Guidance on usage of EFOD online and offline
Select CC/EFOD from main menu
Select an annex to be updated/exported

<table>
<thead>
<tr>
<th>Annex</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PERSONNEL LICENSING</td>
</tr>
<tr>
<td>2</td>
<td>RULES OF THE AIR</td>
</tr>
<tr>
<td>3</td>
<td>METEOROLOGICAL SERVICE FOR INTERNATIONAL AIR NAVIGATION</td>
</tr>
<tr>
<td>4</td>
<td>AERONAUTICAL CHARTS</td>
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<tr>
<td>5</td>
<td>UNITS OF MEASUREMENT TO BE USED IN AIR AND GROUND OPERATIONS</td>
</tr>
<tr>
<td>6</td>
<td>OPERATION (FIFTH EDITION - JULY 2010)</td>
</tr>
<tr>
<td>7</td>
<td>AIRCRAFT NATIONALITY AND REGISTRATION MARKS</td>
</tr>
<tr>
<td>8</td>
<td>AIRWORTHINESS OF AIRCRAFT</td>
</tr>
<tr>
<td>9</td>
<td>FACILITATION</td>
</tr>
<tr>
<td>10</td>
<td>AERONAUTICAL TELECOMMUNICATIONS</td>
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<td>11</td>
<td>AIR TRAFFIC SERVICES</td>
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<td>12</td>
<td>SEARCH AND RESCUE</td>
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<td>13</td>
<td>AIRCRAFT ACCIDENT AND INCIDENT INVESTIGATION</td>
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<td>14</td>
<td>AERODROMES</td>
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<td>AERONAUTICAL INFORMATION SERVICES</td>
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<td>16</td>
<td>ENVIRONMENTAL PROTECTION</td>
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<td>17</td>
<td>THE SAFE TRANSPORT OF DANGEROUS GOODS BY AIR</td>
</tr>
<tr>
<td>18</td>
<td>SAFETY MANAGEMENT</td>
</tr>
</tbody>
</table>

Disclaimer: All data is for training purposes only and should not be used for real-world operations.
Upon selection of an annex you see the following (on the left side):

- Annex name and its edition
- Amendment

**Disclaimer:** Annex information displayed on the EFOD System is provided only as a reference to be the definitive source of Annex information.

- Annex name and its edition
- Amendment
Upon selection of an annex you see the following (on the right side):

- Date of adoption
- Date of effectivity
- Date of applicability
- Number of provisions in the annex
Filing differences online
Menu: Allows you to conduct various functions in order to file a difference

INTERNATIONAL STANDARDS AND RECOMMENDED PRACTICES

CHAPTER 1. DEFINITIONS
• Selection of annex (must be the first step)
• Scrolling menu to move to provisions within the annex
Reports: Allows you to choose from one of the various types of reports available
Disclaimer: Annex information displayed on the EFOD System is provided only as a reference to facilitate the filing of differences and comp to be the definitive source of Annex information.

Filters: Allows you to view all the modified and new provisions within the annex as a result of an annex amendment.
Search: Allows you to search by a provision number (by selecting Reference number) or by a word (by selecting SARP).
If more than 1 words are to be searched (i.e. pilot age) than the “AND” function needs to be used and both words need to be separated as demonstrated above. Click search when ready.
<table>
<thead>
<tr>
<th>Difference Options</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) More Exacting or Exceeds</td>
<td>Futureland applies definition defined by the General Conference on Weights and Measurements (CGPM) in 1979.</td>
</tr>
<tr>
<td>B) Different in character or Other means of compliance</td>
<td>Remarks (Please indicate reasons for the difference and intentions including any planned date for implementation)</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>In the CGPM the requirements for weights and measurements were established.</td>
</tr>
</tbody>
</table>

**State Reference**

Regulations on units and measurements. Page 34-38.

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**Note**

Please indicate reasons for the difference and intentions including any planned date for implementation.
Filing differences on line

- Percentage of Annex differences filed to date
- Last modified by (including date)
- Font size of the provision wording
- Type of differences/ no differences
Filing differences on line

- Reference/documents indicating the differences
- Details regarding the differences
- Further remarks/justifications
- Save the provision upon filing the differences

State Reference
Regulations on units an measurements. Page 34-38

Details of Difference (Please describe the difference clearly and concisely)
Futureland applies definition defined by the General Conference on weights and measurements (CGPM) in 1979

Remarks (Please indicate reasons for the difference and intentions including any planned date for implementation)
In the CGPM the requirements for weights and measurements were established
Filing differences offline

For ease of management of task and for areas with reduced internet capability, the OLF allows to export the annex and file differences on a word document. Once done, this information can directly be imported back to the EFOD system.
Filing differences offline – exporting Annexes

• Select the option “Export annexes”
Filing differences offline – exporting Annexes

• When an annex is exported to be worked upon offline, it becomes “read only” and cannot be edited online.
• Tick in the box to acknowledge this
• Select next to continue
Select the Annexes to export

- Export ALL Annexes

- Select Annex
Filing differences offline – exporting Annexes

• Option to export all annexes is available but not recommended due to time and internet capacity it requires

• Annexes are highlighted in yellow when they are already exported and therefore are on “read only” mode online

• Select the annex and click on “export Docx” to export it
Annexes can be imported back to the system once ready
Filing differences offline – importing Annexes

• Once imported, the annex adopts the read/write mode and can be modified directly online

• Tick the box shown on next slide and click next when ready
Filing differences offline – importing Annexes

Electronic Filing of Differences System Import Tool

Please Note:
This import feature is utilized for the completion of the EFOD/ICG system offline. Annexes data which currently resides in the database will be backed up and the newly imported data will be available.

Annexes previously marked with the status of "Read Only - Exported" will be reset and online editing features will be made available.

You have read and understand the above notice.

Next>
Filing differences offline – importing Annexes

• Select the docx file to be imported and click next
Filing differences offline – unlock Annexes

- Select the “unlock annex” option from the scroll down menu
After reading the note on unlocking and editing, tick in the box and click “next”
• Select the annex to be unlocked then click “Override”
Click “OK” to carry on

The annex will become unlocked and ready to be edited on line