Flight Operations Manual

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The following presentation gives important information about our

Flight Operations Manual (FOM).

If you have any questions about any of the information, please see your instructor.

After you have viewed the presentation, you will be asked to complete a test on the information you have learned.

Thank you for your time and attention.

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FOM: General Information

The purpose of the FOM is to:

- Act as a reference for flight operations
- Provide relevant information to all pilots

The FOM is updated with periodic revisions that are distributed to all manual holders. However, critical information that requires immediate dissemination may be distributed in the form of a Flight Bulletin.

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Exit Row Seating

The right seat of Row 2 on the Cessna 402C is considered an exit row seat.

Handicapped passengers may not sit in the exit row seat.

Children under the age of ten may not sit in the exit row seat.

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Passenger Briefing

The PIC must always give a passenger briefing prior to flight.

The PIC may not abbreviate or forego the briefing, even if he/she determines that every passenger is already familiar with the aircraft.

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Unaccompanied Minors (UNAMS)

Prior to Boarding:

The PIC will be notified that there is a UNAM on board the flight and will be given a yellow copy of the UNAM form. The PIC should keep the form and turn it in at the destination.

The PIC should meet the UNAM and ensure he/she has the UNAM pouch with the appropriate paperwork.

In Range Radio Calls:

On all company radio calls, the PIC should include the fact that there is a UNAM on board.

At Destination:

The UNAM will be met at the aircraft by a station representative.

See the FOM for details on the procedures for handling a UNAM when he/she is not met by a station representative.

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Company Pilot Reports

If any of the following conditions are encountered, the PIC must inform SOC as soon as practical:

Continuous moderate or greater turbulence

Any surface wind component in excess of 25 knots

Tailwind components greater than 10 knots or any tailwind component at PVC

Moderate or greater icing

Windshear on takeoff or approach

Any items that would be considered reportable under FAR 135.67.

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PIC Authority

The PIC has the authority to terminate any flight.

The PIC is directly responsible for, and is the final authority to, the operation of his/her aircraft.

If the PIC determines that the weather conditions are not suitable for the initiation or completion of a safe flight, the PIC has the unquestioned authority to terminate the flight at any time.

The decision to terminate a flight due to adverse weather will not be questioned by any other company personnel.

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Braking Action/Freezing Rain

A pilot MAY NOT takeoff from or land on a runway on which the braking action is reported as “Nil” in accordance with a Runway Braking Action Report.

A pilot MAY NOT takeoff or land in freezing rain or freezing drizzle.

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Aircraft Logbook

All aircraft discrepancies should be entered into one of the four allotted spaces in the “Discrepancy” column of the aircraft logbook.

If a pilot enters a discrepancy into the aircraft logbook, he/she should immediately notify Maintenance Operations Control.

If there are no more spaces available in which to enter a discrepancy in the aircraft logbook, the pilot should cross out the remaining flight information lines and start a new logbook page.

After entering a discrepancy into the aircraft logbook, the flight crewmember should remove the logbook and place the “Logbook Has Been Removed” sign in a prominent location in the cockpit (see next slide).

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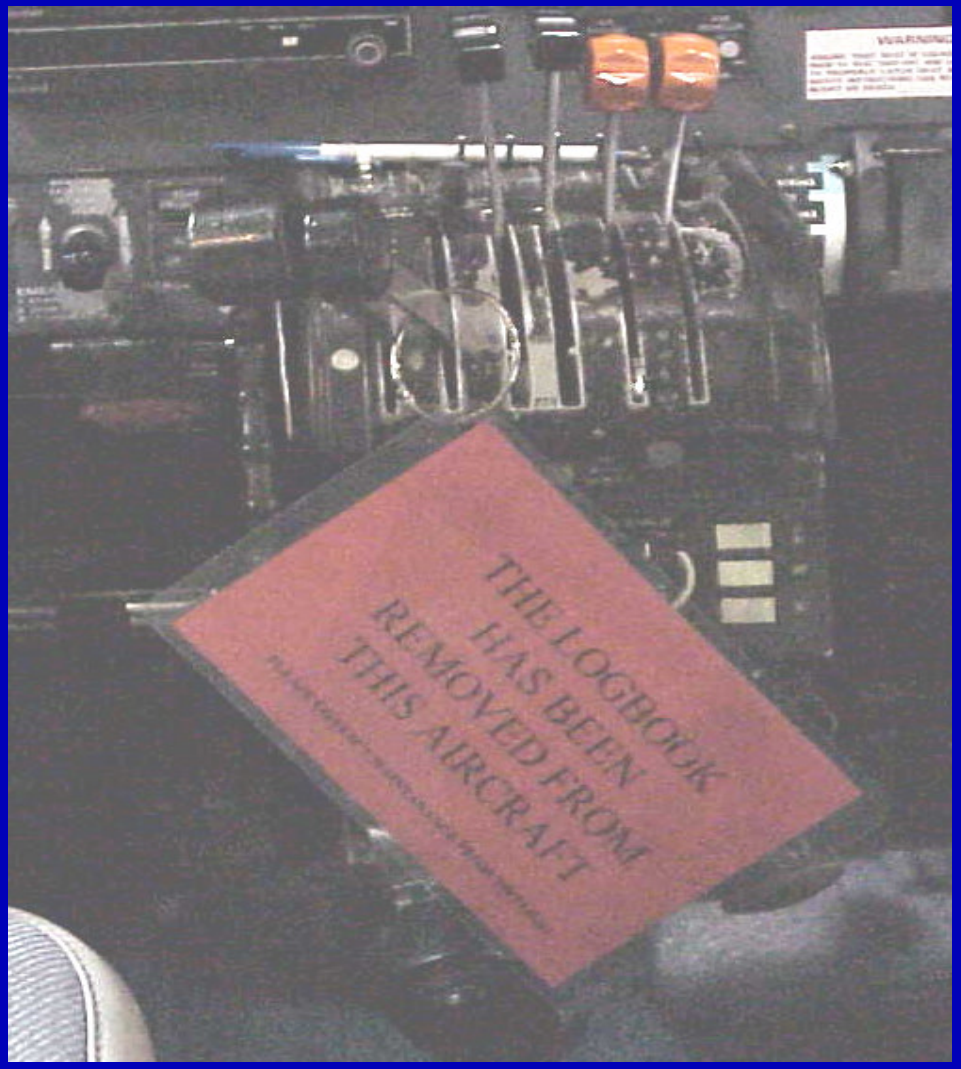
Display the “Logbook Removed” Placard when removing the Can



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Door Openings

If any aircraft door (other than a wing locker) opens in flight, the event must be entered in the aircraft logbook and MOC must be notified.

In addition, the PIC must complete an EIA Report and a Door Opening/ Warning Light form.

Before the aircraft can return to flight, the PIC must inspect the aircraft to ensure the door is undamaged and will remain secure upon closing. If the PIC deems the door is secure, he/she must enter the following in the "Corrective Action" column of the logbook:

"Visually inspected _____door. No defects noted at this time."

If the PIC is unsure of the security of any door, he/she should have it inspected by maintenance before the aircraft returns to service.

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Aircraft Handoff Times

Unless Station Operations has been notified by the PIC to the contrary, pilots should expect a minimum of 10 minutes between the time an aircraft has been handed off to him/her by another pilot and the time that the boarding process for that aircraft should start.

Note: When pilots change aircraft during the day, a complete preflight must be conducted.

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Flows

The cockpit flows are an essential ingredient in a safe cockpit environment. Unless otherwise noted, the cockpit flows must be performed in their entirety during every flight.

The following items must be physically checked when performing cockpit flows:

- Fuel selectors
- Emergency Crossfeed Shutoff
- Cowl flaps
- Trim wheels
- Wing flaps
- Throttle, propeller and mixture
- Alternate air controls
- Flight controls
- Crew door

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Cycling Props

The “Cycle Props” task in the “Before Takeoff” flow may be waived if the oil temperature is at or above 75°F (bottom of the green arc) and the aircraft has not remained static for more than 30 minutes in ambient temperatures less than 50°F (10°C).

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Part 91 Operations

In order to operate in accordance with Part 91 with regard to minimum takeoff visibility criteria, the PIC must receive authorization from the Director of Operations (DO) or his/her designee.

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Use of Autopilot

After engaging the autopilot, the pilot should confirm that the autopilot is operating in accordance with his/her expectations before performing other tasks.

When using an S-TEC autopilot, flight crewmembers must assure that the Autopilot Master Switch is off for takeoff or landing (other than coupled approaches).

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Emergency Procedures: Deviating from the FAR's

A pilot may deviate from any rule under Parts 91 or 135 to the extent necessary to meet an emergency.

Local Authorities should be the first notified following an accident/incident.

A pilot who deviates from a rule under Part 135 during an emergency shall give a written report of the deviation to the Chief Pilot within 5 days.

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Evacuation Duties

In the event of an evacuation, the pilot should give clear and concise instructions to passengers on how to evacuate.

These should include:

- Which exits to use
- Where to assemble after leaving the aircraft
- Instructions to remain clear of the aircraft after evacuation
- Instructions to leave baggage/belongings behind.

In the case of an aircraft fire, pilots should use the cockpit fire extinguisher as an aid to evacuation only.

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Communication with Station Operations

The following represent the proper actions/techniques when communicating with Station Operations:

Monitor the company frequency

Establish two-way radio communications prior to reporting FLIFO.

Give complete FLIFO

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Daily Aircraft Search Logs

A pilot is responsible to complete an aircraft search:

Before any flight on a secured route

Before any flight to/from an international destination

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Preflight Acronym

Prior to accepting a flight assignment, a pilot should use the "I'm Safe" checklist to evaluate is he/she is fit to fly. The checklist is as follows:

Illness

Medication

Stress

Alcohol

Fatigue

Emotion

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Starting Procedures

Prior to engine start, all doors must be closed and latched, and the door warning light verified extinguished.

The ramp agent will signal with a twisted fist signal that the doors have been closed and the latches have been checked.

The pilot will verify that the door warning light is extinguished and will indicate this to the ramp agent with a “thumbs up” signal.

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Rolling Run-ups

Rolling Run-ups are permitted under the following circumstances:

It is not necessary to hold the brakes to prevent excessive speed. Holding the brakes is unacceptable.

It is not the pilot's first flight in that airplane on that day.

The engines were warm prior to start.

Note: props should not be cycled during Rolling Run-ups. When prop cycling is required, a static run-up must be performed.

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Runway Selection

Takeoff from a runway that meets the requirements for takeoff distance but not accelerate-stop/accelerate-go is permitted under either of the following circumstances:

There is no other available runway

The headwind component on the shorter runway and the crosswind component on a longer available runway both exceed 15 knots.

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Intersection Departures

Intersection departures are permitted, provided the pilot determines the following:

- Accelerate-stop and accelerate-go distances are available from the intersection
- The takeoff will not place the airplane directly beneath a large aircraft's wake vortices
- The visibility is not less than 1 SM
- The airport is approved for such operations.

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Takeoff and Departure Procedures

The FOM requires the following for takeoff and departure:

When departing under IFR, a suitable approach for the departure airport should be set up in the primary navigation radios.

When taking off with a crosswind, the pilot should deflect the ailerons fully into the wind before the start of the takeoff roll.

The Pilot Flying (PF) should have one hand on the yoke and the other on the throttles from throttle advancement for takeoff through gear retraction.

The airplane should normally climb at the best rate of climb speed (Vy) (Vx should not be used)

Pilots are requested to follow VFR noise abatement procedures whenever practicable.

Turns may not be made below 400’ AGL unless necessary for wake turbulence avoidance or departure procedures.

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Runway Changes

A pilot may accept a runway change from ATC under the following conditions:

The pilot has the intended runway in sight

The airplane is at or above circling MDA.

The airplane will be maneuvered at or above circling MDA until a normal landing can be made.

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After Landing

During the after-landing rollout, the pilot must devote his/her full attention to safely bringing the aircraft to a stop.

The pilot may not initiate the after-landing flow until he/she is clear of the active runway and across hold short lines.

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Thank you for your attention during this presentation.

Please see your instructor to obtain the test for this module.

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