

# SPECTRUM SAFETY NEWSLETTER

## "DEFECTS"



- If you find a defect: YOUR JOB is to find a “Technical Dispatcher” (any Instructor or full-time ramp/desk staff).
  - If you are away from home base and find a defect, you should report the defect(s) over the phone.
  - The “TD” will help you to enter the defect on the “defect sheet”
  - The “TD” will “defer” the defect or “ground” the airplane.
- All snags found MUST be entered by you onto the “defect sheet” at the front of the aircraft Journey Log Book.
  - If not completed, the defect will never be rectified.
  - You must PRINT
    - The “Item #”
    - The Date: month and day
    - What the defect is
    - Your first initial and your last name in “Reported By”

Please **DO NOT** trouble shoot the problem or try to explain how to fix the problem, just describe the defect

### Please do not report:

- concerns that can be remedied by yourself or a ramper, like “bugs on windscreen” or “not enough oil”
- cosmetic concerns, like “upholstery looks like it is from the 70’s”

- Always tell a member of the Spectrum Airways staff when you write in a defect
- Do not assume that we will “find” the entry, we **MUST** be told or it will not get fixed