

Road Job Manager / Supervisor Training

ROAD JOB PAPERWORK PROCEDURES

- As the supervisor of the road job you are responsible to ensure that all required paperwork is filled in properly, accurately, and turned in a timely manner.
- This training is to aid you in the filling out of NAAS paperwork on the typical road job.
- This training aide does not override the NAAS Quality Control Manual.
- The samples throughout this section are filled out to represent a completed job and a full paperwork package.
- The format of these forms will change on occasion; however, the basic contents will always remain the same.
- It is highly recommended that you keep a copy of all completed paperwork for your personal records and that each employee keeps a copy of his expense reports.

CUSTOMER SERVICE REQUEST INFORMATION FORM

- This form is filled in by the office and will be given to the crew supervisor with as much information as possible; if we cannot deliver a copy of the form to the crew supervisor then we will give you all the pertinent information over the phone.
- The **work order number** is specific to the aircraft, customer, and dates of work. A different work order number will be assigned to each aircraft thru the NAAS office.
- *NOTE: The new NAAS work order number is made up of several key identifiers.*
 - The first digit identifies the company
 - The next 2 digits identify the year issued
 - The following 1 to 2 digits identify the program the work order is assigned to.
 - The following letter identifies the work order type
 - The last numbers will be the sequential numbering for the year
 - For Example- Work order number **1082R385**
 - 1 = NAAS
 - 08 = Year 2008
 - 2 = Road USA Program
 - R = Road Type Work Order
 - 385 = is the 385th work order issued company wide for the year.
- See example of the Service Request Form:

CUSTOMER SERVICE REQUEST INFORMATION

Date 3-12-04 Time 16:00
 Purchase Order No. 804321A Work Order No. 240268
 Customer Name Texas Airline
 Aircraft Type DC-10 Aircraft No. N254TA
 Aircraft Location DFW
 Contact Name John Houston Phone 214-3816
 On Site Person Bob Hill Phone 800-3411
 Discrepancy Fuel leak from Aft wing root Log Book Page # N/A
 Special Instructions _____
 Start Date 3-15-04 8:00 AM Return To Service Date 3-16-04 22:00
 Is there a 125 CFM Source? ✓
 Can customer supply sealant? ✓ Acetone? ✓
 Is there a place we can dispose of waste fuel? ✓

Kit serial # 07A LEL meter # 9707055-124

Crew Todd Hope + Bill Green

Flight for Airline American From/To LAX / DFW
 Name Todd Hill Flt# 3816 Departs Date/Time 3-14-04 / 16:21
 Conf.# 5812784 Arrives 18:00 Paid Y/N

Flight for Airline _____ From/To /
 Name _____ Flt# _____ Departs Date/Time /
 Conf.# _____ Arrives _____ Paid Y/N

Flight for Airline _____ From/To /
 Name _____ Flt# _____ Departs Date/Time /
 Conf.# _____ Arrives _____ Paid Y/N

(214) 300-7000 Hotel Name Red Roof Location/Address Airport North
 Reserved for B.Green Conf.# 3686042 Direct Bill Y/N

Car Company Avis Reserved for T.Hope Conf.# ZXB42

Notes: B.Green driving from S.A. Contact customer on arrival to
arrange airport access.

WORK SITE VERIFICATION REPORT

- **MUST be used on every ROAD Job**
- The ***work site verification report*** **must** be filled out by the supervisor of the job for every work order and aircraft. This form is required by the FAA to ensure that there was proper maintenance data for the work done and adequate work space.
- Always ensure that the form is filled in completely, including the operator status. You should review the Quality Control Manual Section 2, Page 22, Chapter 2.20 for further detailed information.
- See example.

NORTH AMERICAN AIRCRAFT SERVICES, INC.
Repair Station NS8R594J

WORK SITE VERIFICATION REPORT - NAAS QC-035

INSTRUCTIONS: This form is to be completed prior to starting any aircraft maintenance. When completed, attached this form to the Line Maintenance Service Order NAAS LM-001A or Work Order form NAAS QC-009A1 if used.

This form will be generated whenever a customer has requested work to be performed at a location other than the repair station or for Line Maintenance when a contractual agreement has not been accomplished. Only NAAS Inspectors, Inspector Designee, Supervisors or Managers shall complete this form.

Customer: Texas Airline Work Order Number 240268 Date Requested 3/3/04

Location: DFW, TX

Aircraft Type Douglas Aircraft Model DC-70-30 Reg No. N254TA

Customer Operating Under (Select the appropriate box)

FAR Part 121 ☒ FAR Part 125 ☐ FAR Part 135 ☐ FAR Part 129 ☐ FAR Part 91 ☐

VERIFICATION OF ADEQUATE HOUSING,
FACILITIES AND WORK SPACE FOR TYPE OF
WORK TO BE PERFORMED.

Authorized Representative of the Aircraft Operator
or Maintenance Facility:

Print Name: Bob Hill

Title: Manager

Signature: Bob Hill

Date: 3/5/04

Phone Number: 800-3411

Authorized NAAS Representative

Print Name: Todd Hope

Signature: Todd Hope

Date: 3/5/04

Adequate housing, facilities and work space must be available to properly perform the work in accordance with FAA Regulations. Adequate housing and facility requirements include Ramp Space with grounding points or Hanger adequate to house areas of aircraft to be worked.

CURRENT AIRCRAFT TECHNICAL DATA
AVAILABLE FOR THE TYPE OF WORK TO BE
PERFORMED.

Authorized Representative of the Aircraft
Operator or Maintenance Facility:

Customer Forms Used ☒ NAAS Forms Used ☐

Print Name: Bob Hill

Title: Manager

Signature: Bob Hill

Date: 3/5/04

Phone Number: 800-3411

Authorized NAAS Representative

Print Name: Todd Hope

Signature: Todd Hope

Date: 3/5/04

Part 121 and 135 operators shall supply appropriate data for maintenance on their aircraft. Maintenance data provided by Part 91 and 125 operators shall be verified as current prior to any maintenance being performed.

NAAS WORK ORDER FORM & CONTINUATION FORM

- **MUST be used on every ROAD Job**
- NAAS Work Order Form- QC-009A1; Located in the Quality Control Manual Section 2 Page 10 Chapter 2.9
- NAAS Continuation Form- QC009A2; Located in the Quality Control Manual Section 2 Page 12 Chapter 2.11
- Our **Work Order Form** is used as documentation of all work accomplished. For reasons of maintenance tracking and proper documentation, all work cards issued from 3rd party maintenance facility or customer must be documented by Customer job card number, i.e. routine, non-routine, service bulletin, engineering order or log page #. The **special inspection and continuation form** is used if you need more space for multiple discrepancies and to continue documentation for that work order. If no work cards are issued then you will need to number each discrepancy sequentially, the act of numbering these items in sequence assigns a task ID to each discrepancy.
- Under Discrepancy Column note the following:
 - Job number
 - Brief description of item with wing stations.
- Note: Accomplish this for all routine, non-routine, and other data such as S.B.'s, E.A.'s, or E.O.'s.
- Under Correction Column note the following:
 - Complete corrective action **with M/M ref.'s**
 - Mech. sign off and NAAS insp. buy-off. Be sure to use employee number, which is last four of your social security number. All sign-offs must be dated. Stamp and sign at lower end of sign-off.
- All panels or components removed to facilitate repair must be documented both in Discrepancy Column and Correction Column. Use your M/M references for removal and installation. If customer inspection department complies with the OK to install and installation complete, note this on Correction column.
- EXAMPLE:
 - **Discrepancy: Removed panel 505A**
 - Correction: Installed per M/M 57-30-0 following customer inspection
- Identify all panels removed and installed in their prospective column with PNL #'s. (Note: Exception made for internal parts removed on heavy programs.)
- For all component or part changes you must note P/N off, S/N off, P/N on and S/N on.
- Refer to attached work order form for example of proper documentation.

CUSTOMER TO SIGN & RECEIVE A COPY OF THESE FORMS

Work Order Form

Customer: Texas Airline P.O. No.: 804321A
 Location: DFW A.C. Reg. No.: 254TA
 W/O. No.: 240268 A/C Type: DC-10

NORTH AMERICAN AIRCRAFT SERVICES, INC
 11502 Jones Maltzberger
 San Antonio, TX 78216
 Phone (210) 805-0049 Fax (210) 805-0563



Page 1 of 3

FAA REPAIR STATION NO. NS8R594J

NO.	DISCREPANCY	CORRECTIVE ACTION	MECH	INSP
1.)	Fuel leak at right wing root lower rear spar. log page 319	1.) Desealed and resealed lower rear spar seam at WBL 120 IAW DC-10 mm 28-10-1	-	-
2.)	Removed right wing panel 260 to F.O.M	2.) Closed panel 260 on right wing after customer ok to close IAW DC-10 mm 28-00-00	-	-
3.)	Perform positive and negative pressure checks as required to locate leak	3.) Performed positive and negative pressure checks IAW DC-10 sm 57-30-2	-	-
4.)	Isolated #2 tank for negative pressure checks	4.) Unplugged and reconnected vent lines IAW mm 28-10-3	-	-

Final Check Cavity Drains Inspected: N/A Remove Equip: 2H Unplug Vent: 1H SOAK CHECK 8hr integral: 2H 12hrs bladder: N/A

Customer Acceptance:

Bob Hill

A+P lead

3-16-04

Customer agrees to indemnify and hold harmless NAAS (vendor) and its officers, employees and agents from and against all claims, liabilities, damages, losses and judgments and expenses, by reason of loss or damage to property expressly including customer property described herein, except for such injury, death loss or damage which may be attributed to the negligence of NAAS. Once the aircraft or components which are the subject of this work scope are returned to the customer, NAAS's sole responsibility shall be repair or replacement of aircraft components or the re-performing of any services which shall have not been performed in a workmanship manner. Re-performing of services and/or replacement of components subjected to such faulty workmanship shall be accomplished under NAAS standard warranty provisions. NAAS shall under no circumstances be responsible to customer or to any third party for consequential cost other than those addresses in NAAS's provisional warranty. NAAS assumes no responsibility for loss or damage or contents and components placed with NAAS for repair, storage or sales, from fire, theft, weather, natural disasters or other caused beyond NAAS's reasonable control. However, NAAS and Customer hereby agrees and acknowledges that if there is a preexisting Aircraft Repair Services Agreement between the parties, then all the above provisions shall not be applicable at all or be deemed to amend, revise or be incorporated into any such preexisting Aircraft Repair Services Agreement between the parties.

Requested By:

Bob Hill

Name

A+P lead

Title

3-16-04

Date

Page 2 of 3

NAAS OC-009A2

Work Order Form

Customer: Texas Airline P.O. No.: 804321A
 Location: DFW A.C Reg. No.: 254TA
 W/O. No.: 240268 A/C Type: DC-10

NORTH AMERICAN AIRCRAFT SERVICES, INC

11502 Jones Maltsberger

San Antonio, TX 78216

Phone (210) 805-0049 Fax (210) 805-0563



Page 3 of 3

FAA REPAIR STATION NO. NS8R594J

Name

Title

Date

MAINTENANCE RELEASE

W.O. 240268 AC/N 254TA

This aircraft, airframe or appliance identified above was repaired and inspected in accordance with current Regulations of the Federal Aviation Administration and is approved for return to service with respect to work performed. Pertinent details of repair are on file at North American Aircraft Service, 11502 Jones Maltsberger San Antonio Texas 78216 CRS NS8R594J

NAAS QC-030 Rev 10-14-02

Authorized Inspector: [Signature]

Sign

Stamp

Date



3-16-04

Customer agrees to indemnify and hold harmless NAAS (vendor) and its officers, employees and agents from and against all claims, liabilities, damages, losses and judgments and expenses, by reason of loss or damage to property expressly including customer property described herein, except for such injury, death loss or damage which may be attributed to the negligence of NAAS. Once the aircraft or components which are the subject of this work scope are returned to the customer, NAAS's sole responsibility shall be repair or replacement of aircraft components or the re-performing of any services which shall have not been performed in a workmanship manner. Re-performing of services and/or replacement of components subjected to such faulty workmanship shall be accomplished under NAAS standard warranty provisions. NAAS shall under no circumstances be responsible to customer or to any third party for consequential cost other than those addresses in NAAS's provisional warranty. NAAS assumes no responsibility for loss or damage or contents and components placed with NAAS for repair, storage or sales, from fire, theft, weather, natural disasters or other caused beyond NAAS's reasonable control. However, NAAS and Customer hereby agrees and acknowledges that if there is a preexisting Aircraft Repair Services Agreement between the parties, then all the above provisions shall not be applicable at all or be deemed to amend, revise or be incorporated into any such preexisting Aircraft Repair Services Agreement between the parties.

Requested By: [Signature]

Name

Adp lead

Title

3-16-04

Date

MAINTENANCE RELEASE STICKER

- *Will only be used when NAAS is performing the return to service on the aircraft for the work we performed.*
- Maintenance Release Sticker- QC-030; Located in the Quality Control Manual Section 2 Page 17 Chapter 2.15
- The ***Maintenance Release Sticker*** is used to indicate final approval & return to service of the work on the aircraft. As per the Repair Station and Quality Control Manuals this should be affixed to the Work Order Form by a designee of the Q.C. Manager prior to returning the aircraft to service. The maintenance release sticker must be signed by a NAAS inspector or designated inspector.
- **Procedure**
 1. When work is finished on the aircraft and the Work Order Form (QC-009A1) is completed, the Q.C. Manager designee (all NAAS inspectors) will audit the records package (Work Order, routines, non-routines, etc.) to determine that all work has been inspected as required for compliance with the inspection system as outlined in the Quality Control Manual and Repair Station Manual.
 2. When approval has been given to the above audit, the designee will affix a fully completed Maintenance release sticker to the Work Order Form (with out over laying any data). The stamp has been changed to a sticker for clarity and convenience.
 3. A copy of the Work Order Form with the rest of the paper work package is mailed to the NAAS office for filing. The customer will receive the original.

MAINTENANCE RELEASE STICKER

- **NOTE: Do not place a maintenance release sticker on a work order when our work is not OK'd to return to service.**
- For instance: If you remove a component such as the auxiliary tanks to facilitate other maintenance, and do not reinstall it on that trip you would notate it as follows:
 - Discrepancy: remove fwd aux for insp.
 - Corrective action: Removed fwd aux IAW DC-9 mm 28-10-12, to be installed at later date.
- No sticker would be applied in that situation because our work is incomplete and the aircraft is not serviceable.

MAINTENANCE RELEASE

W.O. 240268 AC/N 254TA

This aircraft, airframe or appliance identified above was repaired and inspected in accordance with current Regulations of the Federal Aviation Administration and is approved for return to service with respect to work performed. Pertinent details of repair are on file at North American Aircraft Service, 11502 Jones Maltsberger San Antonio Texas 78216 CRS NS8R594J

NAAS QC-030 Rev 10-14-02

Authorized Inspector: [Signature] [Stamp] 3-16-04

Sign Stamp Date

AIRCRAFT TIME LOG

- **MUST be used on every ROAD Job**
- The ***time log*** is used to track all hours expended on each aircraft and for employee payroll on road jobs.
- Fill in this form on a daily basis to log hours to at the aircraft and each employee. You should enter time IN and time OUT using military time.
- The time log will be sent with travel time cards each Monday to San Antonio for payroll entry. Retain all original copies of time logs and send to San Antonio upon job completion with all other paperwork.
- IN and OUT times should reflect actual hours at job site. Total hours should be calculated minus lunch and entered in the proper column.
- Time logs for T&M jobs should be signed by customer under customer acceptance.
- **CUSTOMER TO SIGN AND RECEIVE A COPY OF THIS FORM ON ALL TIME & MATERIAL JOBS.**
- On flat rate jobs the customer will not sign or receive a copy. When in doubt contact the office for guidance.

1210 808-0049 FAX 805 0563 FAA REPAIR STATION NO. N58R5941

CUSTOMER TRANS. BILLY AT DELE PO 80430A ON 24/04/87
 USE DFW SNO NS2474 DATE 30/04/87 TO 30/04/87


NAM	DATE	IN	OUT	S	OF	ET	SE	TOTAL	CUSTOMER
B Green	JUN 28th	7:00	9:00	2	1			9	Paid 6-28-64
T Hope	JUN 28th	17th		2	1			9	
R Green	JUN 28th	17th		2	4	1/2		12 1/2	
T Hope	JUN 28th	19th		2	4	7/2		12 7/2	
TOTALS				2	10	L		43	


DATE: 2/15/2016


DATE OF RECEIPT: _____

TIME ACCOUNT CARD

- ***"Also known as a Travel Time card"***
- ***Must be used on all jobs when Travel Time is incurred***
- The ***time account*** card is used for recording travel time to and from the jobs. NAAS bills the customer based off of those hours and also pays the employee their travel time from these cards.
- Travel time for flying to the location is calculated by total flight time plus one hour before and one hour after the flight ends. If you are driving then it based off of a reasonable drive time.
- You do not have to list a start or finish time on this form; only the total number of hours.
- One time account card is used for each employee per week per work order when required.
- For easier understanding of the travel days please write in the date of travel above or below the travel time

	Time Account Card							Pay Period Start 3-12-04
								Pay Period End 3-25-04
	A/C No. N254TA							
	Location DFW							
Name B. Green		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Employee # 0412	ST							
Customer Texas Airline	OT							
WO# 240268	DT							
PO# 804321A	SBT							
	TT			4			4	
				3-14-04			3-17-04	
Employee Signature					Supervisor's Signature			
Finance Signature					Process Date			

	Time Account Card							Pay Period Start 3-12-04
								Pay Period End 3-25-04
	A/C No. N254TA							
	Location DFW							
Name T. Hope		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Employee # 6789	ST							
Customer Texas Airline	OT							
WO# 240268	DT							
PO# 804321A	SBT							
	TT			4			4	
				3-14-04			3-17-04	
Employee Signature					Supervisor's Signature			
Finance Signature					Process Date			

	Time Account Card							Pay Period Start
								Pay Period End
	A/C No.							
	Location							
Name		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Employee #	ST							
Customer	OT							
WO#	DT							
PO#	SBT							
	TT							
Employee Signature					Supervisor's Signature			
Finance Signature					Process Date			

WARNING TAGS (RED)

- ***For use when NAAS Lock-Out /Tag-Out (LO-TO) used in place of the customers***
- Warning Tag- QC-104; Located in the Quality Control Manual Section 2 Page 48 Chapter 2.41
- These tags are used to lock-out the aircraft systems for a safe fuel tank entry. The systems include but not limited to fuel boost pumps, fuel quantity, external power, cross feed valves, batteries, etc... All circuit breakers and external power receptacle must be tagged out per the applicable maintenance manuals. If the tags are used then all used tags and the warning tag control log must be returned to the office with the paperwork package.
- The tag number will be assigned using the Control Log procedures in the Quality Control Manual section 2 page 47. The tag will be cut along the dotted line and the small right hand portion will be attached to the control log for tracking. The larger left hand portion will be attached to the component being locked out.
- After removal of the tags all sections should be attached to the control log for return to the office.
- If the customers' lock-out-tag-out procedures are used then these tags will not be needed or used.

WARNING TAG CONTROL LOG

- ***For use when NAAS Lock-Out /Tag-Out procedure is used in place of the customers, will not be used when the customer LO-TO is used***
- Warning Tag Control Log- QC-102; Located in the Quality Repair Manual Section 2 Page 46 Chapter 2.39
- The warning tag control log is used to tally all warning tags used on the aircraft and used to account for removal of all the tags.
- Draw one line diagonally across the number assigned to the tag. This will indicate that that number has been assigned and to use the next sequential number for the next tag.
- Draw another diagonal line (in the opposite direction) across the number when the tag is removed and accounted for. This will effectively cross out the numbers box.
- ***NOTE: If the customers' lock-out-tag-out procedures are used then fill in the work order number, a/c reg. number and notate at the bottom of the form customer lock-out-tag-out used.***
- This form when used **must** be returned to the office with the paperwork package after every job along with all sections of the warning control tags.

North American Aircraft Services, Inc.
11502 Jones Maltzberger
San Antonio, Texas 78216

Repair Station NS8R594J

Form NAAS-CQ-102

WARNING TAG CONTROL LOG

WORK ORDER NO.: 240268 A/C REG. NO.: N254TA DATE: 3-15-04

001	002	003	004	005	006	007	008	009	010
011	012	013	014	015	016	017	018	019	020
021	022	023	024	025	026	027	028	029	030
031	032	033	034	035	036	037	038	039	040
041	042	043	044	045	046	047	048	049	050
051	052	053	054	055	056	057	058	059	060
061	062	063	064	065	066	067	068	069	070
071	072	073	074	075	076	077	078	079	080
081	082	083	084	085	086	087	088	089	090
091	092	093	094	095	096	097	098	099	100
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170
171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190
191	192	193	194	195	196	197	198	199	200

QUALITY CONTROL AUDIT DATE: 3-16-04

QUALITY CONTROL AUDITOR: T. Hope

GENERAL PURPOSE TAG (PARTS TAG)

- General Purpose Tracking Tag- QC-022;
Located in the Quality Control Manual
Section 2 Page 29 Chapter 2.26
- This tag is used whenever a part is removed from the aircraft for identification and parts inspection. All used tags must be returned with the paperwork package. If the customer tags are used then this tag is not required.

NORTH AMERICAN AIRCRAFT SERVICES, INC 11502 Jones Maltsberger San Antonio, Texas 78216		NAAS NAAS QC-022 REPAIR STATION NS8R594J
GENERAL PURPOSE		
PART NUMBER: 5912395-7	SERIAL NO.: NSN	
NOMENCLATURE: Panel 260	MODEL NO.: N/A	
REMOVED FROM: N254TA	POSITION: R.t. Wing	
WORK ORDER NO.: 240268	CARD NO. 1	
REASON FOR REMOVAL: F.O.M		
REMOVED BY: B. Green	DATE: 3-15-04	
INSPECTED BY: T. Hope	DATE: 3-16-04	

CONFINED SPACE ENTRY PERMIT

- ***Will always be used when a tank entry is required and the customer or operator entry program is not utilized.***
- Confined Space Entry Permit- QC-100; Located in the Quality Control Manual Section 2 Page 51 Chapter 2.44
- All Confined Space entries will be done IAW NAAS Health and Safety Manual Section 20.0
- Any time a tank entry is made you must have a ***confined space entry permit***. You may either use NAAS entry permit or the customers' entry permit. The NAAS Health and Safety Manual requires one permit per shift, a LEL reading minimum of every 4 hours and a shift is up to 12 hours. All confined space entry forms, either NAAS or a copy of the customers, must be returned with the paperwork package either the original or at minimum a photocopy of all pages.
- NAAS will ensure safe entry and work in confined spaces per FAA and OSHA regulations 1910.146 and 1910.134
- Below are the ***minimum required for OSHA***.
- Also check any other types of hazard or safety precautions that are pertinent to the job at hand.
- In the types of hazard section always check ENTRAPMENT
- Any other hazard that will be encountered
- In the safety precautions section the following boxes will always be checked
 - VENTILATION
 - LOCKOUT/TAGOUT
 - FIRE EXTINGUISHERS
 - SIGNS POSTED
 - LIGHTING
- Any other safety measures that are used
- See example of the confined space entry permit

NORTH AMERICAN AIRCRAFT SERVICES, INC CONFINED SPACE ENTRY PERMIT	A/C Reg. No.: <u>N254TA</u>	Task Card or Log Book Page No.: <u>1</u>
	W/O No.: <u>240268</u>	Date: <u>3-15-04</u>

Location & Description of Confined Space

Purpose of Entry

<u>Right wing #2 tank</u>		<u>leak repair</u>	
Scheduled Start <u>3-15-04 Thurs 10:00</u> ^{a.m.} _{p.m.}	Scheduled Finish <u>3-15-04 Thurs 18:00</u> ^{a.m.} _{p.m.}		
Day/date/time		Day/date/time	

Entrants: <u>B. Green</u> <u>T. Hope</u>	Attendants: <u>T. Hope</u> <u>B. Green</u>
------------------------------------------------	--------------------------------------------------

(Check those items below which are applicable to your confined space permit.)

TYPES OF HAZARDS

- | | | |
|------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Oxygen-Deficient Atmosphere | <input type="checkbox"/> Engulfment | <input type="checkbox"/> Energized Electrical Equipment |
| <input type="checkbox"/> Oxygen-Enriched Atmosphere | <input type="checkbox"/> Toxic Atmosphere | <input checked="" type="checkbox"/> Entrapment |
| <input type="checkbox"/> Welding/Cutting | <input type="checkbox"/> Flammable Atmosphere | <input checked="" type="checkbox"/> Hazardous Chemical |

List type of chemical Hazard: acetone

SAFETY PRECAUTIONS

- | | | |
|-------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Self-Contained Breathing Apparatus | <input type="checkbox"/> Protective Gloves | <input type="checkbox"/> Barricade Job Area |
| <input type="checkbox"/> Air-Line Respirator | <input type="checkbox"/> Lifelines | <input checked="" type="checkbox"/> Signs Posted |
| <input type="checkbox"/> Fire-Retardant Clothing | <input checked="" type="checkbox"/> Respirators | <input type="checkbox"/> Clearances Secured |
| <input checked="" type="checkbox"/> Ventilation | <input checked="" type="checkbox"/> Lockout/Tagout | <input checked="" type="checkbox"/> Lighting |
| | <input checked="" type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Ground Fault Interrupter |

Remarks: respirator as required by chemical MSDS.

ENVIRONMENTAL CONDITION

TESTS TO BE TAKEN	DATE / TIME	RE-TESTING	DATE / TIME
Oxygen: <u>20.9</u> %	<u>3-15-04 10:15</u> @p	Oxygen: <u>20.9</u> %	<u>3-15-04 14:10</u> @p
Lower Explosive Limit: <u>3</u> %	<u>3-15-04 10:15</u> @p	Lower Explosive Limit: <u>0</u> %	<u>3-15-04 14:10</u> @p
Toxic Atmosphere: <u>0</u>		Toxic Atmosphere: <u>0</u>	
Instruments Used: <u>9707055-124</u>		Instruments Used: <u>9707055-124</u>	

SUPERVISOR CONDUCTING PRE-ENTRY CHECKLIST SIGNATURE Todd Hope

<p>ENTRY AUTHORIZATION</p> <p>ALL ACTIONS AND OR CONDITIONS FOR SAFE ENTRY HAVE BEEN PERFORMED</p> <p>PERSON IN CHARGE OF ENTRY <u>Todd Hope</u></p>	<p>ENTRY CANCELLATION</p> <p>ENTRY HAS BEEN COMPLETED AND ALL ENTRANTS HAVE EXITED PERMIT SPACE</p> <p>PERSON IN CHARGE OF ENTRY <u>Todd Hope</u></p>
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RECLASSIFICATION OF AIRCRAFT POWER-ON ENTRY AUTHORIZATION

ADDITIONAL PROCEDURES REQUIRED FOR RECLASSIFICATION AUTHORIZING AIRCRAFT POWER-ON WORK SHALL BE IN ACCORDANCE WITH AIRCARRIER OR CUSTOMER GENERAL MAINTENANCE MANUAL FOR FUEL CELL ENTRY/PERMIT REQUIRED SPACE PROGRAM. IF AUTHORIZED AND AIRCRAFT MAINTENANCE MANUALS.

RECLASSIFICATION OF POWER-ON WORK HAS BEEN ACCOMPLISHED IN ACCORDANCE WITH: Texas Airline GMM 05-12.0 pg 3.

3-15-04 Right wing #2 tank Todd Hope
DATE LOCATION OF SPACE SIGNATURE

CONF-ENT, NAAS-QC-100 PAGE 1 8/01/04

PREVIOUS REVISIONS MAY BE USED

IN CASE OF EMERGENCY CALL 911

EMPLOYEE EXPENSE REPORT

- The ***expense report*** is designed to allow for proper documentation of your expenses when incurred. It is also relied on heavily for invoicing our customers correctly. Anytime you are advanced money, an expense report needs to be submitted against the particular job or related expense.
- Each expense report entry should be documented by dates and must correspond with dates worked on time logs; both forms should reference only one aircraft.
- The Expense Report is divided into 3 separate sections for ease of use. The 3 sections can basically be thought of as
- **SECTION 1- The amount of money the company owes me and what it was for**
- **SECTION 2 -The amount of money I have been given**
- **SECTION 3 -All of my company credit card purchases and/or direct bill accounts I used in performing this job**

Section 1- The amount of money the company owes me and what it was for

- The upper portion of the expense report is for recording the expenses NAAS owes you for incurring or paying out of your pocket; including but not limited to the following (If paid by your personal credit card or paid by cash) .
- Per Diem (Paid at going rate in full and half days)
- Excess baggage
- Parking
- Mileage (paid at going rate)
- Gas for rental car
- Sky caps
- Lodging
- Cash advances given out
- Supplies for the job- soap, batteries, etc...
- If you use your **personal credit card** for car rental, hotel, or any other business expense, then you write it in the top of the form the **same as if you paid cash**.
- **Special Note on CASH ADVANCES - When issuing a cash advance to a fellow employee make sure you note cash advance to the employee under description column with employee name and have them sign beside their name and note advanced amount under misc. column, this will eliminate any confusion on who gave who money and how much was advanced after the job is completed.**
- **WHEN TOTALING YOUR CASH EXPENDITURES, TOTAL ALL COLUMNS ACROSS AND DOWN.**

Date	Description	Airfare	Lodging	Car Rental	Per Diem	Misc.	Total
Section 1							
Totals:							

Section 2- The amount of money I have been given

- This section is where you record the amount of money that you received, who you received it from, and how it was given to you.
- When receiving cash advance from home office or from fellow employee be sure to document amount of cash received, date, received from, and by what means, (direct deposit, cash, check, western union)

Cash Advance(s)

Date	Received From	Amount
Section 2		
Total Advances:		

Total Expense:

Total Advance(s):

Due Employee:

Due Company:

Section 3 - All of my company credit card purchases and/or direct bill accounts I used in performing this job

- When using company credit card or company direct bill accounts for purchases note the date of purchase, credit card type, company paid to, and description of purchase, and the amount.
- Overall points to remember
 - Advances must be posted by issuer and receiver on the respective expense reports.
 - Post all transactions (cash and credit cards) with the exact amount spent to exactly match the receipts.
 - All transactions for purchases must have receipts if there is no receipt turned in the charges could be deducted from your expense report and or pay.
- Calculating final totals: In the lower right corner of each report you will find total block for expenses and advances. Total all advances and expenses and post in the proper block. Enter the difference between both figures either in the employee or company block as determined by the amount.
- **All expense reports are to be sent to San Antonio at job completion or for the long-term jobs on every Monday.**

Company Credit Card Purchase(s)

Date	C/C Name & Expense Description	Amount
	Section 3	
Total Credit Card Purchases:		

Employee Signature: _____

Approval Signature: _____

Samples of completed Expense reports

Expense Report Number:

Aircraft Type: DC-10
"N" Number: N254TA
W.O. # 240268

Cash Advance(s)

Total Advances:

Due Company:

350
350
Ø
Ø

Date	C/C Name & Expense Description	Amount
3-17	Direct Bill Red roof inn	216. ⁷⁴
	Total Credit Card Purchases:	216. ⁷⁴

Approval Signature:

JOB REPORT

- ***THIS FORM MUST BE TURNED IN FOR ALL JOBS***
- The Job Report is used as a brief overview of all expenses, Billable Hours and Travel Hours incurred during a particular job. This form will help as a reminder for you and our Accounting Dept. in San Antonio to ensure all expenses are accounted for.
- Fill in the upper portion of the form with all pertinent information for the job.
- List all crewmember names across the upper blocks. List all related expenses incurred by each employee (from the expense reports) under employee's name.
- Make notes in the comments section of anything encountered during the job that will affect billing.
- See example

ROAD JOB REPORT

Customer | Texas Airline
 PO | 804123A
 Crew Arrival Date | 3-14-04
 Crew Departure Date | 3-17-04

Work Order | 240268
 Reg # | 254TA
 Location | DFW
 Total Number of Days Including Travel | 4

	Supervisor	Mech.	Mech.	Mech.	Mech.	
CREW NAMES	B. Green	T. Hope				TOTALS
AIRFARE - ONE WAY/ ROUND TRIP		637 ⁰⁰				↓
From - To		LAX - DFW - LAX				
AIRFARE - ONE WAY - OUT	Drove					637 ⁰⁰
From - To						
HOTEL	216.74	216.43				433.17
Number of Nights	4 nights	4 nights				
PER DIEM (in Days)	3	3				6 days
MATERIALS		27.39				27.39
FREIGHT						
SKY CAP						
EXCESS BAG		50 ⁰⁰				50 ⁰⁰
CAR RENTAL		168.79				168.79
Number of Days		4 days				
GAS						
PARKING		16.50				16.50
TAXI/SHUTTLE						
MILEAGE (in miles)	500					500 miles
From-To-Back	SAT-DFW-SAT					
Ticket Change Fee						
TRAVEL HRS.	8	8				16

	HOURS
STRAIGHT TIME	32
OVER TIME	10
DOUBLE TIME	1
STAND-BY TIME	

TOTAL BILLABLE HOURS

43

Comments: