

# WEEKLY REPORTS

Effective immediately, all crews will please utilize the attached standardized weekly report. All helicopters will be retrofitted with dual Hobbs meters; the Running Hobbs Meters (the visible meter by the pilot's tail rotor petals {Hobbs-R}) and the Collective Hobbs Meters (the meter under the floorboard beneath the pilot's feet {Hobbs-C / #2-C}). Please note diagram.

1. At the top of the weekly report form under "Hobbs-R", crews should enter the reading of the visible Running Hobbs Meter located by the pilot's tail rotor petals. This is also the meter reading that you will report to the vessel and/or the fish master. Please note diagram.
2. Under the "Parts Request" portion listed under "Qty" there is "#2-C". This stands for the #2 Collective Hobbs Meter (the meter under the floorboard beneath the pilot's feet {Hobbs-C}). Under "Part Number" there is "369CHM" which looks like a part number – the "CHM" stands for Collective Hobbs Meter. Simply list the current reading of the Collective Hobbs Meter (located under the pilot's feet {Hobbs-C}) right after the "369CHM". If the ending Collective Hobbs Meter was reading 0003.4, it should be written 369CHM **0003.4**. Please note diagram.
3. For record keeping purposes, it is extremely important that the crews fill in the "INSTALLED COMPONENTS" portion of the weekly report if new or overhauled components with serial numbers are installed. It is essential that the dates, part numbers, serial numbers, and the Collective Hobbs Meter readings (#2-C) are recorded when new or overhauled serialized parts are installed. Please note diagram. Ensure that the removed component is labeled with a detailed description of the discrepancy and the Hobbs-C reading at the time of removal.

*Please keep this and all other corporate information confidential and only disseminate through private email accounts.*

