

**== Before Sending Unit to 'Costing', please verify ==**

- Labour hours added to tasks you worked on
- Tasks have notes on them to say what you've done – also add name, EMPLOYEE #, and date
  - *'UNIT ASSEMBLED: READY FOR TEST. Chandler Bing XSM 0123, Jun.29, 2022'*
- Check for **ADs** and **SBs** to see if any apply to unit
- Upload pictures to Quantum: Damage pics / Missing Parts pics
- Ensure "missing" IPC is scanned (if you have missing parts, include scan of CMM indicating that missing parts are required as per CMM)
- Edit Header (**G E**) => quoted for: **insp/test, repair, OH** – if warranted indicated, update: **We Resp** or **Cust Resp**, etc....
- Ensure 'PN out' is correct (e.g.: carrying out an **SB** may change **PN**) => edit in Header (**G E**)
- Close tasks (only if you're qualified and have SCA)
- Ensure Tear Down / Inspection Report is written => ensure CMM is referenced in Faults Section (under Repair) (\*\*DO NOT reference TEIs on Tear Down)

**== Before Closing WO & Signing Maintenance Release, please verify ==**

- Final Assembly is complete
- 2 AJWT stickers attached to unit
- Lockwire is complete
- AJWT 'heatshrinks' applied to lockwire (as necessary)
- 'Final Pics' are uploaded to Quantum (finalizing unit)
- Test Papers are uploaded to Quantum
- Labour hours are added to tasks
- Edit Header (**G E**) => quoted for: **insp/test, repair, OH** – if warranted indicated, update: **We Resp** or **Cust Resp**, etc....
- Edit Header (**G E**) => under 'Miscellaneous' (for 'Block 12' on Form One)- ensure current revision of CMM is referenced
  - *'This unit was repaired in accordance with CMM \_\_-\_\_-\_\_, Rev. xx, Dated: xxx xx/xx.'*
  - *'For more information, please refer to the Tear Down / Inspection Report'*
- Check for Times and Cycles of unit (**G E**) - for Time Life units, include times (TSN, CSN | TSR, CSR | TSO, CSO) in 'Block 12' of Form One
- Check Q-Pulse for TCSI (Customer Special Instructions)
- Ensure Tear Down / Inspection Report is finished (\*\*DO NOT reference TEIs on Tear Down)
- Issue all parts (**M I A S**)
- Airbus Flight Controls: place desiccant with unit in shipping bag – just before bringing unit to shipping
- Check for BLUE shipping-box tag (if you have a BLUE shipping-box tag, attach to Form One / Tear Down Package)
- Ensure GREEN Serviceable tag is attached to unit before bringing unit to shipping