

## Checklist 05 -Director of Maintenance

### Director of Maintenance Roles and Responsibilities

Director of Maintenance (“DOM”) (and in his absence the Chief Inspector) is the source of all maintenance and technical information for the Company aircraft and equipment. The DOM ensures that all applicable aircraft maintenance records that will be required by the FAA and NTSB are organized and secured. DOM will also coordinate with the DLA DO and Director or Safety as necessary to provide technical and logistical assistance to all personnel involved in the cleanup of toxic spills (i.e., aircraft fuel, hydraulic fluid, battery acid, etc.) and the disposal of hazardous materials.

DOM will also coordinate with insurance underwriters in the recovery of aircraft wreckage and salvage operations. The DOM will deploy with the Go-Team as required and serve on the Accident Investigation Team. In the absence of the DOM, the Chief Inspector, will deploy with the Go-Team and serve on the Accident Investigation Team.

### Immediate

Date / Time	ITEM
	Review position responsibilities (above)
	Contact or report to the EOC as soon as practical. (If necessary)
	Obtain briefing from EOD as appropriate
	Verify the aircraft involved in the accident and any known details of its condition
	Print the aircraft’s current Computerized Maintenance Program (CMP) status.
	a. If possible, save as PDF on Company shared hard drive (S:/Maintenance)
	b. If printed to paper, keep the CMP with airframe logbook
	Complete Maintenance Records Checklist ( <b>Attached</b> )
	Create a 3-Ring binder with the following contents:
	a. Hard copy of current aircraft status
	b. Copy of discrepancies reports on the aircraft
	c. Copy of any / all open Work Orders on the aircraft
	d. Form(s) 8130 for recently replaced components
	Establish Fleet Status:
	a. Location and condition of all aircraft
	Contact all maintenance staff for briefing
	Report event to FAA local FSDO (Only when directed by EOD or President)
	Print out copies (PDF) of 3-Ring binder contents and provide copies to Go-Team members.

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Revision: Original  
Date: 10/15/18

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### Intermediate

Date / Time	ITEM
	Coordinate necessary salvage or other equipment to remove aircraft or wreckage when authorized by the NTSB.
	Obtain materials to cover all ID numbers and data plates on aircraft wreckage.
	Coordinate removal of debris and restoration of the site
	Support Go Team during the investigation process
	Determine if any actions are appropriate / necessary to the remaining fleet based on the potential causes of the accident.

### Ongoing

Date / Time	ITEM
	Participate in conference calls as necessary
	Participate in planning meetings as required
	Monitor the activities of local emergency response and action plans
	Deploy with Go Team as directed by EOD
	Approve additional resources as necessary
	Keep EOD informed on all activities
	Appoint alternates to provide coverage during rest periods, etc.

**Maintenance Records Checklist**

Date / Time	ITEM
	<b>Close Out Open Paperwork</b>
	a. Computer Maintenance Program (CMP). Complete any open data entry.
	b. CMP – 8130's scanned into CMP system network drive.
	c. Complete all logbook entries / updates.
	<b>Logbooks</b>
	a. Collect, inventory, and SECURE all Airframe logbooks in a safe, locked location
	b. Collect, inventory, and SECURE all Engine / Propeller logbooks in a safe, locked location
	<b>NOTE:</b> Per NTSB Standard Practices
	<b>Computer Maintenance Program Records</b>
	a. Place all printed CMP files into "Banker's" storage boxes
	(Boxes are in Maintenance Department's closet)
	b. Place all printed CMP files into "Banker's" storage boxes and SECURE
	<b>Squawk Log</b>
	a. Print hard copy and place in 3-Ring binder and place with logbooks
	<b>Final</b>
	a. Have Parts Coordinator create a Shipper / Packing List (2 copies) so that the FAA or NTSB can sign for records in and when they are collected.
	b. Have storage boxes delivered to the EOC

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