

- C. The PIC must enter all squawks in the back of the in-plane logbook AS WELL AS Schedule Master. This provides a hard copy legal record for tracking squawks with added online convenience. Schedule Master provides an automated mechanism via email and text messaging which can be utilized by club members in addition to reviewing the log book or squawks online. **All members should enable this feature which might assist in providing clarity in the event of an accident or incident.** To ensure the plane is legal to fly, the PIC must check the squawks in the logbook prior to flight. If it is an emergency and the plane must be grounded then the PIC must also call the Maintenance Officer and Treasurer who will list the plane as grounded on SM, and the President or VP.
- The Maintenance Officer or his designate will acknowledge the squawk in SM and update SM with the status of the aircraft and other pertinent information with regard to the squawk.
 - The Maintenance Officer will be responsible for closing the squawk in SM, and in the in-plane logbook with any corrective action taken, included in the closing statement.
 - The Maintenance Officer is also responsible for ensuring the in-plane logbooks are up to date with expiration dates for the Annual Inspection, and other checks such as pitot static, transponder and ELT battery.