

Duty Officer Checklist



Skyline Soaring Club
Front Royal, Virginia

18 March 2016

Revision History

Date	Revision	Comments
June 2008	Original	
March 2016	1	Major update and rewrite.

YOUR RESPONSIBILITIES AS DUTY OFFICER

General Guidance: As Duty Officer (DO), **YOU** are responsible for the safe and efficient conduct of all ground operations. **YOU** have the authority to establish the priority for launches, to direct other club members to perform tasks such as wing-running, and to discontinue operations at any time you feel that a safety hazard exists.

- ✓ Familiarize yourself with the Skyline Soaring Club Operations Manual for complete information on DO responsibilities and club procedures. The DO Notebook in the Ops Trailer contains additional documents that can be useful.
- ✓ Arrive promptly by 9 a.m. to permit operations to commence by 10:00 a.m. Note: Occasionally, training may be scheduled for early morning, and the CFI or student will contact the DO and Tow Pilot to request them to be at the field at an earlier time.
- ✓ To meet your responsibilities, a constant observation of all activities and alertness to the real-time situation is essential. Therefore, the DO must not become distracted by social conversation or by staring at the computer screen. Please strive to remain attentive to aircraft in the air as well as on the ground, and plan ahead to direct other members to provide necessary assistance (such as staging or retrieving gliders from the runway, etc.).
- ✓ You can't do it alone – Select appropriate members to assist you and the Assistant Duty Officer (ADO) with the following functions: taking tow vehicles and gliders out of the hangar, staging the gliders, running wings, retrieving gliders, getting gas for the tow vehicles.
- ✓ Only members are allowed to operate the tow vehicles. Operators must be at least 16 years old, trained on how to operate the vehicle, and wear the helmet when operating the ATV.
- ✓ Know your ADO – If you do not know your ADO, find out his/her level of experience and monitor actions closely. Mentor your assigned ADO so that he/she can learn how to perform responsibilities safely.
- ✓ The DO should be the last person to leave the field and should personally check on each aircraft's condition and the security of the hangar. Discrepancies not corrected can cost the club additional maintenance expenses.
- ✓ Notify, via email, the Safety Committee (Safety Officer, Chief Instructor, Chief Tow Pilot and Chief Duty Officer) and Club Board, of any accidents, incidents, or discrepancies relating to safety during flight or ground operations. See the *“Emergency Response Plan”* in the DO Notebook for more information.
- ✓ Notify, via email, the applicable Club Meisters of any adverse changes in condition of aircraft or vehicles or concerns you may have.
- ✓ When in doubt about anything, please *Ask!*

BEFORE FLIGHT OPERATIONS

1. Prepare well in advance.

- a) Coordinate with the assigned Tow Pilot, ADO and Duty Instructor (if one is assigned) prior to the day of operations to ensure they will be at the field.
- b) If you will be short manned contact the Duty Roster Meister for assistance.
- c) Start monitoring weather forecast.
- d) If you are a bit rusty on the use of computer logsheet program download a copy from SSC website and practice.

2. Assess status of the weather (call 1 -800-WX-BRIEF).

- a) Call 1-800-WX-Brief (800-992-7433) for a weather briefer. For current conditions you can hear the FRR automatic weather observation system (AWOS) broadcast on 121.85 or by calling (540) 635-5377.
- b) If weather is a factor:
 - 1) It is always better to make the call to cancel operations from the airport rather than from your home. The weather at Front Royal can be much different from the surrounding areas (e.g., Winchester).
 - 2) Coordinate with the Tow Pilot and Duty Instructor (if one is assigned) to make the call to cancel operations.
- c) Whenever operations are cancelled for weather send an email to SSC members as soon as possible to prevent unnecessary travel.

Note: Canceling operations does not relieve the duty crew for their duty day obligations. You should plan to perform other tasks around the hangar such as cleaning the tow vehicles, straightening up the hangar, cleaning the gliders, organizing the DO box, etc.

3. Determine active runway to use based on wind direction.

- a) Runway 28 is the “no-wind” active runway.
- b) If in doubt coordinate with the Tow Pilot and Duty Instructor.

4. Open the hangar

- a) Enter through the northwest side door using the key in the combination lock. Once the entrance door is open place the key back into the combination lock and rest to all zeroes (0000). Then open the north main hangar doors.
- b) If the wind is blowing more than 10kts do NOT open the hangar doors on both sides simultaneously – this can create a wind tunnel effect.

5. Check glider and tow vehicle status board – next to battery table

6. Prepare the tow vehicles and trailer:

- a) The tow vehicles must be carefully driven out of the hangar. A second person should be observing to ensure the safety of the glider wing.
- b) Check the gas in the vehicles. If the level is below 1/2 tank, make arrangements to acquire gas (using five gallon can in hangar). Delegate this task. The person purchasing gas will be credited for the cost by entering the appropriate information in the computer log sheet program and providing a receipt.
- c) Check the gator's hour meter against the number on the status board for oil and maintenance service. Check the oil level each Saturday and fill if necessary. Note: the cap is NOT to be fully screwed in to measure the oil level. If it is close make sure Gator Meister is notified.
- d) Make sure the ops trailer is loaded with the following:
 - 1) Club computer (located on battery table near its dark blue AOPA carrying bag).
 - 2) Handheld radios (located above the battery table in the hangar)
 - ICOM aviation radios (take at least one each for DO and ADO)
 - FRS ground radios (at least one each DO,ADO, tow vehicles, and hangar)
 - 3) Schweizer adapter (short yellow rope with metal ring).
 - 4) Ballast - ASK 21 plates, Grob plate, yellow and black shot bags and square lead sheets should be in the grey bin in trailer
 - 5) Spare seat cushions for gliders
 - 6) Husky tow rope and backup Pawnee rope (on the orange reels)
 - 7) Chairs
 - 8) Card table
 - 9) Plastic DO box - Duty Officer's Notebook, club forms, manuals and documents
 - 10) Water (ideally fill the cooler with water, sodas and ice)
 - 11) Sun-shelter, tent stakes and rubber mallet
 - 12) Tow vehicles ropes (attached to vehicles and coiled on the vehicles towing a glider)
 - 13) First aid kit (orange bag)
 - 14) Tool box

7. Check the Duty Officer's box (black plastic box) for:

- a) Duty Officer Notebook
 - 1) DO Checklist
 - 2) SSC Operations Manual

- 3) Club dues and fees list
- 4) Emergency Response Plan
- 5) Log sheet Instructions
- 6) Merchandise price list
- b) Blank membership application forms (new single page form)
- c) Blank tow priority sign up forms
- d) Manuals (aircraft and equipment)
- e) SSA signals charts
- f) Membership brochures (Club and SSA)
- g) Air sick bags

8. Check the Duty Officer's computer bag for:

- a) The computer, its charging cord, and the mouse
- b) The Nano and its charging cord
- c) Stamped envelopes addressed to the Treasurer
- d) Pens

9. Deploy equipment to flight line:

- a) Verify active runway and drive out with equipment
- b) Only vehicles towing gliders should drive down the taxiway
- c) Space club gliders on ramp, ensuring wings do not overlap, canopies closed and properly secured for wind conditions
- d) Unload required equipment from the trailer
- e) Set up table and chairs and sun-shelter (if desired)
- f) Set up the radio communications station and erect the antennas (instructions should be next to the battery in the back of the radio case). Set one radios to monitor 123.0 and the other to monitor and transmit on 123.3

10. Start a tow priority sign-up sheet – ensure everyone lists their arrival time to facilitate establishing appropriate priority.

11. Set up computer and log sheet program.

- a) Plug computer into a normal power outlet or if on Runway 10 use the alternate 12v power source (yellow alternate power box in conjunction with the converter)
- b) While with the range of a Wi-Fi connection, start the logsheet computer program by clicking on the SCC logo in the task bar. The program will automatically connect to the internet and download an up-to-date membership database file that contains a current list of Club members. Check that the computer has completed any updating by going

to the “Program Help” screen under the “Startup” menu. If there is no WI-Fi connection available the membership data may be out-of-date and you should contact the Club Membership Officer if there is any question on an individual’s status.

- c) Ensure all duty crew information is loaded in computer on the “Staff” page under “Startup”
- d) Follow instructions under “Potomac TRACON” page to contact; including filling in the start/end times and expected maximum altitude. Notify them of operations at the phone number indicated. State operations will be to 6,000 unless it looks to be a particularly promising day.

Note: if you need additional information on the logsheet program, refer to the DO Notebook for detailed operating instructions

12. Conduct Daily Operations Coordination Briefing. Before beginning glider operations (normally after tow plane flight check) conduct coordination briefing with all Club members at the airfield. The informal briefing / discussion should include:

- a) The days duty crew and any augmenting tow pilots / instructors
- b) Weather, NOTAMS, and status for KFRR and logical alternates
- c) Physiological considerations for the day (e.g.; heat/cold, high altitude)
- d) Gliders, tow planes, and tow vehicles status
- e) Contact information exchange for any glider pilots flying outside safe no-lift gliding distance, land out considerations, and ground /air retrieve considerations
- f) Initial flying line-up
- g) Review of launch procedures and signals
- h) Club Guest etiquette and limitations
- i) Emergency actions and Emergency Response Plan
- j) Remind everyone of their responsibility to confirm accuracy of logged flight data and to settle payments before departing the field
- k) If applicable, review tow rope hook-up procedures and verification signals to the tow pilot if the Husky is in use.

DURING FLIGHT OPERATIONS

1 Carry a handheld radio at all times:

- a) Monitor Front Royal Unicom frequency: 123.0.
- b) Monitor glider-to-glider communications on frequency 123.3.
- c) Ensure that your ADO is also carrying a handheld.
- d) All ground coordination communication between DO, ADO, tow vehicles, Hangars, etc. should be conducted on the FRS radios
- e) When using the radio, proper phraseology should include: "Skyline Ground..."
- f) Avoid conversations on 123.0, switch to 123.3. Note: Ensure that someone else is monitoring 123.0 if you are speaking on 123.3. Announce any radio inoperative glider traffic in the pattern.

2 Establish the tow priority list:

- a) Instructional flights before 12:00 noon and declared badge/record attempts have priority over all other flights. (See Operations Manual for more information on declared badge flights).
- b) Student solo flights have second priority until 12:00 p.m.
- c) After 12:00 noon, the order is first come first served with Club members having priority for tows.
- d) The DO will endeavor to ensure that all members who wish to fly receive a tow.

3 Monitor operations safety:

- a) Ensure the ADO or other delegated members retrieve and stage gliders.
- b) Ensure gliders do not block the runway or remain sitting on the runway for excessive periods (more than a few minutes).
- c) Ensure proper hand signals are being used on the flight line.
- d) Ensure that members and guests remain clear of the active runway.
- e) Keep vigilant for power traffic.
- f) Delegate any tasks necessary to ensure smooth and safe operations.
- g) Monitor wind direction and velocity, and change runways as needed (coordinate with the tow pilot who has final authority on this).
- h) *Immediately stop operations if you have any safety concerns!*

4 Ensure that members are fully prepared ~~before~~ they are staged on the flight line and have completed the following: Verify a positive control check has been performed.

- a) Verify a tow release check has been performed.

- b) Adjusted straps and rudder pedals.
- c) Tune the radio on to 123.0 to ensure proper communications are available.
- d) Obtain sufficient personnel to push the glider, the glider pilot, and if applicable the instructor or passenger to the flight line. Ensure all necessary personnel are seated in the cockpit before it is pushed to the flight line.

5 Record Flights and Activity in Electronic Logsheet :

- a) Accurately record takeoff and landing times of all aircraft (club and private).
- b) Record tow release altitude (coordinate with the tow pilot).
- c) Ensure all applicable logsheet fields are filed in

Note: If you have any questions about how to use the logsheet program refer to the DO Notebook or seek assistance. The accuracy of the daily logsheet is extremely important to our club's financial health, training records, and aircraft maintenance. Any inaccuracies, mistakes, correction to the submitted log sheet are the responsibility of the Duty Officer. The Treasurer will assist if necessary.

- d) If a Club Members name does not appear on the pull-down list of the club computer do NOT reenter their name and notify the Membership Officer. Only members in good standing will be included in the downloaded members list

6 Visitors and New Members:

- a) Welcome visitors. Ask another member to tell them about Skyline and answer any of their questions. The DO shall not become distracted from their primary duties.

Note: If you have any questions about introductory or regular memberships, see the Operations manual located in the DO Notebook for details.

Note: If the visitor is interested and needs more information have them contact the Membership Officer at welcomes@skylinesoaring.org.

- b) Refer any perspective members or FAST flight interested individuals to the Club Membership Officer to schedule a flight.
- c) The Club Membership Officer should have notified the DO of any new members or FAST flights that are scheduled for the day. The new members should have already completed an application and the Membership Officer should have added them to the computer data base.
 - 1) Make sure you collect the FAST certificate prior to the ground school and /or flight.
 - 2) Verify the voucher has a certificate number and a valid expiration date. *Note: An invoice or receipt of purchase is NOT a valid voucher to receive a flight.*
 - 3) Do not fill in the FAST certificate until the flight is launched.
 - 4) Walk-ons FAST fliers are not guaranteed a flight.
- d) If an individual states that they have completed an application and have scheduled a flight for the day with the Membership Officer and they are not in the computer contact the Membership Officer.

AFTER FLIGHT OPERATIONS

1 Secure the flight line:

- a) Ensure all aircraft are accounted for.
- b) Ensure all tow ropes are picked up and placed in Ops trailer.
- c) Police flight line for equipment and trash.
- d) Dump trash in dumpster.
- e) Empty water and ice out of the drinks cooler and stow open upside down to prevent mildew.
- f) Ensure all takeoff and landing times are recorded, information blocks filled in, sales recorded and accounts have been paid.
- g) Neatly stow club equipment in Ops trailer

2 Return gliders, tow plane, and tow car to the hangar:

- a) Delegate tasks as appropriate to ensure the safe return of all club equipment to the hangar.
- b) Load gliders in hangar. Ask experienced members to help you. Do not try to load the Grob without a minimum of three people.
- c) Put Gator, Ops trailer and ATV in hangar. Ensure someone is spotting you to avoid hitting the glider wing.

Caution: If the wind is blowing more than 10 knots, do NOT open both sides of the hangar simultaneously. This will create a wind tunnel effect.

3 Secure the Grob:

- a) Wipe down the glider (delegate to the person(s) who flew it last)
- b) Place a protective cushion or foam on the right wing tip and place a tire on top of cushion to weight the wing down
- c) Remove aircraft and transponder batteries and connect to charger
- d) Unlock dive brakes
- e) Install seat cushions, if removed
- f) Remove ballast and stow in ballast bin in Ops trailer
- g) Neaten and secure seat belts
- h) Latch canopies
- i) Install canopy cover

4 Secure the ASK-21:

- a) Wipe down the glider (delegate to the person(s) who flew it last)
- b) Place a protective cushion or foam on the right wing tip and place a tire on top of the cushion to weight the wing down
- c) Remove aircraft and transponder batteries and connect to charger
- d) Unlock dive brakes
- e) Install seat cushions, if removed
- f) Removed ballast and stow in ballast bin in Ops trailer
- g) Neaten and secure seat belts
- h) Latch canopies
- i) Install canopy cover

5 Double-check security of the Sprite (1-36):

- a) Wipe down the glider (delegate to the person who flew it last)
- b) Attach battery charge cable to the battery (top of Sprite)
- c) Ensure that the radio and variometer are OFF
- d) Neaten and secure seat belts
- e) Latch canopy
- f) Install canopy cover (if available)

6 Disassemble and Secure the Cirrus:

- a) Wipe down the glider to remove bugs and other foreign material
- b) Position the fuselage dolly under the cockpit to a position where the inboard edge of the dolly is approximately 1-inch from the edge of the landing gear doors
- c) Remove the pins and detach the aileron and dive brake control rods
- d) Using the wing dolly, elevate the right wing to take some load off the spar pins, when remove the pin and store it in its protective sleeve
- e) Remove the right wing first and then the left utilizing the wing dollies positioned approximately 6-inch inboard to the spoiler inboard edge (wing center-of-gravity)
- f) Verify both right and left wooden struts have been positioned to stop any fuselage roll
- g) Position the wings adjacent to the hangar wall with the main spar resting on the saw horses, verify the wing load is not resting on the aileron and/or dive brake control rods
- h) Push the fuselage into the hangar to a position where the tail wheel or tail dolly are located within the red box painted on the hangar floor

- i) Remove the aircraft battery and connect to charger
- j) Neaten and secure seat belts
- k) Place the canopy in position and lock it in place
- l) Install canopy cover

7 Double-check security of Pawnee:

Note: This is the primary responsibility of the Tow Pilot.

- a) Aircraft is wiped down
- b) Wheels are chocked
- c) Pawnee log book in box under seat
- d) Master switch, mags, mixture, and throttle off
- e) Air vents and windows closed

8 Double-check security of Husky:

Note: This is the primary responsibility of the Tow Pilot.

- a) Aircraft is wiped down
- b) Wheels are chocked
- c) Pawnee log book in back of pilot seat
- d) Master switch, mixture, and throttle off, key removed and placed on top of the instrument panel
- e) Air vents and windows closed
- f) Foam padding placed on the left wing shovel (if available)

9 Put batteries on charge:

- a) Ensure that all glider batteries are on charge
- b) Ensure that the handhelds are all on charge
- c) Ensure that the portable yellow backup battery is connected to 12V trickle charger
- d) Ensure that the power to the chargers is ON
- e) Ensure the radio base station charger is connected and turned on

10 Secure tow vehicles and trailer (after cleaning out trash):

- a) Ensure that all equipment is in place in trailer (DO box, first aid kit, Schweizer adapter, ballast bin, sun shelter, tent stakes, hammer, table, chairs)
- b) Ensure that the computer, hand-held radios are out of the Gator/ATV/trailer and connected to chargers

11 Update Glider and tow vehicle status board with any changes

12 Complete bookkeeping:

- a) Ensure the logsheet is completely filled out and names spelled correctly. Make sure to include the tach start and stop times and fuel used for the tow planes. Include any safety issues on the log sheet.
- b) Ensure that you have collected checks from all those who flew. Do not accept cash unless you or another member is willing to write a check to cover the amount. Please do not send cash to the Treasurer (see below). If for whatever reason, a member does not pay, enter the amount owed the club in the A/R (accounts receivable) column.
- c) Ensure logsheet entries are balanced.
- d) Upload completed log sheet to Club web site (you may need to go to terminal building to get Wi-Fi connection). If spread sheet cannot be uploaded from the field you will need to copy file to a portable flash drive and upload from home as soon as you arrive home.

13 Secure hangar:

- a) Police hangar area for loose equipment and trash
- b) Empty trash barrel (there is a dumpster near the glider tie down area) and replace trash bag
- c) Close bi-fold doors – Important Note: When you close the bi-fold hangar doors, make sure to pull the latch (red handle) at each side of the door to firmly close it
- d) Ensure everyone has left the hangar
- e) Review Hangar Securing Checklist on back of entry door
- f) Turn out all lights
- g) Close and lock side doors – make sure key is inside the combination lock, combination is set to all zeros (0000) and the side door is locked
- h) Verify ALL hangar doors are fully closed and securely locked

When you return home, please write up a Duty Officer report for the day and send out to the membership (members@skylinesoaring.org) within 48 hours of your duty day. Include the number of flights, new members, and the highlights of the day.

No later than 24 hours, send via standard mail, receipts for the day (checks, no cash), FAST voucher, and any new membership forms, to:

Skyline Soaring Club, Inc.
c/o Steve Rockwood – Treasurer
7466 Coblenz Avenue
Warrenton, VA 20187

If there are any maintenance issues, immediately notify the maintenance officer or appropriate glider or vehicle Meister. If there are any safety issues, immediately notify the Club Safety Officer and if appropriate the Club Board Members.

If operations are cancelled, upload a no operations log sheet and notify the treasurer via e-mail and state: "No ops on (date)."
