



**Aircraft Discrepancy Checklist & Accountability Form**

If a discrepancy is discovered, the following process must be completed by the LEA staff member who discovered the discrepancy or who was initially notified of the discrepancy:

- List the discrepancy on the aircraft dispatch form under the “List any Squawks Here” section.
- Legibly print your name near your signature on the dispatch form.
- Legibly print your certificate number on the dispatch form.
- Record the tach time at the time the discrepancy was identified on the dispatch form.
- Place red “Grounded” placard on instrument panel of aircraft.
- Place red “Grounded” placard on dispatch clip-board of aircraft.
- Notify the next renter/student or instructor scheduled in the aircraft that has been grounded.
- Notify the appropriate member of LEA management in the order listed:
  1. Assistant Chief Flight Instructor: Carson Sharp (801)870-8655
  2. Chief Flight Instructor: James Gale (435)757-0416
  3. Assistant Chief Flight Instructor: Randy Ostman (435)671-5949
- List any additional actions taken or reasons for not completing required tasks, if necessary:

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Name of Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Aircraft Tail Number: \_\_\_\_\_