

GENERAL IOE BRIEFING

GENERAL REMINDERS

- Review the Regional Pages in the FOM and pertinent information on the 9K Pilots website prior to IOE.
- You will only visit representative stations during IOE.
 - Be sure to ask questions about those stations you do not visit.

SAFETY AND SECURITY

- **SAFETY IS JOB ONE...ALL THE TIME!!!**
- If ever in Doubt of what is expected of you **ASK!**
- Safety, Regulations, Passenger Comfort & Convenience, Company Policies/Procedures and Local Airport Procedures will always be considered.
- We will always follow the most current Security measures in place.
- Flows and Checklists will always be used and completed in full.
- **READ BACK ALL HOLD SHORT INSTRUCTIONS**
- **Do not cross hold short line** for takeoff until the "Before Takeoff" flow, briefing and checklists are complete.
 - Let the tower know if you need to delay

AIRCRAFT

- PIC is responsible for ensuring the cleanliness of the aircraft.
 - Cross the seatbelts
 - Clean the interior after each flight and at end of shift.
- PIC is responsible for ensuring airplane is loaded in accordance with the Weight and Balance.
- PIC is responsible for verifying all doors are secure.
- Do a full walk around before boarding the plane for start-up
 - ensure the security of all doors
 - Ensure operating area is free of any ground obstructions.
 - There is no "stay in the plane quick turn"
- Observe ramp agent securing the wing locker and nose door after loading and verbally verify security if necessary.
- Perform a post-flight walk-around after shift to identify discrepancies.

FLIGHT PLANS AND PRE-FLIGHT BRIEFING

- File flight plans for all flights OUT of BOS.
- Only file flights INTO BOS if you want to actually operate IFR.
- DUATS requires you to file 30 minutes prior to your ETD.
- Flight plans are available 20 minutes prior to the filed ETD.
- Obtain a full weather briefing at the beginning of your shift and keep updating yourself throughout the day.
- Review all NOTAMs for your route and area airports. Print them and carry them with you.
- Review Prog charts, Satellite maps and Radar returns throughout your shift.

RAMP

- At the gate, a ramp agent will always Start and Park us.
- Before giving the Marshaller the "Thumbs Up" (Doors closed and light out sign), complete the "Before Start" flow and checklist and ensure crew hatch is closed.
- If unclear of what a ramp agent is asking for while taxiing....**STOP.**
 - Either shut down or use your radio for clarification of his/her instructions.
- **NEVER** let a marshaller put you in an uncomfortable position
 - Pushing the airplane back is always an option.
- Always keep the Airport Diagram open and use it for taxi.

COMPANY CALLS

- 9K Routes use 129.25 (some out stations use other frequencies)
- DV Routes and all Flight into HYA use 130.85
- ACK uses 130.85 during winter months
- No Company calls below 1000' unless cruising at 500' (refer to FOM)
- Refer to FOM for fueling procedures
- Monitor company frequency at all times. (FOM/GOM)
- Keep SOC and the Stations informed of any delays/diversions you may have.
- Refer to the FOM for Required Company Pilot Reports.

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