

# Aircrew & Flightline Tasks

This Task Guide has been edited  
to include only the tasks for  
*Flight Line Supervisor*



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National Emergency Services Curriculum Project



**Discuss Flight Line Supervisor Responsibilities**

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

- 1. Understand your responsibilities for the safety of the aircraft on the flight line.
- 2. Understand your responsibilities for the safety of the personnel assisting on the flight line.

**TRAINING AND EVALUATION**

**Training Outline**

- 1. You are the person who sets up the ramp and taxiways that will be used by the mission aircraft.
  - a. Arrange the use to minimize paths crossing at intersections.
  - b. Arrange the taxiway use to one-way traffic as much as possible.
  - c. If you can't avoid having two-way traffic on a taxiway post a marshaller at each end for control.
- 2. For safety of the trainees put them, as much as possible, with an experienced person.
  - a. The marshaller can explain where to stand and what to signal the aircraft.
  - b. During slow periods they can demonstrate the signals to the trainee.

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** None

**Brief Student:** Have the trainee explain the responsibilities of the Flight Line Supervisor.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Demonstrate knowledge and responsibilities of the Flight Line Supervisor.	P F
2. Demonstrate knowledge and responsibilities for the safety of assistants and trainees.	P F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

Discuss How to Set Up A Flight Line

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

- 1. Understand how to best use the available marshallers and trainees to accomplish the mission.
- 2. Understand how to best utilize the ramp and taxiways to avoid 'Hot Spots'.

**TRAINING AND EVALUATION**

**Training Outline**

- 1. From a survey of the airport and a discussion with the FBO, locate the parking ramp area that you can use for the mission aircraft and what runway and taxiways are available.
  - a. Discuss with the Air Branch Director, how many aircraft they are expecting.
  - b. Discuss with the FBO where the refueling point is and how it will be accomplished.
  - c. Make sure you will have enough equipment and space to chock and tie down the expected aircraft.
- 2. Try to arrange the aircraft taxi patterns to avoid crossing or two-way traffic on the taxiways.
  - a. Use different entrance and exit points to the ramp area, to prevent paths crossing.
  - b. The taxiway may have to be divided for use in take offs and landings to keep the aircraft going the same direction on that portion.
  - c. Make sure that there are marshallers are posted at all points that require control for safety

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** Airport map or diagram, pencil and paper.

**Brief Student:** Explain how to use the taxiways, ramp parking area, refueling area, for the safest operation.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Demonstrate how to best use the available marshallers and trainees to accomplish the mission	P F
2. Demonstrate how to arranged parking spots for minimum interference with other aircraft	P F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

**O-3103**

**Discuss Flight Line Organization**

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

1. Understand what kind of organization is needed to operate a successful, safe flight line.
2. Understand how to use the trainees without affecting their safety.

**TRAINING AND EVALUATION**

**Training Outline**

1. The organization of the flight line depends on the assets available:
  - a. How many aircraft are at the mission?
  - b. How many non-CAP aircraft are on the ramp area?
  - c. How the taxiways and ramp area are oriented?
  - d. How much activity does the airport have?
  - e. What services the FBO can provide?
2. The number of personnel available
  - a. How many are qualified?
  - b. How many are trained?
  - c. How many are untrained?

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** None

**Brief Student:** Explain how you adjust the organization to fit the needs?

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Discuss airport size and how busy it is?	P F
2. Discuss how many aircraft and how many personnel?	P F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

Coordinate Activities With Local FBO

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

- 1. Understand that you will be working in the FBO's area and must be a minimum interference with his operation.
- 2. There must be an understanding what functions each group is expected to perform.

**TRAINING AND EVALUATION**

**Training Outline**

- 1. Discuss what part of the ramp you can use to park the mission aircraft on.
  - a. Check with Air Branch Director on how many aircraft they expect?
  - b. Try to use a part of the ramp that has easy access to the taxiways for take off and landing.
  - c. Consider the taxi pattern for refueling.
- 2. Discuss how and where the refueling will be done.
  - a. The FBO may use a refueler and bring the fuel to your parked aircraft.
  - b. There may be a fixed self-service fuel pump that the aircraft will have to go to.
  - c. The FBO may let you use the Wing credit card and pay for all the POL used with one transaction.
- 3. Discuss how busy the FBO thinks the airport will be.
  - a. There maybe scheduled commuter or corporate air that could take-up part of the ramp area.
  - b. Make contingency plans for more or less aircraft.
  - c. Discuss who the FBO's point of contact is and how to contact them.

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** None.

**Brief Student:** Explain what things should be arranged ahead of time.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Discuss what needs to be coordinated with the FBO?	P F
2. Discuss how you can contact the FBO's point of contact?	P F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

**Coordinate Activities With airport Administration and Security**

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

1. Understand what the airports activities are and what the security procedures are to minimize interference with their operation.
2. Discuss what your operation is going to be and determine where and how to minimize their interference with your flight line operation.

**TRAINING AND EVALUATION**

**Training Outline**

1. Determine when the scheduled aircraft will arrive and depart.
  - a. Where they will taxi and park, load and unload passengers, cargo or refuel.
  - b. Try to find a part of the ramp that is adequate for your operation and won't interfere with the airport operations.
2. Discuss the airport security procedures so you will be in compliance.
  - a. Do vehicles on the flight line have to have an inspection or pass?
  - b. Are there any quarantined or restricted areas?
  - c. Are there terminal access areas that are off limits?

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** None.

**Brief Student:** Explain the operational and security aspects that need to be coordinated on.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Discuss the operational effects on your flight line operation.	P    F
2. Discuss the security effects on your flight line operation.	P    F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

**Coordinate Activities With Local Fire Department**

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

- 1. Understand that you have to be prepared in case there is a fire at the airport.
- 2. If an accident happens that is not the time to find out how to contact the fire department.

**TRAINING AND EVALUATION**

**Training Outline**

- 1. If you do not have a fire department on the airport try to arrange with the local fire department to make a fire truck available during your flying hours and if not, make sure you know the local procedures for getting them out to the airport.
  - a. Know where the fire extinguishers are located on the airport.
  - b. Know where the emergency equipment is located.
  - c. Know who has had fire-fighting training.

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** None.

**Brief Student:** Explain the importance of being prepared for a fire emergency.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Discuss how to find out the fire department that has jurisdiction at a local airport.	P    F
2. Discuss how to contact them from the airport.	P    F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

**Coordinate Activities With Local Hospital and/or EMT Operators**

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

- 1. Understand that there could be an aircraft accident and someone could be injured.
- 2. There could be a life threatening accident that knowing how to contact the rescue squad would make a difference.

**TRAINING AND EVALUATION**

**Training Outline**

- 1. If you do not have a ambulance & EMT services on the airport try to arrange with the local jurisdiction to make one available during your flying hours and if not, make sure you know the local procedures for getting them out to the airport
  - a. Know where the Emergency First aid supplies are located at the airport.
  - b. Know who has EMT or first aid training.
  - c. Know how to contact the rescue squad and where the closes hospital is.

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** None.

**Brief Student:** Explain the importance of being prepared for a life-threatening emergency.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Discuss how to find the hospital & rescue squad that has jurisdiction at a local airport.	P F
2. Discuss how to contact them from the airport.	P F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

**Survey airport For The Best Parking Areas and Taxi Routes**

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

1. Understand how plan taxi routes to the ramp for parking and refueling.
2. Understand how to plan taxi routes to engine run-up area, to and from runway for take off and landing.

**TRAINING AND EVALUATION**

**Training Outline**

1. Smaller airports don't have a map of the taxiways and ramp area that you can use to lay out the parking spaces and taxi routes. You will have to make your own to use for briefings and admin.
  - a. You can sketch from the large wall map or photo.
  - b. You can take some rough measurement and sketch one.
  - c. You can draw a rough sketch free hand.
2. Use the windsock to determine which runway to use or ask the FBO.
  - a. Try to layout the taxi routes for easy access to and from the ramp with minimum crossing and two-way traffic.
  - b. If it is necessary to cross or have two-way traffic post a marshaller on each route.
  - c. Determine where the refueling point is located and plan how to go to and from it, if needed.

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** Have pencil, paper, ruler or drafting scale, note pad and compass.

**Brief Student:** Draw a sketch of a flight line plan from an airport directory or a local airport. Discuss how you would go about a survey.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Make a usable sketch?	P F
2. Explain some of the points to look for during the survey?	P F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

O-3108

Survey airport For The Best Parking Areas and Taxi Routes

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

- 1. Understand how plan taxi routes to the ramp for parking and refueling.
- 2. Understand how to plan taxi routes to engine run-up area, to and from runway for take off and landing.

**TRAINING AND EVALUATION**

**Training Outline**

- 1. Smaller airports don't have a map of the taxiways and ramp area that you can use to lay out the parking spaces and taxi routes. You will have to make your own to use for briefings and admin.
  - a. You can sketch from the large wall map or photo.
  - b. You can take some rough measurement and sketch one.
  - c. You can draw a rough sketch free hand.
- 2. Use the windsock to determine which runway to use or ask the FBO.
  - a. Try to layout the taxi routes for easy access to and from the ramp with minimum crossing and two-way traffic.
  - b. If it is necessary to cross or have two-way traffic post a marshaller on each route.
  - c. Determine where the refueling point is located and plan how to go to and from it, if needed.

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** Have pencil, paper, ruler or drafting scale, note pad and compass.

**Brief Student:** Draw a sketch of a flight line plan from an airport directory or a local airport. Discuss how you would go about a survey.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Make a usable sketch?	P F
2. Explain some of the points to look for during the survey?	P F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

**Survey Airport For Hazards and Emergency Equipment**

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

- 1. Understand what to look for when doing a survey.
- 2. Remember to write them down as you find them, with a specific location.

**TRAINING AND EVALUATION**

**Training Outline**

- 1. Note any hazards when you do your survey.
  - a. Broken pavement on taxiways or parking ramp.
  - b. Damaged tie down anchors, Missing ropes or chains.
  - c. Loose objects that could cause FOD.
  - d. How the level of hardstand and grass along side match up.
  - e. Housekeeping in hangers, vehicles and other aircraft is essential to personnel safety.
- 2. Note where the emergency equipment is located.
  - a. Fire extinguishers
  - b. First aid supplies
  - c. Telephone with outside line access.

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** Have pencil and paper.

**Brief Student:** Make a survey of a local airport, making notes of the hazards and emergency equipment locations.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Discuss hazards and how to minimize their effect?	P F
2. Discuss if the emergency equipment is usable and accessible?	P F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

O-3110

Supervise Flight Line Marshallsers

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

1. Understand the marshallsers must know the taxi routes, where the refueling, parking, and run-up areas are located.
2. Understand where all of the flight line personnel are located and their status.

**TRAINING AND EVALUATION**

**Training Outline**

1. To perform their job effectively they must understand most of the flight line organization.
  - a. The taxi routes into and out of the ramp area.
  - b. Location of the parking, refueling, and run-up areas.
  - c. Admin procedures for the aircrew.
2. You must verify that they know the correct marshalling signals.
  - a. The pilot's signals to them.
  - b. Their signals to the pilots.
  - c. Check their safety equipment.
3. Maintain a status board or sheet on all of the flight line personnel.
  - a. Assignment, time, next assignment, time.
  - b. Schedule breaks, lunch and rotate tasks, if possible.
  - c. Check on them periodically.
  - d. Put an experienced person with the trainees.

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** None.

**Brief Student:** Explain the procedures used to supervise the marshallsers.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Discuss methods to keep track of your personnel?	P F
2. Discuss checking on the well being of the flight line personnel?	P F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

**Brief Flight Line Marshaller's and Trainees**

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

- 1. Understand what the training status of the flight line personnel are and utilize them accordingly.
- 2. To have all of them understand how the operation is going to function.

**TRAINING AND EVALUATION**

**Training Outline**

- 1. Have all flight line personnel been adequately briefed so that they can effectively and safely complete their assigned tasks?
  - a. Do all of them understand their job?
  - b. Are experienced people with the trainees?
  - c. Use a sketch of the airport to show the taxi routes and ramp layout.
- 2. Make sure the communication plan; rest breaks, and other admin functions are covered.
  - a. Do all of them know their post and function?
  - b. Do they know when to do a communication check?
  - c. Do they know where the rest of the mission operation areas are?
  - d. Do they know your location and where to check in and check out of the flight line?
- 3. The better the understanding they have the smooth the operation will run.

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** Have pencil and paper, mission scenario.

**Brief Student:** Explain what information is needed in the pre-ops briefing.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Described the job functions?	P    F
2. Described the procedures?	P    F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

Tow and Park Aircraft

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

1. Know how to plan to tow an aircraft.
2. Know how to tow an aircraft.
3. Know how to park an aircraft.

**TRAINING AND EVALUATION**

**Training Outline**

1. If you have a full service FBO, you may not have a choice on how aircraft are moved around on the flight line or in hangars. If you do not have a full service FBO, towing will be one of the primary duties. First you need to plan the move.
  - a. Determine the best (shortest and safest) route for your towing operation.
  - b. Be sure there's adequate space at your destination, before moving the aircraft.
  - c. Be sure that the propeller will not be in the way of the tow bar during aircraft movement. If, necessary, carefully move the propeller (opposite normal powered rotation). Always keep your body out of the propeller arc and never wrap your fingers over the blade. The blade can kick back and cause serious injuries.
2. Next prepare the aircraft for towing.
  - a. Select the proper tow bar and attach it to the appropriate location on the nose gear.
  - b. Visually check the nose gear for any turning limit markers and manually check the turn limits for the nose gear by moving the nose gear from side to side. Each aircraft has its own nose wheel turn limit. The "turn limit" is the maximum turning angle of the nose gear. **Typically, the "turn limit" is less than 45 degrees to each side.**
  - c. Perform a thorough walk-around of the aircraft. Start at the left side of the nose (pilots left) and work your way around the entire aircraft. If possible, look inside to confirm that the parking brake is off. If the brakes are "on", do not precede any further, stop and check with the pilot. Do not board an aircraft without the permission from the flight crew.
  - d. Finish the walk-around with a check of the right side of the aircraft. Remove the tie downs and chocks. As you approach the nose of the aircraft, double check the tow bar one last time to ensue that it is securely attached to the aircraft.
3. The next thing to do is the towing process.
  - a. Smoothly begin to move the aircraft, it should move easily.
  - b. Once in motion you should keep your eyes moving at all times. Watch the direction in which you are heading, continually checking the wing clearances, and occasionally checking the nose gear.
  - c. Keep your mind on what you are doing at all times. If someone or something should distract you, stop movement of the aircraft.
  - d. During wet or icy conditions, adjust your speed to maintain margin of safety. Always slow your speed as ramp and visibility conditions deteriorate. Stay within the nose wheel turn limit, avoid sharp turns or sudden movements.
  - e. When pulling the aircraft into position, slowly and smoothly bring the aircraft to a stop so that you do not put any unnecessary stress on the nose gear mechanism. A sudden stop can cause damage to the nose gear.
  - f. Once in place, position the chocks to secure the aircraft. Never remove the tow bar if the aircraft has not been chocked. After chocking always disconnect the tow bar from the aircraft. Return the tow bar to its proper place.
4. The following are important considerations during the towing operation.
  - a. CAP aircraft are to be moved manually, CAP personnel are not authorized to use aircraft towing vehicles.
  - b. Personnel will never cross tow bar while towing is in progress.
  - c. Personnel will never ride on the exterior of the aircraft at anytime during towing.
  - d. Chocks will be immediately available during towing in case of emergency.
  - e. Personnel should never place themselves in the direct path of aircraft wheels while aircraft is moving.
  - f. Personnel will always walk in the direction of the towing (never walk backwards).
  - g. Towing of aircraft is to be only conducted by use of a tow bar.
  - h. NEVER push or pull an aircraft using the propeller.

### Additional Information

More detailed information on this topic is available in the Flight Line Reference Text.

### Evaluation Preparation

**Setup:** Parked aircraft, Tow bar, Chocks, and two other marshallers.

**Brief Student:** Demonstrate how to tow and park an aircraft.

### Evaluation

#### Performance measures

1. Demonstrate how to plan a move.
2. Demonstrate how to tow an aircraft
3. Demonstrate how to park an aircraft

#### Results

P	F
P	F
P	F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

**Refuel An Aircraft**

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

- 1. Understand how to safely refuel a CAP aircraft.
- 2. Understand how to document the transaction.

**TRAINING AND EVALUATION**

**Training Outline**

- 1. As a Flight Line Marshaller you may be in the position to refuel CAP aircraft. Several situations can present themselves in this case. The Flight Line Supervisor will meet with the Fixed Base Operator (FBO) to determine if CAP Flight Line personnel will accomplish the refueling or if the FBO employees will do the job. For the purposes of this discussion refueling includes checking if the aircraft requires oil.
  - a. Different refueling situations may present themselves, refueling may be accomplished from a fuel truck, from a fuel island, or from both. The Flight Line Supervisor will brief you on how refueling will be accomplished and provide you a checklist.
  - b. Some pilots, particularly those, who are flying their own aircraft, may wish to accomplish the refueling themselves and add their own oil.
  - c. The refueling exercise requires a close attention to safety requirements as well as preventing damage to the aircraft.
- 2. Once the refueling procedure has been established, there are important questions that must be answered each time a CAP aircraft returns from a sortie. Use the radio to find out if the aircraft require fuel? If required, direct the aircraft toward the refueling area. If fuel is not needed and the aircraft can be directed to the parking area.
  - a. If fueling is to be done, after the aircraft is completely shut down, ask the pilot if the aircraft is to be "topped off," what octane fuel is required if you do not know for sure. Ask the pilot is oil is needed and if you are to put it in the engine or the pilot wants to take it with them. Be sure you know how many tanks the aircraft has and how many are to be filled and to what level.
  - b. Ensure the aircraft is properly chocked and grounded before any other action takes place.
  - c. Check to see if the required octane is listed beside the fuel cap and it matches what is being put in the tank.
  - d. Use a mat around the tank inlet to prevent scratches to the paint.
  - e. Do not overfill.
  - f. If you are instructed to add oil, ensure you have the correct weight of oil as specified by the pilot. Use the best spout to prevent spilling the oil, and wipe up any spillage.

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** Insure all refueling equipment and proper checklist is in position.

**Brief Student:** Review checklist and equipment with your team to insure each knows what is expected. Assign each task required to a team member.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Demonstrate the proper way to refuel and aircraft.	P F
2. Demonstrate the proper way to document the refueling	P F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

**Keep Track of Aircraft Refueling**

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

1. Understand the importance of keeping legible accurate records of the amount of fuel and oil used.
2. Know why you must keep the director of finance aware of the fuel cost of the mission, periodically.

**TRAINING AND EVALUATION**

**Training Outline**

1. A key part of your job and the culmination of each refueling operation is the completion of the documentation or paperwork of the delivery.
  - a. There must be legible and accurate record of the amount of fuel and oil (POL) delivered.
  - b. You must verify that the services ordered by the pilot were the services performed.
2. The fuel meter is the sole method by which you will be able to identify the amount of fuel that is dispensed into the aircraft, and is the means by which you will be able to document the transaction.
  - a. Make sure the meter is reset before each transaction.
  - b. Make sure that the aircraft tail no., no. of gallons of fuel, quarts of oil used and mission flying time are recorded.
  - c. Turn in the records to the director of finance as often as they're needed.

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** Parked aircraft, note pad and pencil.

**Brief Student:** After refueling the aircraft, record the data.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Demonstrate the ability to keep track of aircraft refueling.	P F
2. Demonstrate the ability to properly recorded all data and report to the Admin/Finance Section Chief	P F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

O-3115

Discuss Helicopter Operations

**CONDITIONS**

You are a new/old member on a mission, and are asked to be a Flight Line Supervisor.

**OBJECTIVES**

- 1. Become familiar with helicopter operations and know how to use if needed.

**TRAINING AND EVALUATION**

**Training Outline**

- 1. CAP does not own helicopters, but some of our partners do. The Flight Line Supervisor should use **Attachment 2** as a reference when needed. This attachment is designed to provide our supervisors procedures to use around helicopters.

**Additional Information**

More detailed information on this topic is available in the Flight Line Reference Text.

**Evaluation Preparation**

**Setup:** None.

**Brief Student:** Explain the hazards

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Discuss helicopter operations?	P F
2. Discuss differences from fixed wing and precautions to be used?	P F

Trainee must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

**P-0101**  
**KEEP A LOG**

**CONDITIONS**

You have been assigned to keep a log on a mission, and must log the actions of your unit, section or team on the ICS Form 214 for use during debrief after the mission.

**OJECTIVES**

Correctly maintain a log of actions during an incident.

**TRAINING AND EVALUATION**

**Training Outline**

1. When working an incident, staff members are required to maintain a log of all significant actions. This is important for record keeping of the accomplishments and setbacks, determining search effectiveness during debriefing, and as a legal record of CAP actions amongst many other things.
2. The mission log is started once a unit or section is opened and maintained until personnel are called in and at home safely to the incident commander. A separate log should be maintained for each varying unit or section that is assigned to the incident, and subordinate units at varying levels will normally also keep a log. This log is turned in with the debriefing paperwork and becomes part of the official mission record.
3. The following actions are always recorded in the log:

**FOR GROUND OPERATIONS**

- a. Departure and return times to mission base.
- b. Routes taken to and from the search area.
- c. Times of entering and leaving search areas.
- d. Any time the search line changes direction.
- e. Times/locations of clue detections or witness interviews.
- f. Time/location of find.
- g. Time/Location of communications checks.
- h. Any event or action related to the team's ability to complete the sortie requirements (natural hazards encountered, injuries to team members, etc.).
- i. Encounters or instructions from local authorities.
- j. Encounters with the media.
- k. Mileage/Flight time at key intersections, when leaving pavement, at other key locations, etc.

l. Time of distress beacon or other emergency signal acquisition.

m. Times distress beacon located and silenced. Also, if available, include the name(s) and organization(s) of person(s) involved in silencing the distress beacon, the manufacturer, serial number, dates of manufacture and battery expiration, vehicle information (type, vehicle registry, description), and the name of the owner.

n. Personnel assignments to and from the team/unit.

Note: This log (ICSF 214) may be kept as an attachment to the CAPF 109

#### FOR AIRCREW OPERATIONS

a. Briefing details

b. Names of crew members

c. Engine start time

d. Take Off time

e. Communications checks

f. Time beginning assigned grid or route

g. Time departing grid or route

h. Significant weather, turbulence, other

i. Time of landing

j. Time of engine shutdown

k. Crew changes if any

Note: this log (ICSF 214) may be kept as an attachment to the CAPF 104

#### FOR MISSION BASE STAFF OPERATIONS

a. Time/date unit or log started or activated

b. Name of unit, supervisor, and individual keeping the log

c. Notes from initial briefing

d. Time and noted from staff meetings

e. Significant events, actions taken, direction received or provided

4. For each log entry, the log keeper writes down the following on the ICSF 214:

- a. The time.
- b. The event taking place (see list above)
- c. Mileage and/or location as appropriate.
- d. Name of individual annotating the log each time there is a change.

**Additional Information**

More detailed information on this topic is available in each emergency services reference text.

**Evaluation Preparation**

**Setup:** Prepare narrative of 10 events/actions and times. Provide the individual with the list, a pen, and an ICS Form 214.

**Brief Student:** Tell the student that he is the log keeper for his unit, and that the 10 events listed in the narrative have occurred. Tell him to log the events/actions on the on team log form.

*Note:* this evaluation can be accomplished during a training exercise by observing the events taking place and checking the log to see that they are properly annotated.

**Evaluation**

Performance measures

Results

For each of the 10 events/actions, the student:

- |                                  |   |   |
|----------------------------------|---|---|
| 1. Logs the time and event       | P | F |
| 2. Writes legibly and completely | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

**SPECIALTY QUALIFICATION TRAINING RECORD (SQTR)  
Flightline Supervisor**

NAME (Last, First, MI)	CAPID	DATE ISSUED
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**Prerequisites**

Item	Date Completed
Qualified GES	
Qualified Flightline Marshaller	
At least 18 years of age	

The above listed member has completed the required prerequisite training for the flightline supervisor specialty.

\_\_\_\_\_  
UNIT/WING/REGION COMMANDER OR  
AUTHORIZED DESIGNEE'S SIGNATURE

\_\_\_\_\_  
DATE

**Familiarization and Preparatory Training**

Task	Evaluator's CAPID and Date Completed
Complete NIIMS G193 or equivalent	
Complete Task O-3101 Demonstrate knowledge of the flight line supervisor's responsibilities	
Complete Task O-3102 Discuss How to Set Up a Flight Line	
Complete Task O-3103 Discuss Flight Line Organization	

The above listed member has completed the required familiarization and preparatory training requirements for the flightline supervisor specialty qualification and is authorized to serve in that specialty while supervised on training or actual missions.

\_\_\_\_\_  
UNIT/WING/REGION COMMANDER OR  
AUTHORIZED DESIGNEE'S SIGNATURE

\_\_\_\_\_  
DATE

**Advanced Training**

Task	Evaluator's CAPID and Date Completed
Complete Task O-3104 Coordinate Activities with Local FBO	
Complete Task O-3105 Coordinate Activities with Airport Administration and Security	
Complete Task O-3106 Coordinate Activities With Local Fire Department	
Complete Task O-3107 Coordinate Activities With Local Hospital and/or EMT Operators	
Complete Task O-3108 Survey Airport for the Best Parking Areas and Taxi Routes	
Complete Task O-3109 Survey Airport for Hazards and Emergency Equipment	
Complete Task O-3110 Demonstrate the ability to supervise the flight line marshallers	
Complete Task O-3111 Brief Flight Line Marshallers and trainees	
Complete Task O-3112 Demonstrate the ability to Tow and Park an Aircraft	
Complete Task O-3113 Refuel an Aircraft	
Complete Task O-3114 Keep Track of Aircraft Refueling	
Complete Task O-3115 Discuss Helicopter Operations	
Complete Task P-0101 Demonstrate the ability to keep a log	
Complete the appropriate portion of CAPT 117, <i>Emergency Services Continuing Education examinations</i>	

**Exercise Participation**

The above listed member satisfactorily participated as a flightline supervisor trainee under my direct supervision on mission number \_\_\_\_\_.

\_\_\_\_\_  
QUALIFIED SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

The above listed member satisfactorily participated as a flightline supervisor trainee under my direct supervision on mission number \_\_\_\_\_.

\_\_\_\_\_  
QUALIFIED SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

**Unit Certification and Recommendation**

The above listed member has completed the requirements for the flightline supervisor specialty qualification and is authorized to serve in that specialty on training or actual missions.

\_\_\_\_\_  
UNIT/WING/REGION COMMANDER OR  
AUTHORIZED DESIGNEE'S SIGNATURE

\_\_\_\_\_  
DATE