

# Documentation lessons from 2020

Do not fill in the Hired Date and Time as well as Release Date and Time, note this info in the Remarks box.

If UA has occurred do not put a dollar amount in the UA line, just put the quantity.

If a whole day is UA then do not make a AV line with 0 in it, AIRs will reject the 23.

UASM needs to review the xls form with Contract Rep onsite then send to the COR for review and signature. The COR will return signed PDF to the Contractor Rep.

AV is paid when traveling from one incident to the next incident, contract Mod for this was done.

FT if a flight goes from evening into early mornings don't use 24:08 for time, must be reflected as 00:08

23s and Daily Diaries need to be done in 2 week blocks of 1<sup>st</sup> -15<sup>th</sup> and 16<sup>th</sup> - 31<sup>st</sup> only. It gets too confusing if done more often than that and forms get dropped.

Daily diaries are recommended to have 1 xls file with tabs added for each day.

The From and To columns shall say FIRE and FIRE

23 should tell a story, refer to ppx on filling out the 23

File naming convention to assist in keeping all documents straight.

First is the date starting with year then month and day ie. 210527 is May 27, 2021.

Second is the document OAS23

Third is the name of the incident

Forth is the name of the person

Example: 210527 Daily Diary Rawhide Fire

Example: 210530 Airline Receipt Rawhide Fire Sven Fritz

From the CO if the camera doesn't work then data doesn't get delivered meaning system is UA.

Maintenance documentation to COR (find in contract for reference)