Assign the roles related to specific processes

- Pilots shall fill out post-flight form XYZ, and note any irregularities (00:30).

- Pilots shall place form XYZ in the maintenance inbox, signing the check-in form (00:05).

- Maintenance shall sign-off form XYZ when all irregularities are inspected and corrected.

- Maintenance shall turn over form XYZ to flight record clerical staff for proper filing (00:05).