

Daily Log Instructions

This form is to be used to record the aircraft's daily activity report. The form provides the means for pilots and maintenance personnel to document compliance with Federal Aviation Administration rules and the DNRC Air Operations manual.

- A. The form is to be completed each day there is flight activity.
- B. Before the first flight of the day:
 - 1. Review the Deferred Maintenance records.
 - 2. Review the previous Daily Logs. Those which haven't been reviewed by maintenance. Carry forward any 0 or - items.
 - 3. Perform the airworthiness inspection.
 - 4. Record any faults as per D below.
- C. Post flight:
 - 1. Enter a brief narrative of the days activity and the primary charge number that the flight is to be charged to.
 - 2. Record the power check results if required.
 - 3. Record the fuel, oil, start and torque event data. (see paragraph H. below)
 - 4. Record any faults as per D below.
 - 5. Certify the entry with name and signature.
- 1. Fault/Remarks discovered are to be recorded as follows:
 - 1. If the fault creates an unairworthy condition the aircraft is not to be flown. Place an X in the status box. Tag the control or cyclic stick in accordance with the DNRC AirOps Lockout/Tagout program and notify maintenance personnel.
 - 2. Faults which cause an operational restriction on the aircraft and inoperative instruments and equipment permitted by FAR 91.405, must be placarded INOP and recorded as an 0 in the status box. Example: FM radio is inop, fire activity is restricted.
 - a. Faults which cause any operational restrictions must be carried forward each day until corrected.
 - 3. A minor Fault/Remark and inoperative instruments and equipment which do not impose an operational restriction or safety of flight concern are recorded as a /.
 - 4. Overdue inspections or items are listed as a -. They must be carried forward until cleared.
- E. FAR 43 requires the pilot to record any preventative maintenance or test flight performed. Enter as a fault/remark and enter the appropriate corrective action, signature and certificate number.
- F. Phone in status report or FAX a copy of the daily log to maintenance personnel.
- G. Maintenance Personnel:
 - 1. Pilots shall ensure that maintenance personnel review, record corrective actions or defer any maintenance items.
 - 2. Maintenance personnel shall review the daily log for recorded faults on a periodic basis and shall initial each entry as being reviewed.
 - 3. Reference information for any corrective actions shall be recorded for each fault/remarks. Example FM repaired by Avionics Shop under WO 1234 on 8AUG96 A/C tach 3309 Etc.
 - 4. Any allowable deferred maintenance items will be placed on the Deferred Maintenance forms until corrected.
- H. Recording Torque Event Information
 - 1. In the STARTS block, record the total number of engine starts for the day. Each start or attempted start counts as one START.
 - 2. In the TAKEOFFS block, record the total number of takeoffs for the day. Each takeoff, with its corresponding landing, counts as one TAKEOFF.
 - 3. In the TQ EVENTS block, record the total number of TQ Events for the day. Each external load, with its corresponding drop, counts as one event. In addition, each additional NI speed increase of 10% or more, with its corresponding decrease, counts as an additional event.
 - 4. In the MAX NI block, record the maximum NI speed attained during the day.