PAPERLESS INSPECTION PROCESS
GETTING STARTED & DOCUMENTING
When we are talking about “Paperless” inspections such as ISO, HSC and PDM, it does not mean that you simply stop printing out the paper forms and VOILA! you’re doing it.

There are pre, during, and post steps that must be taken to assure that you are accurately documenting maintenance AND capturing digital signatures!

If you are not doing them... or G081 is not requiring you to do them... then you are NOT in the paperless environment of G081.
Are you really? If the answer to any of these questions is “No”... Then, you are **NOT** paperless!

- Did the Maintenance Management Analysis/G081 Management office contact the FAO to have paperless turned on for your base?
- Before you drop the package, is someone going to screen 9018 and setting the **Call Sign** field to ‘ISO’, ‘HSC’, or ‘PDM’?
- When taking time on screen 9099, will it only allow you to input the employee number of the person who is currently logged in to G081?
LET'S TAKE IT BY THE NUMBERS...

STEP 1: Defining and Understanding What Is A Paperless Inspection

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- Process by which ISO, HSC and PDM maintenance documentation can be captured in the Maintenance Information System (MIS) only, negating the need for printed forms

- In lieu of paper forms, this process was built to include a digital signature protocol
  - The individual logged in to G081 when documenting maintenance on screen 9099 can ONLY input their own employee number
    - Each person must document their own work in G081
    - A system validated match of the USERID logged in and employee number entered acts as a digital signature, replacing the need for signed paper forms
STEP 2: Activating Paperless Inspections for Your Base

- The Paperless Inspection process is **NOT** automatic in G081; it must be turned on for each base individually.

- To activate paperless for your base, your local G081 Manager/Office must make the request by sending an e-mail to the Functional Assistance Office (FAO) org-box.
  - Typically, they will initially activate the base on the TEST site only; this allows you time to make sure this is something you want to do.
  - Depending on the current workload of the programmers, activation is typically processed the same day, but no greater than 2-3 days of the request.
STEP 3: Getting Prepared For Paperless Documentation

Before you can even think about dropping the package, there are 3 actions that **MUST** be taken to facilitate the paperless environment:

- Review / Update Personnel Records
- Review current packages
- Update / Modify current packages

These can be done before or after activation but **MUST be done BEFORE** you drop that first package to begin using the paperless process.

Accomplishing these actions is **TIME CONSUMING!!!**

- You cannot decide to go paperless today and be ready to rock and roll tomorrow.
- You will need to plan lead time away to accomplish these three processes, so be sure to manage the expectations of your leaders.
**1st Action**

Review/Update/Add G081 USERIDs on Screen 9046 - Personnel Management

- All users must have their profile updated to include their G081 USERID in the **UID** field of this screen
  - This allows a digital signature to be captured when taking time on screen 9099

**NOTE 1:** If a maintainer **does not** have a G081 USERID, then they **cannot** perform maintenance under the paperless inspection process because they **will not** be able to sign off what they accomplished.

**NOTE 2:** If a maintainer allows their G081 USERID account to be deleted for non-use, their USERID will automatically be removed from the 9046 record. Once a new USERID is assigned, 9046 will also need to be updated for this item.
An Alpha Roster that includes the employee number and USERID is the easiest way to review your unit personnel records to prepare for the paperless inspection process.

Your local Analysis/G081 office can run a 67069 report for your unit or a specific shop, as needed.

Personnel in **RED** to the right would need to have their record updated on screen 9046 prior to initiating the paperless inspection process.

**If they have a G081 USERID, simply add the information to their 9046 profile.**

**If they do not have a current G081 USERID, they will need to have an account created by submitting a DD Form 2875 to the Analysis/G081 Management office. Once they have a USERID assigned, it needs to be added to their 9046 profile.**
Access to this screen is locally determined, but is usually limited to:
- Maintenance Management Analysis / G081 Management
- Programs and Mobility
- Maintenance Training

STEP 3: Getting Prepared for Paperless Documentation
To access the personnel record:

**ACTION:** R [Get Records for Known Emp # or Known Shop]

**Employee Number:** <enter the 5-digit employee number>

To update the personnel record:

**ACTION:** C [Change a Record. All “-” equal space]

**UID:** <enter the 7-character USERID>
2nd Action

Review All Packages using Screen 9004 - Package Discrepancy Master or Batch Report 67143 - Special Discrepancy Verbiage (Requested through the Analysis/ G081 office)

- Ensure that there are no duplicate jobs in the package
- Validate discrepancy information, such as T.O. references, WUCs, assigned shop, etc
- Identify which jobs will be active and which will be suppressed when the package is initially dropped
  - Suppression of jobs is only available in the paperless inspection environment

STEP 3: Getting Prepared for Paperless Documentation
2nd Action (cont.)

- Designate which jobs will be active and which will be suppressed when the package is initially dropped (cont.)
  - This allows the ISO Dock Chief to manage which jobs show as open / being worked at any given time during the inspection process without creating separate packages for tasks to be dropped when needed during the inspection process.
  - This also prevents the forms in the MIS from displaying inaccurate in-work status items on the aircraft (i.e. warning tags installed for a maintenance action that has not been started yet, therefore no tags are physically installed).
Most users can access this screen to run a report to review packages.

Access to update packages using this screen is locally determined, but is usually limited to:

- Maintenance Management Analysis / G081 Management
- Plans, Scheduling and Documentation
- ISO Dock Chief
- Shop Supervisors who manage repetitive / large maintenance processes using packages
If you have full access to this screen, the **Update Report** option is the easiest method to review jobs and makes updates/changes to each, as you go.

**STEP 3: Getting Prepared for Paperless Documentation**

To review and update packages using screen 9004, input the following and hit **Submit**:

- **TRANS**: U [Update Report]
- **BASE**: `<your base code>`
- **MDS**: `<applicable MDS>`
- **TYPE**: `<inspection type you are reviewing>`
By clicking the notepad icon, you will open an editable window for that package item / sequence number.

Make changes, as needed, and then click **Update** to submit the changes to that item / sequence number.

You may need to refresh the page to see your changes on the screen.
If you do not have full access rights to this screen, you can use the Report option to review jobs in the package.

Any items that need to be updated would have to be passed to someone with full access to accomplish.

To review packages using screen 9004, input the following and hit Submit:

- **TRANS:** P [Report]
- **BASE:** <your base code>
- **MDS:** <applicable MDS>
- **TYPE:** <inspection type you are reviewing>

**STEP 3:** Getting Prepared for Paperless Documentation
This report will display all jobs for the package.

You can view up to 50 lines at a time to review.

- This can be daunting in this format; for example, this package has 597 line items.
- You also have to make your notes on paper as edits cannot be made in this view.
  - You can right-mouse click and send to your printer, but it ain’t pretty and you can only print one page (screen view) at a time.
To review packages using batch report 67143, you will need to request the G081 / Analysis office to create a report for your access.

- Once created, they can give access to specific shops to run the report, as needed, via screen 9058 – Shop Batch Job Execution.
  - Any member of the shop can process the report to review packages.
  - The same report can be created for multiple shops to ensure one shop’s edits will not affect another’s.

To access available reports using screen 9058, input the following and hit Submit:

**BASE:** <your base code>

**SHOP:** <shop name the job was created against>
Each report will have 2-3 options

- **Execute / Process the report**
  - This will process the report and send it directly to the designated G081 printer
  - Use this option if you don’t need to edit the report filters
- **Edit the report**
  - This will pass you through to screen 9029 to update/edit the report filters
- **Delete the report**
  - Be Careful! Once deleted, only the Analysis office can rebuild

**STEP 3: Getting Prepared for Paperless Documentation**

Select the notepad to edit the report for the inspection you want to review
When you click on the notepad, you will be taken to screen 9029 - Batch Update and Execution where you can edit the report filters.
The report should be created with standard specifications and the only filter you will need to update in most cases will be the package type.

You can also filter the report to only provide jobs in the package for your shop!

To see all of your filter options, click on this icon to access the Help Screen.

To update/edit the report filters, input the following and hit **Submit**:

**ACTION:** U [Update the lower part of the screen]

**Line 3 - Col 5-6:** <enter the 2-character package TYPE>

**Line 3 - Col 7-9:** BLANK - report will be a verbiage list like you get on screen 9004 ~or~ 781 - report will be in 781A form format
The asterisk in the last column is what gives users in the shop access to make changes to that line of code.

If the asterisk is removed or shifted to another column, the report will be locked and only a member of the Analysis/G081 office will be able to fix it.

*** WARNING ***
*** WARNING ***
*** WARNING ***
DO NOT MOVE or DELETE THE ASTERISKS IN COLUMN 79 - THE VERY LAST COLUMN

STEP 3: Getting Prepared for Paperless Documentation
67143 - BLANK option sent to text-to-file or network (paper) printer

- Open text file in Word, set page to landscape, margins to 0.3 all 4 sides, and font to Courier New, 8pt
  - Need to format but you can type your changes in RED and/or highlight jobs that need to be updated/removed
- Open text file in Notepad, no formatting required
  - You can type your changes in the document, but you cannot use color fonts or highlighting so it may blend in
67143 – 781 option sent to text-to-file or network (paper) printer

- Open text file in Word, set page to landscape, margins to 0.3 all 4 sides, and font to Courier New, 8pt
  - Need to format but you can type your changes in RED and/or highlight jobs that need to be updated/removed
- Open in Notepad, no formatting required
  - You can type your changes in the document, but you cannot use color fonts or highlighting so it may blend in
3rd Action

Update Packages, as needed, using Screen 9004 - Package Discrepancy Master

- Pull up each item in the package requiring updates and make the necessary changes
- Add the suppression indicator to jobs, as needed
  - This indicator will ensure that whenever the package is dropped, this item will be initially suppressed
  - You do not need to review/change these indicators each time the package is dropped
  - Suppressed jobs can be manually unsuppressed via screen 8035, as needed
  - Jobs initially dropped as unsuppressed can be manually suppressed, as needed, using screen 8035
Again, if you have full access to this screen, the **Update Report** option is the easiest method to make updates/changes to each.

**STEP 3: Getting Prepared for Paperless Documentation**

**To review and update packages using screen 9004, input the following and hit **Submit****

- **TRANS:** U [Update Report]
- **BASE:** <your base code>
- **MDS:** <applicable MDS>
- **TYPE:** <inspection type you are reviewing>
By clicking the notepad icon, you will open an editable window for that package item / sequence number.

Make changes, as needed, and then click **Update** to submit the changes to that item / sequence number.

› You may need to refresh the page to see your changes on the screen.
Another option is to scroll through each item and make changes, as needed.
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To scroll through items, leave the **Trans** field as it is, and just hit **Submit**.

To update items, make necessary changes, input the following and hit **Submit**:

**TRANS:**  C [Change]
You can also go directly to the sequence number you need to update.

In the **Start Seq** field, enter the sequence number just **BEFORE** the one you want to review.
Step 3 is the largest part of preparing for the paperless inspection process, and once it is completed you are ready, but...

- You cannot decide to go paperless today and be ready to rock and roll tomorrow
- You will need to plan lead time away to accomplish these three processes, so be sure to manage the expectations of your leaders

You **MUST** complete all of the steps prior to starting the paperless inspection process

- TRUST ME... if you don’t, you will regret it and the problems it will cause will not be worth whatever time you **THOUGHT** you were saving

Manage your own expectations!!

- Each of the planning processes requires coordination between one or more shops
- Allow time for all parties to do their part without it becoming another “**NEED IT YESTERDAY**” task
**STEP 4: Starting A Paperless Inspection**

- **BEFORE** you drop the package on screen 9001, the **Call Sign** on screen 9018 **must be set** to ‘ISO’, ‘HSC’, or ‘PDM’, as applicable to the inspection to be performed.
  - This will activate the paperless protocols for THAT inspection and any others that are dropped while the call sign is specified as stated above.

  *** WARNING ***
  *** WARNING ***
  *** WARNING ***

IF YOU DROP THE PACKAGE BEFORE CHANGING THE CALL SIGN...
YOU ARE NOT IN PAPERLESS MODE!!

If NO Maintenance Actions Have Been Documented:
Delete the package, Set the Call Sign on 9018, Re-drop the package

If Maintenance Actions HAVE Been Documented:
  **Option 1:** Delete all documented MDC on 9056, Delete the package, Set the Call Sign on 9018, Re-drop the package, Re-Enter the MDC
  **Option 2:** PRINT OUT THE FORMS, have maintainers sign off the paper forms for completed maintenance items and proceed with the inspection in NON-Paperless mode.
Access to this screen is locally determined, but is usually limited to:

- Maintenance Management Analysis / G081 Management
- Maintenance Operations Control Center
- Plans, Scheduling and Documentation
**AIRCRAFT UPDATE – F9018**

- All users should have access to review aircraft data

**To pull up aircraft data using screen 9018, input the following and hit **Submit**:**

**Serial ID:** <input the aircraft serial number>

**BASE:** S [Scan Data] your base code

**STEP 4: Starting A Paperless Inspection**
To see the **Call Sign** field, open the **Airframe Information** section.
To see the Call Sign field, open the Airframe Information section.
STEP 4: Starting A Paperless Inspection (cont.)

- You have now activated the paperless protocols in G081
  - Any package dropped against this aircraft will require the individual who performed the maintenance to log in to G081 and sign-off their own jobs
  - Any errors made can only be corrected by the person who performed, and therefore documented, the maintenance action
STEP 5: Dropping the Inspection Package

- Using screen 9001, you drop the package against the aircraft as you always have in the past, whether paperless or not.
Nothing new… Make your entries as you always have

To drop a package against an aircraft, input the following and hit Submit:

- **SERIAL ID:** <aircraft serial number>
- **BASE CODE:** <your base code>
- **MDS:** <aircraft MDS>
- **TYPE ITEM:** <package type>
- **JCN:** <YYDDD – the sequence will pre-fill based on the package>
- **WHEN DISC:** <applicable WD code>

**STEP 5: Dropping The Inspection Package**
That’s it in a nutshell! Let’s review....

1. Review personnel records on screen 9046 or batch report 67079
2. Update personnel records, as needed, on screen 9046
3. Review packages on screen 9004 or batch report 67143
4. Update packages, as needed, on screen 9004
5. Change the aircraft call sign on screen 9018 to ISO, HSC or PDM, as applicable
6. Drop the package using screen 9001
Preparing to go paperless is MUCH MORE time consuming than most people realize

› Manage expectations!
› Take your time going through the preparation steps and REVIEW your preparations!

Invest in the time to TEST the process using the G081 Test/Training site before going LIVE

› This will help you resolve any preparation issues missed BEFORE you actually have the package in the LIVE database
› Once you have edited/built the packages correctly in TEST and tested the process, you can request the TEST package(s) be copied to the LIVE database so you are not duplicating the effort
   • This also keeps the LIVE packages useable until you are ready to go paperless
Each maintainer **MUST** enter their own maintenance data in G081 while in the paperless environment

- If Joe does the work, then Joe must log in to G081 to enter his own time and employee number
- If Linda is logged in and tries to input Joe’s employee number, G081 will give her a reject message
- This is how we capture a **LEGAL DIGITAL SIGNATURE**!

**NOTE:** Yes, Joe can still use crew size 2, 3, etc., since their employee numbers will not be entered

Each maintainer **MUST** correct their own errors on the 9154 Error Report for Supervisor MDC and DITMDC reviews

- Again, this is part of the **LEGAL DIGITAL SIGNATURE** protocol!
- Keep this in mind when traditional Guard & Reserve personnel are documenting weekend maintenance actions
  - If not identified and corrected before they leave, those errors will remain in the system until that person’s next duty day
PRINTING INSTRUCTIONS

This product was created in a presentation format for use in a briefing environment (big screen).

If you want/need to print this document, it is recommended that you do so by using the Grayscale printing option. This can usually be found in printer properties. Locations within the properties may vary depending on your printer.

QUESTIONS OR SUGGESTIONS

If you have questions, suggestions for improving any of the G081 User Guides, or if you note any errors in the processes as described, please contact HQ AMC/ A4PI:

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Remember, any problems with G081 programs must be addressed through your local G081 Manager.
FAO (DISA)

G081 Help Desk Contacts

ALWAYS CONTACT YOUR LOCAL G081 MANAGER/ANALYST FIRST

Tamla Lance    ~    Travis Early    ~    Lydia Faalogo
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G081 Contacts

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