Flight Application

July 2019
AeroFile System Introduction
AeroFile is a fully “Cloud” based solution.
Access to AeroFile

Browser based

Mobile App

Salesforce - AeroFile

Play Store / App Store
## Supported Browsers

<table>
<thead>
<tr>
<th></th>
<th>Google Chrome</th>
<th>Mozilla Firefox</th>
<th>Apple Safari</th>
<th>Microsoft Edge</th>
<th>Microsoft Internet Explorer</th>
</tr>
</thead>
<tbody>
<tr>
<td>AeroFile</td>
<td>Latest (v.65)</td>
<td>Latest (v.59)</td>
<td>11.x+</td>
<td>Latest (v.41)</td>
<td>N/A</td>
</tr>
<tr>
<td>AeroFile Community</td>
<td>Latest (v.65)</td>
<td>Latest (v.59)</td>
<td>11.x+</td>
<td>Latest (v.41)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Note: Latest browser compatibility is on the basis of N-2 (current & the past 2 versions before)*
## Mobile App Requirements

<table>
<thead>
<tr>
<th>Operating System and Version Requirements</th>
<th>Mobile Browser Requirements*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android 4.4 or later</td>
<td>Google Chrome on Android</td>
</tr>
<tr>
<td>iOS 10.3 or later</td>
<td>Apple Safari on iOS</td>
</tr>
</tbody>
</table>

*Note: Mobile App access *requires* mobile internet.
1. FLIGHT SEARCH

1.1 Flight search
1.2 Searching for flight schedule
1.1 Flight Search

- Go to ‘Flight Search’ tab located on the top.

- Choose ‘Flight Application” to search flight application.

- Filter and search for Flight Applications or Flight Schedules by Year / Season, Operator, Application Type / Operation Type / Service Type.
Cont'

- Select preference selection in ‘Sort By’ located on the right.

- Or ordering it by choosing two options - ascending / descending.
Cont’

- Click ‘Search’ located on right above ‘Order’.
1.2 Searching for Flight Schedule

- Example, User may select - ‘Flight Schedules’

- Filter and search for Flight Applications or Flight Schedules by Origin / Destination, Effective from / Effective To, and Aircraft ICAO.
- Or ordering it by choosing two options - ascending / descending.
2. FLIGHT APPLICATION

2.1 Create
2.2 Edit
2.3 Submit
2.4 Revise
2.5 Retiming
2.6 Copy
2.1 Create Flight Application

- Click ‘Flight Application’ tab, user will be directed to ‘Flight Application’ page.

- Click ‘New’ button located on top-right.
Upon clicking ‘New’ button, four option will pop-up, there are ‘New’, ‘Cancellation’, ‘Retiming’, ‘Revision’. Choose ‘New’ and click next.
Flight Application

Cont’

- User required to key-in all the relevant information
Flight Application

Cont'

- Fields marked with the red asterisk (*) are mandatory to be entered.
- Click on the ‘Save’ button at the bottom-right to save the record.
- Click on ‘Save & New’ button to save then create new flight application.
- Click on ‘Cancel’ button to cancel editing flight application.

2.2 Edit Flight Application

- Click on ‘Cancel’ button to cancel editing flight application.

- Fields marked with the red asterisk (*) are mandatory to be entered.
Flight Application

- Fields marked with the red asterisk (*) are mandatory to be entered.
Flight Application

Cont’

- Click on the ‘Save’ button at the bottom-right to save the record.

- Click on ‘Save & New’ button to save then create new flight application.

- Click on ‘Cancel’ button to cancel editing flight application.
2.3 Submit Flight Application

- Select the Flight Application record saved in the previous record and click on the ‘Submit Approval’ button.
Flight Application

Cont’

- There is a pop up field where User can write more detail prior to submission.

- Click on ‘Save & New’ button to save then create new flight application.
Submit application. There will be a green pop up message indicating that the application is submitted for approval.
2.4 Revise Flight Application

- Within the selected flight application record, click the drop down arrow and hit on the ‘Revise’ button located at the top right.

- The Revision instructional pop-up will be displayed to inform the user on the step to perform for a revision.
Flight Application

Cont’

- Click on the ‘Revise’ button to agree to revise flight application.
- Click on the ‘Close’ button to cancel revising flight application.

Upon clicking on the ‘Revise’ button, the User is able to create and save a new Revision Flight Application record.
- A new record with a new Application ID is created.
- The new record retains the same ‘CAAM Approval No.’ as the previously approved new flight application.
The Record Type now display the application as ‘Revision’. 
2.5 Retiming Flight Application

- Within the Flight Application record click on the Schedules tab.
- Click on ‘Retiming’ button to change schedule date and time.

Upon clicking ‘Retiming’ button, instructional conditions will pop-up for retiming.
- If the flight application’s condition is match for retiming, then user can do retiming by clicking ‘Retiming’ button.
Cont'

- Upon clicking on the ‘Retiming’ button, flight application record type will be updated to ‘Retiming’.
Proceed to click on Schedule and modify the details of the flight schedule as necessary. Once all the mandatory fields (*) have been entered, click on the ‘Save’ button.
- Origin / Destination
- Effective From / Effective To
- STD (UTC) / STA (UTC)
2.6 Copy Flight Application

- Clicking on Copy will result in a carbon-copy of the Flight Application AND all its associated Flight Schedules entries being re-created within AeroFile as new record.

- Copy instructional pop-up will be display to inform the User on the step to perform for copying flight application.
Click on ‘Copy All’ button to copy all schedule.

‘Copy Rejected’ Flight Application. Click on ‘Copy Rejected’ button to copy only rejected schedule.
Click on ‘Close’ button to cancel copying flight application.
3. FLIGHT SCHEDULE

3.1 Scheduling a flight
3.2 Flight schedule layout
3.3 Alternates routes entry
3.4 Flight schedule status indicator
3.5 Add flight schedule
3.6 Remove flight schedule
3.7 Rejection reason
3.1 Scheduling a flight

- Within the selected flight application, click ‘Schedules’ tab.

PLEASE BE INFORM THAT FROM 1 JULY 2019 ONWARDS, ALL FLIGHT APPLICATIONS SHOULD BE ON UTC TIME ZONE.
3.2 Flight Schedule layout (Revision)

- Below is flight schedule layout after user revise the schedule, the top value (red one) is the original one or the previous value. Black one in the field is the current value.

3.3 Alternates Route Entry

- Click on the Show/Hide Alternative Route button.
- Enter the alternate ATS Routes (if any) across multiple lines within the pop-up section.
3.4 Flight Schedule Status Indicator

- Approved schedule is marked by green tick.
- Rejected schedule is marked by red cross.

3.5 Add Flight Schedule

- User can click ‘Add’ button at the bottom of the Flight Schedule page.
- There are value field how much user want to add flight schedule.
- Next, click ‘Save’ button.
3.6 Remove Flight Schedule

- User can click ‘Remove’ button at the bottom of the Flight Schedule page.
- There are value fields to indicate how much user wants to remove flight schedule.

- Next, click ‘Save’ button.
‘Copy This Row’ button on Flight Schedule
Open flight application.
Click the schedule’s tab to see and copy the schedule.

Pick one the schedule row (schedule that want to be copied). Click the ‘Copy This Row’ button.
‘Copy This Row’ button on Flight Schedule

Open flight application.

Click the schedule’s tab to see and copy the schedule.

Pick one the schedule row (schedule that want to be copied). Click the ‘Copy This Row’ button.

*Note: Only New flight application has the ‘Copy This Row’ button feature
Cont’

- Upon clicking ‘Copy This Row’ button, schedule will be copied.
- First row of the schedule is the original schedule.
- Second row (inside red square) of the schedule is the newly copied schedule.
Flight Schedule

Cont’

- Required field cannot be empty
3.7 Rejection Reason

- User can see reason if flight schedules has been rejected.
4.1 Partially Approved an Application

- Instead of a full approval, Flight Application can also be selectively or ‘Partially Approved’.
- Any Stakeholder Agency (NSCM / MAVCOM / CAAM) can opt to reject any of the Schedule records within the Flight Application.
- Approved schedule is marked by green tick.
- Rejected schedule is marked by red cross.
APPROVAL LETTERS
5.1 Final Approval Letter - Commercial Scheduled

Upon Final Approval by CAAM, for Commercial Scheduled, the Operator of the approved flight application will receive an official email notification containing the approval decision.
5.2 Final Approval Letter - Commercial Scheduled Extra Flights

Upon Final Approval by CAAM, for - Commercial Scheduled Extra Flights, the Operator of the approved flight application will receive an official email notification containing the approval decision.
5.3 Final Approval Letter – Overflight

Upon Final Approval by CAAM, for Overflight, the Operator of the approved flight application will receive an official email notification containing the approval decision.
5.4 Final Approval Letter - Adhoc

Upon Final Approval by CAAM, for - Adhoc, the Operator of the approved flight application will receive an official email notification containing the approval decision.

**CAAM/AT/1242/05/19**

**ATTN:** SYUHADA AS MAJID @ ZASMAN / MANAGER NETWORK SCHEDULING

**RE:** APPLICATION REF: APP-000875 DTD 30/05/2019

APVL GRANTED TO MALAYSIA AIRLINES BERHAD TO OBT ADHOC FLIGHT EFF 23 JUL 2019 • 31 JUL 2019. DETAILS AS BELOW:

**OPERATOR:** MALAYSIA AIRLINES BERHAD (MM)

**AGFT TYPE/REGION:** DETAILS ATTACHED IN APPENDIX A / TBA

**SCHEDULE (UTC):** EFF 23 JUL 2019 • 31 JUL 2019 AS ATTACHED

**APVL GRANTED:** FULL APV A

**PURPOSE:** ADHOC (MISSRESS)

**ROUTE:** VIA APPROVED ATS ROUTE

**VALIDITY:** 72 HOURS

**REMARKS:**

1. ALL FLIGHTS SHALL BE CARRIED OUT IN ACCORDANCE WITH THE APPROVED SCHEDULE, FAILURE WHICH MAY RESULT IN REVOCATION OF THE APV A
2. AIRLINE SHALL COMPLY WITH ALL TECHNICAL REQUIREMENTS IMPOSED BY CAAM
3. AIRLINE MUST INCLUDE THE PERMIT NUMBER IN THE FLIGHT PLAN UNDER ITEM 18.

**REMARKS:**

TO PAY ALL OUTSTANDING AND, PLEASE CONTACT ASECC UNIT (ASECC@CAAM.GOV.MY, ASECC@CAAM.GOV.MY, FAX: 03-9581 0526).

**REGARDS,**

AZAHAR AMHAD

FOR C.A.A., MALAYSIA

**COPY TO:**

KLATC

MOCA I (WISMA PUTRA)

MOFA II (WISMA PUTRA)

BILLING ADDRESS: MALAYSIA AIRLINES BERHAD
APPROVAL LETTERS (APPENDIX PDF)
7.1 Approval Letter (PDF) – Approved Flight Schedules

Upon Final Approval by CAAM, Operator will get Email Approval Letter together with this Appendix (PDF). For all Approved Flight Schedules, Operator will see list of Approved Flight Schedules as highlighted in the red box.
7.2 Approval Letter (PDF) – Approved Flight Schedules with Code Share

Upon Final Approval by CAAM, Operator will get Email Approval Letter together with this Appendix (PDF). For all Approved Flight Schedules with Code Share, Operator will see list of Approved Flight Schedules – with Code Share as highlighted in the red box.
7.3 Approval Letter (PDF) – Rejected Flight Schedules

Upon Final Approval by CAAM, Operator will get Email Approval Letter together with this Appendix (PDF). For all Rejected Flight schedules, Operator will see list of Rejected Flight Schedules as highlighted in the red box. The reason for each Rejected Flight Schedules also will append to each of the schedules that being rejected.
REJECTION LETTER
6.1 Final Approval Letter - Commercial Scheduled

Upon a Rejection by any of the approving authorities (i.e. NSCM, MAVCOM or CAAM), the Operator of the rejection application will receive the official email notification of the rejection stating the reason(s) for the rejection.
THANK YOU