

Maintenance Assistant roles under supervision of the Maintenance Officer:

The Maintenance Officer shall ensure compliance with and the proper recording of all required maintenance, coordinate and schedule all routine maintenance, be the main contact for advice regarding emergency maintenance, provide a report of the condition of each Club aircraft at each Club meeting, and be the final individual authority within the Club concerning decisions affecting the airworthiness and security of Club aircraft. The Maintenance Officer shall be supported by the Assistant Maintenance Officer, each considered as part of the OFC MX Team, for any maintenance issues that require attention.

Any change to an aircraft per 14 CFR Part 43 - maintenance, preventive maintenance, rebuilding, and alteration, shall require the guidance of the MX Team. A Maintenance Policy shall be located in the OFC – QRH for referenced located in each aircraft. Any member may Ground an aircraft which would require an appropriate FAR Part 43 certified mechanic to inspect the discrepancy in question.

The MX Team must ensure the proper records are maintained for aircraft airworthiness. (a) Any squawk of a system or equipment which is inoperative will be considered grounding the plane until the MX Team has appropriately managed the discrepancy and approved it for flight. (b) Only the MX Team may authorize the use of an aircraft after a discrepancy is found or squawk is made.

PIC Member Squawks (a) Any discrepancy found must be squawked in Flight Schedule Pro (FSP) and communicated to the MX Team prior to the aircraft's next flight. (b) Authorization of flight after an open squawk has been reported is the responsibility of the MX Team (c) The PIC has the ultimate responsibility to know of squawks and how they may create limitations on a flight operation via Flight Schedule Pro.

The MX Team member (MX Officer and/or Assistant MX Officer) must review any reported squawks and refer the work to an appropriate maintenance facility, such as, aircraft maintenance facility or an avionics repair shop.

The MX Team member should periodically review the aircraft logbook entries to verify the current airworthiness and any pending maintenance inspections, including relative Airworthy Directives (AD's) of the each assigned aircraft. The aircraft logbook entries shall also be added or update in the Flight Scheduler Pro (FSP) aircraft maintenance sections.

The MX Team member should schedule any required or pending maintenance at an appropriate facility and arrange deliver & pick-up of the airplane as required. The scheduled maintenance must be entered on the FSP scheduler and maintenance reminder. After the repair work is completed, the logbook entry must be entered in the appropriate aircraft/engine/propeller/avionics logbook.

The MX Team member should, per aircraft usage, conduct a "pre-flight" inspection of the plane and verify its visible condition and verify that there are several quarts of oil and other supplies such as window cleaner stored in the airplane's compartment and check the operation of the exterior lamps and other items that are on the pre-flight list.

While doing the above mention pre-flight, also check the tie-downs and wheel chock condition and verify the gust lock is installed.

The MX Team member should review the preheaters needed for winter operation and verify their proper operation.

Plane Captains MX Task List

Daily:

- Review FSP for any Squawks & pending maintenance requirements.

Weekly:

Inspect plane MX kits for minimum of two quarts of oil, funnel, window/bug cleaner.

Monthly:

- Review any MX items that were discussed at meetings & suggest resolutions. Verify condition of aircraft logbooks including attachment of recent maintenance logbook entries.
- Verify that there is at least one case of the proper grade (20W-50 Phillips) oil stored in the hangar.
- Coordinate with LRP of any items suggested that may be resolved during maintenance work.
- Confirm GPS Database updates.

Yearly:

- Schedule annual inspection & review MX items that may be resolved during the annual or associated with LRP goals.