



Safety & Risk Management System

AQD WORKBENCH FUNCTIONAL OVERVIEW

Version 7.2.1



For further information

Email: info@superstructuregroup.com
Website: www.superstructuregroup.com

Head Office

Superstructure Group Limited
Ash House, Fairfield Avenue
Staines, Middlesex TW18 4AB
United Kingdom
Ph +44 870 803 3579
Fax +44 1784 224 245

Regional Office

Superstructure Group A.P. Limited
Level 1, 19 Tory Street
P O Box 19127, Courtenay Place
Wellington, New Zealand
Ph +64 4 385 0001
Fax +64 4 381 3934

Copyright © 2011 Superstructure Group Limited

All rights reserved

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written permission of Superstructure Group Limited, the copyright holder.

This document is the property of Superstructure Group Limited and may not be disclosed to any third party or copied without consent.

Table of Contents

AQD Workbench Functional Overview 1

 Introduction1

AQD Workbench Functions 2

 Check Out Audits / Investigations2

 Check In Audit / Investigations3

 Synchronise Reference Database3

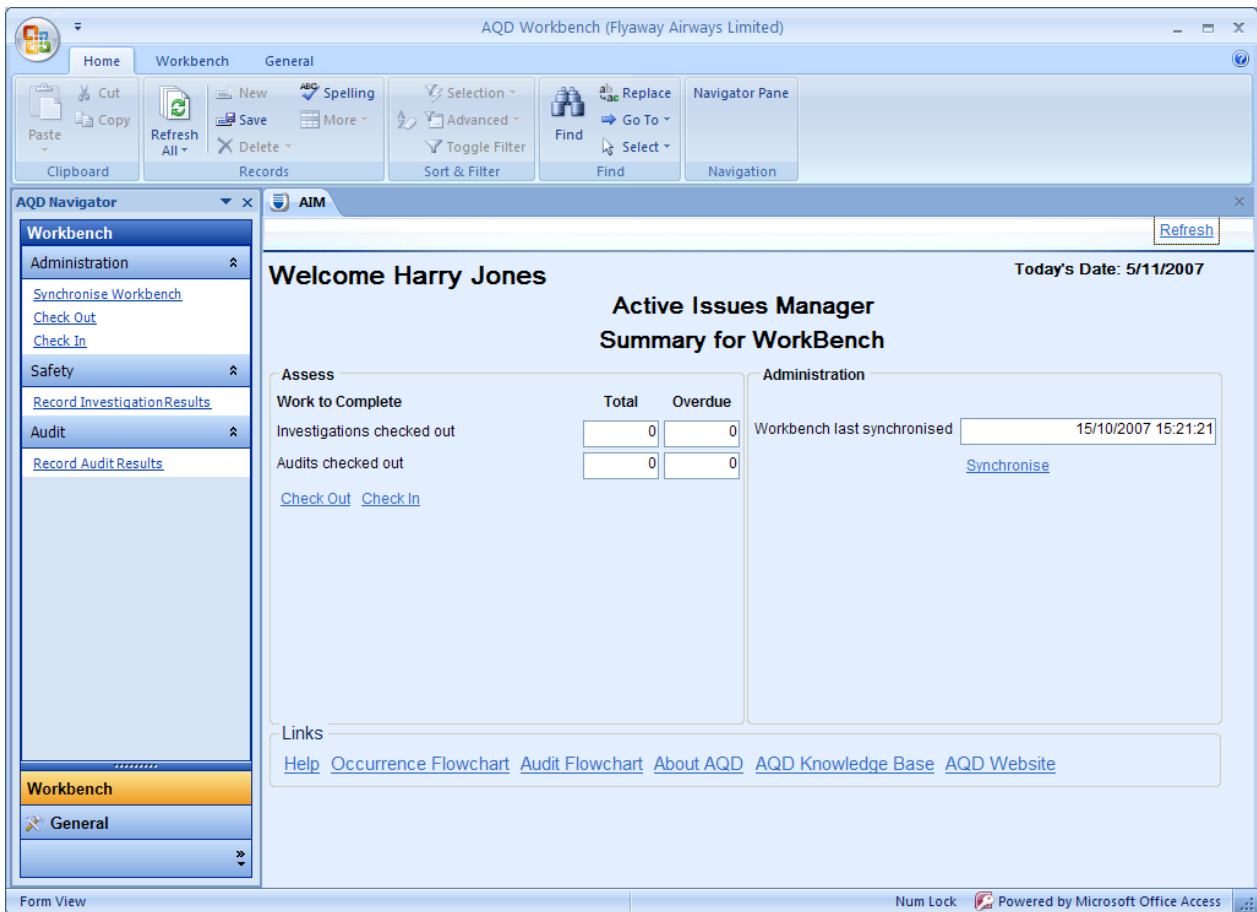
 Record Audit Results4

 Record Investigation Results4

 Workbench Reference Codes.....4

 Workbench Control Administrator4

AQD Workbench Overview Display



AQD Workbench Functional Overview

Introduction

AQD Workbench is an optional tool that can be purchased as a separate add-on to AQD. It contains a set of tools designed to allow an auditor or an investigator to record the results of their audit/investigation on a stand alone laptop, without any connection required to the AQD database, not even via the Internet.

This allows the results to be entered when access to a phone line is not practical, maximising the productivity of auditors and investigators working off site – reports can be written up on trains, in planes, waiting at airports or at the client's site.

Although phone connections may be available in such locations, they can be expensive, so we have ensured that AQD Workbench is independent even of the Internet.

The concept of AQD Workbench is as follows:

- AQD Workbench is a separate database that exists on a laptop – each Auditor/Investigator can have their own laptop with their own copy of AQD Workbench.
- Audits and Investigations are copied out (Checked Out) of the main AQD database, onto the laptop. While an Audit or Investigation is Checked Out, no one else can maintain it – this prevents update conflicts between AQD Workbench and the main AQD database.
- The Auditor or Investigator can enter the results on the Audit/Investigation (Findings, Actions, Report etc) using tools identical to those within AQD itself.
- Once the Auditor or Investigator returns to the office (or reaches somewhere with suitable telephone access), the Audit/Investigation details can be copied back (Checked In) to the main AQD database. This interface from the laptop to the AQD Database can be achieved either via direct connection to the network or via modem using RAS.

More detailed technical information is available on the Superstructure Web site, in the AQD Datasheet called "AQD Workbench Technical Briefing".

AQD Workbench Functions

The following section describes the AQD Workbench functions in more detail. Some of what is discussed assumes an existing knowledge of AQD.

Check Out Audits / Investigations

Allows you to copy one or more AQD Audits or Investigations from the main AQD Database to the AQD Workbench database. This includes any “results” (Findings, Causes and Actions, Investigation Synopsis, Investigation Report, Checklist scores and any attached documents) that may have already been entered or previously checked in.

The Check Out process also ensures that you have an up-to-date copy of the Audit and Investigation Report templates.

You can only check out AQD Audits and Investigations that are assigned to you and have been started. Once the Audit or Investigation is checked out, no one will be able to alter data associated with that Audit or Investigation on the main AQD database until it is checked back in. An exception to this is that Log entries can be recorded against a checked out Audit or Investigation. Occurrences linked to checked out Investigations can still be amended.

Check Out Form

Audits/Investigation Assigned to: Harry Jones

Investigations
 Audits
 Both

ID	Title	Owner	State	Priority	Est Hr	Target Start	Target End
06/SI/4	Engine Ground Run Safety Incident	Quality Assurance	In Progress	Medium	0	25/10/2006	25/11/2006
07/AUD/10	Component & Powerplant Maintenance	Internal Audit Group	In Progress		8	1/05/2007	31/05/2007

Ok Cancel

Check In Audit / Investigations

This facility copies the selected Audits and Investigations that are currently checked out on that laptop back to the main AQD Database. This includes copying all changes to Findings, Causes, Actions, Audit and Investigation Reports, log entries, attachments, scored check lists and the Investigation Synopsis.

Once checked in, the entries are deleted from the laptop (although there is a Check In/Keep Checked Out option if required), and the restriction preventing updates to the data via the main AQD database will be removed.

Check In Form

ID	Title	Owner	State	Priority	Est Hr	Target Star	Target End
07/AUD/10	Component & Powerplant Maintena	Internal Audit Group	In Progress		8	1/05/2007	31/05/2007

Synchronise Reference Database

When AQD Workbench is first installed, there will be no Reference database, so before using AQD Workbench you must use this facility to create it. This must be done while connected to your Network.

A synchronisation should be performed whenever changes have been made to the Reference data in AQD. A full list of reference data is included in the AQD Workbench documentation, but it includes the Checklists, Audit Modules, Organisation Structure, the Aircraft table, Error Descriptors and Causal Factor codes.

Record Audit Results

The tools provided are identical to those available in AQD, except that the ability to change the state of an Audit is not required.

Record Investigation Results

The tools provided are identical to those available in AQD, with the following restrictions:

- Changing the state of an Investigation is not required.
 - Occurrences linked to Investigations are for reference only.
 - It is not possible to link new Occurrences to an Investigation.
 - Capture of Occurrence Costs is not available.
-

Workbench Reference Codes

When Findings and Actions are entered on AQD Workbench, they are assigned a number which is different to those used by the main AQD system. This ensures that the number is unique when AQD Workbench does not have access to the AQD database.

For example, the format of Finding numbers is FnnnWW-yy (as opposed to the usual Fnnnn-yy) where WW is a unique Workbench ID consisting of two alphabetic characters. Similarly, the format of the Action number is AnnnWW-yy.

The Workbench ID is allocated the first time you register AQD Workbench after installation.

Workbench Control Administrator

This will only be available to AQD Superusers and enables them to edit the table that records which Audits and Investigations are currently checked out. This is for emergency situations only, such as if a laptop is lost/stolen with items still checked out. Deleting the AQD Workbench Control records will allow the Audits/Investigations that were checked out on that laptop to be accessed again from within AQD.
