

### **Daily Setup Checklist**

- Check Signs for location and readability
- Check Form supply
- Issue Safety Vests
- Setup FLM station to insure that all outbound aircrews must contact you prior to reaching the aircraft.
- Insure that there is adequate water and drinking cups for the Flight Line team.
- Insure that there is adequate shade in the station so as to avoid sunburn.

### **Applicable Forms/Items**

- Aircraft Key Box
- Takeoff-Landing Log
- Safety Vest
- Water
- Hand Held radio



**Flight Line Supervisor**



**OREGON WING  
CIVIL AIR PATROL**

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The Flight Line Supervisor is responsible for the ICP flight line operations. Oregon Wing does not normally marshal aircraft on its flightlines and makes the pilot responsible for locating a suitable tiedown and for securing the aircraft.

As a Flight Line Supervisor, you are responsible for insuring that only authorized crews and personnel enter the areas around the CAP aircraft. You are responsible for verifying that the aircraft have been properly tied down, chocked, control locks installed, and doors locked before the crew leaves the aircraft to report into the ICP.

When aircraft have landed, you should insure that the fuel truck is dispatched to the aircraft and you will insure that the fuel receipt is given to the pilot.

You will manage the keys to the aircraft and will take the corporate keys from the aircrew when they have completed the post landing items and placing the keys into the keybox. When a crew enters the flight line area with a completed CAPF-104 with a flight release signature on it, you will issue the aircraft keys to them

You will also be responsible for managing the Flight Line Monitor to insure that all aircraft takeoffs and landings at the base are recorded.

Remember that SAFETY is paramount in our operations. All personnel, other than aircrews must wear safety vests on the flight lines. If you see any activity or item that may compromise safety, report it immediately to the Safety Officer.

### Functional Checklist

- Insure that all Air Operations are conducted in a **SAFE** and **PROFESSIONAL** manner.
- Incoming Aircraft
  - Aircraft tied down
  - Aircraft Control Locks in Place
  - Aircraft Chocks in Place
  - Aircraft Sun Shields in place
  - Aircraft doors locked
  - Aircraft Fueled and fuel receipt to Pilot
  - Collect keys (returning aircraft)
  - Advise crew of location of Aircrew Staging Area
  - If first arrival of aircraft on day, contact Safety to perform safety inspection of aircraft.
- Outgoing Aircraft
  - Check Crew CAPF 104
    - Sortie Number Assigned
    - Flight Release Signature
  - Give Aircraft keys to PIC
- Verify only crewmembers and authorized personnel enter CAP flight operations area
- Supervise Flight Line Monitor
- Record Tail Number and time of all departures of CAP aircraft
- Record Tail Number and time of all arriving CAP aircraft
- Watch for potential Hazards or safety issues and report them immediately to Incident Safety Officer.
- Refer any inquiries by non-CAP personnel to the Incident PAO.
- Under no circumstances should you or any CAP member or vehicle enter the taxiway area or create an intrusion onto the active and controlled areas of the airport.
- Drink sufficient liquids based on the temperature
- Stay in the shade when practical. Avoid sun-burn.