

Maintenance Drop off or Pick up Checklist

01 January 2011

Dropping off at Red River, Altus, OK or Summit Aviation, Bentonville, AR

The PIC shall ensure that a detailed list of discrepancies is compiled and given to Red River or Summit for troubleshooting and repair. A copy shall also be sent to the LGM for tracking repairs.

Removed any oil and filter that might be in baggage compartment

Inventor spare light bulbs in baggage compartment, if any are missing add to discrepancy list.

Record the Tach and Hobbs time at drop off and send to the LGM via email @ fro.okwing@gmail.com

Picking up from Red River, Altus, OK or Summit Aviation, Bentonville, AR

The PIC shall ensure that all log book entries (Airframe, Engine, Propeller, and Avionics) have been made before leaving Altus. If they have not been made, then inform Red River or Summit and ensure that they are completed before leaving. If after hours or on weekends and the entries have not been made, then call the Wing DO and inform and asked for guidance.

Ensure that a full case of engine oil and a oil filter is in the baggage compartment.

Dropping off at other maintenance facilities for 50 hour, pitot static, or other maintenance

The PIC shall insure that there is enough oil and filter for the oil change.

Record the Tach and Hobbs times at drop off and send to the LGM via email @ fro.okwing@gmail.com

Picking up from other maintenance facilities

The PIC shall ensure that the appropriate log book entry has been made for the repair. If they have not been made, then inform the facility and ensure that they are completed before leaving. If after hours or on weekends and the entries have not been made, then call the Wing DO and inform and asked for guidance.

If picking up an aircraft at the beginning of a new month close out last month flight logs and start a new flight log for the current month.