

JEFA Aircraft Dispatch Book Procedures

Maintenance

Reporting a squawk (a discrepancy with the aircraft, typically mx related):

- Go to Flight Schedule Pro (FSP) and create a new squawk for the aircraft involved (be as detailed and concise as possible). We want the facts . . . Only the facts Ma'am. ;-)
- Contact the Director of Operations or the Director of Asset Management to report the squawk.
- If it is determined that the squawk downs the aircraft, the Director of Operations or the Director of Asset Management will:
 - Block the scheduling of that aircraft in FSP;
 - Schedule the aircraft for maintenance; and
 - Inform any members that are affected by the downtime.
- If the aircraft is within 20 tach hours of the 100hr or within 10 tach hours of other required maintenance please contact the Director of Operations and the Director of Asset Management to give them a heads up. They can then begin the maintenance scheduling process.

Maintenance (at KAPA) NOT requiring approval from JEFA:

- As we have our own certified A&P's here at JEFA, we would like all members that have identified a maintenance item, to try and contact the Director of Operations or the Director of Asset Management before engaging any other facility for assistance.
- If unable to contact either of these Directors above, and it is an item defined in FAR part 43 Appendix A (Preventative Maintenance), you are allowed to, without further approval, engage our preferred maintenance facilities here at Centennial. (see below for all contacts)
- Maintenance not requiring prior approval from JEFA must be performed by an FAA certified mechanic, unless otherwise coordinated with JEFA.
- All appropriate maintenance logbook entries and endorsements should be received from the facility performing the work and forwarded to the Directors listed above for inclusion into our aircraft maintenance records.
- Even though approval is not required for these items, the pilot must inform the Director of Operations or the Director of Asset Management of the actions before, during and after the maintenance has been performed (voicemail OK).

Maintenance (at KAPA) requiring approval from JEFA:

- Examples of maintenance requiring approval from JEFA are (but not limited to):
 - Any Airworthiness issues
 - Issues that require troubleshooting
 - Any maintenance not included in FAR part 43 Appendix A (Preventative Maintenance)
- If not specifically listed in the FAR part 43 Appendix A section of the regulations, the Director of Operations and the Director of Asset Management must be contacted and they will coordinate the required maintenance actions.

JEFA Aircraft Dispatch Book Procedures

Maintenance you are approved to do yourself:

- Any maintenance a member wishes to perform must be coordinated with the Director of Operations or the Director of Asset Management.

JEFA's preferred maintenance shop here at Centennial:

- Our preferred maintenance facility at Centennial airport is Arapahoe Aero.
- Our secondary maintenance facility at Centennial airport is Precision Aircraft. JEFA aircraft may only be taken to Precision after coordinating with the Director of Operations or the Director of Asset Management.

Maintenance Away from Centennial

- See "How to handle maintenance issues if on a cross country" for details.

General services for the aircraft while at Centennial

Denver Jet Center fueling:

- We have set up a contract with The Denver Jet Center to fuel our aircraft.
- Please refuel the aircraft after your flight by calling Denver Jet Center and tell them that you would like to order fuel for your aircraft, tell them how much fuel you require (typically you would ask for a top-off), tell them the aircraft location (covered parking near Aspen) and that you would like it billed to Jeppesen or JEFA (They don't know the difference).

Self fueling:

- There is a self-fueling option on the north ramp area at Centennial.
- If you have the time and the know-how to refuel the airplane yourself it would save the club money and is very much appreciated.
- If you would like further details on this option see any JEFA instructor.

Getting reimbursed for Self Fueling expenses:

- All you need to do is submit your receipt to the JEFA treasurer and they will apply the total expenses to your JEFA account.

Oil for the aircraft:

- You should find oil for the aircraft in the line box.
- You will find a key to the line box on the key chain in the aircraft dispatch book.
- If you notice the oil supply getting low please inform the Director of Operations and the Director of Asset Management.

Deicing the aircraft:

- We approve the use of "Ice Off" deicing fluid on the Cessna aircraft only.
- We have a sprayer at the flight club that can be used to apply the fluid.
- The deicing fluid is supplied by the member and will not be reimbursed by JEFA.
- DO NOT use deicing fluid on the Diamond.

JEFA Aircraft Dispatch Book Procedures

Preheating the aircraft:

- The use of the preheater to warm the aircraft engines is suggested below 32°F and required at temperatures below 20°F.
- DO NOT use the preheater to warm the cabin as it emits carbon monoxide.
- DO NOT use the preheater on the windows/canopy of the aircraft. It will melt the plastic.
- Please see any instructor if you have questions about the proper use of the preheating equipment.

Cleaning the aircraft:

- An aircraft cleaning area with access to water is near Denver Jet Center – West.
- There is windscreen cleaner in the line box.
- Be very careful when cleaning the windscreens/canopy so as not to scratch it.
- Use a very clean, very soft rag and clean the surface with vertical strokes.
- DO NOT use a circular motion or scrub the bugs.

Cross Country Flights

How to handle maintenance issues if on a cross country:

- If the maintenance item does not pose any threat to safety or airworthiness and does not put the PIC in violation of any stated regulations, return to Centennial and squawk the item for service. If there is a question, go to bullet #2 and #3 below.
- If the maintenance is required to continue the flight and is estimated to be less than \$500 total (parts and labor) you are authorized to have the maintenance item addressed by a licensed and insured A&P. If the maintenance item is required to continue the flight and is estimated to be more than \$500 (parts and labor) contact the Director of Operations, the Director of Asset Management or the Treasurer, inform them of the situation (with as much detail as possible) and allow them to formulate a plan of action.
- All appropriate maintenance logbook entries and endorsements should be received from the facility performing the work and forwarded to the Directors listed above for inclusion into our aircraft maintenance records.
- If a member is stranded on a cross country due to an aircraft maintenance issue, expenses incurred for hotel, car rental, food, etc. are the responsibility of the member.

Services obtained while on a cross country:

- All fuel and oil obtained during a cross country will be reimbursed at full value. Submit your receipts to the JEFA Treasurer.
- It is the responsibility of the JEFA member to cover all expenses for any “additional aircraft services” they require during their flight for example, fees for tie-downs, hanger, preheating, de-fueling, de-icing, etc.

JEFA Aircraft Dispatch Book Procedures

Incident and Accident

JEFA takes a proactive, non-punitive approach to safety. We encourage all members to contact the Director of Safety, or any other JEFA officer, if they have information that is of concern to safety. We will treat this information as confidential unless the situation prevents us from doing so, and we will investigate every safety concern. We will make recommendations and take actions in order to reduce the possibility of this situation occurring in the future. We take the default definitions of Incident and Accident directly from NTSB 830.2 and extend those to also include all JEFA related ground operations.

Sec. 830.2 Definitions

Aircraft accident means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Incident means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety

How to report an incident:

- As soon as practical, contact at least one of the following: Director of Safety, the Director of Training, the Director of Operations or the President and report the incident with as much detail as possible.
- Fill out an incident/accident report form and submit it to the Director of Safety (see JEFA Safety website).
- Consider filling out and submit a NASA - ASRS report.

How to report an accident:

- As soon as practical, contact the FAA - **if required** (see AIM 7-63, NTSB 830-1).
- As soon as practical, contact at least one of the following: Director of Safety, the Director of Training, the Director of Operations or the President and report the accident with as much detail as possible.
- Fill out an incident/accident report form and submit it to the Director of Safety (see JEFA Safety website).
- Consider filling out and submit a NASA - ASRS report.

What to do if you are witness to, but not involved in an incident or accident:

- As soon as practical, contact at least one of the following: Director of Safety, the Director of Training, the Director of Operations or the President and report the incident/accident with as much detail as possible.
- Fill out an incident/accident report form and submit it to the Director of Safety, if requested to do so.

JEFA Aircraft Dispatch Book Procedures

Officers

President ken.eiken@jeppesen.com	Ken Eiken See log book for number
Treasurer john.longbrake@jeppesen.com	Andy Longbrake See log book for number
Director of Operations / Acting Chief Pilot ken.shockley@jeppesen.com	Ken Shockley See log book for number
Director of Safety alex.pufahl@jeppesen.com	Alex Pufahl See log book for number
Director of Training scott.kennedy@jeppesen.com	Scott Kennedy See log book for number
Director of Asset Management nick.newby@jeppesen.com	Nick Newby See log book for number
Director of Membership (acting) karen.hitchcock@jeppesen.com	Karen Hitchcock See log book for number
Director of Communications charles.rush@jeppesen.com	Charles Rush See log book for number
Secretary karen.hitchcock@jeppesen.com	Karen Hitchcock See log book for number

General Services and Maintenance

Denver Jet Center General Services	303-790-4321
International Jet JEFA Building	Immediate - IJA Mx office (adjacent building) Heating/Cooling - Contact Director of Asset Mgmt
Arapahoe Aero (Preferred) Maintenance (Scott Utz or Mike Negril)	303-799-8386
Precision Aircraft (JEFA approval required) Maintenance	Contact Director of Ops or Asset Mgmt
Denver Avionics Avionics (Dennis Lamar or Don Conner)	303-790-0684