

## **RESPONSIBILITIES:**

### **Daily**

- a. Get the Tech Log pages for all the Aircraft's from MPE and review them for completeness. Consult TSE for any clarification or Technical input. Maintain a record of all discrepancies and notify MPE for any corrections necessary.
- b. Update MIS with the Tech Log Data (A/C times, defect entries, fuel & oil consumption and process Part ON/OFF). The entries MUST BE accurate and done on the same day. Notify TSE immediately if there are any carry forward defects.
- c. File all the Tech Log pages neatly. No page should go missing. Any missing page or sequence must report to TSE immediately.
- d. Receive U/S labels from stores and check the part on/off is performed in the MIS. Record the TSN/CN, TSO/CSM information on the U/S label and pass it to TSE for TD issuance
- e. File the aircraft certificates in proper order and ensure that all are current. When a new certificate is issued, the old certificate to be filed in the old certificates folder.
- f. Email Engine trend data to the service providers within a day from its receipt.
- g. Update the tools calibration certificates in MIS with proper due dates and file the certificates in proper order.
- h. Update all the relevant computers with the latest revision of manuals received.
- i. File aircraft AD/SB work cards in proper order and give it to TLB/TLO for scanning once each folder is full.
- j. Ensure that Archived room is well maintained and secured.
- k. Maintain inventory of archived records for easy access and traceability.
- l. When the next sequence Tech Log book kept in the MS office has issued for use, inform TLO to issue the next sequence log book to the MS. Ensure that the log books are issued as per sequence number.

### **Weekly**

- a. Compile Tech Log Pages and submit for TSS/TSE for review.
- b. Update Airbus and ATR technical manuals on relevant computers in hangar within 10 days of receipt. After updating the computers, let the concerned person verify and sign the register. Keep record of all the updates.

## Monthly

- a. Prepare monthly aircraft utilization Hrs/Cyccs for all the aircrafts. Get it verified by TSS and then email the report to pool services provider before 3<sup>rd</sup> of each month.
- b. Assist TSE in preparing monthly reliability report.
- c. Keep record of the defects in in-house reliability control programme database. Inform TSS of any repetitive defects, unusual occurrences and reportable defects. Keep track of the hours and cycles used by the components on-wing.
- d. Update Aircraft Mod Book, get it verified by TSS/TSE and signed by EM.
- e. Update Engine, APU and Propeller Log Bok, get it verified by TSS/TSE and signed by EM.