

Daily Logan Site Management Checklist

This form shall be completed Daily and submitted daily to Scott

Line

Review all items on the weekly management checklist are being completed

There is adequate trained line personnel and office personnel scheduled for the work day

Note: There shall be one line technician scheduled during the day. Kim or Eric shall serve as Extra help in the office between 10 AM and 5 PM or as necessary to provide exceptional customer service. If Kim or Eric is not available then a staff member shall be scheduled to cover the office during the required hours. The office needs to be covered on Saturday between 9 AM and 6 PM.

Customer Fuel Billings are billed daily and accurately

Customer invoices are billed accurately

All customers are taken care of and receive exceptional customer service

All checklists are being followed and tasks on checklists are being completed

All Dailies are accurate

All line equipment is operational and any discrepancies reported to management

Office and hangar is clean and organized

Line safety is being evaluated and safety training is being completed as necessary

Maintenance

Review all items on the weekly management checklist are being completed

Daily Shop Labor Reports are submitted by 11 AM to Jeff

Shop Work Orders are updated by the end of the day

Logbook entries are completed prior to any aircraft release per 91.417

Customers are updated of their aircraft maintenance status by the end of each day

Flight School aircraft are scheduled for any maintenance. The staff and customers have been notified

Flight Schedule Pro has been updated

Signature: _____

Date: _____