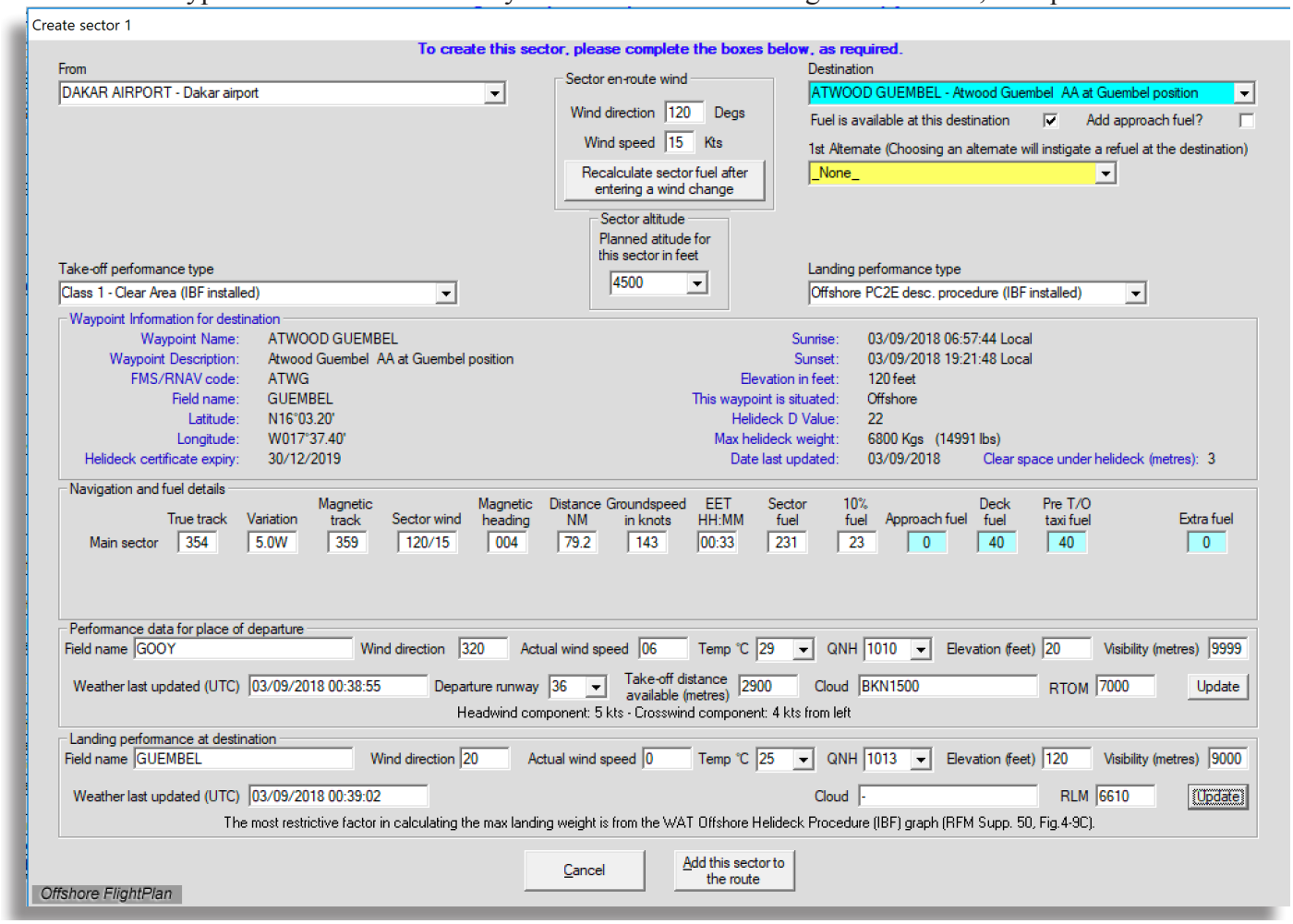
We strongly recommend that you view our video about creating and retrieving flights, which can be found here before proceeding further. To start, select “Create and save a flight” in the “Pre Flight” or quick-start menu. Then, complete the details for the scheduled departure date and time, en-route wind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



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 will be automatically entered but can be changed in sector 1, if required. Select the



“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.

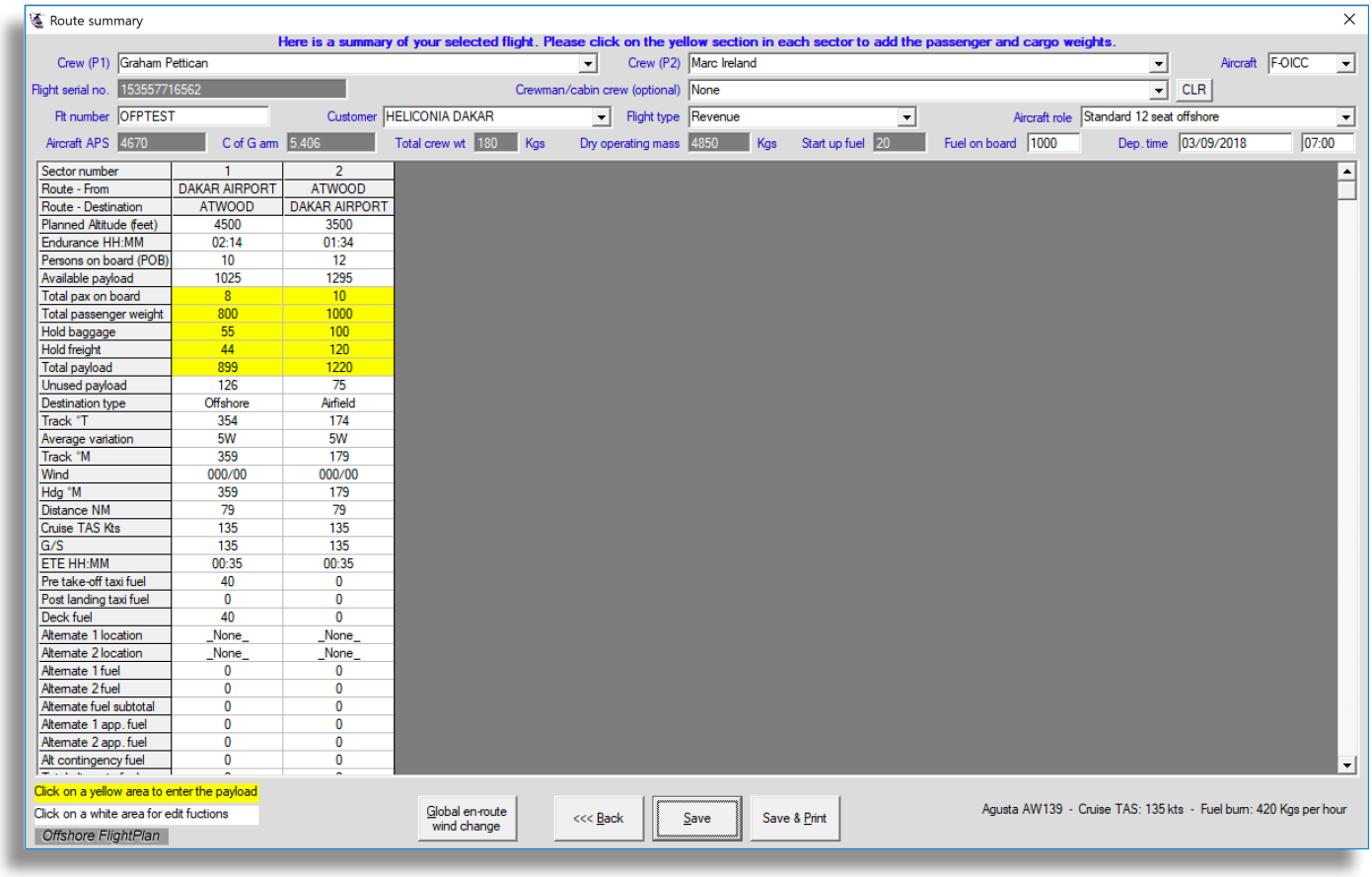
In addition to the available take-off and departure performance profiles, you can also select “User defined” in which case a box appears where the user defined RTOM or RLM can be entered. In all cases, if the helideck maximum weight value is less than the RTOM, RLM or user-defined value, then the helideck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

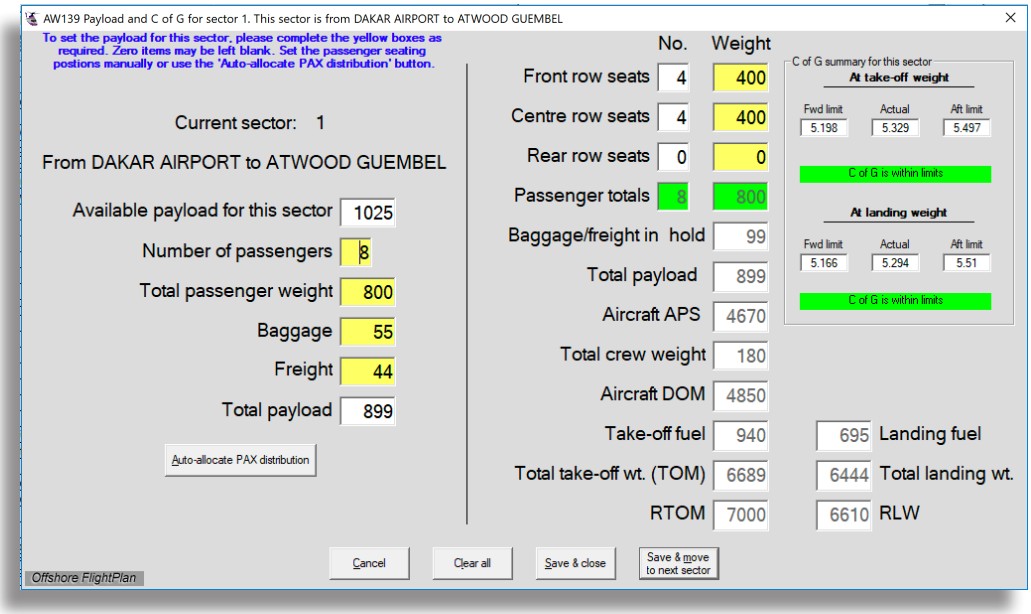
Pre Flight - Retrieve a saved flight

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.



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	120
Total payload	899	1220
Unused payload	126	75
Destination type	Offshore	Airfield
Track °T	354	174
Average variation	5W	5W
Track °M	359	179
Wind	000/00	000/00
Hdg °M	359	179
Distance NM	79	79
Cruise TAS Kts	135	135
G/S	135	135
ETE HH:MM	00:35	00:35
Pre take-off taxi fuel	40	0
Post landing taxi fuel	0	0
Deck fuel	40	0
Alternate 1 location	_None_	_None_
Alternate 2 location	_None_	_None_
Alternate 1 fuel	0	0
Alternate 2 fuel	0	0
Alternate fuel subtotal	0	0
Alternate 1 app. fuel	0	0
Alternate 2 app. fuel	0	0
Alt contingency fuel	0	0

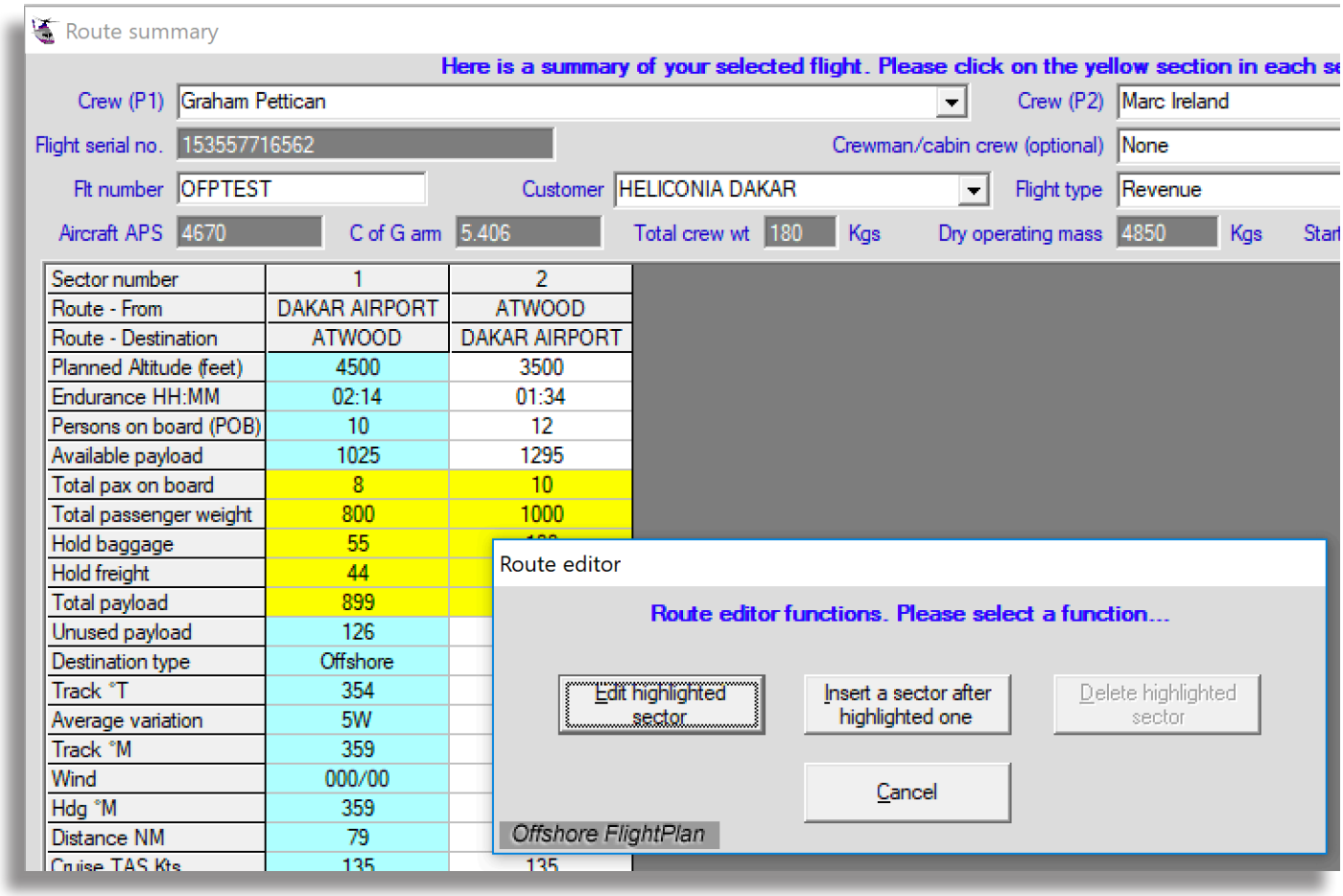
All the flight details for every sector are displayed. The sector display can be scrolled up/down and left/right and the columns widened if required. All the boxes that have a white background in the top area of the window can be changed by clicking anywhere within an individual box. The aircraft can be changed provided it is the same type. The en-route wind can be changed by clicking on the "Global en-route 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, 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:-



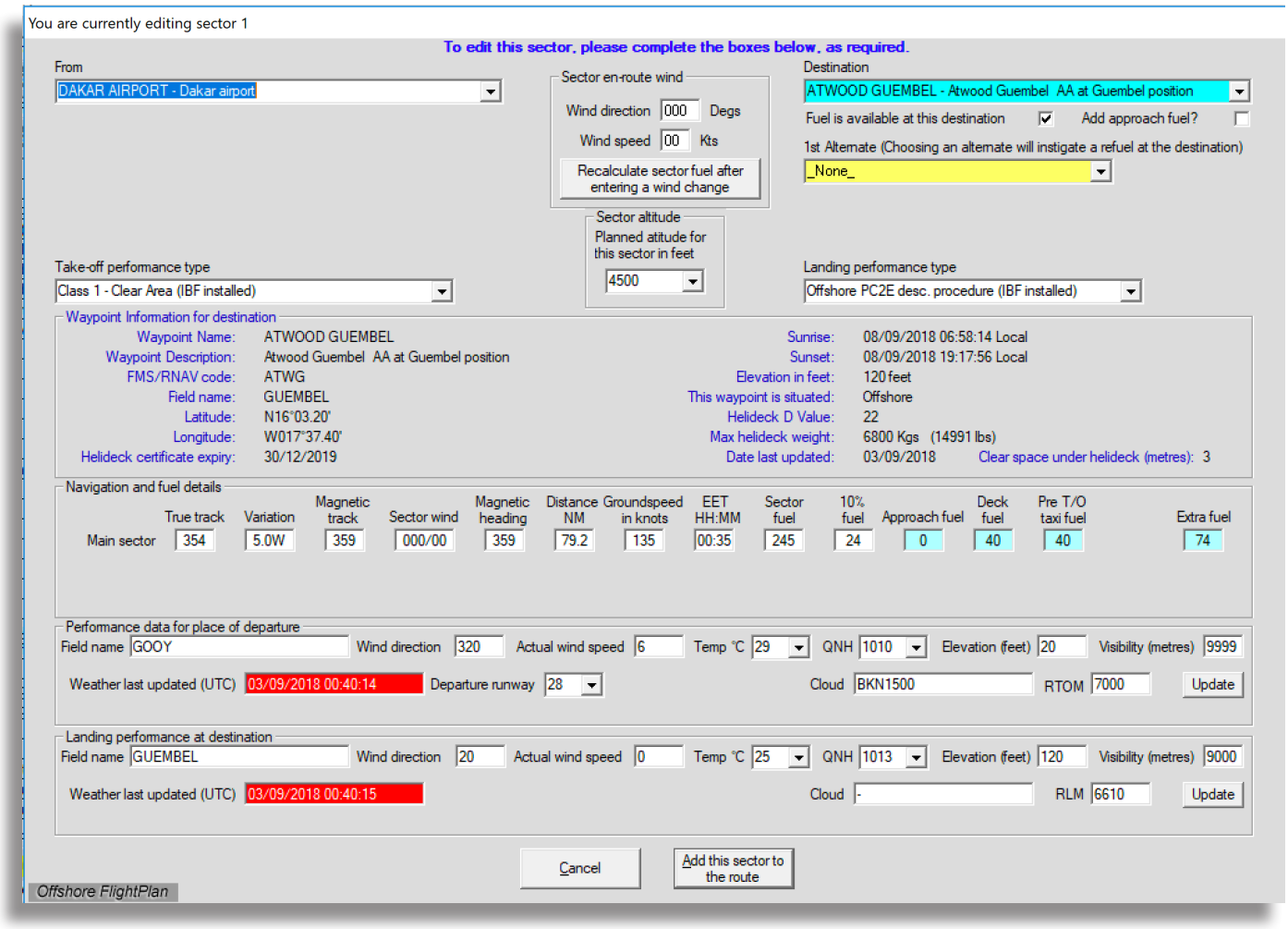
Choose from one of the three available functions.

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.



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.

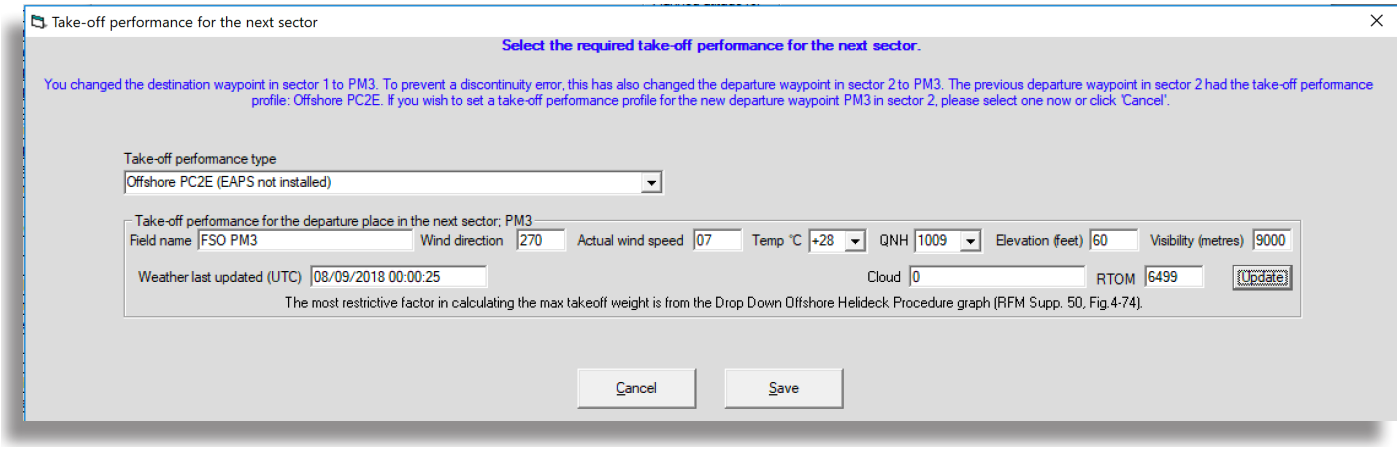
If the weather date/time boxes are red, it means that the weather is now out of date (i.e. more than two hours old) so you should enter the latest weather before proceeding to ensure that the performance calculations are accurate.

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.

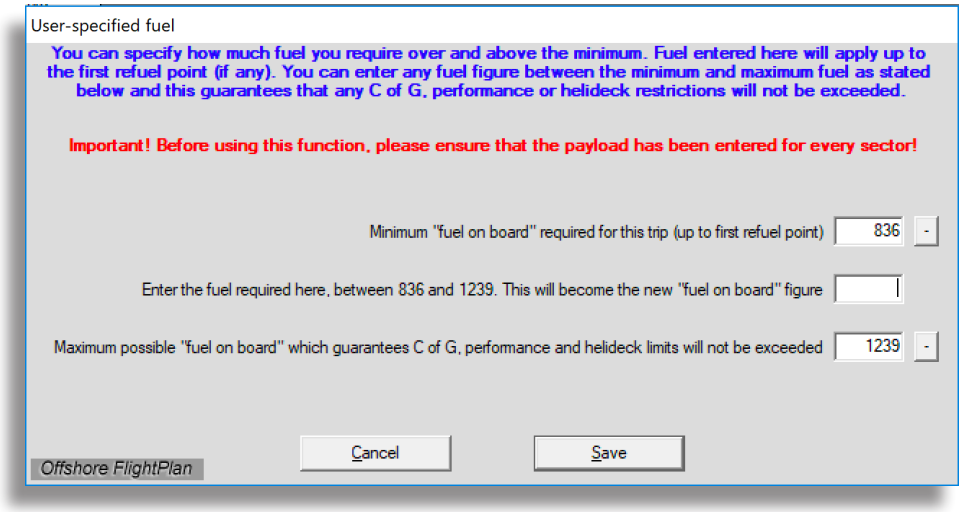
This window can be moved around should you wish to view the full route window underneath. If you changed the destination, then the departure location in the next sector will also change in order to maintain

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.



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.



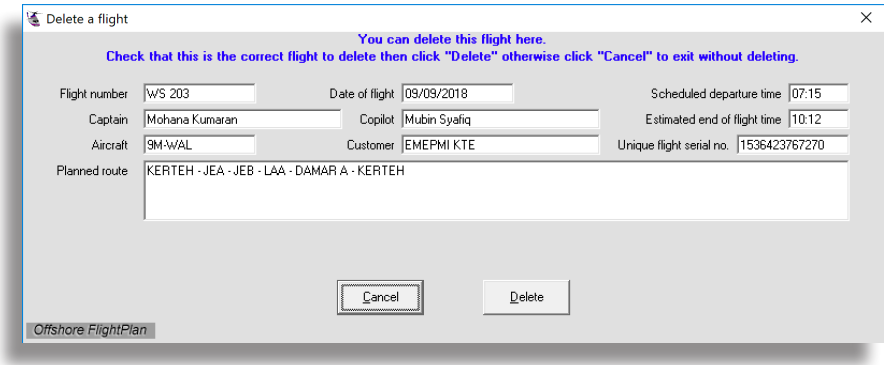
The minimum fuel up to the first refuel point (if applicable) is shown along with the maximum possible fuel that guarantees that all sector performance, helideck, C of G limits and aircraft total fuel capacity will not be exceeded.

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.

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.



Post Flight

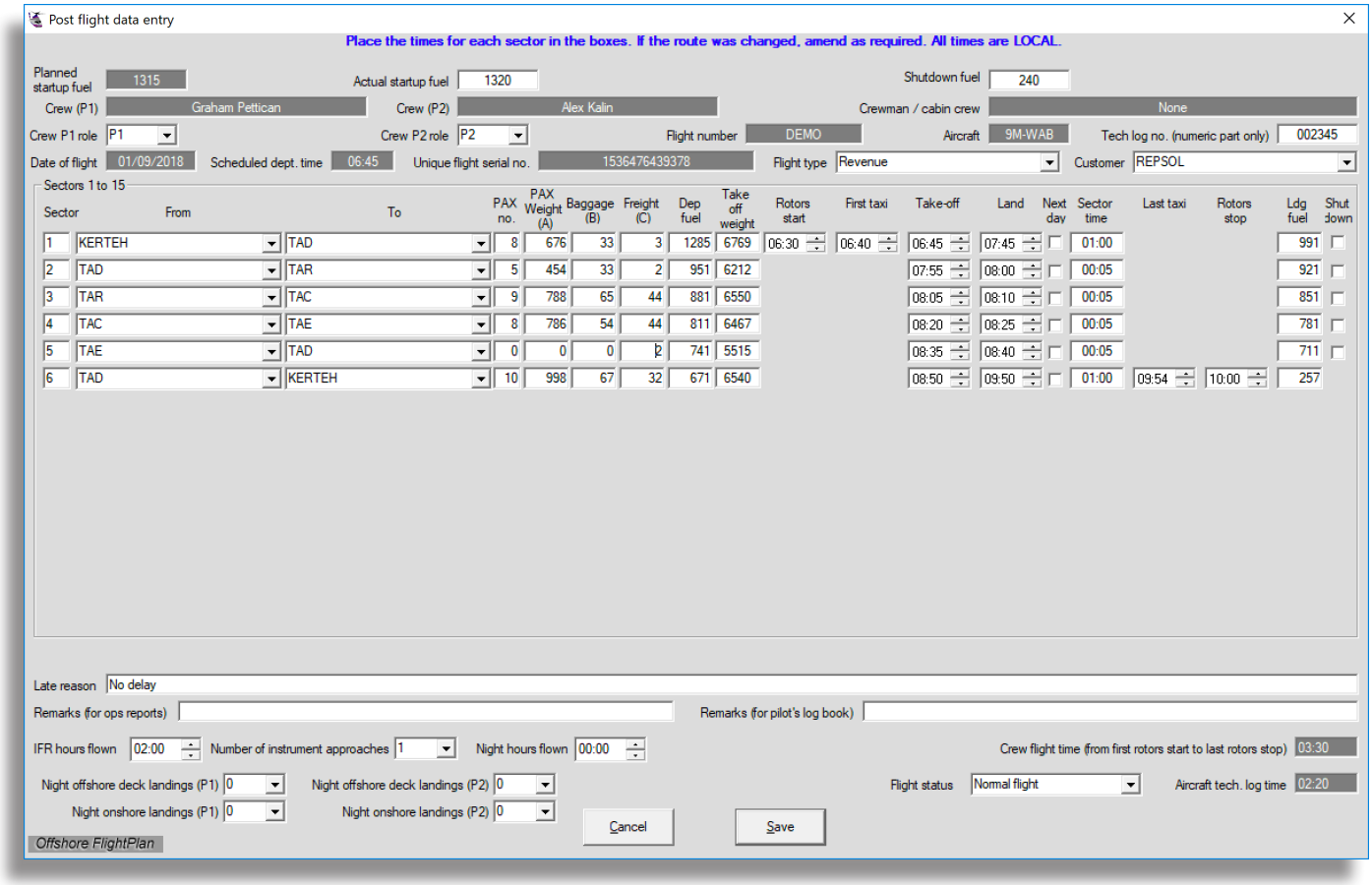
Post Flight - Post flight data entry

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

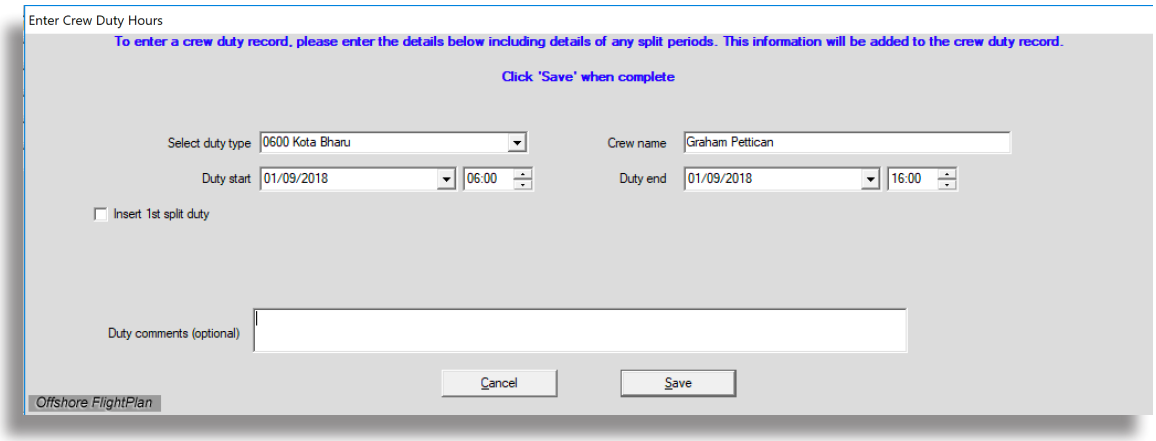
- Adds the flight to the crew online log books.
- Completes the crew flight and duty records.
- Adds the flight to the post flight database which can then be viewed in the reports website. This data can be used for invoicing and audits.
- Marks the flight as "completed" on the electronic whiteboard (colour 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



changed, if required. **Take care when entering the take-off and landing fuel.** The system will record that a refuel has taken place if the take-off fuel is greater than the landing fuel in the previous sector. Once complete, click "Save". The crew duty record form will appear, first for the captain, then for the other crew.



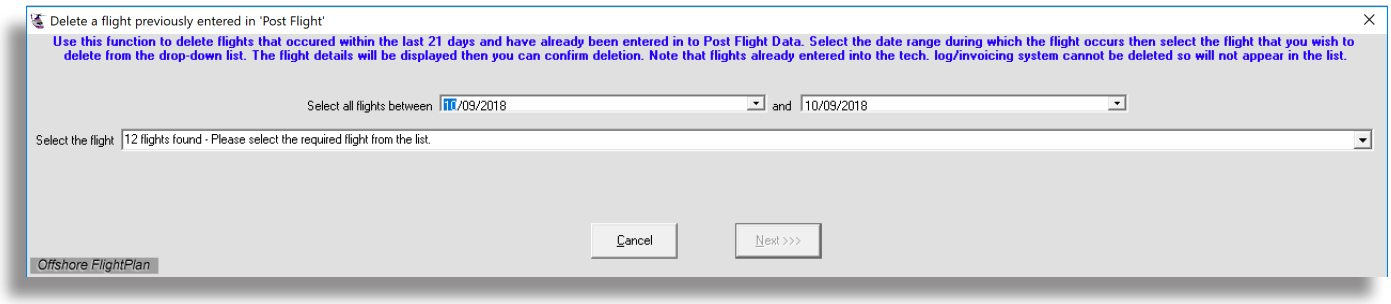
Select the duty type and check that the duty start and end times are correct. The duty start and end times are constrained to take into account the start time of the first flight of the day and the end time of the last flight of the day together with the pre and post times that are defined in the “Settings”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

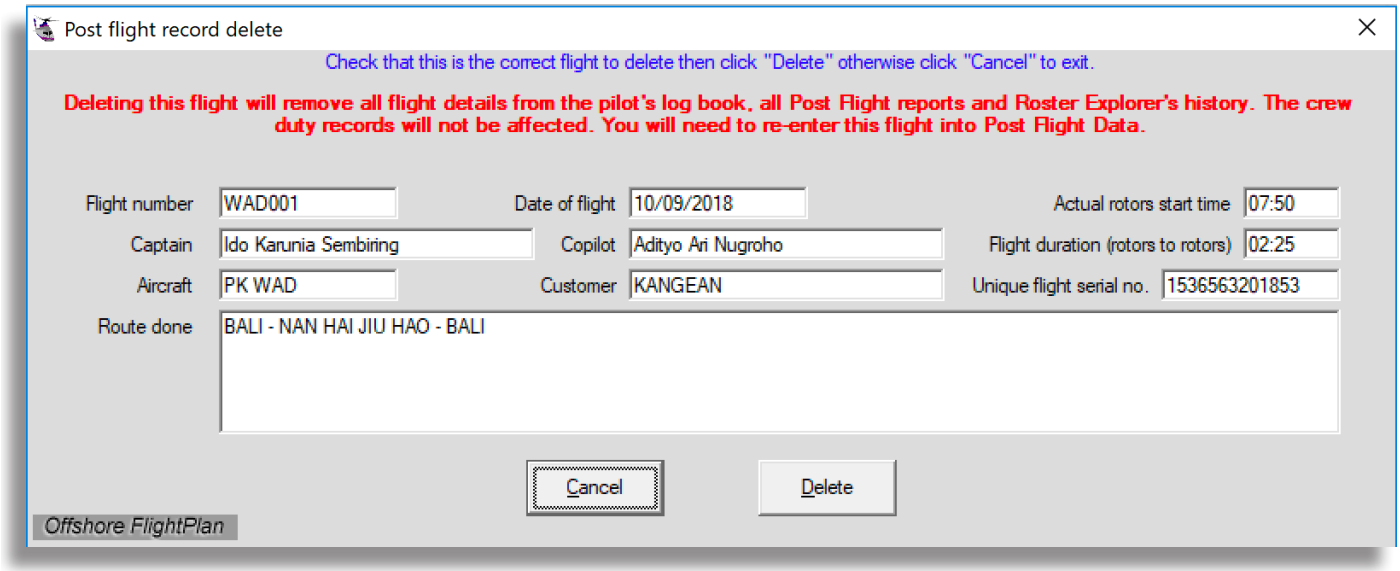
Post Flight - Delete Post flight data

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”.



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.

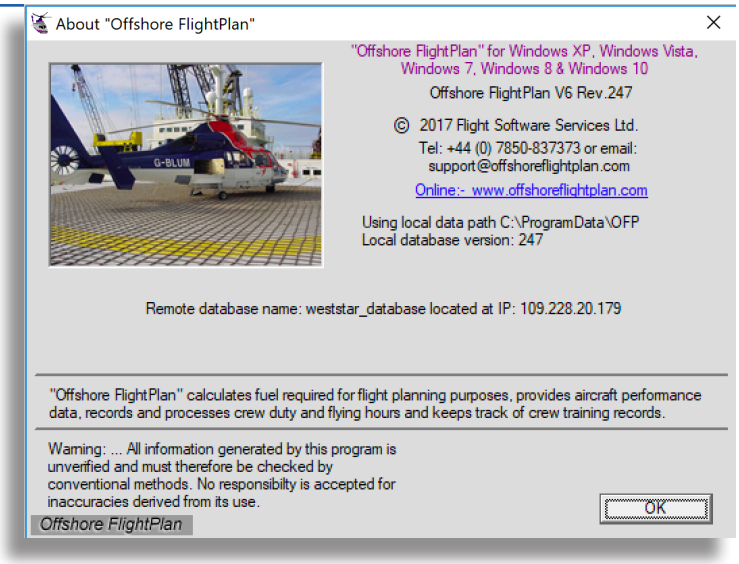


About

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.