

DCA21FA174

OPERATIONAL FACTORS/HUMAN PERFORMANCE

Attachment 14

Rhoades Aviation, Inc. Aircraft General Operations Manual [Excerpts]

May 4, 2022

Flight Follower. After the PIC and the Flight Follower agree that the flight can be conducted safely, each will print the others name in the appropriate block of the Flight Release/Flight Plan form and note the method of release (e.g. by phone.)

- c. The PIC will carry the release, with his signature on it, on-board the aircraft until the completion of the flight. In addition, the PIC will mail to the Main Operation Base a second copy of the Flight Release/Flight Plan, or arrange with the FBO or Freight Forwarder at the departure station to retain a copy of the release for 30 days. The PIC will inform the Flight Follower, which of the above procedures will be used.
- d. The Flight Follower will retain a copy of the Flight Release/Flight Plan with his signature on it in Flight Following until the original PIC copy replaces it.

2.29 Live Animals

RAI's policy and procedures for the carriage and handling of live animals carried on board can be found in the LDM Chapter 2, Section 2.2.

The PIC must always be notified in writing when live animals are carried on board.

2.29.1 Procedures for Carrying Live Animals

Whenever live animals are to be transported the following procedures will be followed:

1. Review the live animal chapter of the LDM.
2. Ensure the animal is in a proper container with a "Live Animal" label as required by the LDM manual, and all factors listed in the LDM have been taken into consideration before shipping.
3. Advise the flightcrew and the receiving station personnel of animals being shipped on board, and notify Dispatch of any animal handlers flying onboard for animal care.
4. The Captain must be notified using the "Special Load Notification" form (LDM-004). The "Other Special Load" section of the LDM-004 form must contain the air waybill number and all animal species, locations, quantities, and any heating/cooling or ventilation requirements.
5. All animals will be carried in the LOWER FORWARD cargo hold. All cargo compartments are pressurized and have adequate oxygen; however, only the lower forward compartments are specifically heated to accommodate animals for the cold temperatures of flight.

2.30 Call Signs

All RAI flights will use the call sign "RHOADES EXPRESS" followed by the numerals from the aircraft's registered tail number. The 3-letter code allocated to RAI is "RDS".

recurrence of aircraft accidents. The FAA enforcement procedures are set forth in 14 CFR Part 13 and FAA enforcement handbooks.

2. In determining the type and extent of the enforcement action to be taken in a particular case, the following are considered:
 - a. Nature of the violation
 - b. Whether the violation was inadvertent or deliberate
 - c. The certificate holder's level of experience and responsibility
 - d. Attitude of the violator (Was an ASRS report filed?)
 - e. The hazard to safety of others which should have been foreseen
 - f. Action taken by employer or other government authority
 - g. Length of time which has elapsed since violation
 - h. The certificate holder's use of the certificate
 - i. The need for specific deterrent action in a particular regulatory area or segment of the aviation community; and
 - j. Presence of any factors involving national interest, such as the use of aircraft for criminal purposes.

3.13.9 Enforcement Restrictions

The FAA considers the filing of a report with NASA concerning an incident or occurrence involving a violation of 49 U.S.C. subtitle VII or the 14 CFR to be indicative of a constructive attitude. Such an attitude will tend to prevent future violations. Accordingly, although a finding of violation MAY be made, neither a civil penalty nor certificate suspension will be imposed if:

- a. The violation was inadvertent and not deliberate;
- b. The violation did not involve a criminal offense, accident, or action under 49 U.S.C. § 44709, which discloses a lack of qualification or competency, which is wholly excluded from this policy;
- c. The person has not been found in any prior FAA enforcement action to have committed a violation of 49 U.S.C. subtitle VII, or any regulation promulgated there for a period of 5 years prior to the date of occurrence; and
- d. The person proves that, within 10 days after the violation, or date when the person became aware or should have been aware of the violation, he or she completed and delivered or mailed a written report of the incident or occurrence to NASA.

3.14 Inflight Incapacitation

If a flight crewmember appears to be incapacitated, the following procedures should be used to determine the fitness of the crewmember:

1. Using their name, address the flight crewmember in a normal voice "Clarence, are you Ok?"
2. If the flight crewmember does not respond to the first question, place one hand on the flight crewmember's shoulder while gently shaking and repeat the question in a louder and more serious tone "CLARENCE, ARE YOU OK?"

3. If a response is still not obtained, place an oxygen mask on the flight crewmember with controls set ON and 100%. If the crewmember is unconscious, take necessary steps to ensure he/she is physically situated so crewmember(s) have access as appropriate to all cockpit controls and that the movement of the controls is not inhibited in any way.
4. Request an ATC clearance to the nearest suitable airport consistent with safe conduct of flight.
5. Request an ambulance and medical assistance to meet the flight;
6. Advise Flight Following (may be delayed until after landing);
7. At the conclusion of the flight, file a written report via NTSB Form 6120

3.15 Ditching

3.15.1 General

Any flight conducted over water must include life preservers which are approved by the FAA, sufficient in number to equip each occupant and each crewmember and be stowed within easy reach.

Before a forced landing, or a ditching, an extended period of time should be used to review the procedures in the QRH in order to refresh all crewmember's knowledge of evacuation equipment and procedures.

Survival after forced landing at sea depends to a great extent on how rapidly rescue is affected. Therefore, it is important that ground stations be advised as soon as possible of any occurrence that could result in a ditching.

Once the decision has been made to ditch, the Captain should consider taking advantage of ditching assistance provided by ocean vessels. They are normally able to illuminate a sea-lane for ditching at night and to provide radar vectors to a ditching near vessel when weather is a factor. The Captain should consider requesting another aircraft to remain in the area as an escort. If an ocean vessel is not in the area, such an escort can be helpful in directing rescuers to a ditched airplane. The Captain should determine the full assistance potential from any station that provides assistance.

3.15.1.1 Determining the Ditching Heading

Weather and sea conditions should be determined from whatever sources are available.

Normally, there is a primary swell and one or more secondary swells, each moving in a different direction. During daylight, the primary swells can be distinguished from high altitude (above 2,000 ft.). Secondary swells may not be visible until less than 800 ft. The sea is nearly always rougher than it appears to be at altitude.

3.15.1.2 Surface Winds More Than 35 Knots

If the surface wind is more than 35 knots, the ditching should be made into the wind, regardless of the direction of the swells. However, a ditching into the up-slope of an advancing swell should be avoided to lessen the chance of swamping or ricocheting uncontrollably into the air.

3.15.1.3 Surface Wind Less Than 35 Knots

If the surface wind is less than 35 knots, the best ditching heading is determined by whichever of the two headings below results in the greatest headwind component, thus minimizing forward speed on initial contact with the water:

Parallel to the major swells and down the minor swells,

Parallel to the minor swells and down the major swells.

3.15.1.4 Landing Technique

Call for and accomplish the appropriate aircraft *Ditching* non-normal checklist as soon as practical after the decision to ditch has been made. If possible, the ditching should be accomplished while engine power is available to permit maneuvering to a favorable touchdown area. During a ditching at night, the landing lights should be used to illuminate the surface of the sea. The final approach and landing should be made with the gear up, recommended flap setting and V-speeds. Touchdown should be made with the slowest forward speed and lowest descent rate consistent with adequate control. The pitch attitude should be 5 to 10 degrees nose up. This provides optimum planing action and load distribution over the bottom of the fuselage. The wings should be parallel with the surface of the sea, not with the horizon. The airplane should not be allowed to fall through to touchdown from a stall. This would result in a severe impact (which could collapse the bottom of the fuselage) followed by an abrupt deceleration as the nose buries itself in the sea.

An emergency evacuation in accordance with the applicable aircraft procedures should be commenced as soon as possible after the aircraft has come to a stop. When the evacuation has been completed the Captain should direct whatever activities are necessary concerning the general welfare of the crew.

3.15.1.5 Aircraft Ditching Diagram

DITCHING AT SEA - CREW DUTIES		
PILOT-IN-COMMAND	SECOND-IN-COMMAND	EXTRA CREW
Crew Stations for Ditching		
Left Cockpit Seat	Right Cockpit Seat	Jump-seat
Crew Duties Prior to Ditching		
Advise crew of intention to ditch. Brief as fully as time permits. Obtain ditching position from SIC.	Advise ATC of emergency and intention to ditch. Give estimated ditching time and position.	Assist crew as required.
	Maintain contact with ATC. Advise all pertinent details and assistance required.	
	Secure loose articles on flight deck.	Help secure loose articles.
	Collect emergency supplies, issue life vests, and prepare exits.	
	Retrieve ELT, if able and stow near by	Remove sharp articles, don life vest.
Remove sharp articles, don life vest.	Remove sharp articles, don life vest	
Secure seat belt and harness tight.	Secure seat belt and harness tight	Secure seat belt and harness tight
Crew Duties Prior to Ditching		

Check gear UP & flaps as desired & proper ditching heading.	Complete emergency procedures	
Crew Duties After Ditching		
Assist in evacuating.	Assist in evacuating. Launch and inflate rafts. Do not let them get away.	Assist in evacuating.
Ensure crew has evacuated aircraft. Assist as required.	If available, take ELT with you	Abandon aircraft, inflate vest and board raft.
Abandon aircraft, inflate vest and board raft.	Abandon aircraft, inflate life vest and board raft.	

3.15.2 Abandoning the Aircraft

3.15.2.1 General

It is not safe to assume an arbitrary time value for escape. Evacuation should begin immediately and should proceed as rapidly as possible.

3.15.2.2 Evacuation of Aircraft

Most fatalities have resulted from failure to board the raft. The task of boarding from the hull directly into the raft takes precedence over everything else. This transfer is critical in determining survival. It should be re-emphasized that crewmembers should enter the raft from the aircraft if possible.

3.15.3 Survival at Sea

3.15.3.1 Guidelines

1. Immediate Action
 - a. Stay clear of the airplane and out of fuel-saturated water until the aircraft sinks.
 - b. Search for missing persons.
 - c. Check the physical condition of all aboard. Give first aid if necessary.
 - d. Take seasickness pills if available.
 - e. Connect rafts with at least 25 feet of line; connect only at lifeline around outer periphery of raft.
2. Flotation Devices
 - a. Salvage floating equipment.
 - b. Stow and secure all items and check rafts for inflation, leaks, and points of possible chafing.
 - c. Bail water out of raft.
 - d. Take precautions not to snag the raft with shoes or sharp objects.
3. Cold Climate
 - a. Rig a windbreak, spray shield, and canopy for protection from chilling winds.
 - b. Huddle together and exercise regularly to keep warm.
4. Warm Climate
 - a. Rig a sunshade.
 - b. Keep your skin covered.
 - c. Use sunscreen to protect skin and lips from sunburn.
 - d. Keep your sleeves rolled down and your socks pinned up or pulled up over trousers.
 - e. Wear a hat and sunglasses to protect the head and eyes.
5. Signaling Equipment
 - a. Keep compasses, watches, matches, and lighters dry. They should be in waterproof containers.

- b. Insure the salt-water emergency radio is operational. Use emergency transceiver only when aircraft are known to be in the area. Prepare other signaling devices for instant use.
 - c. Activate the ELT that you removed from its holder.
6. Rationing
- Take stock of available food and water.
- a. Allow two-thirds of your food and water for the first half of estimated time before rescue.
 - b. Save the remainder for the second half.
 - Water
 - ☐ The body needs two quarts of water a day to maintain efficiency.
 - ☐ If you have less than a quart of water daily, avoid dry, starchy, and highly-flavored foods and meat.
 - ☐ The best foods are those such as hard candy and fruit bars.
 - ☐ If water is plentiful, drink more than your normal amount to keep fit. d). Do not drink urine or seawater.
 - ☐ Use canopy or tarpaulins for catching and storing rainwater.
 - Food -
 - ☐ Eat from the sea whenever you can, conserving your rations.
 - ☐ Do not nibble.
 - ☐ Plan one good meal daily, and make the most of it. Two meals a day are preferable.
 - ☐ Save water and food by saving energy. Don't move around unnecessarily wasting energy.
7. Keep a log.
- Record the last navigation fix, time of ditching, names and physical condition of personnel, ration schedule, winds, weather, direction of swells, times of sunrise and sunset, and other navigation data. Inventory all equipment.

3.15.4 Signaling Equipment

- 1. Mirror
 - a. On hazy days, an aircraft can see the flash of the mirror before the survivors can see the aircraft, so flash the mirror in the direction of an aircraft as soon as you hear it.
 - b. When the aircraft is sighted, keep signaling
- 2. Pyrotechnics

The Captain will control the Pyrotechnics. Do not use open flame lights or pyrotechnics until clear of the fuel contaminated area. They must not be used indiscriminately. When using signal flares, they should be held over the water on the downwind side of the raft to prevent burning embers damaging the raft. A red signal flare can be seen for 30 miles on a clear night with calm seas.

 - a. Keep signal flares dry.
 - b. Do not waste them.

- c. Be very careful of fire hazard when using flares.
3. Sea marker use during daytime:
 - a. These spots of dye remain conspicuous for about three hours.
 - b. Conserve by re-wrapping when not in use.
 - c. Excellent for use on snow or icebergs.
 - d. Do not use on rough seas.
4. Lights on water
 - a. In daytime, in calm seas, a flare can be seen for several miles.
 - b. At night, use flashlights, red flares, or any available light.
5. Signal size

Contrast is most important in rough seas. The larger signal (two or three flares) is more easily spotted from an aircraft. Be sure you hear an airplane before you expend flares.

3.15.5 Rescue at Sea

Remember that rescue at sea is a cooperative project. Search aircraft contacts are limited by the visibility of the survivors. The probability of being sighted depends primarily on the survivor's proper use of radio and visual signals. When an aircraft is in the area, sighting must not be assumed until it takes positive action to indicate the fact. Until that time, increase your visibility by using all available signaling devices to attract attention.

3.16 Search and Rescue (SAR)

3.16.1 General

SAR is a lifesaving service provided through the combined efforts of the federal and state agencies signatory to the National SAR Plan. Operational resources are provided by federal, state, and county agencies, law enforcement, public safety agencies, and private volunteer organizations. Services include search for missing aircraft, survival aid, rescue, and emergency medical help for the occupants after an accident site is located.

3.16.2 Emergency and Overdue Aircraft

In the event that a flight is overdue at a destination or intermediate airport for more than thirty (30) minutes, or over a designated or requested reporting point for more than fifteen (15) minutes past the last filed ETA over such reporting point, the person exercising Operational Control over the flight shall notify the Director of Operations and follow the procedures outlined below. These procedures are divided into three phases, which reflect the urgency of the situation.

Phase 1 - (Search Phase) Flight Following will attempt to locate the overdue aircraft by calling destination and alternate airports given in the flight release. Failing a positive response from these sources, proceed to Phase 2.

Phase 2 - (Urgent Phase) The Search Phase is inconclusive. The progress of the flight is still unknown, but the aircraft is not yet past its endurance limit. Flight Following will institute a realistic search for the aircraft. Flight Following will coordinate with Flight Service, ATC, and any other contact that might produce results.

Phase 3 - (Distress Phase) Urgent Phase procedures have failed to locate the aircraft. The aircraft is estimated to be past its endurance limit and is believed to have been

involved in an accident. This Phase 3 requires immediate civil/military search and rescue coordination by Flight Following. Management must begin Emergency Notification procedures. Flight Following will provide necessary information and assistance to search and rescue agencies.

3.16.3 Search and Rescue Protection

1. If you land at a location other than the intended destination (lost communications), report the landing to the nearest FAA FSS and advise them of your original destination. Call flight following.
2. The rapidity of rescue on land or water will depend on how accurately your position may be determined. If a flight plan has been followed and your position is on course, rescue will be expedited.
3. ELT's are mandatory! They are designed to automatically activate upon impact. Search and Rescue aircraft will home-in on the signal to locate a downed aircraft. The ELT should be capable of 48 hours of continuous operation.

3.16.4 Air Defense Identification Zones

National security in the control of air traffic is governed by 14 CFR Part 99. All aircraft entering domestic U.S. airspace from points outside must provide for identification prior to entry. To facilitate early aircraft identification of all aircraft in the vicinity of U.S. and international airspace boundaries, Air Defense Identification Zones (ADIZ) have been established. Operational requirements for aircraft operations associated with an ADIZ are outlined in the Aeronautical Information Manual.

As with two-way radio communications failure, operational requirements for aircraft operations associated with an ADIZ cannot be fulfilled. Therefore, the likelihood of an interception procedure is very high for an unauthorized ADIZ penetration.

2.0 Normal Operations**2.1 Pre-Flight Duties**

14 CFR 121.537, 14 CFR 121.603, 14 CFR 121.303, 14 CFR 121.337

The PIC is responsible for the completion of specific requirements and will determine before departing that the flight can be conducted in compliance with applicable regulations.

2.1.1 Specific Preflight Duties

14 CFR 121.709, 14 CFR 121.643, 14 CFR 121.647, 14 CFR 121.337, 14 CFR 91.103, 14 CFR 91.3

1. Before beginning the flight, become familiar with all available information concerning the flight.
2. Evaluating the current and forecast weather for the point of departure, enroute, destination, and alternate(s) including the winds aloft and pertinent NOTAMs and TFRs. The time indicated on the METAR or TAF will be entered on the flight release or the weather will be attached to the form indicating that the currency of the weather received is current.
3. To review the flight plan, assuring the flight will avoid potentially hazardous weather conditions.
4. To consult current NOTAMs and Operations Bulletins pertinent to the route and airports for enroute navigational facilities, airport lighting and airport approaches.
5. To determine that sufficient fuel, oil, hydraulics, and oxygen to complete the flight are aboard.
6. Verify that the enroute and approach charts are adequate and current for the route of flight.
7. Verify that the onboard communication and navigation equipment required for the route of flight is working properly.
8. Verify that Navigational Data Cards are current for GPS units if installed and that the units are properly programmed in accordance with current procedures and ATC clearance.
9. When planning IFR operations predicated on the use of GPS, ensure that RAIM is available in the areas of operations and will remain so for the duration of the flight.
10. To determine that the aircraft has been properly preflighted; including airworthiness release in the logbook, write-ups cleared and any inoperative components properly deferred in accordance with the MEL.
11. Assure that all cargo is loaded and secured in accordance with loading procedures and applicable STCs.
12. Comply with the requirements of Special Areas and Airports, if applicable.

2.1.2 Emergency Equipment Storage Locations – Boeing 737

Each piece of equipment should be verified in the appropriate location and inspection tag checked for currency during aircraft preflight.

14 CFR 91.211, 14 CFR 91.205, 14 CFR 91.207, 14 CFR 121.221, 14 CFR 121.337, 14 CFR 121.339, 14 CFR 121 Appendix A

1. Escape Rope: An emergency escape rope is installed overhead of each pilot position.

2. Life Vest: An emergency flotation device is provided at the back of each pilot seat and two are stored in the equipment storage area in the passageway for jumpseat riders and additional crewmembers.
3. Smoke Goggles: Smoke goggles are stored in the equipment storage bins adjacent to pilot seat and in the seatbacks for ACMs / additional crewmembers.
4. Flashlight: Each pilot crewmember is responsible to carry their own flashlight in good working order and to have it easily accessible at their pilot station.
5. Hand Fire Extinguishers: Portable Halon fire extinguishers are provided for onboard fire protection and are stored on the right aft cockpit bulkhead.
6. Crash Axe: An axe is located on the aft cockpit bulkhead.
7. Portable Oxygen: A portable oxygen bottle is provided for emergencies where a crewmember must leave their station and is stowed on the aft cockpit bulkhead.
8. PBE Mask: One PBE mask shall be mounted on the aft wall of the cockpit and shall be located no further than three feet from the fire extinguisher.
9. Emergency Oxygen: See GOM 2.20.2
10. First Aid Kit: A first aid kit is stowed in a mounted position on the aft cockpit bulkhead.
11. ELT Beacon: This radio is stowed in the supernumerary area.

2.2 Weather

2.2.1 Sources of Weather Information

14 CFR 121.119

Adverse weather phenomena, weather reports, and forecasts in operational planning, flight planning, and the release of all company flights shall be from those sources listed below. Weather may be transmitted to flight crews via telephone, FAX, e-mail or other electronic sources. The below sections outline what type of weather reports shall be utilized for the specific location of operation.

2.2.1.1 Inside the United States

Weather reports prepared by the National Oceanic and Atmospheric Administration (NOAA), the National Weather Service (NWS), or the following sources approved by the NWS will be used.

- NWS offices (including contract observatories)
- Flight Service Stations (FSS)
- Automated Surface Observing System (ASOS)
- Automated Weather Observing System (AWOS)
- Supplementary Aviation Weather Reporting System (SAWRS)
- Limited Aviation Weather Reporting stations (LAWRS)
- Other sources as authorized in A010 of Rhoades Aviation, Inc.'s Operations Specifications.

2.2.1.2 Outside of the United States

The following sources will be used while operating outside of the United States or at U.S. Military airports.

- U.S. and North Atlantic Treaty Organization (NATO) Military observing sources

1.3.1.10 Flight Time Limitations

A pilot flight crewmember may not be scheduled for, nor may a flight crewmember accept, duty to include flight time, in "Air Transportation" except as follows:

1. A Crew of Two Pilots

14 CFR 121.503, .14 CFR 121.505

- a. A pilot may be scheduled to fly for eight (8) or less during any consecutive 24 hours without a rest period during those eight hours.
- b. If a pilot flies more than eight hours during any consecutive 24 hours, he must be given at least 16 hours rest before being assigned any further duty.
- c. A pilot must be relieved from all duty for at least 24 consecutive hours at least once during any consecutive 7 days.
- d. A pilot must not fly more than 100 hours during any 30 consecutive days.
- e. A pilot must not fly more than 1,000 hours during any calendar year.
- f. If a pilot is scheduled to fly more than eight hours during any 24 consecutive hours, he must be given an intervening rest period at or before the end of eight scheduled hours. This rest period must be at least twice the hours flown since the preceding rest period but not less than eight hours.
- g. A pilot must not be on duty for more than 16 hours during any consecutive 24 hours.

1.3.1.11 Crewmembers Test and Checks, Grace Provisions

14 CFR 121.401(b)

The Chief Pilot will keep track of when a crewmember that is required to take a test or flight check. When the crew member completes the test or check in the calendar month before, or after, the calendar month in which it is required, the crewmember is considered to have completed the test or check in the calendar month in which it was due. This will be followed via the computerized duty time tracking program.

1.3.1.12 Flight Instruction

14 CFR 91.109

When flight instruction, simulated instrument flight or flight checks are conducted in company aircraft, only a fully qualified PIC or company instructor may be seated at the controls to act as a safety pilot other than the pilot being trained or checked. The safety pilot shall ensure he/she has adequate vision forward and to each side of the aircraft.

1.3.2 Fatigue Risk Management Program (FRMP)

29 Mar 2017, Revision 2

Rhoades Aviation, Inc., dba Transair (TA)

Message from the C.E.O.: Teimour Riahi

To all personnel:

It can't be directly seen, touched, or heard, yet its potential effects can be life changing. And even more so because of its intangible nature, we must embrace the error-fighting techniques in the following program to ensure that fatigue is managed and mitigated to deny it relevance here at Transair. TA is committed to the safety of our workplace and personnel, and our FRMP is a key tool we must all commit to use to accomplish this goal and improve flightcrew alertness. You have my untiring support and personal dedication in making these words a reality.

*Sincerely,**Teimour Riahi**C.E.O., Transair*

Statutory requirements: As provided by the Airline Safety and Federal Aviation Administration (FAA) Extension Act of 2010, Public Law 111-216, & 212(b)(1) each air carrier conducting operations under 14 CFR 121 shall submit its FRMP to the Administrator for review and acceptance.

Objective: Transair is committed to managing and mitigating fatigue to improve flight crew alertness through this Fatigue Risk Management Program (FRMP). As such it is the duty of all employees of this company to fully commit to embracing the provisions of this program. Although our FRMP is described in detail in this section of the General Operations Manual, related FRMP policies and procedures are also referenced and can be found in the following manuals:

Aircrew Training Manual (ATM)

Section 2: Flight Crewmember Training Overview

Section 10: Fatigue Education and Awareness Training

Safety and Internal Evaluation Manual (SIEM)

Section 5: Operations Risk Management Program

Section 7: Aviation Safety Education Program

Administration Manual (ADM)

Section 2.4: Safety Program

The Director of Operations is responsible for establishing, modifying and conducting this program in a manner that vigorously promotes a culture of "Safety First". The Director of Safety shall monitor the program and report deficiencies along with recommendations to improve the program.

Introduction: Fatigue has increasingly been viewed by society as a safety hazard. This has led to increased regulation of fatigue by governments. The most common control process has been compliance with prescriptive rule sets. Despite the frequent use of prescriptive rule sets, there is an emerging consensus that they are hazard control, based on poor scientific defensibility and lack of operational flexibility. However, we believe the size and scope of our operation (On-demand, Supplemental Air Carrier) and limited number of aircraft and personnel dictates the less flexible process due to the operational nature of on-demand operations.

The range and speed of company aircraft coupled with the lack of augmented crew capability, by regulation, strictly limits flight time to no more than eight (8) hours during any twenty-four consecutive hours, unless an intervening rest period is provided at or before eight (8) hours of scheduled flight duty. In the event an intervening rest period is given, then that rest period must be at least twice (2X) the number of hours flown since the preceding rest period, but not less than eight (8) hours. In exploring potential alternatives, Transair has developed a program based on prescriptive rules (Duty, Flight Time Limitations) and managed sleep opportunities (rest periods) prior to, and when appropriate during duty assignments that involve flight time.

1.3.2.1 Program Elements

1. Scope and Fatigue Management Policy and Procedures:

Transair operates a fleet of medium range transport jets in its Supplemental Air Carrier operation. All operations are conducted in such a manner to minimize the effects of fatigue.

- a. Flight Operations shall schedule all pilots for duty that includes flight time in accordance with the flight time and duty limitations in this program.
- b. Pilots shall make good use of off duty time, so as to arrive ready for flight assignments well rested and ready for duty.

2. Flight Time and Duty Period Limitations:

- a. Flight and duty time limits shall be those described in 14 CFR 121.503, 14 CFR 121.505, 14 CFR 121.517 and 14 CFR 121.519 (see General Operations Manual, 1.2.11)
- b. Travel time to and from locations from which a rest period begins shall be considered scheduled duty time, unless that travel time is local in nature. "Company provided transportation at the request of the company is not local in nature and crews are considered on-duty during that time."
- c. Operations personnel shall insure that flight crewmembers are not scheduled more than 16 hours of duty in air transportation during any 24 consecutive hours.
- d. Flight crewmembers may not be scheduled for any duty during a required rest period.
- e. Each pilot that has flown more than 8 hours during any 24 consecutive hours must be given at least 16 hours rest before being assigned any duty with the company.

3. Rest Scheme Consistent with Limitations

Flight Operations (Flight Followers) shall manage and /or mitigate pilot fatigue by exercising when appropriate the following actions;

- a. Do not schedule a pilot for 16 hours of duty on two consecutive days without an extended rest period of at least 12 hours between assignments.
- b. During any duty assignment when a delay is expected to exceed 3 hours; exhaust all reasonable options to provide a rest facility (day room) or other suitable accommodations where the flight crew may relax/nap while off duty during the delay.

- c. Do not schedule a pilot to fly unless that pilot has had at least 8 hours of uninterrupted rest within 24 hours of the planned completion time of the flight assignment.
- d. When a flight crew is away from home base, all travel time to and from the airport is considered duty time.
- e. Be alert to conditions that may contribute to the onset of fatigue that affects aircrew performance, such as ground handling/loading problems that require active crew participation, severe weather conditions or mechanical problems that induce stress.
- f. When conducting unscheduled operations (charter flights), reduce flight crew stress by staying ahead of the flight. Coordinate with ground handlers, fuelers, loaders and customers to ensure they are prepared to receive/deliver cargo prior to the airplane arrival. Have transportation and lodging prearranged to minimize delays when needed.
- g. Report any intervention required, such as flight cancellations, or incidences that appear to be fatigue related to the Director of Operations and the Director of Safety.

Flight crewmembers accomplish the actions below as appropriate.

- a. In preparation for a late night/early morning flight, manage personal affairs and off time to ensure arrival for duty well rested and prepared to fly. If flying during the night and sleeping during the day, the following tips may be useful:
 - Block light from windows using tin foil or blackout curtains
 - Turn OFF all phone ringers and message beeps/alerts except alarm clock.
 - Explain to loved ones the critical reason it is so important that you not be disturbed while resting.

Crews must resist using needed sleep time during the day for any other activity or event perceived as being more important – or more enjoyable. Watching a child's baseball game or dance recital is important, but you coming home is much more important to that child.

- b. Decline any flight assignment that interrupts any required rest period.
- c. On flights that remain over night away from home base, take advantage of the rest facilities provided and coordinate with flight following when duty time has ended to ensure that adequate time is available for the rest period.
- d. During breaks between flights at the Honolulu base, take advantage of the new lounge to sleep or just relax as needed.
- e. Be aware of your physical and mental condition throughout the flight assignment and report any incident or occurrence that could be fatigue related to other crewmembers and the Director of Operations and the Director of Safety.

Pilot in Command Shall be responsible for monitoring the physical and mental condition of other crewmembers, from the time they report for duty until the completion of the flight assignment.

As such he/she should accomplish the following when appropriate.

- a. Declare a required crew rest, anytime fatigue or diminished capacity threatens the safety of a flight.
- b. Report conditions that occur during a flight assignment that could cause undue flight crew stress/fatigue or diminish flight deck alertness.
- c. Develop and use stress and fatigue reducing techniques, such as good eating habits, exercise, distribution of flight crew workload etc. Encourage fellow crewmembers to use the same.

4. Fatigue Reporting Policy:

All Transair employees are encouraged to participate in the company's fatigue-reporting program (which is an integral part of our company's overall Operations Risk Management Program). This program consists of individual reports submitted to the Director of Safety on form SIEM-001 identifying fatigue-related events (see SIEM 5.5.5 and 9.4.1-2 for instructions and a copy of the form).

- a. Any employee may submit a fatigue-related report to the Director of Safety concerning any occurrence. The employee need not identify himself in the report.
- b. Any employee may request relief from duty because of chronic fatigue. In such cases, a report will be submitted to the Director of Safety setting forth the circumstances causing the request.
- c. The Director of Safety shall investigate each report submitted under this reporting policy and recommend any action that he/she deems necessary to correct the circumstances that caused the report.
- d. A monthly summary of all fatigue related incidences and mitigating actions taken will be submitted to management at the scheduled CASS meeting when due by the Director of Safety. Recommendations for follow-up action will be resolved at this meeting along with appropriate changes to the reporting program.

5. Other Reports and Audits:

The Director of Safety shall analyze the company Pilot Flight and Duty Time Forms (OP-120) to detect trends that may affect pilot alertness and fatigue. The analysis may then be used to recommend changes to this program or actions needed to mitigate conditions that produce diminished capacity in crewmembers.

6. Fatigue Education and Awareness Training Program:

A comprehensive Fatigue Education and Awareness Training Program has been developed and is included in Section 10 of the Aircrew Training Manual (ATM). Flight crewmembers and other related employees will receive this training every 12 months (first time through Initial Training and annually through Recurrent Training). The training program covers (but is not limited to) the following subject areas:

1. Review of FAA flight, duty and rest regulatory requirements for Supplemental Air Carriers – Subpart S, 14 CFR 121.
2. Awareness of the FRMP program itself, including fatigue related policies and procedures, and the responsibilities of management and employees to mitigate or manage the effects of fatigue and improve flightcrew member flight deck alertness.

3. The basics of fatigue, including sleep fundamentals and circadian rhythms.
4. The causes and awareness of fatigue.
5. The effects of operating through multiple time zones.
6. The effects of fatigue relative to pilot performance.
7. Fatigue countermeasures, prevention, and mitigation.
8. The influence of lifestyle, including nutrition, exercise, and family life, on fatigue.
9. Familiarity with sleep disorders.
10. The effects of fatigue as a result of commuting.
11. Pilot responsibility for ensuring adequate rest and fitness for duty.
12. Operational procedures to follow when one identifies, or suspects, fatigue risk in oneself or others.
13. Lessons learned regarding the effects of fatigue and mitigation initiatives relative to our air carrier operations, and
14. The Fatigue Incident Reporting Process.

The effectiveness of our FRMP will be regularly assessed through TA's Internal Evaluation Program (per SIEM 4.1.1.5-7).

2. In the airspace underlying a Class B airspace area designated for an airport or in a VFR corridor designated through such Class B airspace.

2.13.10 Deactivation of Automatic Altitude Reporting Equipment

14 CFR 91.217(a)

The pilot-in-command shall, when directed by ATC, set the altitude reporting radar beacon transponder to standby and may not reactivate the altitude reporting equipment until directed by ATC.

2.14 Irregularity Reports

After completion of any flight during which a reportable irregularity occurs, the Captain will complete a Pilot Irregularity Report (OP-121) and deliver it to flight following, which will then inform, via the most expeditious means available, the Director of Operations or the Chief Pilot. Pilots are urged to file a report, regardless of any apparent insignificance and include as much detail as possible on the back of the form.

2.15 Critical Phases of Flight

“Critical Phase of Flight” includes all ground operations where the aircraft is moving under its own power, and all other flight operations conducted below 10,000 feet except cruise flight. Transair also includes “within 1000 feet of an assigned altitude (climbing or descending)” as a critical phase of flight.

14 CFR 121.542

2.15.1 Sterile Cockpit Procedures - General

1. During critical phases of flight, no cockpit conversation will be permitted which is not directly related to crewmember duties or the safe operation of the aircraft.
2. Priority is given to the elimination of unnecessary clerical activities such as writing down departure times, etc. during critical phases of flight operations. The normal phase for such activities is the cruise segment. The crewmember must still be vigilant even during this phase of flight and must not disregard the appropriate portion of his/her duties to accomplish this paperwork.
3. All non-essential Company radio transmissions will be accomplished during a non-sterile phase of flight.
4. Persons permitted access to jumpseats must be informed of sterile cockpit procedures and when they are in effect. This briefing should also include use of seatbelts, shoulder harness, emergency exits, and use of the oxygen system. The Captain or his/her designee will accomplish this briefing.
5. During critical phases of flight, one crewmember will not substitute his/her activities for the performance of another, unless the other crewmember is incapacitated or must be relieved in an emergency situation.
6. Adherence to these procedures will be monitored during training periods and line checks.
7. To enhance situational awareness, it is recommended to use the autopilot as much as possible. After 100 hours of experience flying the B737 at Transair, and at lower workload times, pilots are encouraged to “hand fly” the aircraft at times to keep skills sharp.

2.15.2 Sterile Cockpit Procedures - Within 1000 Feet of an Assigned Altitude

The workload of the B737-200 with the SP-77 autopilot (no altitude capture capability) is very high. During short legs, experience has shown that this load is magnified and the potential for altitude deviations is extremely high.

Transair standard operating procedure in the 737-200 is to turn the autopilot on no later than within 1000 feet of the assigned altitude. The Captain, by using his good judgment, may authorize deviations to this procedure on a flight by flight bases.

When within 1000 feet of the assigned altitude (climbing or descending), sterile cockpit procedures shall be in effect until reaching the assigned altitude and BOTH pilots have verified "ALT HOLD" on the APD (or verified the "Alt Hold" switch position in aircraft with no "ALT HOLD" light on the APD – N810TA) and have verbally confirmed "Alt Hold".

Until the Altitude Hold is engaged (or aircraft is trimmed and in level flight if not using the autopilot) only actions critical to the current phase of flight will be conducted. If an action can wait until the aircraft is leveled and "Alt Hold" is selected - without undue difficulty placed on the flight or crew, the action should be delayed until the level off is complete. If in doubt, complete the action immediately.

Examples of critical actions

1. Setting a new course for a newly assigned heading or course change
2. Answering radio calls and setting a new ATC comm frequency
3. Dealing with an emergency or abnormal

Examples of non-critical actions

4. Tuning nav/comm radios or courses which are not immediately needed
5. Listening to or copying ATIS that is not immediately needed.
6. Talking on company frequency (advise to "Stand by.")

2.16 Aircraft Flight Log

14 CFR 121.563, 14 CFR 121.701, 14 CFR 121.703, 14 CFR 121.709

2.16.1 Airworthiness Release

Prior to the first departure of the day the Pilot-in-Command shall be responsible to ensure that an Airworthiness Release has been signed in the Aircraft Flight Log (Form S-5) within the previous 24 hours when departing from Honolulu International or 72 hours when departing from any other station, and subsequent write-ups since the Airworthiness Release have been signed off and that MEL items have been properly deferred.

2.16.2 Reporting Mechanical Irregularities

The Pilot-in-Command shall ensure that all mechanical irregularities* occurring during flight time are entered in the Aircraft Flight Log (Form S-5) at the conclusion of that flight time. Any discrepancy entered into the Aircraft Flight Log (Form S-5) at other than Honolulu will be relayed to maintenance control and Flight Following.

* A mechanical irregularity occurs when an aircraft component does not operate as specified (or only intermittently so) in the appropriate aircraft operating manual (AOM).
Aircraft Flight Log Entries

1. The Captain shall assure that the Aircraft Flight Log (Form S-5) entries are made and reported on all safety of flight discrepancies and mechanical irregularities, as well as non-essential and non-airworthiness items that need repair.
2. A flight crew may not clear an aircraft Mechanical Difficulty Item; however, a flight may continue per the MEL with an appropriate release from maintenance.
3. If a flight crew discovers their previous Aircraft Flight Log (Form S-5) write-up to be incorrect, (e.g., discrepancy does not exist as reported) the item should be crossed out with a single line. The corrected data will be entered, dated and signed by the PIC.
4. Flight crews are not to enter any information in the Corrective Action section of the Aircraft Flight Log (Form S-5) except when deferring a discrepancy per the approved MEL/CDL/MCO program or complying with a repetitive (M) maintenance procedure.
5. INFO Entries:

Precede narrative with the word "INFO". INFO write-ups are to be written only in the MECHANICAL DIFFICULTIES section of the Aircraft Flight Log (Form S-5). Such an entry will not require a mechanic to sign the Aircraft Flight Log (Form S-5) at the time of entry.

* Example INFO item:

- a. A flight crew may be requested by maintenance to functionally test an aircraft system while taxiing out for takeoff. On such occasions, an information entry will be made stating the system check performed and results. If the system check is satisfactory, the flight may proceed without additional action. If unsatisfactory, further maintenance action will be required.
6. When a functional check flight is required, the following will be adhered to:
 - a. The Captain is made aware of the component replaced and is in agreement to perform a system flight check;
 - b. There is only one component involved;
 - c. In dual installations, the "other" system must be a "good" system; and
 - d. Non-routine Flight Procedures are followed.
7. Flight crews shall not use a system which has been placarded INOPERATIVE.
8. Flight and block times are to be recorded in hours and tenths.
9. Fueling Data

Company reporting and tracking requirements are based upon the accuracy of pilots reporting fuel uplift in gallons and pounds. An Aircraft Flight Log (Form S-5) entry shall be made at each station where fuel is uplifted. In addition, each leg's arrival fuel in pounds shall be recorded.
10. Oil Quantity

Whenever oil is added away from home base, the PIC will ensure the quantity added is recorded in the Aircraft Flight Log (Form S-5).

2.16.3 Aircraft Flight Log Corrective Action

Maintenance Control (a function of the Director of Maintenance), is responsible for releasing the aircraft to flight following at all times. If while completing a pre-flight or post-

flight and an irregularity or discrepancy is discovered at a non-maintenance station, the aircrew will make an appropriate entry into the Aircraft Flight Log (Form S-5) and contact Maintenance Control with the full details of the irregularity or discrepancy. Whenever a mechanical difficulty has been written up in the Aircraft Flight Log (Form S-5), the aircraft cannot be released for flight until Maintenance Control is assured that the appropriate corrective action has been taken.

A Rhoades Aviation, Inc. authorized mechanic may take corrective action on a mechanical difficulty with an appropriate sign off as follows:

1. At stations where either Rhoades Aviation, Inc. maintenance or previously established contract maintenance personnel meet the aircraft, corrective action may be taken. Maintenance Control shall be kept informed through these individuals.
2. Stations having on-call contract maintenance assigned or mechanical needs (not contracted to routinely meet aircraft):
 - a. On arrival of an overnight aircraft, the Captain will contact Maintenance Control and read all open Aircraft Flight Log (Form S-5) items. Maintenance Control will determine the requirement for maintenance action.
 - b. A contracted mechanic is not authorized to perform maintenance on Rhoades Aviation, Inc. aircraft without specific approval from Maintenance Control.
 - c. A contracted mechanic may not clear an open discrepancy without specific approval from Maintenance Control.

NOTE: *At stations where Rhoades Aviation, Inc. Maintenance Control has arranged for maintenance on a one-time authorization basis, upon completion of the maintenance, the Captain must contact Maintenance Control. The contact will assure that the maintenance performed is documented as required by Rhoades Aviation, Inc.'s General Maintenance Manual, and has been performed within the limitations imposed by Rhoades Aviation, Inc. on the contracted mechanic.*

3. If a Special Flight Permit is required, flight crews must comply with the provisions of the Special Flight Permit (See Operations Specifications D084).

The Captain will advise Flight Following prior to departure of the corrective action(s) taken and the status of open item(s) in the Aircraft Flight Log (Form S-5). Flight Followers shall verify with Maintenance Control the airworthiness status of the aircraft prior to authorizing the release of a flight. This paragraph is applicable to 14 CFR 121 and 14 CFR 91 operations.

2.16.4 Engine Condition Monitoring

A daily compilation of data is required by the Maintenance Department for effective trend monitoring of the engines on Rhoades Aviation, Inc. aircraft and continued use of "On Condition" replacement of parts. The Captain is responsible for accurately recording this data once each day per aircraft he flies. The collection does not need to be repeated if already accomplished by another crew on that date. Record engine data in the Engine Health Monitoring section of the Aircraft Flight Log (Form S-5A).

2.16.4.1 Trend Monitoring Data Collection Procedures

Trend monitoring is used to identify current and future mechanical issues. Its importance as a safety tool cannot be overemphasized, thus data collection accuracy is requested and greatly valued.

The following procedures shall be used in recording the most accurate information possible.

- Engine performance data should be recorded on all flights except the following city pairs due to the short cruise segment: LIH/HNL, HNL/OGG, OGG/KOA, KOA/ITO, and ITO/OGG.
- Trend readings should be taken within +/- 5,000 feet of the standard cruise altitude (at normal cruise altitude) with the autopilot altitude hold mode engaged.
- The following "standard" configuration for readings should always be attempted: All *engine bleeds* ON, *pack valves* ON, and *isolation valve* AUTO. Anything that may be of consequence to the trend monitoring process (e.g., engine generator off, engine hydraulic pump off) should be noted in the remark's section.
- All engine data must be recorded with the *engine and wing anti-ice* OFF.
- To reduce parallax and maintain consistency in data, the Captain's station and instruments must always be used to read the instrument data.
- The engine parameters should be allowed to stabilize in cruise flight a minimum of 5 minutes. The power levers should not be adjusted after the initial setting, otherwise another 5-minute stabilization period should take place.
- EPR's* should be initially matched. If during the 5-minute stabilization period the *EPR's* change, the engine power should be allowed to drift away from the initial setting. It's not a concern if the engine's power indications become mismatched since the trend program will compensate as long as the actual parameters that are indicated are recorded accurately.
- The parameters should all be recorded as close together in time as possible (within a 1-minute time period) to a one decimal point reading as shown in the sample below. DO NOT round off numbers.
- Altitude must be recorded as *pressure altitude* as accurately as the instrument allows (Flight level should NEVER be recorded.) To determine the correct pressure altitude, the altimeter setting of 29.92" Hg should be set in the Kollsman window and the pressure altitude read from the altimeter.
- The *Total Air Temperature* (TAT) must be denoted as either positive or negative (+ or -).
- The *Indicated Airspeed* (IAS) should be read to the closest 5 knots (or exact on aircraft with a speed drum). If Mach is available, the nearest 1/100 (e.g., .64, .72, .85) should be recorded.

Sample engine trend (health) data

transair											ENGINE HEALTH MONITORING		FORM S-5A 9/01/2018	
DATE		TIME (HST)		AIRCRAFT #		CRUISE WT		PRESS ALT		IAS	MACH	TAT (+/-)		
4/9/67		0215		306AL		108,023		23,160		307	.68	+09		
ENG NO.	EPR	N1	EGT	N2	F/F LBS/HR	ENGINE OIL		ENGINE BLEED	AIR PAC VALVE	ISOL VALVE	DUCT PRESS			
						PRESS	TEMP							
1	1.50	80.1	450	85.1	3400	49	119	ON OFF	ON OFF	AUTO	38			
2	1.51	81.8	415	88.0	3450	48	118	ON OFF	ON OFF	CLOSED	36			
Remarks:														

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2.16.5 Aircraft Flight Log Information Required

14 CFR 91.171

To indicate the completion of items required by Rhoades Aviation, Inc. inspection program, the following items shall be accomplished and entered into the Aircraft Flight Log (Form S-5).

- VOR Check

The VORs shall be checked from a known ground position by VOT (VHF Omnidirectional Test: $\pm 4^\circ$ maximum) or for a Dual VOR check (one aircraft system compared to the other: 4° maximum difference). Enter the VOR check data in the appropriate blocks of the Aircraft Flight Log (Form S-5) and sign where indicated. Accomplish no later than 30 days after the previous check.

2.16.6 Deferred Maintenance Item Procedures

The following procedures shall be complied with prior to releasing an aircraft for flight with an inoperative component which is allowed to be deferred by the MEL/CDL/MCO.

2.16.6.1 At Stations where Maintenance is Available

1. Maintenance Action
 - a. Onsite maintenance personnel will coordinate with Maintenance Control assuring that all provisions of the MEL/CDL are complied with.
 - b. Maintenance Control shall assure that the inoperative component is deferred in the corrective action column of the Aircraft Flight Log (Form S-5) in accordance with the General Maintenance Manual.
 - c. Assure that the appropriate MEL/CDL/MCO Log RAI 0003A/0003B has been properly filled out with a control number assigned by Maintenance Control.
 - d. Maintenance Control shall assure that the inoperative component is properly Placarded with the control number, date of expiration, and category of the item (A, B, C or D).
 - e. Maintenance Control will notify Flight Following of the deferred component stating the MEL/CDL/MCO item number as well as the time of expiration.
2. Flight Following Action
 - a. Flight Following will assure that the flight may operate in accordance with the MEL/CDL provisions.
 - b. Flight Following will add the item to the flight release or amend the flight release as appropriate.
3. Flight Crew Action
 - a. Assure that the Aircraft Flight Log (Form S-5) is appropriately signed off in the corrective action column for the component/item being deferred by an authorized Rhoades Aviation, Inc. mechanic.
 - b. Assure that the inoperative component is placarded and the placard is properly filled out with Expiration Date, Category of deferral, and Control Number.
 - c. Assure that the MEL/CDL/MCO Log RAI Form 0003A/0003B has been properly filled out.
 - d. If the MEL/CDL item has not been added to the original flight release, the Captain shall enter the MEL/CDL item number, the amended release time, the Flight Followers' initials and sign the amended release.

2.16.6.2 At Stations Where Maintenance Is Not Available

1. Maintenance Action

- a. Maintenance Control will assure that only maintenance personnel are allowed to accomplish a deferral maintenance procedure (M) that requires specialized knowledge or skill, or one that requires the use of tools or test equipment.
 - b. Maintenance Control will assure that the inoperative component has been written up in the Mechanical Difficulties section of the Aircraft Flight Log (Form S-5);
 - c. Assure that the appropriate MEL/CDL/MCO Deferred Log RAI Form 0003A/0003B has been properly filled out with the control number assigned by Maintenance Control;
 - d. Maintenance Control shall assure that the inoperative component is properly Placarded with an appropriate control number, date of expiration and Category of item (A, B, C or D);
 - e. After the flight crew has written the deferral/continuance information in the corrective action section, Maintenance Control will request that the deferrer read back the entry to check it. Maintenance Control shall communicate to the flight crew when the item has been properly deferred; and
 - f. Maintenance Control will notify Flight Following of the deferred component stating the MEL/CDL/MCO item and number as well as the time to expiration.
2. Flight Following Action
 - a. Flight Following will assure that the flight may operate in accordance with the MEL/CDL provisos;
 - b. Flight Following will add the item to the flight release or amend the flight release as appropriate.
3. Flight Crew Action
 - a. Flight Crews may accomplish (M) deferral maintenance procedures if they do NOT require specialized knowledge or skill, or do NOT require the use of tools or test equipment.
 - b. In the Corrective Action column of the Aircraft Flight Log (Form S-5) a notation shall be made indicating that the flight is continuing per the MEL/DMI indicating the item number and control number. The Captain will sign the entry enter his employee number;
 - c. Assure that the inoperative component is placarded and the placard is properly filled out. The placard must have the Category of deferral, Date of expiration and a MEL/CDL/MCO Control number;
 - d. Assure that the appropriate MEL/CDL/MCO Deferred Log RAI Form 0003A/0003B has been properly filled out with the control number assigned by Maintenance Control;
 - e. If possible, fax or text a copy of the Aircraft Flight Log (Form S-5) page to Maintenance Control. In any case the flight crew must receive a communication from Maintenance Control that the item has been properly deferred; and
 - f. If the MEL/CDL item has not been added to the original flight release, the Captain shall enter the MEL/CDL item number, the amended release time, the

Flight Followers' initials and sign the amended release section of the flight release.

NOTE: *In the case of "B", "C", or "D" category MEL items, the time to expiration begins to run at 0001 Honolulu Standard Time (HST) the day after the day of the write up (i.e., the day of the write up is not included in the time to expiration.)*

2.17 Forwarding Flight Times to Maintenance

Aircraft records are maintained at HNL in the records department.

When an aircraft stays overnight at a non-Rhoades Aviation, Inc. maintenance base, the Captain shall forward via fax a copy of the completed logbook page. If he/she is unable to do so, transmit the following information by phone (1-808-833-2665), Fax (1-808-833-2664), to Maintenance Control through Flight Following.

1. Tail number
2. Date and log page number
3. Total aloft (flight) time
4. Number of landings
5. Total time on aircraft after adding time aloft
6. Write-ups, if any

2.18 Exceeding a Limitation of the Aircraft or Engine

2.18.1 In-flight

If during flight an aircraft limitation has been exceeded, for any reason, contact Flight Following and Maintenance Control as soon as possible after the incident. Maintenance Control can help determine whether or not the flight may continue to its destination. If a diversion to an alternate airport is required, Flight Following should be advised.

NOTE: Flight Following/Maintenance Control may be reached by phone patch while airborne through a ground station or in an Emergency through ATC (Company Phone 1-808-833-2665).

2.18.2 On the Ground

If an engine limitation has been exceeded while on the ground, the appropriate abnormal or emergency procedure shall be accomplished and maintenance control shall be notified.

When an engine or structural limitation has been exceeded, as stated in the applicable AOM, an Aircraft Flight Log (Form S-5) entry is also required detailing the limitation exceeded and the amount of time it was exceeded.

2.19 Generating a New Aircraft Flight Log Away from Home Base

Under normal circumstances, when the last page of a Logbook has been used, maintenance personnel will begin a new book. However, circumstances may arise in which a pilot needs to close the old book and open a new one. The procedure is as follows:

1. Make an entry in the discrepancy column on last page of old logbook stating "Last log page, next LP#, (state number of first page of new log)"

2.15.2 Sterile Cockpit Procedures - Within 1000 Feet of an Assigned Altitude

The workload of the B737-200 with the SP-77 autopilot (no altitude capture capability) is very high. During short legs, experience has shown that this load is magnified and the potential for altitude deviations is extremely high.

Transair standard operating procedure in the 737-200 is to turn the autopilot on no later than within 1000 feet of the assigned altitude. The Captain, by using his good judgment, may authorize deviations to this procedure on a flight by flight bases.

When within 1000 feet of the assigned altitude (climbing or descending), sterile cockpit procedures shall be in effect until reaching the assigned altitude and BOTH pilots have verified "ALT HOLD" on the APD (or verified the "Alt Hold" switch position in aircraft with no "ALT HOLD" light on the APD – N810TA) and have verbally confirmed "Alt Hold".

Until the Altitude Hold is engaged (or aircraft is trimmed and in level flight if not using the autopilot) only actions critical to the current phase of flight will be conducted. If an action can wait until the aircraft is leveled and "Alt Hold" is selected - without undue difficulty placed on the flight or crew, the action should be delayed until the level off is complete. If in doubt, complete the action immediately.

Examples of critical actions

1. Setting a new course for a newly assigned heading or course change
2. Answering radio calls and setting a new ATC comm frequency
3. Dealing with an emergency or abnormal

Examples of non-critical actions

4. Tuning nav/comm radios or courses which are not immediately needed
5. Listening to or copying ATIS that is not immediately needed.
6. Talking on company frequency (advise to "Stand by.")

2.16 Aircraft Flight Log

14 CFR 121.563, 14 CFR 121.701, 14 CFR 121.703, 14 CFR 121.709

2.16.1 Airworthiness Release

Prior to the first departure of the day the Pilot-in-Command shall be responsible to ensure that an Airworthiness Release has been signed in the Aircraft Flight Log (Form S-5) within the previous 24 hours when departing from Honolulu International or 72 hours when departing from any other station, and subsequent write-ups since the Airworthiness Release have been signed off and that MEL items have been properly deferred.

2.16.2 Reporting Mechanical Irregularities

The Pilot-in-Command shall ensure that all mechanical irregularities* occurring during flight time are entered in the Aircraft Flight Log (Form S-5) at the conclusion of that flight time. Any discrepancy entered into the Aircraft Flight Log (Form S-5) at other than Honolulu will be relayed to maintenance control and Flight Following.

* A mechanical irregularity occurs when an aircraft component does not operate as specified (or only intermittently so) in the appropriate aircraft operating manual (AOM).
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1. The Captain shall assure that the Aircraft Flight Log (Form S-5) entries are made and reported on all safety of flight discrepancies and mechanical irregularities, as well as non-essential and non-airworthiness items that need repair.
2. A flight crew may not clear an aircraft Mechanical Difficulty Item; however, a flight may continue per the MEL with an appropriate release from maintenance.
3. If a flight crew discovers their previous Aircraft Flight Log (Form S-5) write-up to be incorrect, (e.g., discrepancy does not exist as reported) the item should be crossed out with a single line. The corrected data will be entered, dated and signed by the PIC.
4. Flight crews are not to enter any information in the Corrective Action section of the Aircraft Flight Log (Form S-5) except when deferring a discrepancy per the approved MEL/CDL/MCO program or complying with a repetitive (M) maintenance procedure.
5. INFO Entries:

Precede narrative with the word "INFO". INFO write-ups are to be written only in the MECHANICAL DIFFICULTIES section of the Aircraft Flight Log (Form S-5). Such an entry will not require a mechanic to sign the Aircraft Flight Log (Form S-5) at the time of entry.

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6. When a functional check flight is required, the following will be adhered to:
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Whenever oil is added away from home base, the PIC will ensure the quantity added is recorded in the Aircraft Flight Log (Form S-5).

2.16.3 Aircraft Flight Log Corrective Action

Maintenance Control (a function of the Director of Maintenance), is responsible for releasing the aircraft to flight following at all times. If while completing a pre-flight or post-

flight and an irregularity or discrepancy is discovered at a non-maintenance station, the aircrew will make an appropriate entry into the Aircraft Flight Log (Form S-5) and contact Maintenance Control with the full details of the irregularity or discrepancy. Whenever a mechanical difficulty has been written up in the Aircraft Flight Log (Form S-5), the aircraft cannot be released for flight until Maintenance Control is assured that the appropriate corrective action has been taken.

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NOTE: *At stations where Rhoades Aviation, Inc. Maintenance Control has arranged for maintenance on a one-time authorization basis, upon completion of the maintenance, the Captain must contact Maintenance Control. The contact will assure that the maintenance performed is documented as required by Rhoades Aviation, Inc.'s General Maintenance Manual, and has been performed within the limitations imposed by Rhoades Aviation, Inc. on the contracted mechanic.*

3. If a Special Flight Permit is required, flight crews must comply with the provisions of the Special Flight Permit (See Operations Specifications D084).

The Captain will advise Flight Following prior to departure of the corrective action(s) taken and the status of open item(s) in the Aircraft Flight Log (Form S-5). Flight Followers shall verify with Maintenance Control the airworthiness status of the aircraft prior to authorizing the release of a flight. This paragraph is applicable to 14 CFR 121 and 14 CFR 91 operations.

2.16.4 Engine Condition Monitoring

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2.16.4.1 Trend Monitoring Data Collection Procedures

Trend monitoring is used to identify current and future mechanical issues. Its importance as a safety tool cannot be overemphasized, thus data collection accuracy is requested and greatly valued.

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- Engine performance data should be recorded on all flights except the following city pairs due to the short cruise segment: LIH/HNL, HNL/OGG, OGG/KOA, KOA/ITO, and ITO/OGG.
- Trend readings should be taken within +/- 5,000 feet of the standard cruise altitude (at normal cruise altitude) with the autopilot altitude hold mode engaged.
- The following “standard” configuration for readings should always be attempted: All *engine bleeds* ON, *pack valves* ON, and *isolation valve* AUTO. Anything that may be of consequence to the trend monitoring process (e.g., engine generator off, engine hydraulic pump off) should be noted in the remark’s section.
- All engine data must be recorded with the *engine and wing anti-ice* OFF.
- To reduce parallax and maintain consistency in data, the Captain’s station and instruments must always be used to read the instrument data.
- The engine parameters should be allowed to stabilize in cruise flight a minimum of 5 minutes. The power levers should not be adjusted after the initial setting, otherwise another 5-minute stabilization period should take place.
- *EPR’s* should be initially matched. If during the 5-minute stabilization period the *EPR’s* change, the engine power should be allowed to drift away from the initial setting. It’s not a concern if the engine’s power indications become mismatched since the trend program will compensate as long as the actual parameters that are indicated are recorded accurately.
- The parameters should all be recorded as close together in time as possible (within a 1-minute time period) to a one decimal point reading as shown in the sample below. DO NOT round off numbers.
- Altitude must be recorded as *pressure altitude* as accurately as the instrument allows (Flight level should NEVER be recorded.) To determine the correct pressure altitude, the altimeter setting of 29.92” Hg should be set in the Kollsman window and the pressure altitude read from the altimeter.
- The *Total Air Temperature* (TAT) must be denoted as either positive or negative (+ or -).
- The *Indicated Airspeed* (IAS) should be read to the closest 5 knots (or exact on aircraft with a speed drum). If Mach is available, the nearest 1/100 (e.g., .64, .72, .85) should be recorded.

Sample engine trend (health) data

transair											ENGINE HEALTH MONITORING		FORM S-5A 9/01/2018	
DATE		TIME (HST)		AIRCRAFT #		CRUISE WT		PRESS ALT		IAS	MACH	TAT (+/-)		
4/9/67		0215		306AL		108,023		23,160		307	.68	+09		
ENG NO.	EPR	N1	EGT	N2	F/F LBS/HR	ENGINE OIL		ENGINE BLEED	AIR PAC VALVE	ISOL VALVE	DUCT PRESS			
						PRESS	TEMP							
1	1.50	80.1	450	85.1	3400	49	119	ON OFF	ON OFF	AUTO	38			
2	1.51	81.8	415	88.0	3450	48	118	ON OFF	ON OFF	CLOSED	36			

Remarks:

3961 G01

2.16.5 Aircraft Flight Log Information Required

14 CFR 91.171

To indicate the completion of items required by Rhoades Aviation, Inc. inspection program, the following items shall be accomplished and entered into the Aircraft Flight Log (Form S-5).

1. VOR Check

The VORs shall be checked from a known ground position by VOT (VHF Omnidirectional Test: $\pm 4^\circ$ maximum) or for a Dual VOR check (one aircraft system compared to the other: 4° maximum difference). Enter the VOR check data in the appropriate blocks of the Aircraft Flight Log (Form S-5) and sign where indicated. Accomplish no later than 30 days after the previous check.

2.16.6 Deferred Maintenance Item Procedures

The following procedures shall be complied with prior to releasing an aircraft for flight with an inoperative component which is allowed to be deferred by the MEL/CDL/MCO.

2.16.6.1 At Stations where Maintenance is Available

1. Maintenance Action
 - a. Onsite maintenance personnel will coordinate with Maintenance Control assuring that all provisions of the MEL/CDL are complied with.
 - b. Maintenance Control shall assure that the inoperative component is deferred in the corrective action column of the Aircraft Flight Log (Form S-5) in accordance with the General Maintenance Manual.
 - c. Assure that the appropriate MEL/CDL/MCO Log RAI 0003A/0003B has been properly filled out with a control number assigned by Maintenance Control.
 - d. Maintenance Control shall assure that the inoperative component is properly Placarded with the control number, date of expiration, and category of the item (A, B, C or D).
 - e. Maintenance Control will notify Flight Following of the deferred component stating the MEL/CDL/MCO item number as well as the time of expiration.
2. Flight Following Action
 - a. Flight Following will assure that the flight may operate in accordance with the MEL/CDL provisions.
 - b. Flight Following will add the item to the flight release or amend the flight release as appropriate.
3. Flight Crew Action
 - a. Assure that the Aircraft Flight Log (Form S-5) is appropriately signed off in the corrective action column for the component/item being deferred by an authorized Rhoades Aviation, Inc. mechanic.
 - b. Assure that the inoperative component is placarded and the placard is properly filled out with Expiration Date, Category of deferral, and Control Number.
 - c. Assure that the MEL/CDL/MCO Log RAI Form 0003A/0003B has been properly filled out.
 - d. If the MEL/CDL item has not been added to the original flight release, the Captain shall enter the MEL/CDL item number, the amended release time, the Flight Followers' initials and sign the amended release.

2.16.6.2 At Stations Where Maintenance Is Not Available

1. Maintenance Action

- a. Maintenance Control will assure that only maintenance personnel are allowed to accomplish a deferral maintenance procedure (M) that requires specialized knowledge or skill, or one that requires the use of tools or test equipment.
 - b. Maintenance Control will assure that the inoperative component has been written up in the Mechanical Difficulties section of the Aircraft Flight Log (Form S-5);
 - c. Assure that the appropriate MEL/CDL/MCO Deferred Log RAI Form 0003A/0003B has been properly filled out with the control number assigned by Maintenance Control;
 - d. Maintenance Control shall assure that the inoperative component is properly Placarded with an appropriate control number, date of expiration and Category of item (A, B, C or D);
 - e. After the flight crew has written the deferral/continuance information in the corrective action section, Maintenance Control will request that the deferrer read back the entry to check it. Maintenance Control shall communicate to the flight crew when the item has been properly deferred; and
 - f. Maintenance Control will notify Flight Following of the deferred component stating the MEL/CDL/MCO item and number as well as the time to expiration.
2. Flight Following Action
 - a. Flight Following will assure that the flight may operate in accordance with the MEL/CDL provisos;
 - b. Flight Following will add the item to the flight release or amend the flight release as appropriate.
3. Flight Crew Action
 - a. Flight Crews may accomplish (M) deferral maintenance procedures if they do NOT require specialized knowledge or skill, or do NOT require the use of tools or test equipment.
 - b. In the Corrective Action column of the Aircraft Flight Log (Form S-5) a notation shall be made indicating that the flight is continuing per the MEL/DMI indicating the item number and control number. The Captain will sign the entry enter his employee number;
 - c. Assure that the inoperative component is placarded and the placard is properly filled out. The placard must have the Category of deferral, Date of expiration and a MEL/CDL/MCO Control number;
 - d. Assure that the appropriate MEL/CDL/MCO Deferred Log RAI Form 0003A/0003B has been properly filled out with the control number assigned by Maintenance Control;
 - e. If possible, fax or text a copy of the Aircraft Flight Log (Form S-5) page to Maintenance Control. In any case the flight crew must receive a communication from Maintenance Control that the item has been properly deferred; and
 - f. If the MEL/CDL item has not been added to the original flight release, the Captain shall enter the MEL/CDL item number, the amended release time, the

Contact - Crews must answer phone or call back within 2 minutes.
Response – Immediate (Pilots must be in the hangar in uniform.)

1.2.12.8 Other Commercial Flying

No airman, who is employed by Rhoades Aviation, Inc., may do any other commercial flying, if that commercial flying plus his flying in operations with Rhoades will exceed any flight limitation established in 1.2.11. A flight crewmember must coordinate with the Director of Operations prior to engaging in any other commercial flying (includes flight instruction) and report all other commercial flying time on form OP-120.

1.2.12.9 Military Flying

To flight time limitations, a pilot's flight time in conjunction with a military commitment is not to be credited towards the limitation of commercial flying. However, it is incumbent upon Rhoades Aviation flight crewmembers to assure that proper rest is obtained prior to accepting any flight assignment with Rhoades Aviation, Inc. after the completion of military flying.

1.2.13 Reporting for Duty

1.2.13.1 Crewmembers

- a. The Chief Pilot or Operations/Flight Following (FF) will make the 4-week schedules (crew schedules) and schedule all crews. The scheduler will coordinate with Cargo Operations to coordinate the daily changes and produce the daily fleet schedule for that evening/morning and the following day.
- b. Standard crew show time is 1 hr prior to Scheduled Time of Departure. That time may be reduced to no less than 30 minutes prior to departure as a means of ensuring legal crew rest periods.
- c. Pilots should check the preliminary schedule at 3pm each day for their showtime before beginning their required rest. Duty time will begin at this preliminary showtime. Due to unknown factors early in the day (such as the number of aircraft available, cargo loads, and available crews), the preliminary fleet/crew schedule will be disseminated with conservative early showtimes. If two prelim schedules are sent at the same time (such as when the mx status of an aircraft is not known yet), the showtime is the EARLIER one of the two.
- d. Pilots are encouraged to begin their sleep/rest immediately after the preliminary schedule is sent out and the prelim showtime is known. After awakening to meet the prelim showtime, pilots can then check the updated schedule and see if their showtime has changed to later which will allow not arriving so early. This procedure would also allow having a family member check the schedule for the sleeping pilot and reset their alarm or wake them up at the appropriate time.
- e. The updated showtime is never normally earlier than the prelim showtime. If the pilot awakens and sees an earlier showtime than the prelim (or a text or e-mail request from the company), and has had legal & sufficient rest, he is requested to contact Dispatch/Chief Pilot and let them know that he will be able to make the requested earlier showtime.
- f. It is prudent for pilots to check for updates to the daily fleet schedule (via company e-mail, and personal voice-mail & text) before traveling to work. A

cancelled or delayed flight may be disseminated in this manner and the crewmember should report at the new later showtime.

- g. Any differences noted between a pilot's assigned 4-week schedule and the daily schedule should be immediately brought to the attention of FF (Chief Pilot and Cargo Ops if FF not staffed) to find the error.
- h. When reporting for duty, all crewmembers must check in with FF at or before scheduled showtime. First Officers must check in with the Captain at or before showtime for a preliminary briefing.
- i. Crewmembers "running late" shall contact FF BEFORE their scheduled show time and give their ETA.
- j. A crewmember arriving at the FF office to find it not staffed at showtime should immediately contact the Director of Operations.
- k. On occasion, pilots can expect to be contacted by the Chief Pilot or FF when an extra section flight or different departure time is needed.
- l. Crewmembers must reply to and acknowledge all correspondence from FF.

1.2.13.2 Flight Followers

- a. Standard FF show time is 1 hr prior to crew showtime. That time may be adjusted by the Director of Operations.
- b. Dispatch must immediately attempt to contact any pilots who have not checked in at their scheduled crew showtime (a "no-show") by all means available. The FF will immediately advise the Chief Pilot of any no-shows who are not able to be contacted at showtime or of any late pilots whose late ETA will delay a flight.
- c. FF should NOT DELAY in contacting the Chief Pilot and coordinating a replacement pilot for a no-show. No departure delay should be incurred so long as the replacement process is started promptly. The FF should ascertain a "late call" pilot's ETA and use best judgment in deciding whether to replace that pilot so as to not incur a late aircraft departure.
- d. FF's must check the crew AND daily fleet schedules at the beginning of their shift. Any differences noted between a pilot's crew schedule and the daily schedule should immediately be brought to the attention of the Chief Pilot and Cargo Ops to find the error.
- e. When communicating with any personnel, never assume a text or e-mail is received. If no acknowledgment is received, use other methods to make contact.

1.2.13.3 Cargo Operations:

- a. Cargo Ops will consider available aircraft & crews, and cargo volume, then coordinate with the Chief Pilot to produce a preliminary daily fleet schedule and be responsible for its dissemination by no later than 3pm each day.
- b. As there are many unknowns early in the day, the preliminary fleet/crew schedule will be disseminated with conservative early showtimes. Later schedule updates will likely delay some crew's showtimes to a later time. Duty time will begin at the preliminary showtime.

- c. Although schedules are subject to change, Cargo Ops will make every attempt to publish the final schedule AS EARLY AS POSSIBLE.
- d. Cargo personnel arriving at the FF office to find it not staffed at the appropriate time should immediately contact the Director of Operations at 808-304-0707.

1.2.14 Release from Duty

If a departure is delayed at all due to a pilot leaving the premises without authorization - this crew delay must be detailed on an "Unusual Occurrence Report" form by that pilot and submitted to the Chief Pilot.

1.2.14.1 Temporarily Leaving the Premises during Duty

Pilots wanting to temporarily leave the premises after checking in with FF must first comply with the following:

- a. Get permission from the Captain, the Flight Follower, and the on-duty Cargo Manager first and return in the time frame given. Many instances the aircraft is quiet and then two minutes later it is "attacked" by cargo personnel and loaded in the next 8 minutes. Don't hope you'll make it back in time, don't guess, don't risk it, just ask.
- b. Advise the other crewmember of what you're doing. If something changes while you're out, they can call you and get you on the way back sooner.

1.2.14.2 Release from Duty Period

- a. Pilots who are ready to depart the premises after their flights must be released by both the Flight Follower and the Cargo Manager before leaving. The Cargo Manager may request a crew from Dispatch to fly an extra flight(s) other than what is on the daily schedule. The Flight Follower will not release a crew until he has reviewed the trip paperwork for completeness. Beside reporting a crew to the Chief Pilot for departing without permission, the FF will call back pilots to correct any paperwork errors.
- b. After arrival and completing the *Shutdown* checklist, the crew may "hand-off" the aircraft to maintenance personnel if they are present. If maintenance accepts the aircraft then they will be responsible for its care and security. Even though released, where maintenance is not available (at stations other than HNL or when maintenance is not available in HNL) the Captain is responsible for ensuring that the *Securing* checklist is completed, all doors and windows are closed, stairs pulled away, the aircraft and GPU is powered down, and the aircraft is appropriately coned and chocked. Only pilots and mechanics are allowed to operate aircraft entry, service, and main cargo doors.

1.2.15 On-Time Departures

1.2.15.1 Definition of On-Time (with No Crew Delay incurred)

It is the Captain's responsibility to ensure the aircraft departs immediately after it is loaded. This assumes it was not preloaded before the crew arrived. In this case, common sense prevails and it should depart just as soon as safely possible. Since the "on-time" ETD may change from day to day, as long as the aircraft taxi's only a few minutes after the cargo doors are shut, there will not be any delay attributed to the crew. If the aircraft is loaded earlier than the daily schedule estimates, the flight must still depart a few minutes after the cargo door is closed to not incur a flightcrew delay. This early

departure builds in time for mechanical issues, ATC delays, unloading problems, and returns the aircraft back early for the next trip.

1.2.15.2 Critical Steps to Depart On-Time

For the Captain to orchestrate this on-time departure, some key things need to happen.

- a. At or before showtime the FO must report to the Captain (before going to the aircraft) for the preliminary briefing (MEL's, security concerns, or any other directions to the FO).
- b. FO must then preflight immediately to find any problems asap (not 20 minutes before departure)! If stairs/GPU are not in position at preflight time, locate mx to assist.
- c. Captain will check all paperwork/weather/notams for issues, complete the performance and then proceed to the aircraft to accomplish his part of the aircraft preflight.
- d. The *Before Start* checklist must be accomplished right after the W&B is received and briefing complete. Ground crew should never have to wait on the flightcrew to do the *Before Start* checklist. Engines should be ready to start moments after the stairs are pulled away. If the aircraft is being loaded but the crew has not received the W&B, they should query the Loading Supervisor for this data so they can accomplish the setup and briefing early.
- e. At outstations: The post-flight must be accomplished immediately after landing to catch any problems right away – not after the aircraft has been on the ground for an hour! A walk-a-round after loading is especially prudent due to the potential for loading damage.

1.2.16 Activities That Could Impair Ability

The tracking of and compliance with the following items is the exclusive responsibility of the flight crewmember and any activity must be disclosed to the Director of Operations who will disseminate the information to the Chief Pilot for crew scheduling purposes.

1.2.16.1 Blood Donations

Blood donations will temporarily lower the oxygen carrying capacity of the blood. A crewmember may not perform flight duties within 72 hours after blood donation.

1.2.16.2 Scuba Diving

No crewmember shall perform duty that includes flying, within 24 hours of any scuba diving.

1.2.16.3 Prescription Drugs and Over the Counter Medicine

Certain drugs in common use have a marked effect on the nervous system which may be temporarily detrimental to a flight crewmember's performance of duty. It is extremely important that flight crewmembers make certain, by asking an Aviation Medical Examiner, if any drugs prescribed will have any temporary effect on the nervous system. Likewise, over the counter medication may cause drowsiness and other side effects, avoid their use and only use medication that can be prescribed for Pilots.

2.27.2 Runway Analysis Manual

RAI keeps current aircraft specific performance data for each commonly used airport within its authorized area of operations. This data is provided to the flight crews through the publication of an Airport Analysis Manual. All data contained in the manual is kept current by an Airport Surveillance System operated and maintained by Aircraft Performance Group, Inc. (APG), the FAA approved commercial provider of the computer-generated analysis. APG will provide updates to the analysis of the airports listed in the table of contents of the airport analysis manual; any time changes occur in the airport aeronautical data that affects airplane performance calculations. Airport analysis shall be obtained from APG, on an as needed basis, for all other airports of intended use. To ensure only the most up to date information is used for ad-hoc airports; orders for airport analysis should be made on the day of intended use, and provided to the pilot-in command prior to conducting aircraft operations at that airport.

If the certificate-holding district office charged with the overall inspection of the Rhoades Aviation operations finds that revisions are necessary for the continued adequacy of the Rhoades Aviation's system for collection, dissemination, and usage of aeronautical data that has been granted approval, the certificate holder shall, after notification by the certificate-holding district office, make those revisions in the system. 14 CFR 121.117(c)

2.27.2.1 Use of Runway Analysis

All flight crews operating transport category aircraft will reference the Runway Analysis information to determine the maximum allowable gross take-off and landing weight for the airports listed on the Flight Release. The PIC shall pay particular attention to any Special Procedure when issued. When NAVAIDS are used to aid in the definition of these non-standard procedures (engine-out departure tracks and or level off heights) the PIC will ensure such NAVAIDS are in service and usable. When the Special Procedures are not satisfactory the PIC will contact the Director of Operations and request a new analysis based on the conditions and specifications required at that time. Landing at airports where an airport analysis has not been issued will require an airport analysis before the aircraft can be released to and from that airport.

2.27.3 Weather Radar Requirement

Federal Aviation Regulations require all large aircraft operated under 14 CFR 121 to be equipped with Weather Radar. In the event the airborne Radar becomes inoperative enroute, the aircraft will be operated in accordance with the following instructions if instrument meteorological conditions or night visual meteorological conditions are prevalent and weather reports indicate thunderstorms or other potentially hazardous weather conditions along the flight plan route.

The flight crew will:

1. Contact by radio, the nearest FAA operated Radar Unit (ATC, etc.) and request advisory weather information that will aid the Pilot in circumnavigating or passing through a known weather condition area.
2. Make periodic radio checks with ATC in order to verify weather conditions that exist along flight plan route to destination.
3. An enroute aircraft that encounters a Weather Radar failure may, at the Captain's discretion, continue flight and proceed to a Maintenance Base where the Radar can be repaired, provided a flight plan routing is acquired that diverts from a known area of thunderstorms or other potentially hazardous weather conditions that are known to exist between point of origin and destination

absent from his/her duty station if it is necessitated by other duties, or by personal necessity.

1.2.35 Manipulation of the controls

14 CFR 121.545

Only the authorized Captain and First Officer are permitted to operate the controls during flight.

1.2.36 Captains Flying from the Right Seat

A Captain must have completed right seat specific training prior to flying or being assigned as a First Officer (SIC).

1.2.37 Use of Seat Belts and Shoulder Harness

14 CFR 91.105(b), 14 CFR 91.107, 14 CFR 121.311

1. Each person onboard the aircraft is required to wear seat belts anytime while at their seat/duty station and be able to properly perform assigned duties. Shoulder harnesses are required to be worn for all takeoffs and landings.
2. At each unoccupied seat, the safety belt and shoulder harness, if installed, must be secured so as not to interfere with crewmembers in the performance of their duties or the rapid egress of occupants in an emergency.

1.2.38 Careless or Reckless Operation

14 CFR 91.13, 14 CFR 91.19, 14 CFR 121.15, 14 CFR 121.537(f)

No person employed by Rhoades Aviation, Inc. may operate any Company aircraft in a careless or reckless manner so as to endanger the life or property of another in the air or on the ground.

No person employed by Rhoades Aviation, Inc. shall operate an aircraft or allow an aircraft to be operated in the carriage of narcotic drugs, marijuana, and depressant or stimulant drugs that would cause the loss or suspension of, or endanger, the Company Air Carrier Certificate.

1.2.39 Reporting Industrial Injuries

An industrial injury is an injury that occurs as a result of performing assigned duties or while at his/her place of employment. When any Rhoades Aviation, Inc. flight crewmember sustains an injury on the job or while enroute to or from the job, including the crewmembers domicile, that injury shall be reported immediately to the Director of Operation.

1.2.40 Physical Examination After Illness or Injury

Whenever any crewmember has been absent from duty due to illness or injury, even if for only one day, he/she may be called upon to submit to a physical examination by a recognized Medical examiner prior to being assigned flight duties.

1.2.41 Medical Limitations and Restrictions

14 CFR 67.101, 14 CFR 67.201

All flight crewmembers shall comply with the limitations stated on their FAA Medical Certificate while serving as crewmembers. Expired medical certificates appropriate to the airman's certificate required, are considered limitations. Should a medical certificate expire, the affected crewmember shall report such expiration immediately to the Director of Operations.

1.2.31.3 Oxygen (Storage, Generation, Dispensing, Concentrating)

14 CFR 121.574

No person needing personal equipment for the storage, generation, dispensing, or concentrating of oxygen shall be provided with accommodation onboard a RAI aircraft unless that equipment is carried as cargo and is not actively used during the flight.

1.2.31.4 Carriage of Children

14 CFR 121.311

No minor (under the age of 18) shall be carried onboard RAI aircraft during operations.

1.2.31.5 Interference with Crewmembers

14 CFR 121.311 (i)

Jumpseaters may not interfere with crewmembers at any time; a person considered to have interfered with the flight crew shall be restrained as best as possible and security authorities shall be notified via ATC to promptly resolve the situation upon the aircraft's arrival.

1.2.32 Command Authority

14 CFR 121.537

Each Pilot-in-Command of an aircraft is, during flight time, in command of the aircraft and the crew and is responsible for the safety of the crewmembers, cargo, and the aircraft. The Pilot-in-Command has full control and authority in the operation of the aircraft, without limitation, over other crewmembers and their duties during flight time, whether or not he holds valid certificates authorizing him to perform the duties of those crewmembers.

1. Captain Disablement

If the Captain becomes disabled while in command of a company aircraft that is enroute, the Second in Command (F/O) shall assume command responsibility and authority until the aircraft arrives at the next point of landing. The First Officer may elect, after considering all relevant factors such as weather, routing, traffic congestion, degree of disablement, distance to be flown, etc., to continue that flight segment to the planned destination or effect a landing at the next suitable airport in point of time. A pilot irregularity report must be filed upon landing.

2. Other Flight Crewmember Disablement

If a flight crewmember becomes disabled while in flight, the Captain may, after considering all relevant factors such as weather, routing, traffic congestion, degree of disablement, distance to be flown, etc., elect to continue the flight to the planned destination or land at the next suitable airport in point of time. A pilot irregularity report must be filed on landing.

1.2.33 Availability for Training and Required Checks

It is the crewmember's responsibility to be available when scheduled for ground school, flight training, flight checks, line checks etc.

1.2.34 Crewmembers at the Controls

14 CFR 91.105(a), 14 CFR 121.543

From the time the aircraft leaves the blocks to start a flight until it is again on the blocks at its destination, all flight crewmembers on flight deck duty will remain at their assigned duty station in their seat with seat belt fastened. The crewmember may temporarily be

recurrence of aircraft accidents. The FAA enforcement procedures are set forth in 14 CFR Part 13 and FAA enforcement handbooks.

2. In determining the type and extent of the enforcement action to be taken in a particular case, the following are considered:
 - a. Nature of the violation
 - b. Whether the violation was inadvertent or deliberate
 - c. The certificate holder's level of experience and responsibility
 - d. Attitude of the violator (Was an ASRS report filed?)
 - e. The hazard to safety of others which should have been foreseen
 - f. Action taken by employer or other government authority
 - g. Length of time which has elapsed since violation
 - h. The certificate holder's use of the certificate
 - i. The need for specific deterrent action in a particular regulatory area or segment of the aviation community; and
 - j. Presence of any factors involving national interest, such as the use of aircraft for criminal purposes.

3.13.9 Enforcement Restrictions

The FAA considers the filing of a report with NASA concerning an incident or occurrence involving a violation of 49 U.S.C. subtitle VII or the 14 CFR to be indicative of a constructive attitude. Such an attitude will tend to prevent future violations. Accordingly, although a finding of violation MAY be made, neither a civil penalty nor certificate suspension will be imposed if:

- a. The violation was inadvertent and not deliberate;
- b. The violation did not involve a criminal offense, accident, or action under 49 U.S.C. § 44709, which discloses a lack of qualification or competency, which is wholly excluded from this policy;
- c. The person has not been found in any prior FAA enforcement action to have committed a violation of 49 U.S.C. subtitle VII, or any regulation promulgated there for a period of 5 years prior to the date of occurrence; and
- d. The person proves that, within 10 days after the violation, or date when the person became aware or should have been aware of the violation, he or she completed and delivered or mailed a written report of the incident or occurrence to NASA.

3.14 Inflight Incapacitation

If a flight crewmember appears to be incapacitated, the following procedures should be used to determine the fitness of the crewmember:

1. Using their name, address the flight crewmember in a normal voice "Clarence, are you Ok?"
2. If the flight crewmember does not respond to the first question, place one hand on the flight crewmember's shoulder while gently shaking and repeat the question in a louder and more serious tone "CLARENCE, ARE YOU OK?"

3. If a response is still not obtained, place an oxygen mask on the flight crewmember with controls set ON and 100%. If the crewmember is unconscious, take necessary steps to ensure he/she is physically situated so crewmember(s) have access as appropriate to all cockpit controls and that the movement of the controls is not inhibited in any way.
4. Request an ATC clearance to the nearest suitable airport consistent with safe conduct of flight.
5. Request an ambulance and medical assistance to meet the flight;
6. Advise Flight Following (may be delayed until after landing);
7. At the conclusion of the flight, file a written report via NTSB Form 6120

3.15 Ditching

3.15.1 General

Any flight conducted over water must include life preservers which are approved by the FAA, sufficient in number to equip each occupant and each crewmember and be stowed within easy reach.

Before a forced landing, or a ditching, an extended period of time should be used to review the procedures in the QRH in order to refresh all crewmember's knowledge of evacuation equipment and procedures.

Survival after forced landing at sea depends to a great extent on how rapidly rescue is affected. Therefore, it is important that ground stations be advised as soon as possible of any occurrence that could result in a ditching.

Once the decision has been made to ditch, the Captain should consider taking advantage of ditching assistance provided by ocean vessels. They are normally able to illuminate a sea-lane for ditching at night and to provide radar vectors to a ditching near vessel when weather is a factor. The Captain should consider requesting another aircraft to remain in the area as an escort. If an ocean vessel is not in the area, such an escort can be helpful in directing rescuers to a ditched airplane. The Captain should determine the full assistance potential from any station that provides assistance.

3.15.1.1 Determining the Ditching Heading

Weather and sea conditions should be determined from whatever sources are available.

Normally, there is a primary swell and one or more secondary swells, each moving in a different direction. During daylight, the primary swells can be distinguished from high altitude (above 2,000 ft.). Secondary swells may not be visible until less than 800 ft. The sea is nearly always rougher than it appears to be at altitude.

3.15.1.2 Surface Winds More Than 35 Knots

If the surface wind is more than 35 knots, the ditching should be made into the wind, regardless of the direction of the swells. However, a ditching into the up-slope of an advancing swell should be avoided to lessen the chance of swamping or ricocheting uncontrollably into the air.

3.15.1.3 Surface Wind Less Than 35 Knots

If the surface wind is less than 35 knots, the best ditching heading is determined by whichever of the two headings below results in the greatest headwind component, thus minimizing forward speed on initial contact with the water:

Parallel to the major swells and down the minor swells,

Parallel to the minor swells and down the major swells.

3.15.1.4 Landing Technique

Call for and accomplish the appropriate aircraft *Ditching* non-normal checklist as soon as practical after the decision to ditch has been made. If possible, the ditching should be accomplished while engine power is available to permit maneuvering to a favorable touchdown area. During a ditching at night, the landing lights should be used to illuminate the surface of the sea. The final approach and landing should be made with the gear up, recommended flap setting and V-speeds. Touchdown should be made with the slowest forward speed and lowest descent rate consistent with adequate control. The pitch attitude should be 5 to 10 degrees nose up. This provides optimum planing action and load distribution over the bottom of the fuselage. The wings should be parallel with the surface of the sea, not with the horizon. The airplane should not be allowed to fall through to touchdown from a stall. This would result in a severe impact (which could collapse the bottom of the fuselage) followed by an abrupt deceleration as the nose buries itself in the sea.

An emergency evacuation in accordance with the applicable aircraft procedures should be commenced as soon as possible after the aircraft has come to a stop. When the evacuation has been completed the Captain should direct whatever activities are necessary concerning the general welfare of the crew.

3.15.1.5 Aircraft Ditching Diagram

DITCHING AT SEA - CREW DUTIES		
PILOT-IN-COMMAND	SECOND-IN-COMMAND	EXTRA CREW
Crew Stations for Ditching		
Left Cockpit Seat	Right Cockpit Seat	Jump-seat
Crew Duties Prior to Ditching		
Advise crew of intention to ditch. Brief as fully as time permits. Obtain ditching position from SIC.	Advise ATC of emergency and intention to ditch. Give estimated ditching time and position.	Assist crew as required.
	Maintain contact with ATC. Advise all pertinent details and assistance required.	
	Secure loose articles on flight deck.	Help secure loose articles.
	Collect emergency supplies, issue life vests, and prepare exits.	
	Retrieve ELT, if able and stow near by	Remove sharp articles, don life vest.
Remove sharp articles, don life vest.	Remove sharp articles, don life vest	
Secure seat belt and harness tight.	Secure seat belt and harness tight	Secure seat belt and harness tight
Crew Duties Prior to Ditching		

Check gear UP & flaps as desired & proper ditching heading.	Complete emergency procedures	
Crew Duties After Ditching		
Assist in evacuating.	Assist in evacuating. Launch and inflate rafts. Do not let them get away.	Assist in evacuating.
Ensure crew has evacuated aircraft. Assist as required.	If available, take ELT with you	Abandon aircraft, inflate vest and board raft.
Abandon aircraft, inflate vest and board raft.	Abandon aircraft, inflate life vest and board raft.	

2.28.14 Amendment of a Flight Release

14 CFR 121.631

1. A flight release cannot be changed from the original destination or alternate airport unless the change incorporates all requirements of an original flight release.
2. If the flight release is amended prior to flight or enroute both the Flight Follower and the PIC shall record that amendment by writing the time of the amendment and the Flight Followers initials on the release.
3. A flight will not be allowed to continue to an airport to which it has been released, unless the weather conditions at the alternate airport, (that was specified in the flight release) are forecast to be at or above the alternate minimums. These minimums must meet those specified in the Operations Specifications for that airport at the time the aircraft would arrive at the alternate airport. However, the flight release may be amended enroute to include any alternate airport that is within the fuel range of the aircraft.

2.28.15 Aircraft Flight Log

The Pilot-in-Command is responsible for the proper completion of the Aircraft Flight Log (Form S-5) page with all required flight information. Upon completion of the final flight of the day, the Captain shall turn the logbook over to maintenance.

All time entries entered in the aircraft logbook are to be in Hawaii Standard Time (HST) in the 24-hour clock (4-digit military time) format.

The date for each logbook flight segment entry will be based on the HST “out” time (ramp block out) for that leg.

2.28.16 Load Manifest

14 CFR 121.665, .14 CFR 121.693

The aircraft Load Manifest and Weight & Balance (W&B) information are combined into one “Load Manifest” form. This Load Manifest form shall contain the following information prior to takeoff:

1. The weight of the aircraft, fuel and oil, cargo and/or passenger and baggage, extra crew and flight crewmembers;
2. The maximum allowable weight for a flight must not exceed the least of the following weights:
 - a. Maximum allowable takeoff weight for the runway intended to be used;
 - b. Maximum takeoff weight considering anticipated fuel and oil consumption that allows compliance with applicable enroute performance limitations;
 - c. Maximum takeoff weight considering anticipated fuel and oil consumption that allows compliance with maximum authorized designed landing weight limitations on arrival at the destination airport; or
 - d. Maximum takeoff weight considering anticipated fuel and oil consumption that allows compliance with landing distance limitations on arrival at the destination airports.
3. The total weight of the Aircraft.
4. Evidence that the aircraft is loaded according to Rhoades Aviation, Inc.’s approved scheduled that ensures that the center of gravity is within approved limits;

5. The signature of the Pilot-in-Command indicating that the aircraft is loaded in accordance with the applicable weight and balance manual and is within allowable C.G. limits for takeoff and flight.

2.28.17 Trip Documents

A trip clipboard is provided for use on all flights to group all paperwork together. After completion of the final flight on the release (even if going out to fly more segments), the trip paperwork must be checked for completeness and submitted immediately to the on-duty Flight Follower in the order below.

1. Aircraft logpage
2. Flight release 14 CFR 121.697(a)(2), (a)(5)
3. Weight & balance 14 CFR 121.697(a)(1)
4. Jeppesen flight plans
5. Original weather/NOTAM packet & weather updates
6. Outstation Fueling Report with original receipt (Fueling from a non-Transair fueler)
7. Fuel Receiving Check (Fuel truck audit if fueling from non-Transair fueler)
8. Aircraft Security Search form FACAOSSP Security Program
9. Hazmat paperwork

This system allows the Dispatcher to review the paperwork while crews are out flying, enter the data into the computer, and then file the paperwork - all very time consuming (so this helps them get started on it right away and get home on time). Paperwork not organized properly will not be accepted by the FF.

If delayed returning to the Dispatch office after the trip, (e.g., talking to mx), the Captain should promptly send the paperwork/logbook into dispatch with the F.O. or by some other means.

Flight Followers must have the logbook records entered into the computer before releasing the crew. This requirement is to help catch logbook errors so that the crew does not have to be called back in to correct errors. Wait for the data to be entered (to check for mistakes) before asking to be released.

In the event a flight terminates away from Honolulu, the trip documents are to be carried on the aircraft and submitted when the aircraft returns to HNL.

2.28.17.2 Disposition and Retention of Flight Records

14 CFR 121.697

1. The Captain is required to carry in the airplane to his destination the following documents:
 - a. Completed Load Manifest (Weight & Balance form)
 - b. Signed Flight Release (pilot route certification) with the appropriate weather attached
 - c. Aircraft Flight Log (Form S-5) with the appropriate airworthiness release
 - d. Flight plan
2. The Director of Operations, Chief Pilot, or any Flight Follower shall audit each flight release and its weather package for completeness after each flight. Each flight release audited shall have the initials of the auditor placed in the upper right-hand corner of the release before filing.

3. The airplane exceeds one hundred (100) miles deviation from the flight-planned route.

2.28 Flight Control

2.28.1 Operational Control

Operational Control is the exercising of authority over initiation, conduct and termination of all company flight operations which are conducted pursuant to the requirements detailed for U.S. Air Carriers, as defined in the Title 14 Code of Federal Regulations, Part 121.

2.28.2 Operational Planning

Operational Planning is the act of planning a flight and making available all pertinent information to the Pilot-in-Command. Together with a Flight Plan, Flight Release and all information available locally, this will enable the Captain to conduct the Flight to its destination.

2.28.3 Flight Following

14 CFR 121.125(a)

Flight Control is the act of monitoring the progress of a Flight from its Point of Origin, through enroute stops, to its Final Destination. This shall include the actual times of arrival and departure through each scheduled stop.

2.28.4 Flight Following Operations Center

14 CFR 121.127, 121.125(a)(d)

The HNL Flight Following office will maintain complete progress on all company flight movements. All information should be relayed by the most expeditious means to this center. HNL Flight Following will coordinate all company flight movements and advise all responsible parties concerned with actual Flight Progress.

2.28.5 Communication Relay

Communication Relay is the act of receiving flight progress monitoring information from the company's Flight Follower. This individual function is not to be misunderstood to assume any authority of Operational Control.

2.28.6 Flight Following office and Personnel

The company's Flight Following office is established as the main base for control and monitoring of all flights operated by the Company. Personnel from this office will be qualified in accordance with the highest standards of proficiency to ensure that Flight Control of all flights is accomplished in strict compliance with the Federal Air Regulations, the Operating Specifications and this General Operations Manual. Every consideration will be directed to safe and efficient conduct of all flight operations.

Personnel from the company flight following office will perform functions of Operational Control and planning as delegated by the Director of Operations.

2.28.7 Policy and Procedures

Every effort will be made to operate all flights on time. When marginal weather is a factor in the operation of a flight movement, it will be the policy of the company to make every effort to operate to the scheduled destination. When weather is below landing minimums at the time of arrival, it will also be the policy of the company to hold at the intended destination prior to diverting to the assigned alternate.

Every effort will be made by the Flight Follower to assist the Captain prior to departure, in obtaining the latest weather conditions that exist enroute and at the destination. Updated weather information and any new alternates will be provided at intermediate stops as needed. The selection of these alternates will be based on company preference, taking into consideration the airport facility, fueling, availability to reposition crews, customs, if required, and weather at the alternate. The Pilot-in-Command shall make every effort to contact flight following prior to any diversion.

The requirements of the Federal Aviation Regulations pertaining to Pilot-in-Command's certification of particular route qualifications is acknowledged by him when he signs the flight release for the particular flight. He so signifies that he has studied and knows the subject required by the current Federal Aviation Regulations with regard to the routes and airports into which he is to operate.

2.28.8 Adherence to Authorized Geographical Area of Operations

The company will not, and no pilot may, release, or accept for release, a flight to or from an airport, or through airspace, which is not approved for operational use by Rhoades Aviation, Inc., as issued in the appropriate and approved operations specifications.

2.28.9 Operational Control

14 CFR 121.537, .14 CFR 121.553, .14 CFR 121.627, .14 CFR 121.628

2.28.9.1 General

1. The responsibility for Operational Control is vested in the Director of Operations, who shall have the overall authority for Supervision and Control of all Company Flight Operation and Flight Control.
2. The PIC and the Director of Operations are jointly responsible for the initiation, continuation, diversion, termination, cancellation and suspension of all Company Flights, planned or conducted.
3. The Director of Operations may delegate the functions for the initiation, continuation, diversion, and termination of a flight but he may not delegate the responsibility for those functions.
4. The Director of Operations is responsible for canceling, diverting, or delaying a flight if in his opinion or the opinion of the pilot-in-command the flight cannot operate or continue to operate safely as planned or released. The flight shall be restricted or suspended until those conditions are corrected.
5. The Director of Operations is responsible for assuring that each flight is monitored with respect to at least the following.
 - a. Departure of the flight from the place of origin and arrival at the place of destination, including intermediate stops and any diversions therefrom.
 - b. Maintenance and mechanical delays encountered at places of origin and destination and intermediate stops. If an item has been deferred, that item has been deferred in accordance with an approved procedure contained in the Minimum Equipment List or General Maintenance Manual.
 - c. Any known conditions that may adversely affect the safety of flight.

2.28.9.2 14 CFR 91 Operations

Company flights other than those revenue flight operated under 14 CFR 121 need not be released. However, they must be monitored and operated as outlined in this Chapter. The following categories of flight may be considered as Part 91 operations.

1. Functional Check Flights;
2. Training Flights;
3. Maintenance Ferry flights; and
4. Whenever Maintenance Control (or maintenance management) determines that a need for a Maintenance Special Ferry flight exists, a copy of the completed Rhoades Aviation, Inc. Ferry Flight Permit (Form RAI320F) shall be provided to Flight Control. Release of the aircraft must be prevented until all inspection/preparation of the aircraft is completed. Flight Control will assure that all conditions/limitations necessary for a safe flight (as listed on the RAI320F) are acknowledged by the Captain.
5. Repositioning flights (no payload); the crew duty and flight time limitations are not applicable to the tail end of a trip series in which no revenue is carried. A crewmember's rest period will not begin until completion of that tail end ferry.

2.28.9.3 Function of Flight Control

The functions of operational control in the company are:

1. The acceptance and formulation of all commercial flight operations into printed flight schedules;
2. The assignment of aircraft to these flight schedules;
3. The assignment of crewmembers to these flight schedules;
4. The preparations of an operational plan detailing the intention of the Director of Operations for the conduct of the flight;
5. The formulation of policies and procedures to be used in the conduct of flight operations;
6. The maintenance of records required by the Federal Aviation Regulations and company policy, of all flight operations and flight following;
7. Exercise operational control and will be responsible for the continuous monitoring of weather conditions and forecast weather and the application of such to the operational plan, flight planning and flight release, through the continuance of the flight to termination;
8. The relay of all operational plan and operational control messages to the person(s), who are charged with the conduct of company flight operations;
9. The relay of all messages associated with the flight progress monitoring from flight control person(s) of each flight with respect to its departure from the point of Origin and arrival at its destination, including intermediate stops and any maintenance or other delays encountered at these points.

2.28.10 Flight Planning and Release

14 CFR 121.121, 121.122, 14 CFR 121.161, 14 CFR 121.189, 14 CFR 121.191, 14 CFR 121.195, 14 CFR 121.197, 14 CFR 121.385, 14 CFR 121.537, 14 CFR 121.597, 14 CFR 121.599, 14 CFR 121.611, 14 CFR 121.617

2.28.10.1 Captain's Flight Familiarization and Planning Responsibilities

Each Pilot-in-Command is responsible for the pre-flight planning and operation of the flight in compliance with Federal Aviation Regulations, the Operating Specifications and the General Operations Manual. He/she will, before planning a flight, thoroughly familiarize himself/herself with all available information concerning that flight. This information will include: the reported and forecast weather reports, enroute weather conditions, winds forecast, destination and alternate route facilities notices, aircraft loading plans and aircraft performance limitations.

2.28.10.1 IFR Flight Release

All company aircraft shall be released on an IFR flight plan for each Part 121 leg.

2.28.10.2 Communication and Navigation Aids Required

No aircraft will be released over any route unless sufficient communication and navigation facilities are operating satisfactorily.

When planning IFR operations predicated on the use of GPS, RAIM must be available in the areas of operations and will remain so for the duration of the flight. In the event of a predicted, continuous loss of RAIM of more than five (5) minutes for any part of the intended flight, the flight should be delayed, canceled, or re-routed where RAIM requirements can be met. Pilots should assess their capability to navigate (potentially to an alternate destination) in case of failure of GPS navigation.

2.28.10.3 Maximum Distance from an airport

Two-engine aircraft must remain within one hour's flying time (in still air at normal cruising speed with one engine inoperative) from an adequate airport.

2.28.10.4 Engine Loss Planning in High Terrain

In addition, flight planning of two engine aircraft shall consider the effects of an engine loss on terrain clearance when operating in areas of high terrain.

2.28.10.5 Destination or Alternate Change Enroute

Neither an original destination airport nor alternate airport may be changed while the aircraft is enroute, unless at the time of amendment of the flight release, the other airport is authorized for that type of aircraft and the appropriate requirements of 14 CFR 121.597 through 121.661 and 14 CFR 121.173 are met. Whenever the flight release is amended enroute, the change will be recorded, along with the time and initials of the PIC and the Flight Follower making the change, with the flight new release.

2.28.10.6 Wet or Slippery Runways

14 CFR 121.195

In consideration of the factors for the release of a flight, consideration must be given to the runway surface at the airport(s) to which released. Specifically, the required length of a slippery or wet runway must be at least 15% greater than the normal (dry) required runway length and, if applicable, the maximum landing weights must be adjusted.

1. A runway may be considered to be dry if any precipitation report or forecast indicates no greater intensity than the following: