



Air Maestro® Module Overview

Default Features and Modules

Module/Feature	Description
 Aircraft Register	Track information relating to the aircraft in your fleet, including: base location, registration, serial number and internal and external aircraft configuration.
 Document Library	Store all of your operational and safety management documentation in a secure library, which enables controlled distribution to your personnel. This includes the ability to monitor the receipt and opening of documents by your personnel.
 Enhancement to current modules	Air Maestro® is updated quarterly, free of charge with new features and enhancements.
 Hosting Service	Air Maestro® is offered as a hosted service, delivering security and redundancy, whilst avoiding unnecessary expenditure on the purchase and support of your own software and hardware required to host Air Maestro®. If required, we can deploy Air Maestro® to your internal server, providing it meets the minimum technical specifications.
 Integrated Alert System – Email and SMS	Automatic alerts notify the relevant personnel about updates to documents, upcoming audits, approaching recency items, roster changes and new safety reports based on your own controls and parameters.
 Location Register	Store contacts, addresses and photos for your base locations. Additionally, you can manage facilities within locations, including: aircraft landing sites, helicopter landing sites, fuel depots and maintenance facilities.
 Online Help	Air Maestro® includes a searchable Online Help Guide, with step-by-step instructions for all features within Air Maestro® and a collection of Frequently Asked Questions (FAQs).
 Personnel Management	Manage personnel contact details, aircraft endorsements and licences in a single repository. Monitor personnel recency and work practice compliance, using a single integrated system.
 Reporting Services	Flexible and comprehensive reporting enabling analysis and trending on all of your operational and safety information, such as safety reports and exceeding work practices.
 Search Function	Air Maestro® contains an easy to use search function. A Quick Find search is also available on most screens, allowing you to quickly locate aircraft, locations, safety reports and people.
 Upload Rosters	Designed for organisations who do not wish to use Air Maestro's Online Rostering capability, the Upload Rosters module allows management to upload and distribute rosters to personnel in PDF or Excel format.
 Website Links	Track your favourite company and personal internet links in Air Maestro®. This is a useful feature for personnel who travel to other locations and may not have access to their own PC and internet favourites.



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Optional Modules

Module	Description
 Clinical Occurrence Reporting	The Clinical Occurrence Reporting module integrates seamlessly with the Safety Reporting module, to capture and investigate incidents, potential hazards, hazards and accidents related to paramedics and clinical crew.
 FAID® Fatigue Risk Assessment	Internationally recognised fatigue risk-assessment tool which is integrated into the Rostering and Flight and Duty Timesheet modules, enabling proactive monitoring of fatigue levels.
 Flight and Duty Timesheets	Flight and Duty Timesheets are integrated with work practice controls, allowing personnel and relevant managers to monitor compliance. Personnel are automatically prompted to complete and submit Discretion Reports when controls are exceeded.
 Flight Records	Simplify the recording of flight information, to reduce errors and save your organisation valuable time. Reporting capabilities easily transmit flight information to Engineering and Finance departments, to aid with aircraft maintenance planning and client billing.
 Hazard / Risk Register	Identify and record the hazards in your organisation and evaluate and manage the associated risks.
 Leave Management	Manage annual leave requests and approvals in an online environment. Approved leave is automatically populated in the roster.
 Rostering	Rostering for personnel and aircraft, incorporating customisable work practice controls to ensure compliance. Timesheets are automatically updated when changes are made to the roster, reducing data entry errors. Integration between rosters and timesheets allows you to compare between planned and actual rosters, facilitating continuous improvement of roosting practices.
 Pilot Log Book	After an initial setup of hours brought forward, total flying hours and landings are automatically updated after an entry in the Flight and Duty Timesheet, eliminating double entry.
 Purchase Orders	Track all your company purchases, with a customisable approval system.
 Quality / Audit Management	A comprehensive tool for planning, scheduling and managing all of your internal and external audits, which may be linked with Safety Reports. Includes a register to assign and manage corrective actions.
 Recency Management	Ensures that all of your pilot and other personnel recency requirements are current. Allows you to compile and filter reports for recency items which are expired or approaching expiry.
 Safety Reporting	Risk-based safety reporting including: Flight, OHS, Clinical, Defect and Quality reports. Interactive investigation and analysis forums allow the involvement of all required personnel to contribute. Management review and sign-off of each report is supported.
 Timesheets – all personnel	In addition to Flight and Duty Timesheets, Air Maestro® allows you to create customisable Timesheets for your Crew, Engineers, Operations and Clinical personnel.
 Training & Checking – online exams	The Exam module gives your organisation the ability to distribute and manage exams online, reducing excessive paperwork involved with paper based exams. Authorised personnel can easily assign, automatically mark and report on exams.
 Work Practice Management	Create custom FAID®, duty, flight and minimum rest period work practice controls to track personnel compliance and trigger alerts within the Timesheets and Rostering when a control is breached.