Hangar Staffing guide

Plan who works on which aircraft, and whether the hours add up

For maintenance leads, directors of maintenance and maintenance control · Avistrata 2.2

Hangar → Staffing answers two questions every week: **do we have enough technician hours** for the aircraft booked into the hangar, and **who is working on which aircraft** each day? It shows each person's available hours day by day, what they're assigned to, and warns when someone lacks a qualification the job needs.

Staffing doesn't keep its own list of people. It uses **Organization → People**: your technicians, their approved time off, and their classifications and training. Staffing only adds what is about planning: shift times, wrench-time efficiency, contractors, and the assignments themselves.

ONCE
1. People
Classifications and training in Organization → People.

ONCE
2. Shifts
Each person's working days and hours in Staffing.

EVERY WEEK
3. Assign
Click a day, pick the aircraft, enter the hours.

ONGOING
4. Watch the load
Red days, missing qualifications, the Forecast.

Where the information comes from

What	Comes from	Notes
Who is on the plan	Organization → People, automatically	Anyone with a maintenance classification (mechanic, technician, A&P, IA, inspector, avionics, B1/B2, apprentice…) or a task card role (approver, QC reviewer, RII inspector, tool checkout). Add others with **+ Add someone**, outside help with **+ Contractor**.
Time off	Approved time off in Organization → People, plus any entered on the hangar plan	Hangar-only time off is for contractors or a quick block; it shows on the person in Organization → People too.
Qualifications	Classifications and passed, unexpired training in Organization → People, plus hangar-only ones	Use hangar-only qualifications for things that aren't a classification or course, such as *Engine run* or *Taxi*. Names match regardless of upper or lower case.
Shifts and efficiency	Staffing (click a person's name)	New people start on Mon–Fri 07:00–15:30. Efficiency defaults to the hangar setting (80%).
Aircraft to work on	Hangar bookings (Board / Floor)	Only aircraft booked into the hangar on that day can be assigned.

How available hours are worked out

Available hours = shift hours × wrench-time efficiency, and **0 on a day off**. Wrench time is the share of a shift actually spent on aircraft, after briefings, paperwork, parts runs and breaks.

> **Example.** A 07:00–15:30 shift is 8.5 hours. At 80% efficiency that's **6.8 h** a day on aircraft. Two technicians give 13.6 h, shown rounded as **14 h** in the bottom row. On a day one of them is on approved vacation, the total drops to 6.8 h and their cell shows **Off**.

The bottom row, **Assigned / available**, adds up everyone for each day. The same hours feed the Hangar **Board** (daily load) and the **Forecast** (next 90 days of booked and coming-due maintenance against your hours).

1 Set people up in Organization → People ONCE

1. Give each technician a **classification** (for example *A&P Mechanic*, *IA*, *Avionics Technician*). That's what puts them on the hangar plan.
2. Record **training** with expiry dates (for example *Borescope*, *NDT*). Passed, unexpired courses count as qualifications.
3. Approved **time off** counts automatically.

Open Hangar → Staffing: the people appear on their own. Someone you take off the plan stays off until you add them back.

2 Set shifts ONCE

1. Click a person's name. Under **Shifts**, tick the days and set the start and end time. Add a second shift line for a different pattern (for example a Saturday half day).
2. Set **Wrench-time efficiency** only if this person differs from the hangar default (for example 0.6 for a lead who spends time on paperwork).
3. The window also shows their time off and qualifications from Organization → People (read-only). Add hangar-only time off or qualifications below them if needed.
4. Untick **On the plan** when someone leaves or moves off the floor.

3 Assign work EVERY WEEK

1. Pick the week with ◀ / ▶ or **This week**.
2. Click a person's cell on a day. The window shows their available and already-assigned hours.
3. Choose the aircraft (only aircraft booked into the hangar that day are listed) and enter the hours. The hours default to what they still have free.
4. To undo, click the cell again and **Remove** the assignment.

The cell shows	Meaning
White, e.g. **6.8 h**	Available, nothing assigned yet.
Green, with tail numbers	Assigned, within their hours.
Red	Assigned more hours than they have that day.
Grey, **Off**	Approved time off (from People or the hangar plan).

missing qualification	The booking needs a qualification this person doesn't have on file (or it has expired).

4 Qualification checks

A hangar booking can list the qualifications its people need (**People need** on the booking, for example *IA* or *Avionics*). In **Hangar → Setup**, choose what happens when someone without them is assigned:

- **Off:** no check.
- **Warn** (default): it's allowed, and the cell and the assign window show the warning.
- **Block:** the assignment is refused until the person has the qualification on file.

Who can do what

- **Plan** (assign, set shifts, add people): organization admins and people with the *Director of Maintenance* or *Maintenance Control* role.
- **View:** everyone with access to Hangar.
- **People, classifications, training and time off** are maintained in Organization → People by whoever manages those today.

Questions

Question	Answer
Someone is missing from Staffing.	Give them a maintenance classification or task card role in Organization → People, or use **+ Add someone**. If they were taken off the plan, **+ Add someone** brings them back.
A pilot or office person appeared.	They have a maintenance classification or task card role. Click their name and untick **On the plan**; they stay off.
Time off isn't showing.	Only **approved** time off counts. Pending requests don't reduce hours.
A qualification shows as missing, but they have it.	Check the name matches the booking's (case doesn't matter, spelling does) and that the training hasn't expired. Or add it as a hangar-only qualification.
How do contractors work?	**+ Contractor** adds a name with a default shift. Enter their time off and qualifications in Staffing; they aren't in Organization → People.

Need help? Email support@avistrata.com . · www.mrotracker.com
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