

Master Task List Report

Master Task List (MTL). Identifies all Tasks and Sub Tasks needed to support missions/goals for a specific project as well as Standards, Conditions and other key attributes including who performs each Task.

Client: Air Force
 Prepared by: BNH Director
 Date: September 2017

Mission Analysis	Reference Code	Project Tasks	Standards	Conditions	Triggering Action	Task Type	Task Level of Proficiency	Personnel Safety	Jobs	
									Aircraft Commander	First Officer
Conduct Pre-Mission Planning Duties										
	1.01	Determine Mission Requirements	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled		x	x
	1.02	Produce Mission documentation	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled		x	x
Conduct Pre-Flight Duties										
	2.01	Complete Pre-Flight Inspections	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled		x	x
	2.02	Prior to Entering	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled		x	
	2.03	Interior Inspection	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled		x	

Conduct Departure Duties										
	4.04	Conduct Normal Takeoff (Static, Rolling)	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled			x
	4.05	Conduct Max Effort Take-off Procedures on Normal, Semi and Unprepared Surfaces	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled			x
Conduct Enroute Duties										
	5.01	Perform visual enroute flight procedures	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled		x	
	5.02	Perform instrument enroute flight procedures	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled		x	
Conduct Arrival Duties										
	6.01	Perform descent/arrival	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled		x	x

	6.02	Perform Traffic Pattern Operations	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled		x	x
	6.03	Perform landings (100/50/0 flaps, Max effort)	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled		x	x
	6.04	Perform go-around	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled		x	x
Conduct After Landing Duties										
	7.01	Perform ERO	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled		x	x
	7.02	Complete Post Landing Checklists	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Skilled		x	x
Conduct Post Flight Duties										
	8.01	Conduct the debrief	In accordance with airworthiness directives, specific equipment manuals and references, either alone and/or in a first line team environment, while adhering to all safety precautions, quality system policies and procedures.	Under all weather conditions.		Individual	Highly Skilled		x	