

Leading Edge Aviation New Line-service Hire Checklist

Employee Name: _____ Location: _____

Telephone #: _____

Leading Edge Aviation Line Services Supervisor Brief

- Job Description
- Policies and Procedures (website)
- Employee Handbook (Line Binder)
- Training Folders & Records
- Employee Evaluations
- Total FBO Indoc

Photocopies of Identification

- Driver's License
- Social Security Card or Passport

Training Videos

- Exxon Mobile Initial Training Videos
- TSA Training Certificate

Practical Training

- Exxon Mobile Initial Training Practicals
- Exxon Mobile Initial Training Certificate
- Flight Schedule Pro
- Total FBO
- Leading Edge Customer Service and Care
- Leading Edge Flight School Brief (Inquiries, Aircraft Procedures, etc.)
- Airport Brief

I certify that I have been trained on and understand the checked items above.

Employee Signature: _____

Date: _____