

Revision 3



Title Page

GENERAL OPERATIONS MANUAL

The purpose of this manual is to specify company policies, procedures, and guidance in the performance Of duties of all company personnel. The procedures and policies contained herein are expected to Be used by company personnel and shall be followed at all times during the conduct of operations.

Revision Control

“RETAIN OR DISCARD AS REQUIRED”

Revisions to the Operations Manual will be issued as required by changes in regulations, Company policies and/or procedures.

A record of revisions will be included in each revision showing pages to be removed from the manual and listing each revised page enclosed.

Please Note:

Each Page Revision, as identified in the footer of each page of this document as “Revision: XX”, is the revision of that individual page where the “XX” denotes the revision number. A vertical bar (change bar) in the left margin indicates a change, addition, or deletion in the adjacent text for the current revision of that page only. The change bar is dropped at the next revision of that page.

Record of Revisions

Original 06/18/2021,	Original issue	All
Revision 1 02/10/2023,	Cover, Title page, RC-1, ROR, 1-4, 1-7, 3-2, 5-3 to Rev 1 changed name of Director of Maintenance	N/A
Revision 2 04/17/2023,	Added section 13 – SIC Professional Development Program	13
Revision-3 12/19/2023,	Changed D.O. Changed alcohol consumption. Updated emergency contact. Changed calling Ops procedure. Updated training providers. Changed anti-drug personnel. Changed crew reporting	Pages 1-4, 1-5, 1-8, 1-10, 3-2 and 4-4.

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Chapter 1 General information

1.1 Purpose and construction of the operations manual

Purpose

The purpose of this manual is to provide consistent instructions and information to enable all company personnel to carry out their assigned duties and responsibilities in accordance with company policies and FAA regulations.

SkyJet Elite has supplied the Certificate Holding District Office (CHDO) of the FAA with a copy of this manual. The Director of Operations or his designated employee will furnish the FAA with any changes to this manual.

SkyJet Elite has gone to great lengths to ensure this manual complies with all pertinent FAA regulations and our issued operation specifications. If conflicts between this manual and regulations, or specifications do arise, personnel will consult with the Director of Operations, or Chief Pilot to resolve discrepancies. A copy of this manual and current OpSpecs are kept current onboard each aircraft and will be available to the Pilot-in-Command or ground personnel when the aircraft is away from its home base. An additional copy of this manual and a complete set of OpSpecs shall be maintained at SkyJet Elite's principal base of operations. The manuals will be kept current by the Director of Operations, or his designated employee.

Construction

The following sections are contained in the Operations Manual:

Chapter 1	General Information
Chapter 2	Operations Specifications
Chapter 3	Company Personnel, Duties And Responsibilities
Chapter 4	Personnel, Qualifications, Flight Operations, Emergency Procedures, Weight And Balance
Chapter 4	Inspection, Maintenance And Servicing
Chapter 6	Forms
Chapter 7	Winter Operations, De-Ice/Anti-Ice Guidelines
Chapter 8	Operation Policy And Procedures
Chapter 9	Reserved
Chapter 10	Anti-Drug
Chapter 11	Mel Management Program
Chapter 12	Performance Calculations and EOD
Chapter13	Sic Pilot Development Program

Each section within this manual is listed in the Table of Contents. The Table of Contents identifies the individual subjects within a section and their page number. Each page of this manual is dated and identifies its revision. The Manual Revision Log, located in section one of this manual, identifies the manual's revision level.

1.2 Distribution Of Manual

A copy of this manual, or appropriate portions of the manual, will be furnished to and used by all areas of responsibility within the company, including, but not limited to:

- Representatives of the Administrator (FAA)
- Maintenance personnel
- Ground operations personnel
- Flight crew personnel
- Dispatchers, etc.

The Director of Operations will ensure that this manual is available and used by flight, ground, and maintenance personnel when conducting operations. He/She will also ensure that a current copy of the manual in its entirety will be available at the principal base of operations, and on board each aircraft that is away from the principal base of operations. It will be the responsibility of each supervisor to determine that all personnel under his/her direction have read and are familiar with applicable portions of this Operations Manual and the Operations Specifications, and follow the procedures contained therein.

Each manual holder will be responsible for and shall keep their copy of the manual current with all changes and additions furnished to him/her.

SkyJet Elite shall also make available to each pilot in its employment the following materials in current form:

- a) Airman's Information Manual
- b) 14 CFR Part 135 and 91; and
- c) Aircraft equipment manuals and aircraft flight manuals or equivalent

1.3 Revisions

Revisions to the Operations Manual will be issued as required by changes in regulations, Company policies and/or procedures. For this reason, manuals must be in a form that is easy to revise, and the person making the revision shall ensure that the date of the last revision is on each page of the manual.

A record of revisions will be included in each revision showing pages to be removed from the manual and listing each revised page enclosed.

The Director of Operations is responsible for the issuance of new revisions which will be transmitted along with a **Revision Receipt Form**, and each manual holder will sign and return the form indicating that they have received, read, and understand the revision and incorporated it into their manual. Periodic checks will take place annually to verify each manual holder has all of the current revisions, by sending out a list of all revisions incorporated since the last issuance or check and having each holder verify all current revisions are in place.

Please note: Each **Page Revision**, as identified on each page of this document as "**Revision:**" is the revision of that individual page, and the current revision status is identified in the **List of Effective Pages**. The **Manual Revision** (complete document) is identified on the title page of this manual, and in the **Record of Revisions** as the last revision indicated.

A vertical bar (change bar) in the right margin indicates a change, addition, or deletion in the adjacent text for the current revision of that page only. The change bar is dropped at the next revision of that page.

1.4 Safety Standards

It is the intention and policy of this company to establish and operate with the highest of safety standards. Employees must operate within the scope of all company policies & Federal Aviation Regulations. The operations of the company are governed by the applicable parts of FAR's 91 and 135, and the Operations Specifications approved by the FAA.

A basic policy of safety will be enforced by all supervisory personnel and safety will come first in all operations. All ground and flight equipment and company facilities will be kept in top quality condition. Safety will be promoted by thorough training of personnel, strict attention to duty, and the exercise of good judgment in conducting all operations.

Safety standards to be observed in day-to-day operations include, but are not limited to the following:

- 1) No pilot will land at other than approved published airports without permission of the Chief Pilot and or Director of Operations.
- 2) No pilot may leave the controls of an aircraft with the engine or engines running. A fire extinguisher must be available, and no passengers will be aboard the aircraft while it is being refueled unless grounded by an FAA approved ground.
- 3) No passengers will be boarded on a single engine aircraft while the prop is turning.
- 4) No passengers will be boarded on a twin-engine aircraft while the engine is running on the same side as the passenger door. The engine may be running on the side opposite the passenger door if adequate precautions are taken to eliminate the possibility of a passenger approaching a running engine.
- 5) No aircraft will be taxied between the ramp and another aircraft that is loading passengers.
- 6) No passengers will be permitted to enter the ramp area until permission to board has been given by authorized company personnel.

It is the responsibility of each person to bring to the immediate attention of management any practice or operating condition leading to a violation or unsafe situation.

Special attention should be paid to the proper seating of passengers. Only able-bodied persons should be seated by any emergency exits.

Prior to all flights, all ice, snow, and frost will be removed from the aircraft. This will be accomplished by following the guidelines in Section 7 of this manual.

1.5 Transportation Of Dangerous Articles & Magnetized Materials

In the interest of safety, SkyJet Elite will not allow any employee to handle, ship, transport, store, and receive any dangerous articles unless that person has been trained as per SkyJet Elite's FAR Part 135 approved training program.

In cases where the transportation of dangerous materials and goods is authorized as per SkyJet Elite's Operations Specifications and the material is handled by SkyJet Elite's authorized and trained personnel, all material will be handled, shipped, transported, stored, and received, as per the procedures listed in Section 9 of this Operations Manual. A complete description of SkyJet Elite's policy and procedures as it relates to the transportation of hazardous materials can be found in Section 9 (HAZMAT) in this Operations Manual.

If any employee has a question related to the handling, shipping, transporting, storing, and receiving of dangerous articles please call either the Director of Operations or the Chief Pilot of SkyJet Elite.

Director of Operations	Chris Sharpe	
Chief Pilot	Claudio Colmenares	

Date: December 19, 2023,

1.6 Use Of Intoxicants, Drugs, Alcohol And Being Impaired

The use of Intoxicants

All SkyJet Elite employees performing safety-sensitive functions as listed in Appendix J to Part 121 will be required to submit to random alcohol testing. In addition, employees may also be subject to post-accident, reasonable suspicion, or follow-up alcohol testing as required by the regulations. SkyJet Elite will not permit any employee who refuses to submit to any of the required tests to perform or continue to perform any safety-sensitive function. FAR 135.253 (a)(f), FAR 135.255.

The use of intoxicants including beer and wine by any company personnel while on duty, or in the case of flight crew members within 12 hours prior to duty, is prohibited. No company personnel may be intoxicated or suffering from the after-effects of drinking or drugs when reporting for duty or when on duty. Any employee discovered to be using alcohol or suffering from the after-effects of alcohol will be immediately removed from performing any safety-sensitive functions. FAR 135.253 (c)(d)(l).

Any employee who has actual knowledge of an accident involving an aircraft for which he or she performed a safety-sensitive function at or near the time of the accident shall not use alcohol for 8 hours following the accident. The employee may be subject to a post-accident test unless it has been determined that the employee's performance could not have contributed to the accident. FAR 135.253 (e).

Any employee found to have an alcohol concentration of 0.04 or greater will not be permitted to perform or continue to perform any safety-sensitive functions. FAR 135.253 (b)

Except in an emergency, no flight crew captain or designated pilot in command may allow a person who is obviously under the influence of intoxicating beverages to be carried in company aircraft.

No person may drink any alcoholic beverage aboard an aircraft unless an authorized flight crew member has served the beverage to him/her. No person may be served any unless authorized by the Federal Aviation Administration.

All company employees or contract employees performing a safety or security related function must comply with the requirements of SkyJet Elite's Anti-Alcohol Program. For further information on the details of this program please contact the Director of Operations and/or the Anti-Drug Program Manager. A copy of this program will be provided to all employees.

Use of Drugs

Certain drugs in common use have a marked effect on the nervous system, which is temporarily detrimental to flight crew members flying ability. Crew members should ask their doctor if any drug he/she has prescribed or any non-prescription medicines they are taking will have any temporary effect on the nervous system.

Crew members are authorized and expected to ground themselves when the possibility of drug side effects exists or when they sense that their physical or mental condition might affect their ability to perform flight crew duties. In such instances a physician will be consulted and an estimated availability date for resumption of flying duties will be provided.

All company employees performing a safety-sensitive function as defined in Appendix I to FAR Part 121 will be subject to random drug testing. All company employees or contract employees performing a safety or security related function must comply with the requirements of SkyJet Elite's Anti-Drug Program. FAR 135.251 (a)(b).

SkyJet Elite will not allow any un-rehabilitated employee, or any employee found to have a prohibited drug in his or her system to perform any safety-sensitive duties. Additionally, SkyJet Elite will not allow anyone who has a verified positive drug test result or who has refused to submit to a required test, to perform any safety-sensitive duties, unless that person meets the requirements of the regulations for returning to the performance of safety-sensitive duties. FAR 135.249 (a)(b)(c).

For further information on the details of this program please contact the Director of Operations and/or the Anti-Drug Program Manager. A copy of this program will be kept current online, and employees will be given access to it.

Blood Loss or blood donation

Due to the temporary lowering of oxygen carrying capacity of the blood following a blood donation or other substantial loss of blood, it is recommended that flight crew members do not give blood within 14 days prior to flight.

Date: December 19, 2023,

In no case will a crew member perform flight duties within 72 hours after a blood donation. It would be acceptable for a flight crew member to resume normal duties provided a physician performs necessary tests and finds the crew member's blood condition to be normal.

Crew members giving blood donations, or who have experienced a substantial loss of blood, will report this fact to their supervisors.

1.7 Customer Relations

The principal aim of the company is to provide all customers with the best possible service and maximum convenience.

In order to accomplish this aim, it is the responsibility of all personnel to do their best to see that schedules are met and delays kept to a minimum. As most delays occur on the ground, it is important that flight Planning and equipment preparations be completed before departure time. If there is to be a delay or the flight must be canceled, it is of primary importance to keep the passengers informed.

At all times contact with the customer is to be conducted in a courteous and professional manner.

Customer property is to be handled in a manner which will preclude the possibility of damage to baggage or cargo. It is the responsibility of the company, through designated company personnel, to see that passenger baggage, not hand carried by a passenger, and customer cargo is placed aboard the correct flight before departure and delivered to the appropriate area after landing at the destination. It will be the responsibility of the Pilot in Command, or his designee, to see that all baggage compartments are checked to ensure that the correct baggage and cargo is removed at each stop.

1.8 Prohibition Against Carriage Of Weapons

Federal law provides that no person shall carry a deadly or dangerous weapon, either concealed or unconcealed, aboard an aircraft being operated by this Company, except:

- Employees or officials of municipal, state, or federal governments, who are authorized or required to carry arms and who present proper identification.
- Passengers carrying sporting firearms (rifles or shotguns) that are dismantled and / or unloaded and encased in a suitable container authorized by the Company.
- Such other persons authorized by the Company who present a letter of authorization signed by the Director of Operations or his designee.

In no case will authorization for the carrying of deadly or dangerous weapons be granted if such authorization is contradictory to state or local laws or Federal Aviation Regulations.

1.9 Accident Reporting Procedures

Company flight crew personnel will be required to have a thorough knowledge of all Federal Aviation Regulations pertaining to accident reporting, notification, and NTSB 830. From the time any person boards the aircraft with intent for flight and until all persons have disembarked the aircraft any of the following instances occur the NTSB shall be notified.

- An aircraft accident or any of the following listed serious incidents occur:
- Flight control system malfunction or failure.
- Inability of any required flight crewmember to perform normal flight duties as a result of injury or illness.
- Failure of any internal turbine engine component that results in the escape of debris other than out the exhaust path.
- In-flight fire.
- Aircraft collision in flight.
- Damage to property, other than the aircraft, estimated to exceed \$25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.
- For large multiengine aircraft (more than 12,500 pounds maximum certificated takeoff weight):
- In-flight failure of electrical systems which requires the sustained use of an emergency bus powered by a back-up source such as a battery, auxiliary power unit, or air-driven generator to retain flight control or essential instruments.
- In-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces.
- Sustained loss of the power or thrust produced by two or more engines; and
- An evacuation of an aircraft in which an emergency egress system is utilized.

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-
- Release of all or a portion of a propeller blade from an aircraft, excluding release caused solely by ground contact.
 - A complete loss of information, excluding flickering, from more than 50 percent of an aircraft's cockpit displays known as:
 1. Electronic Flight Instrument System (EFIS) displays.
 2. Engine Indication and Crew Alerting System (EICAS) displays.
 3. Electronic Centralized Aircraft Monitor (ECAM) displays; or
 4. Other displays of this type, which generally include a primary flight display (PFD), primary navigation display (PND), and other integrated displays.
 - Airborne Collision and Avoidance System (ACAS) resolution advisories issued when an aircraft is being operated on an instrument flight rules flight plan and compliance with the advisory is necessary to avert a substantial risk of collision between two or more aircraft.
 - Damage to helicopter tail or main rotor blades, including ground damage, that requires major repair or replacement of the blade(s).
 - Any event in which an operator, when operating an airplane as an air carrier at a public-use airport on land:
 - Lands or departs on a taxiway, incorrect runway, or other area not designed as a runway; or
 - Experiences a runway incursion that requires the operator or the crew of another aircraft or vehicle to take immediate corrective action to avoid a collision.
 - An aircraft is overdue and is believed to have been involved in an accident.

In all cases, accident reporting procedures SkyJet Elite will be in full compliance with the provisions of Part 830 of the regulations of the National Transportation Safety Board.

The Pilot-in-Command will notify the director of operations in the most expeditious means available. The Director of Operations will contact the FAA or NTSB as appropriate at the numbers listed below.

If the PIC cannot contact the Director of Operations, they will attempt to contact the Chief or Assistant Chief Pilot, who will then contact the Director of Operations, FAA, or NTSB as appropriate.

If it's the opinion of management that the PIC cannot contact them, the DO, Chief, or Assistant Chief Pilot will contact the FAA or NTSB if they have reason to believe an event that requires immediate notification has occurred.

1.10 Telephone Numbers In Case Of An Emergency

Director of Operations	Chris Sharpe	Tel: [REDACTED]
Chief Pilot	Claudio Colmenares	Tel: [REDACTED]
Director of Maintenance	Eric Gilmore	Tel: [REDACTED]
South Florida FSDO		Tel: [REDACTED]
NTSB- Ashburn, VA		Tel: [REDACTED]

1.11 Flight Locating Procedures

To ensure compliance with flight locating requirements of FAR 135.79, the Pilot in Command of all SkyJet Elite aircraft will prior to all flights conducted under FAR Part 135, put on file with the nearest FAA Flight Service Station either a VFR or IFR flight plan, or follow the flight locating procedures described below in the event a flight plan is not filed. All flight plans will be activated on departure and closed on arrival, and the PIC will notify an FAA Flight Service Station or ATC facility when he or she cancels or completes a flight under an activated flight plan. SkyJet Elite has established the following procedures to be followed in the event an FAA flight plan is not filed for a particular flight:

- 1) The Pilot in Command will either email a copy of the flight plan information to [REDACTED], telephone the SkyJet corporate offices, or text the flight locator on duty, and relay at least the information required in a VFR flight plan as if it were being filed with the FAA.
- 2) For all flights regardless of whether or not a flight plan is filed, prior to departure the Pilot in Command will also communicate the following additional information to the flight locator on duty via email, phone or text if more than 10 minutes beyond ETD.
 - Estimated time of departure (based on passengers being onboard and ready to depart)
 - Estimated time of arrival (based on engine start time + estimated time enroute)
- 3) The employee taking the call will record the information on the copy of the flight manifest (or retain the text or email), together with the calculated search commence time (one hour after the time given in (2)(b) or the time calculated for fuel exhaustion, whichever is sooner).
- 4) When operations are conducted in an area in which radio contact cannot be maintained, the flight locator must be provided with the location, date, and estimated time for reestablishing communications.
- 5) Flight-locating information must be retained at the principal base of operations until the completion of the flight.
- 6) If the flight locator has not been contacted by ETA +:30 minutes, the flight locator will initiate internal locating procedures to include in order: checking www.spidertracks.com for real-time information on the aircraft's departure/arrival, calling/texting the crew of the aircraft, calling the FBO at the destination airport, calling the tower at the destination airport, calling/texting the Director of Operations or Chief Pilot to get them involved with the search initiation process. The search will not be discontinued until the aircraft and all of its occupants are accounted for.
- 7) If a flight goes beyond the search commence time without reestablishing contact, the flight locator will immediately contact the appropriate Flight Service Station, give them particulars of the flight, request a search be commenced, and ask them to notify the NTSB. This notification must be at least as prompt as notifications provided by FAA procedures and facilities.

1.12 Emergency Authority

In an emergency any SkyJet Elite employee may deviate from the Federal Aviation Regulations and the procedures prescribed in these operations manuals as needed to meet the challenges of the emergency.

If deviation from policy and regulations does occur it may be asked by the employee to write a formal statement describing the situation and why certain actions were taken. The employees will submit their statement to the Director of Operations, Chief Pilot and any other agency that requests an explanation of emergency actions taken by SkyJet Elite employees.

1.13 Recordkeeping

Date: December 19, 2023,

In accordance with 14 CFR Part 135.63, individual records for each pilot used in operations under this part will be kept at SkyJet Elite's principle base of operations or other location used by SkyJet Elite and approved by the administrator, and shall include the following:

- ❖ The full name of the pilot.
 - ❖ The pilot certificate (by type and number) and ratings that the pilot holds.
 - ❖ The pilot's aeronautical experience in sufficient detail to determine the pilot's qualifications to pilot aircraft in operations under this part.
 - ❖ The pilot's current duties and the date of the pilot's assignment to those duties.
 - ❖ The effective date and class of the medical certificate that the pilot holds.
 - ❖ The date and result of each of the initial and recurrent competency tests and proficiency and route checks required by this part and the type of aircraft flown during that test or check.
 - ❖ The pilot's flight time in sufficient detail to determine compliance with the flight time limitations of this part.
 - ❖ The pilot's check pilot authorization, if any.
 - ❖ Any action taken concerning the pilot's release from employment for physical or professional disqualification.
 - ❖ The date of the completion of the initial phase and each recurrent phase of the training required by this part.
- NOTE: If designated a check pilot, the pilot's individual record must include that authorization.

1.14 Principal Base Of Operations / Main Maintenance Base

In accordance with 14 CFR Part 119.47 SkyJet Elite has established and will maintain the following locations as its Principle Base of Operations and Main Maintenance Base:

PRINCIPLE BASE OF OPERATIONS:

████████████████████ Ft. Lauderdale, FL 33315

MAIN MAINTENANCE BASE:

████████████████

Ft. Lauderdale, FL 33315

SkyJet Elite will notify the CHDO at least 30 days before changing the location of either of these bases.

Date: December 19, 2023,

1.15 Training Providers

FAR Part 142 Approved Training Providers:

Part 142 Training Center	Street Address	City	State or County	Postl Code	Training Certificate Number	Curriculum	Aircraft
Flight Safety International	3201 E Airfield Dr	Dallas	Texas	7521	UJFX07K	Initial, Transition, Upgrade, Differences, Recurrent	IA1125
Aztec Worldwide Airlines	2011 South Perimeter Road, Suite C	Fort Lauderdale	Florida	3339	IAZA29M	Initial, Transition, Upgrade, Differences, Recurrent	PA313 50 PA31-325
CAE Simuflite	2929 W Airfield Dr	DFW	Texas	7521	ST7X35K	Initial, Transition, Upgrade, Differences, Recurrent	BE200 CE650
Flight Safety International	9027 Airport Blvd	San Antonio	Texas	7826	UJFX07K	Initial, Transition, Upgrade, Differences, Recurrent	CE650
SIMCOM	6480 Nemours Parkway	Orlando	Florida	3287	V6IX024K	Initial, Transition, Upgrade, Differences, Recurrent	Learjet

Supplemental Training Providers:

Computer Training Systems (CTS)

████████████████████

Wichita, KS 67202 ██████████

Chapter 2 Operations Specifications

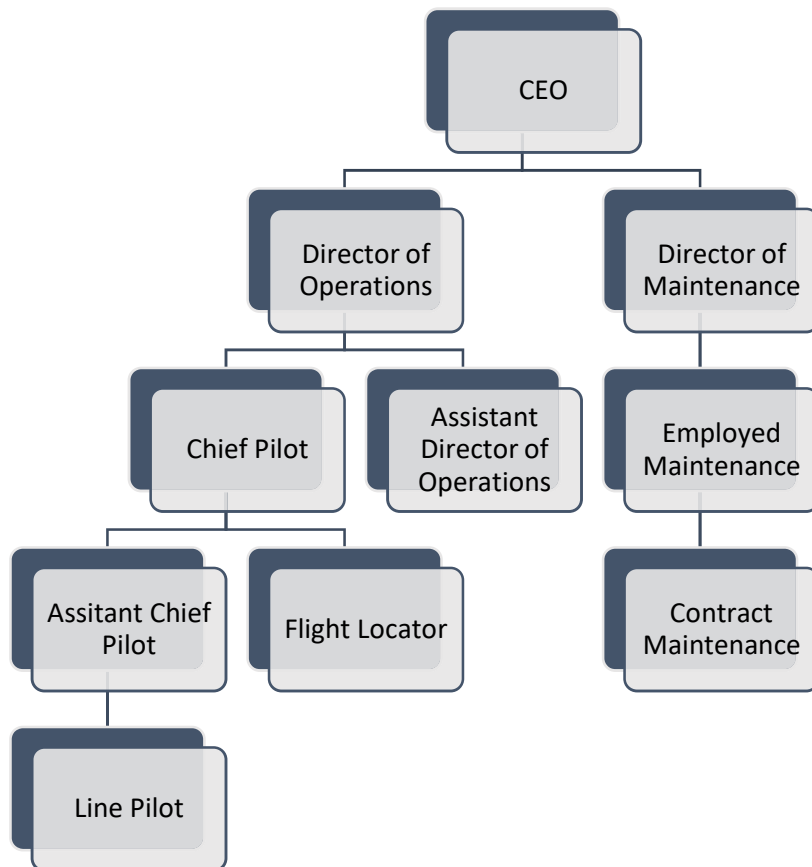
Section 2 contains a complete and current set of all Operations Specifications issued to SkyJet Elite. These shall be revised as appropriate when authorizations are removed, added, or modified per the FAA.

2.1. Certificate Holder's Duty To Maintain Operations Specifications.

- ❖ SkyJet Elite shall maintain a complete and separate set of its operations specifications at its principal base of operations and in JetInsight.
- ❖ SkyJet Elite shall insert pertinent excerpts of its operations specifications, or references thereto, in its manual (GOM Section 2) and shall—
- ❖ Clearly identify each such excerpt as a part of its operations specifications; and
- ❖ SkyJet Elite hereby notifies all employees that compliance with each operation's specifications requirement is mandatory.
- ❖ SkyJet Elite shall keep each of its employees and other persons used in its operations informed of the provisions of its operations specifications that apply to that employee's or person's duties and responsibilities.

Chapter 3 Company Personnel, Duties and Responsibilities

3.1 Organization Chart / Company Overview



SkyJet Elite is a 14CFR Part 135 on-demand passenger and cargo air carrier. Per FAR Part 119.69 SkyJet Elite, must have sufficient qualified management and technical personnel to ensure the safety of its operations serving in the following or equivalent positions:

1. Director of Operations.
2. Chief Pilot.
3. Director of Maintenance.

These management personnel are listed in OpSpec A006 and must be direct employees of SkyJet Elite

The individuals who serve in these positions and anyone in a position to exercise control over operations conducted under the operating certificate must— Be qualified through training, experience, and expertise for operations conducted under 14 CFR Part 135 (Ref.135.71); To the extent of their responsibilities, have a full understanding of the following material with respect to SkyJet Elite operation (119.69(d)(2))— Aviation safety standards and safe operating practices; 14 CFR Chapter I (Federal Aviation Regulations); SkyJet Elite operations specifications; All appropriate maintenance and airworthiness requirements of this chapter (e.g., parts 1, 21, 23, 25, 43, 45, 47, 65, 91, and 135 of this chapter); and SkyJet Elite GOM; and discharge their duties to meet applicable legal requirements and to maintain safe operations.

Because these positions are required by regulations, SkyJet Elite has the following general staffing policy with respect to having these CFR Part 119 personnel positions filled:

1. Upon initial notification that a pending future vacancy exists, the remaining management personnel will immediately attempt to fill the position prior to the projected vacancy date, by posting the job opening to qualified applicants either by job board (online or otherwise), word of mouth, referral by existing employees, or any other method appropriate for finding a qualified candidate.
2. Interview potential candidates, and upon determination being made of a potential match, submit their information to SkyJet Elite Principle Operations Inspector for consideration, interview if appropriate, and appointment.
3. In the event the remaining management personnel are unable to fill the vacancy prior to the effective date, the remaining management personnel shall notify the responsible Certificate Holding District Office within 10 days of any change in personnel or any vacancy in any position listed.

3.2 Operational Personnel Names & Addresses

The following are the names and business addresses of the Accountable Executive and required 14 CFR Part 119 personnel. The 14 CFR Part 119 personnel are also listed in Ops Spec A006 in Section 2.

President Daniel Perez	Cell: [REDACTED] [REDACTED]
Director of Operations Chris Sharpe	Cell: [REDACTED] [REDACTED]
Chief Pilot Claudio Colmenares	Cell: [REDACTED] [REDACTED]
Director of Maintenance Eric Gilmore	Cell: [REDACTED] [REDACTED]
Anti-Drug Manager: Chris Sharpe	Cell: [REDACTED] [REDACTED]

3.3 Operational Control

Operational control means the exercise of authority over initiating, conducting, or terminating a flight.

SkyJet Elite is responsible for operational control of each flight conducted under its certificate and operations specifications and will ensure that all operations comply with the FAA issued operating certificate and OpSpecs, including deviations and exemptions. The primary base of operations that will be used by SkyJet Elite in the exercise of operational control will be our office at:

[REDACTED]

Ft. Lauderdale, FL 33315

First Tier Personnel

- Director of Operations Chief Pilot
- Director of Maintenance
- Operational Control System: All Part 135 flights must be conducted under SkyJet Elite. Use of any other name is prohibited. During passenger briefing the passengers must be made aware that the aircraft is being operated and under the operational control of SkyJet Elite. SkyJet Elite does not, and will not, transfer, surrender, abrogate, or share operational control responsibility to, or with, any other party.

After a trip is accepted by the Charter Sales Department, the Director of Operations or his first-tier delegate will designate a PIC for each flight. The PIC designated for a given flight must remain the PIC at all times during that flight. Additionally, the Director of Operations or his delegate will ensure that the aircraft, crew, flight, and passengers are legal, and inform the crew which flight or series of flights will be conducted under 14 CFR Part 91 or Part 135 on their itinerary. The release on the itinerary is notification that SkyJet Elite is accountable and responsible for the safe operations of these flights or series of flights.

Prior to conducting a 14 CFR Part 135 flight or series of flights, at least one management person listed in Opspec A006, or a management person designee who is a direct employee of SkyJet Elite, other than a pilot assigned to the specific flight or series of flights, must determine, and have sufficient knowledge of the following:

- Each assigned crewmember is qualified and eligible to serve as a required crewmember in the aircraft and type of operation to which the crewmember is assigned. Crew must be current Part 135 as well as trained and checked with current medicals.
- The aircraft assigned for use is listed in OpSpec D085 and is airworthy under Manufacturer's Maintenance and Inspection Program with proper sign offs and Part 135 current.
- Flights must be conducted under SkyJet Elite only.
- Passengers must have had a current (within 24-hours) TSA No-fly list check and must be checked for a valid ID matching the manifest information before entering the aircraft.
- The airport must be acceptable and meet all Part 135 requirements regarding weather, instrument approaches, runway length, etc.
- Load Manifest completed.
- If there is any doubt to the legality of the trip, the PIC will contact a First-Tier representative to determine if the trip should be continued or accepted.
- Pilots must ensure they have received an uninterrupted 10-hour rest period prior to being dispatched. Pilots are required to check their email for the most recent version of the trip information (Trip Sheet) AFTER the completion of the 10-hour rest period at the start of duty. This will ensure that any updates sent by dispatch personnel during the rest period do not violate 14 CFR 135.267.

Note: PIC should be aware that failure to adhere to SkyJet Elite Operational control procedures and Operations Specifications A008 by not complying with directions and instructions while operating aircraft under these OpSpecs, may be contrary to 14 CFR Part 119 and 135, and therefore may be subject to legal enforcement action by the FAA. This includes pilot compliance with directions or instructions from an aircraft owner, other than SkyJet Elite or any other outside private person or private entity, that are contrary to SkyJet Elite's directions or instructions.

Part 91 – Flight that is not carrying revenue passengers or cargo. Part 135 – Revenue flights that carry passengers or cargo.

3.3.1 Crewmember Requirements:

1. Must be a direct employee or agent of SkyJet Elite during every aspect of the 14 CFR Part 135 operations, including those aspects related to any preflight and post flight duties
2. Currently trained and tested, qualified, and holds the appropriate airman and medical certificates to conduct flights for SkyJet Elite under 14 CFR Part 135. This includes a current Part 135 check with 135.293 & 135.299 (PIC), 135.297 (if IFR)
3. Current First-Class Medical
4. All required Part 135 training completed and observed rest requirements.
5. Weight and Balance for that flight must be completed before takeoff.
6. Flight Plan must be filed (or alternate flight locating procedures described in section 1.11 adhered to) with a weather briefing including NOTAMS. Aircraft performance and Airport Navigational facilities must be checked. Flights will be coordinated with ATC.
7. PIC will be in direct contact with the customers and coordinate passenger requirements.
8. PIC will verify the TSA no fly list has been checked within 24 hours of the proposed departure time.
9. Before boarding PIC will be responsible for confirming the ID of each passenger.
10. PIC will inform a First-Tier delegate as soon as practicable as to the operation of the Aircraft and will be responsible to conduct the flight under all Part 135 rules while Passengers are on board.

3.3.2 Aircraft requirements:

- Aircraft must be owned or leased to SkyJet Elite and not listed on any other Part 119 certificate.
- Aircraft may be operated under Part 91 as long as the maintenance is continued under Part 135 and adheres to the Manufacturer's Maintenance and Inspection Program. The PIC may not begin a flight unless he/she determines that the airworthiness inspections required by 135.419 have been made.
- Aircraft has been released for service by the Director of Maintenance or his representative.
- SkyJet Elite's name or operating certificate number be displayed on the aircraft and be:
- Legible; and
- Visibly readable by a person standing on the ground at any time except during flight time.

3.3.3 Enroute Changes

The Pilot-in-Command of an aircraft is directly responsible for and is the final authority as to the operation of the aircraft.

- The PIC will contact First Tier Personnel, and obtain authorization, with passenger requests that result in operational control actions.
- In an emergency requiring immediate action, the Pilot-in-Command may deviate from any requirements of this manual or any flight rule to the extent required to meet that emergency.

3.3.4 Responsibilities and Authorities

All flights or series of flights must be authorized before departure by the Director of Operations, Chief Pilot, or Director of Maintenance. Upon receiving authorization, the PIC is responsible to determine that:

1. The flight may be conducted in accordance with Federal Aviation Administration (FAA) regulations and standards.
2. All required aircraft maintenance work has been completed, the aircraft Certificate of Airworthiness is valid and sufficient time remains on the aircraft before the next required maintenance, to complete the trip for which the aircraft is being released.
3. The meteorological conditions are such that the flight can be conducted safely and in accordance with the FAR's.
4. All available essential information concerning flight locating in the area over which the aircraft will be flown is on file with FSS or company dispatch.
5. A Trip Sheet, as appropriate, has been issued with a release for the flight.

6. The validity of all required licenses permits and certificates has been verified and the required equipment, documents and manuals are on board the aircraft.
7. If SkyJet Elite or the PIC knows of conditions, including airport and runway conditions, that are a hazard to safe operations, the SkyJet Elite or the PIC, as the case may be, must restrict or suspend operations as necessary until those conditions are corrected.

3.3.5 Accountability for Crewmember Actions

- SkyJet Elite retains all responsibility for the Operational Control of flight and ground operations, and thus the safety of each flight conducted under its air carrier certificate and OpSpecs, including the actions or inactions of all direct employees and agents of SkyJet Elite. This responsibility is not transferable to any other person or entities (hereto after “entities”).
- SkyJet Elite responsibility for Operational Control supersedes any agreement, contract, understanding or arrangement, either oral or written, expressed or implied, between any entities.
- SkyJet Elite shall maintain exclusive use of at least one aircraft for at least one kind of operation authorized in the operations specifications.
- SkyJet Elite will ensure each pilot is specifically listed by name and airman certificate number on a list of pilots maintained at its main base of operations.
- SkyJet Elite will ensure that any agreement or arrangement between it and an aircraft owner will fully explain how the SkyJet Elite oversees and ensures that only airworthy aircraft are used in its 14 CFR Part 135 operations

SkyJet Elite will not engage in any of the following practices and will not:

- Franchise or share SkyJet Elite authority for the conduct of operations under its certificate and OpSpecs to or with other entities; Use a “Doing Business As” (DBA) name in any way that represents an entity that does not hold an air carrier or operating certificate and OpSpecs as having such a certificate and OpSpecs.
- IAW with Section 119.53(b), SkyJet Elite may not wet lease from or enter into any wet leasing arrangement with any person not authorized by the FAA to engage in common carriage operations under Parts 121 or 135 (as applicable), whereby the other person provides an airplane and at least one pilot to SkyJet Elite, a lease, or other business arrangement with a lease, is considered a wet lease if any of the following conditions exist:
 - SkyJet Elite and the airplane owner/lessor agree that SkyJet Elite is required to use the airplane owner’s/lessor’s pilots in 135 operations.
 - The airplane owner/lessor is obligated to furnish pilots to SkyJet Elite to operate the airplane; or
 - The airplane owner/lessor has the power to veto who SkyJet Elite will use to pilot the airplane in 135 operations, so as to limit SkyJet Elite to using only the owner/lessor’s pilots.
- Transfer, surrender, abrogate, or share operational control responsibility with any party: Engage in any arrangement with the airplane owner, lessor, or any other entities, such as a management entity, which allows the use of an airplane for operations under these OpSpecs without a complete, effective, and sustainable transfer of Operational Control to SkyJet Elite for all 135 operations conducted under these operations specifications.

3.4 Director Of Operations – Duties & Responsibilities

The Director of Operations is required by FAR 119.69 to have the knowledge and qualifications necessary through training, experience, and expertise, and he/she is responsible for planning, organizing, directing, and controlling resources and activities for all elements related to the operation. This includes but is not limited to the staffing of qualified FAR part 119 management personnel, manual management, monitoring pilot operating limitations and recent experience requirements, flight/duty/rest requirements, flight operations, and the training of flight crewmembers. He/She directly supervises the Chief Pilot and Director of Maintenance and is responsible for the selection and employment of all employees of this company. He/She is responsible for the appointment of qualified staff members and for insuring that each employee is properly instructed to perform his/her duties and responsibilities. He/She is responsible for the overall safety and efficiency of company operations and has the responsibility and authority for operational control.

He/She may delegate functions to other personnel, but retains responsibility and authority, and is required to have the knowledge and qualifications necessary to direct, control, or change procedures, and make key decisions such as safety risk acceptance. He/She also must be highly knowledgeable of the entire contents of the Operations Manual, Operations Specifications and all Federal Aviation Regulations pertaining to the company operations.

Specific duties are as follows:

1. Monitors safety formulates plans and updates policy and procedures as required.
2. Dispatching and flight locating.
3. Directs the execution of company policies, establishes operations, personnel, and equipment standards.
4. Schedules aircraft to the available flight crew members and establishes personnel duty hours.
5. Schedules aircraft into applicable inspections and maintenance and coordinates all flights.
6. Conducts personnel interviews, hiring and discharging of flight personnel and directs the training of all flight employees.
7. Obtains the necessary diplomatic clearances prior to departure for all flights into or over foreign countries and those countries listed in the Operations Specifications.
8. Oversees and distributes the Company Operations Manual to the Director of Maintenance and Chief Pilot, the Chief Pilot will then distribute to the pilot group.
9. Supervises distribution and posting of all information or memoranda relative to any changes affecting company policy, route information, nav aids, notams, requisitioning of flying aids, aeronautical charts, etc.
10. Ensures prompt reporting, filing and follow-up action on accident reports to the appropriate FAA agencies.
11. Reports to the CEO of the company
12. Manages the MEL program
- 13.

3.4.1 Assistant Director Of Operations- Duties & Responsibilities

When the Director of Operations is not present, the Assistant Director of Operations will assume all duties of the Director of Operations. The Director of Operations can choose to have this position filled or not depending on operational needs. The Assistant Director of Operations reports directly to the Director of Operations.

3.5 Chief Pilot - Duties & Responsibilities

The Chief Pilot is responsible for the supervision of flight crew members and flight crewmember training, and must be qualified and knowledgeable to effectively plan, and direct and control resources; and has the authority to change procedures and make key determinations including safety risk acceptance decisions associated with flight crewmember, instructor, and check airman training and qualification. Specific duties are as follows:

- 1) Directs all training activities of flight crew members and assigns crewmembers to specific flights based on crew qualifications, experience, and currency.
- 2) Assists the Director of Operations in formulating operations policies, coordinates operations policies, coordinates, operation, and training matters with appropriate activities.
- 3) Advises the Director of Operations on the status of flight operations and the training of the flight crew members and is responsible for crewmember standardization.
- 4) Prepares and maintains training and proficiency records, flight schedules, reports, and correspondence pertaining to operations activities.
- 5) Ensures an adequate and current flight kit is onboard each aircraft to include but not limited to current takeoff, enroute, and approach navigational charts, and coordinates and/or delegates the purchase and onboard placement of these charts to PIC's when unable to be performed at home base. NAV-database updates are tracked on a 28-day cycle for uploads into the aircraft flight management system, and for uploads of charts into the Portable EFB's. Each time an update occurs, the person conducting the update will also verify the currency of the paper aeronautical charts on-board the aircraft (if applicable) and will notify the Chief Pilot when these charts are within 28 days of expiration, so he/she can obtain the current charts or delegate that task to a PIC if the aircraft is away from home base.
- 6) Maintains current aircraft checklists and aircraft operations manuals.
- 7) Disseminates information to all crew members as pertains to routes, airports, notams, nav aids, and company policies.
- 8) Submits to the FAA all reports required.
- 9) Provides sufficient instructors and check airmen to ensure all flight crews conform to standard procedures as outlined in applicable FAA Regulations and company policies, and to ensure that all pilots maintain current route qualifications and receive proficiency checks as required by the FAA and the company.
- 10) The Chief Pilot is delegated authority to exercise operational control in accordance with Operations Specifications paragraph A008. Maintains proficiency as Pilot-in-Command.
- 11) He/she may delegate functions to other personnel but retains responsibility. He/she must be highly knowledgeable of the Operations Manual, FAA Regulations, Operations Specifications, flight manuals, etc., and other instructions pertinent to his/her duties.

3.6 Pilot-In-Command – Duties & Responsibilities

The Pilot-in-Command reports directly to the Chief Pilot or his assistant and is responsible for the safe and efficient conduct of the flight assignment. Specific duties are as follows:

- 1) Report to duty no less than 60 minutes prior to their flight assignment in order to accomplish the preflight inspection, coordinate with the SIC and fill-out the required paperwork.
- 2) Determines that his crew is legally licensed, adequately rested, and in proper uniform.
- 3) Plans flight assignments and obtains briefing information regarding purpose of the flight, weather, operating procedures, and special instructions.
- 4) Prepares or supervises preparation of flight plan considering such factors as altitude, terrain, weather, range, weight, cruise control data, airport facilities and navigational aids.
- 5) Supervises crew members to ensure proper planning and flight preparation.
- 6) Ensures proper flight kit is on board the aircraft including appropriate aeronautical charts that contain adequate information about navigation aids and instrument approach procedures, uses the current aeronautical charts, and purchases and places current aeronautical charts on board at the direction of the Chief Pilot.
- 7) Ensures aircraft is pre-flighted, inspected, loaded, equipped, and manned for the flight assignment.
- 8) Inspects or supervises inspection of engines, fuselage and control surfaces for mechanical and structural soundness and proper operation of communications and navigational equipment.
- 9) Supervises loading and distribution of cargo and passengers and determines that weight and balance is within prescribed limitations per appropriate sample loading, load computer or applicable information and graphs contained in the aircraft flight manual.
- 10) Ensures cargo is properly secured and provisions for passenger comfort and emergency equipment such as life rafts, life vests, etc., are aboard.
- 11) Files flight plans when applicable and ensures compliance with SkyJet Elite's flight locating procedures.
- 12) Operates aircraft at favorable altitude considering turbulence, oxygen requirements and comfort of passengers during flight.
- 13) Ensures preparation of flight logs, maintenance forms, and duty logs.
- 14) Ensures the aircraft has all required legal documents and equipment on board, is in an airworthy condition, and signs the flight log indicating these items are in compliance prior to each flight. This should include but is not limited to: Aircraft Airworthiness Certificate, Aircraft Radio License, Aircraft Registration, Aircraft Flight Operations Manual, Aircraft Weight & Balance Data, Company Operations Manual, Flight Manifest, Weight & Balance Forms and Plotter, Aircraft Maintenance Log Sheet (Review all items on Top of Document), MEL for Aircraft, VOR Equipment Check (Date and Tolerance), Passenger Briefing Cards for all Seats, Fire Extinguisher is on-board and current, Life Vests are on-board and current, All appropriate charts for the route of flights are on board, Pilot Certificates and Medical Certificate.
- 15) Conducts or supervises training of crew members in operating procedures required by the Operations Manual and FAA Directives.
- 16) Serves as instructor in covering transition phases, instrument flying, navigation, and standardization rides.
- 17) Keeps his or her assigned copy of this Operations Manual up to date.
- 18) Notify the Chief/Assistant Chief Pilot if they are unable to perform their required duties due to a medical deficiency.
- 19) Serves as the designated "Ground Security Coordinator" at all times prior to and after flight.
- 20) Serves as the designated "Inflight Security Coordinator" at all times during flight.
- 21) Upon termination of flight, calculates and logs the flight and duty times for the day's flight activities.

3.7 Second-In-Command – Duties & Responsibilities

The Second-in-Command is administratively responsible to the Chief Pilot and is functionally responsible to the Pilot-in-Command on the flight to which he is assigned. He/She must meet the qualifications as defined in 14 CFR Part §135.245 and for flight under IFR the SIC must meet the recent instrument experience requirements of 14 CFR Part §61.57(c). A second in command conducting operations under Part 135 must hold the following:

1. A Commercial Pilot Certificate or an Airline Transport Pilot Certificate.
2. Instrument Rating (or ATP Certificate).
3. Airplane or Rotorcraft Category Rating as applicable.
4. Appropriate Class Ratings.
5. At least a valid Second-Class Medical Certificate.
6. He/she shall meet all applicable FAA Regulatory Requirements, Specific duties and responsibilities are as follows:
7. Any Second-in-Command is considered to be in training for upgrading to Pilot-in-Command and is to take advantage of the Pilot-in-Command's experience, training, and instructions. He/She must prepare accordingly. As the Second-in-Commands knowledge and proficiency increases, his/her increased duties will be those delegated from the Pilot-in-Commands job description and only when the Pilot-in-Command believes the Second-in-Command to be sufficiently competent.
8. The Second-in-Command may delegate duties only when the Pilot-in-Command becomes incapacitated, and the Second-in-Command is acting as Pilot-in-Command.
9. The Second-in-Command must be highly knowledgeable of the Operations Manual, regulations, flight manuals, etc., and other instructions pertinent to his/her duties.

3.8 Director Of Maintenance – Duties & Responsibilities

He/She is directly responsible to the Director of Operations and has the authority to override the initiation or continuation of a flight, or to terminate a flight when He/She determines that due to maintenance related issues the flight cannot be conducted safely or within regulatory compliance. When DOM is absent, his duties may be delegated to the Director of Operations or other appointed personnel as appropriate. Specific duties are as follows:

1. Directs all training activities of maintenance personnel.
2. Maintains company aircraft to airworthiness standards prescribed by applicable regulations, Airworthiness Directives, and good practices.
3. Manages the aircraft maintenance activities including overhaul, modifications, maintenance and repair of aircraft structure, engines, and accessories.
4. Schedules aircraft maintenance considering such factors as workflow, location of equipment and facilities, tools, supplies and job requirements.
5. Ensures all maintenance personnel are properly qualified and have received the required training to work on the company aircraft.
6. Maintains all required aircraft records in a current status.
7. Coordinates closely with maintenance contracting agencies when maintenance activities are being performed on company aircraft.
8. Orders, through the Director of Operations, anticipated parts, lubricants, etc., in sufficient quantity to ensure no aircraft down time for these items.
9. Is accountable for all expendable items.
10. Maintains close liaison with Director of Operations to provide current status of aircraft and forecast down time.
11. Maintains weight and balance records of the aircraft.
12. Weight and balance on multi-engine aircraft every three years.

13. Determines personnel requirements based on present and projected workloads.
14. Assigns maintenance personnel duties.
15. Is responsible for the maintenance of the Maintenance Log Reports for each aircraft operated under Part 135. Maintenance includes storage of records in accordance with FAA requirements for record retention and handling of records. The DOM is also responsible to make available to the FAA, upon their request, Maintenance Log Reports for each aircraft operated under Part 135 for their review. Section 6 of this manual has a sample copy of a Maintenance Log Report.

He/Her must be highly knowledgeable of the Aircraft Manufacturer's Maintenance Manual, inspection and maintenance specifications, applicable Federal Aviation Regulations, and applicable portions of the Operations Manual. He maintains close liaison with local FAA on maintenance matters.

3.9 Anti-Drug Manager – Duties & Responsibilities

The Anti-Drug Manager is directly responsible to the Director of Operations.

1. He/she is responsible for the development, implementation, and maintenance of the company's Anti-Drug and Anti-Alcohol programs.
2. Will ensure compliance with all pertinent FAA and DOT drug testing and screening regulations. They will manage all the required documentation for company employees for which drug testing is required. They will also be the liaison for SkyJet Elite with the various drug testing vendors.
3. Is responsible for sending required PRIA documentation when requested of SkyJet Elite.
4. The Anti-Drug Manager will be familiar with all the FAA regulations in regard to drug and alcohol and fitness for flight.

The Anti-Drug Manager may delegate his or her responsibilities to the Chief/Assistant Chief Pilot, or the Director of Operations.

3.10 Flight Locator – Duties & Responsibilities

A flight locator may be delegated the authority to exercise operational control when properly trained and when designated by the Director of Operations or the Chief Pilot or their assistant. A flight locator must be qualified through training, expertise, and experience and in accordance with SkyJet Elite's Part 135 Training Program.

A flight locator must have a full understanding of the following:

1. Aviation safety standards and safe operating practices.
2. Applicable Federal Aviation Regulations.
3. SkyJet Elite's Operations Specifications.
4. Appropriate maintenance, MEL, and airworthiness requirements.
5. SkyJet Elite's GOM

Specific duties are as follows:

1. Maintain safe operations.
2. Prior to authorizing flight, ensure if the aircraft is not owned by SkyJet Elite, that a valid lease exists.
3. Prior to authorizing flight, determine that the assigned crew members are qualified and eligible to serve as crew members in the aircraft and type of operation to which the crewmember is assigned. The flight follower will verify this requirement by referencing their copy of the crewmember assignment sheet or check JetInsight.
4. Prior to authorizing flight, determine that the aircraft is airworthy, and all maintenance inspection items have been complied with. The flight follower will verify this requirement by referencing their copy of the maintenance status sheet for the applicable aircraft or referring to JetInsight.
5. Inform the Pilot-in-Command to indicate which flights or series of flights are to be conducted under Part 135 or Part 91. Inform the Pilot-In-Command of any information necessary for the completion of the flight manifest and JetInsight.
6. Provide any information requested by the Pilot-In-Command that would assist the Pilot-In-Command in making a determination that the flight can be initiated, conducted, and terminated safely.

7. Maintain and update daily copies of maintenance status sheet, crewmember assignment sheet, and crewmember flight and duty time sheet.
8. Be highly knowledgeable of the requirements of Operations Specifications paragraph A008.

3.11 Chief Executive Officer

The Chief Executive Officer is the company representative responsible for providing adequate financial and human resources for SkyJet Elite to conduct operations to the highest degree of safety possible. The CEO, identified above, is the Accountable Executive ultimately responsible for the safety performance of the Flight Department. The company CEO is responsible for the overall future growth plans and economic viability of SkyJet Elite. The CEO designates persons for required management personnel who will ensure professional compliance with applicable Regulation and meet the requirements of 14 CFR Part 119. The CEO is the final authority in any non-regulatory policy decision affecting this company's Air Carrier Certificate.

3.12 Command And Sequence Of Command

Organization - The assignment of a crew for a specific flight will be determined by the Chief Pilot, verified by the Director of Operations, and shall be in accordance with applicable regulations of the FAA and the Operations Manual.

Command Responsibility - The Pilot in Command's responsibility for the aircraft commences from the moment the aircraft is released to him until such time as the aircraft is returned or the Pilot in Command is properly relieved.

Command Authority - The Pilot in Command has command authority over passengers and all crew members from the time such crew members report for duty until such crew members have gone off duty.

3.13 Part 91 Operations

All flights conducted under part 91 of the FAR's will be conducted as prescribed in this Operations Manual and Release Authority of this chapter. The following operations may be considered part 91 operations.

1. Flights conducted for the aircraft owner
2. Training flights
3. Test flights
4. Repositioning flights
5. Ferry flights (maintenance only).

Repositioning flights must be conducted under the following circumstances.

1. Permission for the flight is obtained from a person who is approved to exercise operational control
2. No passengers or cargo may be aboard except employees and their baggage.
3. Each crew member should be qualified and current under part 135 regulations

Deviation from planned release

1. If for whatever reason the PIC must deviate from the original planned flight, they will contact the company before re-release of the flight.
2. The PIC during all phases of flight has full authority to act as necessary to ensure a safe outcome; this includes deviating from the planned flight.

3.14 Part 135 Operations

The following persons may be carried aboard an aircraft without complying with the passenger-carrying requirements of this part:

- A crewmember or other employee of the certificate holder.
- A person necessary for the safe handling of animals on the aircraft.
- A person necessary for the safe handling of hazardous materials (as defined in subchapter C of title 49 CFR).
- A person performing duty as a security or honor guard accompanying a shipment made by or under the authority of the U.S. Government.
- A military courier or a military route supervisor carried by a military cargo contract air carrier or commercial operator in operations under a military cargo contract if that carriage is specifically authorized by the appropriate military service.
- An authorized representative of the Administrator conducting an en-route inspection.
- A person, authorized by the Administrator, who is performing a duty connected with a cargo operation of the certificate holder.
- A DOD commercial air carrier evaluator conducting an en-route evaluation.

Chapter 4 Personnel Qualifications, Flight Operations, Emergency Procedures

4.1 Flight crew Qualifications

1. All pilots employed by the company will possess at least a current Commercial Pilot Certificate with the appropriate category and class ratings and, if required, an appropriate type rating for the aircraft to which he/she may be assigned. Only United States certificated airmen employed by SkyJet Elite may operate its aircraft. The pilot-in-command of a turbojet aircraft will be required to hold an airline transport pilot certificate with appropriate category and class ratings and, if required, an appropriate type rating for the aircraft to which he/she may be assigned. FAR 135.243 (a)(1).
2. No pilot will be assigned to any flight duties during periods of known physical deficiency that would render him/her unable to pass the examination for their medical certificate. It will be the pilot's responsibility to turn in a copy of his/her medical certificate to the Chief Pilot prior to the 25th day of the calendar month in which it is due. Failure to do so will result in the pilot being removed from active flight status.
3. All flight crewmembers must meet the applicable flight experience requirements of 14 CFR Part 61. A pilot will not be assigned to any flight duties unless he/she meets the recency of experience requirements set forth below:

Before serving as PIC, all pilots must accomplish

- ❖ Three takeoffs and three landings within the preceding ninety days as the sole manipulator of the controls in an aircraft of the same category and class and, if a type rating is required, of the same type. FAR 135.247 (a)(1)
- ❖ Three takeoffs and three landings at night within the preceding ninety days as the sole manipulator of the controls in an aircraft of the same category and class and, if a type rating is required, of the same type, if assigned to night flying duties. Satisfying the night currency requirements also qualifies the PIC for the daytime requirements listed above. FAR 135.247 (a)(2)

Pilot-in-Command

- ❖ No pilot will be assigned to duties as Pilot in Command of an IFR flight unless, within the preceding six calendar months, he/she has successfully completed an instrument checkride (135.297 proficiency check) given him by the FAA or other designated checkpilot.

Second-in-Command

- ❖ No pilot will be assigned to duties as Second in Command of an IFR flight unless, within the preceding six calendar months, that pilot has performed and logged under actual or simulated conditions, either in flight in the appropriate category of aircraft, or in a flight simulator or flight training device, at least six instrument approaches, holding procedures, and intercepting and tracking courses through the use of navigation systems. FAR 135.245 (a)
- ❖ The Chief Pilot will designate, for each flight, a Pilot in Command, and a Second in Command, when the flight requires two pilots. The use of an autopilot, in lieu of a Second in Command, will not be allowed unless specifically authorized in the Operations Specifications issued by the FAA. Once designated as PIC, that individual must remain with the PIC at all times during that flight.
- ❖ No pilot will be assigned to an IFR flight unless a Second in Command is also designated. Exceptions will be made for limited IFR and where an autopilot has been authorized.
- ❖ Prior to conducting any operations under 14 CFR Part 135, all crewmembers must have satisfactorily completed the initial and recurrent pilot testing requirements (as applicable) as specified in CFR 135.293, and for PIC's the applicable line check requirements specified in CFR 135.299.

Single Pilot Operations

Through the issuance of Ops Spec A015, SkyJet Elite is authorized to operate an aircraft, not otherwise required to have two pilots for operations under VFR, without an SIC providing:

- The aircraft is equipped with an operative approved autopilot system capable of operating the aircraft controls to maintain flight and maneuver it about the three axes.
- SkyJet Elite satisfies the FAA that operations using the autopilot system can be conducted safely.
- Each PIC has demonstrated these skills in the basic checking module conducted under 135.297 and 8900.1 Vol 3 Ch 19 Sec 7; and
- SkyJet Elite has been issued OpSpec A015

The following minima regarding flight time and ratings will be followed prior to assignment to any flight duty as pilot personnel as per SkyJet Elite's company policy. All ratings are in addition to the Commercial Pilot Certificate.

4.1.1 Chief Pilot

1. The Chief Pilot will possess the following ratings and minimum flight experience before designation:
 - Ratings: Airline Transport Pilot
 - Minimum Experience: 2,000 hours PIC; 1,000 hours cross country; 500 hours multi-engine; 200 hours instrument; and 100-night cross country. Lower minimums approved by Director of Operations as long as applicant meets requirements of CFR 119.71.

4.1.2 Pilot-in-Command

1. IFR flight and VFR over-the-top:
 - No pilot will be assigned to these duties unless he/she holds at least an Airline Transport or Commercial Pilot Certificate with appropriate category and class ratings and, if required, an appropriate type rating for that aircraft.
 - Has at least 1,200 hours of flight time as a pilot, including at least 500 hours of cross-country flying time, 100 hours of night flight time, at least 10-night takeoffs and landings, and 75 hours of actual or simulated instrument flight time, at least 50 of which were in actual flight.
 - For an airplane, holds an instrument rating or an airline transport pilot certificate with an airplane category rating. FAR 135.243 (c)(1)-(3)
2. VFR: Hold at least
 - Commercial Pilot Certificate with appropriate category and class ratings and, if required, an appropriate type rating for that aircraft.
 - Has at least 500 hours of flight time as a pilot, including at least 100 hours of cross-country flight time, at least 25 hours of which were at night. C. For an airplane, holds an instrument rating or an airline transport pilot certificate with an airplane category rating. FAR 135.243 (b)(1) -(3)

4.1.3 High Minimum Captains

If a PIC has less than 100 hours of experience in a type of airplane, he or she must increase the landing minimums as prescribed in OpSpec C054

NOTE: Refer to 135.225(e). The MDA or DA/DH and visibility landing minimums prescribed in 14 CFR Part 97 are increased by 100 feet and 1/2 mile respectively.

4.2 Enroute Qualifications

The Chief Pilot will periodically review the training file to determine that each pilot has satisfied the requirements of FAR 135.299 (Pilot in Command: line checks: routes and airports) in one of the types of aircraft which the pilot is to fly. The check flight will be given by an approved check pilot or by the administrator.

The flight will consist of at least one flight over one route segment and include takeoffs and landings at one or more representative airports. If a pilot is authorized to conduct IFR operations, at least one flight shall be flown over a civil airway, an approved off-airway route, or a portion of either of them. The pilot who conducts the check shall determine whether the pilot being checked satisfactorily performs the duties and responsibilities of a Pilot in Command in operations under this part and shall so certify in the pilot training record.

Each pilot shall at all times, before beginning a flight, become familiar with all available information required for the safe operation of the flight over the route to be flown to and to the airport being flown to. FAR 135.299 (a) thru (c).

4.3 Crew Scheduling

The Director of Operations is responsible for monitoring all pilot operating limitations and recent experience requirements and has the authority to override any crew assignments made by the Chief Pilot resulting from expirations or approaching limits. Upon notification that a trip requires crew assignment, the Chief Pilot will verify that the following requirements are met prior to assigning a crew to a trip. With the exceptions shown below, flight crew members will be scheduled so that flight time is evenly distributed among those in the same crew positions with consideration given to individual training and proficiency requirements. All flight crew members will keep the flight coordinator apprised of their flight and duty time status. Flight crew members are required to refuse any assignment that conflicts with any applicable regulation. Such refusal will be accepted by the company without threat or reprisal against the employee. All SkyJet Elite pilots will comply with the following flight time limitations and rest requirements.

1. The Company will not schedule or assign any flight crewmember to any duty with the Company during any required rest period. FAR 135.263 (b). For the purpose of distinguishing between required rest periods, and periods of reserve availability, all pilots will be considered to be at required rest during the period of 2200 - 0800 local. This period may be adjusted as necessary to accommodate arriving later than 2200, or departing earlier than 0800, by shifting the required 10-hours of rest to the time immediately following or preceding the assigned duty time.
2. Time spent in transportation, not local in character, that the Company requires of a flight crewmember and provides to transport the crewmember to an airport at which he is to serve on a flight as a crewmember, or from an airport at which he was relieved from duty to return to his home station, is not considered part of a rest period. FAR 135.263 (c).
3. A flight crewmember is not considered to be assigned flight time in excess of flight time limitations if the flights to which he is assigned would normally terminate within the limitations, but due to circumstances beyond the control of the certificate holder or the flight crewmember (such as adverse weather conditions), are not at the time of departure expected to reach their destination within the planned flight time. FAR 135.263 (d).
4. The Company will not assign any flight crewmember, and no flight crewmember may accept an assignment, for flight time as a member of a one or two pilot crew if that crewmember's total flight time in all commercial flying will exceed:
 - 500 hours in any calendar quarter
 - 800 hours in any two consecutive calendar quarters
 - 1,400 hours in any calendar year

The Director of Operations is responsible for tracking this limitation and will monitor this using the Annual Flight and Duty Time Record Form. If any pilot reaches within 50 hours of any of these limitations, the Director of Operations will notify the Chief Pilot either verbally or in writing, to alert the Chief Pilot to pay close attention to scheduling that particular crewmember to ensure that the times will not be over-flown. A sample report and form are included in section 6 of this operations manual. FAR 135.267 (a). The Company will not schedule any flight crew member, and no flight crewmember may accept an assignment, for duty during flight time if the total flight time of that flight in addition to any other commercial flying by that flight crewmember exceeds the following during any 24 consecutive hours:

- 8 for a flight crew consisting of one pilot.

- 10 hours for a flight crew requiring two pilots. FAR 135.267 (b).

Per 135.257 (c) A flight crewmember's flight time may exceed the flight time limits of paragraph (b) if the assigned flight time occurs during a regularly assigned duty period of no more than 14 hours and- If this duty period is immediately preceded by and followed by a required rest period of at least 10 consecutive hours of rest.

If flight time is assigned during this period, that total flight time when added to any other commercial flying by the flight crewmember may not exceed—

- 8 hours for a flight crew consisting of one pilot; or
- 10 hours for a flight crew consisting of two pilots; and If the combined duty and rest periods equal 24 hours.

The Company will not schedule any flight crewmember, and no flight crewmember may accept an assignment, for duty during flight time unless that assignment provides for at least 10 consecutive hours of rest during the 24-hour period preceding the planned completion of the assignment. FAR 135.267 (d).

When a flight crewmember has exceeded the daily flight time limitations in this section, because of circumstances beyond the control of the Company or flight crewmember (such as adverse weather conditions), that flight crewmember must have a rest period before being assigned or accepting an assignment for flight time of at least:

- 11 consecutive hours of rest if the flight time limitation is exceeded by not more than 30 minutes.
- 12 consecutive hours of rest if the flight time limitation is exceeded by more than 30 minutes, but not more than 60 minutes.
- 16 consecutive hours of rest if the flight time limitation is exceeded by more than 60 minutes. FAR 135.267 (e).

The Company will provide each flight crewmember at least 13 rest periods of at least 24 consecutive hours each in each calendar quarter. These "hard days off" will be placed on the schedule in advance and notated on the Monthly Flight and Duty Report Form by the pilots. A sample report and sample form are included in Section 6 of this operations manual. FAR 135.267 (f)

Upon completion of a flight, pilots will enter their duty times on the Monthly Flight and Duty Report Form. For pilots who fly primarily for other operators, the flight and duty time reports used by their other employers will be used in conjunction with the reports generated internally for flights conducted with SkyJet Elite.

In the event that a crew has completed a period of required rest, and that crew has not been assigned a subsequent duty period (trip), and that crew is not commencing a scheduled "OFF" day, then the crew will automatically duty on as a standby status at 8am local time (or the end of the required rest; whichever is later) and that standby period will end 14 hours later in order for that crew to receive a 10- hour rest period following the standby duty period.

4.4 Crew Reporting

Crew will report to their assigned aircraft 60 minutes prior to departure, which can be reduced to 30 minutes depending on operational needs.

1. The aircraft has been fueled and is ready for preflight inspection.
2. A weather briefing has been received and a flight plan filed prior to reporting.

However, for all flights, the designated Pilot in Command accepting responsibility may at his discretion specify longer periods.

All flight crew personnel should be in compliance with the prescribed Company dress code at the time of reporting.

Dress Code

Flight crew personnel are allowed some discretion in their dress. Company approved attire will consist of company provided shirts or other approved business casual attire. Jeans and sneakers are not approved attire. All personnel must be clean, shaven, or neatly groomed.

4.5 Preflight Action And Inspection

Before beginning a flight, it will be the responsibility of the designated Pilot in Command to determine that all of the following requirements are met by initiating the following actions:

- Assure that a detailed flight plan, (VFR, IFR) based on current and forecast weather, projected number of passengers to be carried, takeoff performance data and time of departure has been filed. In the event a flight plan is not filed for a flight, assure that the flight locating procedures in Section 1.11 of this Operations Manual are followed. All planning and computations will be in compliance with Federal Aviation Regulations, Operations Specifications, Manufacturer's Flight Manual and Company Directives. Appropriate performance data to be found in individual aircraft flight manuals.
- Determine that the aircraft is loaded in compliance with applicable weight and balance limitations per appropriate sample loading schedules, load computer or applicable information and graphs contained in the aircraft flight manual.
- Assure that all records and forms applicable to the particular flight operation have been properly completed and filed as required by Company policy, Operations Specifications, FAR 135.185 and other appropriate Federal Aviation Regulations.
- Assure that all required check lists, appropriate portions of the Operations Manual, flight manuals, pertinent aeronautical charts and applicable special equipment are aboard the aircraft and ready to use.
- Determine that the airworthiness inspections required by 91.409 or 135.419 have been made, and also assure that:
All required maintenance and inspections have been performed as per FAA requirements for that aircraft. If you have a question, ask the Director of Maintenance and/or the Director of Operations.

It is equipped with the instruments and equipment required for operations under 14 CFR part 135, to include the communication and navigation equipment required for that operation.

- Before each flight, the PIC must also determine the status of each irregularity entered in the "Maintenance Discrepancy Log" at the end of the preceding flight, and if appropriate ensure the flight is operated under all applicable conditions and limitations contained in the MEL, CDL, and provisions of the flight manual to address inoperative instruments and equipment before takeoff. A sample copy of a "Maintenance Discrepancy Log" is located in Section 11 of this manual. The "Maintenance Discrepancy Log" for each aircraft is kept with the aircraft's manifest can.
- Assure that the flight will be completed prior to the annual inspection due date and that the planned flight time will not be in excess of the next 100-hour inspection due date, or in the event the aircraft is on a Progressive Inspection Schedule, that the planned flight time will not be in excess of the next inspection time interval. The aircraft's "Status Sheet" provides information to verify the inspection due date. A sample copy of a "Status Sheet" is located in Section 6 of this manual for review.
- Determine that a thorough preflight inspection of the aircraft has been performed in accordance with a complete preflight checklist which includes but is not limited to the following items:
- The aircraft is to be as clean as possible, both exterior and interior. All unnecessary papers and equipment are to be removed from the aircraft.
- The aircraft is equipped with oxygen equipment and oxygen levels sufficient to supply the pilots and other occupants as required by the regulation. All oxygen equipment will be checked for proper condition and storage.

- All baggage and cargo will be checked to assure that it is loaded and secured properly. No cargo may be carried in an aircraft in other than approved cargo compartments or bins. If both passengers and cargo are carried in the main cabin section of the aircraft, the cargo must be carried forward of the foremost seated passengers. The cargo must not restrict passengers access to or use of any required sign, emergency access to or use of any required sign, emergency exit, or pilot access to the emergency exit if a regular exit is not accessible to him.
- Fuel quantity will be checked visually, and fuel sample will be drained from each tank and sump to be visually checked for contamination. Note: In addition to regulatory fuel requirements, minimum company fuel reserves required are: IFR - 1 hour endurance / VFR – 45 minutes of endurance.
- All aircraft equipment and systems will be checked for proper operation applicable to the type of flight being conducted and in accordance with an approved checklist.
- All external areas around the aircraft are to be checked for the presence of wheel chocks, tow bars, or any other equipment that may interfere with aircraft movement, prior to entering the aircraft for flight. For night operations, a flashlight will be used to check the external areas around the aircraft.
- If the aircraft has been left unattended at any time, a final walk-around will be performed just prior to entering the aircraft, to check for the presence of obstructions or any unreported damage.
- The aircraft is equipped with hand fire extinguishers of an approved type for use in crew and passenger compartments as follows:
 - The type and quantity of extinguishing agent must be suitable for the kinds of fires likely to occur.
 - At least one hand fire extinguisher must be provided and conveniently located on the flight deck for use by the flight crew.
- Insures that the Flight Log is completed and signed prior to each flight. At the completion of the flight, the Flight Log is to be filed with the Load Manifest and kept on file for thirty days.
- Determines that the required appropriate photo identification, current airman, and medical certificates are in each flight crewmembers' possession or readily accessible in the aircraft.
- Assures that for a flight carrying passengers under VFR at night, a flashlight having at least two size "D" cells or equivalent is on board and functional.
- If operating under IFR ensures the aircraft is equipped with the communication and navigation equipment required by 135.165, and when carrying passengers ensures the aircraft has the systems and equipment required by 135.163.
- Becomes familiar with all available information concerning that flight to conduct it safely. This shall include a thorough review of airport diagrams to identify all airport "hot spots" at departure, destination, and alternate airports prior to engine start, prior to taxi, prior to landing, and after landing before movement on the airport surface.

4.6 Pre-Takeoff Contamination Check

Prior to takeoff an aircraft contamination check will be performed. This check will be completed within five minutes prior to takeoff roll. The pre-takeoff contamination check is to ensure that wings and control surfaces are free from contamination. The following outlines the procedures to be followed to ensure that each aircraft operated under SkyJet Elite's Part 135 Operation Specifications is "Clean" prior to takeoff.

Note: If in any case during the "Pre-takeoff contamination check" the aircraft is found or suspected to be un- clean, the aircraft will be taxied to a point at the airport where additional deicing can be accomplished. If in the event the aircraft cannot be cleaned, the flight will be cancelled or delayed until such time as the aircraft will be "Clean". Decontamination of aircraft will be performed as per SkyJet Elite's deicing/anti- icing procedures. Procedures regarding cold weather preflight, pre-take-off contamination check procedures, and deicing/anti-icing procedures can be found in Section 7 of this Operations Manual.

Before takeoff, check wing surfaces for any accumulation of freezing rain or snow. This can be accomplished by visual inspection through the cockpit window, or if required by conditions or the AFM through the use of physical touch.

If operating at night, visual inspection can be accomplished through the use of the wing light or through the use of the on-board flashlight. Again, if required through the use of physical touch.

Check to ensure that all primary and secondary control surfaces are also free from contaminants. This can be accomplished by exercising them to their fullest positions. In addition, ensure that all deice equipment is in operation as per the aircraft's operating procedures.

4.7 Passenger Loading And Briefing

Passengers are not to be loaded any longer prior to actual departure than is necessary and practical. No passenger may occupy any pilot seat in an aircraft that has a passenger seating configuration excluding any pilot seat, for more than eight passengers, except as provided in FAR 135.113. As soon as possible after loading and before actual takeoff, it is the responsibility of the Pilot in Command to assure that the aircraft is equipped with appropriate printed passenger briefing cards, and that all passengers are familiar with the information contained in the briefing cards in addition to:

- ✱ Smoking.
- ✱ Use of seat belts/shoulder harnesses.
- ✱ The placement of seat backs in an upright position before takeoff and landing
- ✱ Location and means for opening the passenger entry door and emergency exits.
- ✱ Location of survival equipment.
- ✱ If the flight involves extended overwater operation, ditching procedures, and the use of required flotation equipment.
- ✱ If the flight involves operation above 12,000 feet MSL, the normal and emergency use of oxygen.
- ✱ The location and use of fire extinguisher(s).
- ✱ If necessary, aircraft evacuation of handicapped passengers.

SkyJet Elite pilots shall not operate an aircraft before ensuring that food, beverages, tray tables, and serving carts are properly stowed and that passengers must comply with crewmember instructions regarding stowing of these items

4.8 Takeoff, Enroute And Landing Operations

Flight Dispatching

The acting Director of Operations will be responsible for dispatching flights. The authority to dispatch flights may be delegated to the Chief Pilot or designated Flight Locator. The Pilot in Command will have the final authority and responsibility to cancel any flight at his/her discretion if in his/her opinion the weather and/or other factors would make the flight unsafe.

All flights are to be conducted in accordance with appropriate Federal Aviation Regulations, VFR or IFR flight plans, ATC clearances, Operations Specifications, and other appropriate company policies and procedures as set forth in these operations manuals. Failure to adhere to SkyJet Elite's directions and instructions may be contrary to parts 119 and/or 135, and therefore may be subject to legal enforcement action by the FAA.

The Director of Operations, Chief Pilot, or designated Flight Locator upon initiation of a flight request by a customer, will call, text, or email the assigned Pilot-In-Command for that flight, and relay all the pertinent information required for the completion of the flight manifest.

Upon flight termination the Pilot-In-Command will call, text, or email a copy of the Flight Log to the Director of Operations, Chief Pilot, or designated Flight Locator to report duty and flight times for that flight or series of flights so they may be recorded in the appropriate company records and will also enter these times in his or her monthly flight and duty report. Any changes to the maintenance status of the aircraft will also be reported at this time. The Pilot-in-Command will notify the Director of Operations, Chief Pilot, or designated Flight Locator, as soon as duties permit, in the event of any unplanned flight diversions.

4.8.2 Radio Check and Electronic Usage

If ground communications of any type are available at the airport of departure, a communications check will be conducted. If ground communications are not available at the airport of departure, a communications check will be made as soon as practical.

Maximum use of radio facilities will be made on all departures and approaches (VFR and IFR).

4.8.3 Runway Verification Procedures

The Pilot-In-Command will positively confirm and cross-check the airplane's location at the assigned departure runway before crossing the hold-short line for takeoff. This shall be accomplished as follows:

- The pilot shall set his/her HSI heading bug to the assigned departure runway heading prior to completion of the before takeoff checklist.
- Prior to crossing the hold-short line, the pilot will confirm that the orientation of the heading bug is sensible given the aircraft location relative to the runway, i.e. Typically the taxiway holding short of the runway will be perpendicular to the runway and therefore the heading bug will be at either the 3- or 9 o'clock position.

Any discrepancies between the departure runway heading and the orientation of the heading bug will be positively reconciled before taxiing into position for takeoff.

Prior to entering or crossing ANY runway, the PIC shall "clear" the runway for traffic by looking both directions, stating verbally "clear left," "clear right," "cleared across/onto," and if ever in doubt of being cleared shall contact ATC to verify.

4.8.4 Crew Vigilance

Flight crew members will be mindful for a continual and vigilant outside watch for other traffic as the primary means of collision avoidance when not flying in the clouds.

4.8.5 Foreign Objects in the Cockpit

Foreign objects, manuals, metal objects, etc. Will not be placed on the glare-shield or in any other location in the cockpit which would cause outside visibility to be reduced, compass or instrument deflection, or interference with any crewmember in the performance of his/her flight duties.

4.8.6 Takeoff and Landing Distances

In accordance with FAA Order 8900.1 Vol 4 Ch 3 Sec 2 Paragraph 4-525, prior to each flight the Pilot in Command shall familiarize himself/herself with all available information concerning runway lengths at the airports of intended use and the required takeoff and landing distances given in the aircraft manual. This information must include aircraft performance under expected field elevation, wind, and temperatures, and to ensure compliance with takeoff and landing distances required by FAR 135.398.

4.8.7 Chocks & Control Locks

All company aircraft will be chocked with wheel chocks and flight controls of all aircraft will also be secured before the flight crew leaves the parking area. Upon return to the aircraft, the pilot-in-command will check for the presence of wheel chocks prior to entering the aircraft for flight.

4.8.8 IFR Takeoff & Approach

No person may begin an IFR flight operation unless it carries enough fuel (considering weather reports or forecasts or any combination of them), to complete the flight to the first airport of intended landing; from that airport to an alternate airport (when an alternate is required); and in either case, fly after that at normal cruising speed the minimum time appropriate to that aircraft.

NOTE: An alternate airport is required if destination weather is not: 1. At least 1,500 feet above the lowest circling MDA, if a circling approach is authorized for the airport; or 2. If a circling approach is not authorized, at least 1,500 feet above the lowest published instrument approach minimum or 2,000 feet above the airport elevation, whichever is greater; and 3. The visibility at that airport will be at least 3 miles, or 2 miles more than the lowest applicable visibility minimums, whichever is greater, for the instrument approach to be used.

No pilot will conduct an IFR approach and/or takeoff at any airport that does not have an official weather report issued by either the U.S. National Weather Service, a source approved by the U.S. National Weather Service, or a source approved by the Administrator. A person may not make an instrument approach at any airport except according to IFR weather minimums and instrument approach procedures set forth in the OpSpecs.

Whenever a weather report is required for a 135 IFR Operation, the weather report shall be for the specific airport where the operation is being conducted. FAR 135.213(b).

In accordance with FAR 135.217 no person may takeoff an aircraft under IFR from an airport where weather conditions are at or above takeoff minimums but are below authorized IFR landing minimums unless there is an alternate airport within 1-hour's flying time (at normal cruising speed, in still air) of the airport of departure.

For each pilot-in-command of a turbine-powered airplane who has not served at least 100 hours as pilot-in-command in that type of airplane, the MDA or DH and visibility landing minimum shall be increased by 100 feet and 1/2 mile respectively. FAR 135.225 (e).

A pilot may not accept or execute instrument approaches that are contrary to the IFR weather minimums and instrument approach procedures set forth in SkyJet Elite's Ops Specs.

No pilot may begin the final approach segment of an instrument approach procedure to an airport unless the latest weather reported by the facility indicates that weather conditions are at or above the authorized IFR landing minimums for that procedure. A pilot who has begun the final approach segment of an instrument approach to an airport, and receives a later weather report indicating that conditions have worsened to below the minimum requirements, may continue the approach only if the following conditions are met—

- ✱ The later weather report is received when the aircraft is in one of the following approach phases:
- ✱ The aircraft is on an ILS final approach and has passed the final approach fix.
- ✱ The aircraft is on an ASR or PAR final approach and has been turned over to the final approach controller; or
- ✱ The aircraft is on a non-precision final approach and the aircraft—
- ✱ Has passed the appropriate facility or final approach fix; or
- ✱ Where a final approach fix is not specified, has completed the procedure turn and is established inbound toward the airport on the final approach course within the distance prescribed in the procedure; and
- ✱ The pilot in command finds, on reaching the authorized MDA or DA/DH, that the actual weather conditions are at or above the minimums prescribed for the procedure being used.

Landing - a pilot may not operate an aircraft at any airport below the authorized MDA or continue an approach below DH unless: the aircraft is continuously in a position from which a descent to a landing on the intended runway can be made at a normal rate of descent using normal maneuvers; that descent rate will allow touchdown to occur within the touchdown zone of the runway of intended landing; and the flight visibility is not less than the visibility prescribed in the standard instrument approach being used.

A pilot also may not operate an aircraft at any airport below the authorized MDA or continue an approach below the authorized DH unless the pilot can see and identify visual references for the intended runway as specified in 14CFR 91.175(c)

4.8.9 RNAV Instrument Approach Operations

During the initial 6 months of operation with a particular aircraft and area navigation system combination, SkyJet Elite shall not use IFR approach and landing minimums, for that particular aircraft system combination, lower than 200 feet and 1/2 statute mile above the lowest MDA/DH and visibility/RVR minimums authorized for instrument approaches and landings at that airport using area navigation systems.

4.8.10 VFR Takeoff, Over-the-Top, and Approach

No person may begin a VFR flight operation unless, considering wind and forecast weather conditions, it has enough fuel to fly to the first point of intended landing, assuming normal cruising fuel consumption, and after that at least the minimum time required for the operation conducted.

No person may carry passengers under VFR at night or under VFR over-the-top, unless the aircraft is appropriately equipped for that operation.

No person may operate a multiengine aircraft carrying passengers over-the-top or in IFR conditions at a weight that will not allow it to climb, with the critical engine inoperative, at least 50 feet a minute when operating at the means of the route to be flown or 5,000 feet MSL, whichever is higher.

If the latest weather reports or forecasts, or any combination of them, indicate that the weather along the planned route (including takeoff and landing) allows flight under VFR under the ceiling (if a ceiling exists) and that the weather is forecast to remain so until at least 1 hour after the estimated time of arrival at the destination, a person may operate an aircraft over-the-top. A person may also operate an aircraft over-the-top under conditions allowing, for multiengine aircraft, descent, or continuance of the flight under VFR if its critical engine fails

In the event that an approved source of weather is not available at a particular airport, for VFR flight only, the pilot's own observations, or those of another competent observer may be used. FAR 135.213(a).

Subject to any additional limitations in §135.181, no person may operate an aircraft under VFR over-the-top carrying passengers, unless—

1. Weather reports or forecasts, or any combination of them, indicate that the weather at the intended point of termination of over-the-top flight—
2. Allows descent to beneath the ceiling under VFR and is forecast to remain so until at least 1 hour after the estimated time of arrival at that point; or
3. Allows an IFR approach and landing with flight clear of the clouds until reaching the prescribed initial approach altitude over the final approach facility, unless the approach is made with the use of radar under §91.175(i) of this chapter; or

It is operated under conditions allowing—

- For multiengine aircraft, descent, or continuation of the flight under VFR if its critical engine fails; or
- For single-engine aircraft, descent under VFR if its engine fails.

SkyJet Elite pilots will not operate under VFR in uncontrolled airspace when the ceiling is less than 1000' unless flight visibility is at least 2 miles.

4.8.11 Personal Electronic Devices (PED's)

The PIC must prohibit the operation of peds during operation of the aircraft.

NOTE: This does not apply to: Portable voice recorders; Hearing aids; Heart pacemakers; Electric shavers; or any other portable electronic device that the 14 CFR Part 119 Operator has determined will not cause interference with the navigation or communication system of the aircraft on which it is to be used.

4.8.12 Use of Safety Belts/Shoulder Harnesses

Each flight crewmember occupying a station equipped with a shoulder harness must fasten the shoulder harness during takeoff and landing except when the flight crewmember is unable to perform the required duties with the shoulder harness fastened.

During takeoff and landing, and while en route, each flight crewmember will:

- Be at the crewmember station unless the absence is necessary to perform duties in connection with the operation of the aircraft or in connection with physiological needs; and
- Keep the safety belt fastened while at the crewmember station? NOTE: Refer to 14 CFR 135.171 for shoulder harness requirements.

4.8.13 Checklist Usage

SkyJet Elite shall provide, and each pilot must use the cockpit checklists and pertinent aeronautical charts required by 135.83(a)(1) and the checklist must include the following procedures:

- Before starting engines.
- Before takeoff.
- Cruise.
- Before landing.
- After landing; and
- Stopping engines

SkyJet Elite shall also provide an emergency cockpit checklist containing the following procedures in all aircraft:

- Emergency operation of fuel, hydraulic, electrical, and mechanical systems.
- Emergency operation of instruments and controls.
- Engine inoperative procedures; and
- Any other emergency procedures necessary for safety

4.8.14 No Smoking Signs/Placards

It is the policy of SkyJet Elite to prohibit smoking and the use of electronic cigarettes on board or within a 50-foot radius of all aircraft. The PIC shall keep the no-smoking sign illuminated at all times while passengers are aboard the aircraft. The PIC shall not permit smoking under any circumstance.

4.8.15 Use of Supplemental Oxygen

Flight crewmembers shall keep ready and appropriately use supplemental oxygen when required by the cabin altitude in accordance with 135.89 (b).

NOTE: Whenever a pressurized aircraft is operated with the cabin pressure altitude more than 10,000 feet MSL, each pilot shall comply with 135.89(a).

4.8.16 Sterile Cockpit

SkyJet Elite will not allow, nor will any flight crewmember perform, any duties during a critical phase of flight except those duties required for the safe operation of the aircraft.

For the purposes of this section, critical phases of flight include:

- All ground operations involving taxi, take-off, and landing.
- All other flight operations conducted below 10,000 feet (except cruise flight) after take-off and before landing; and
- The last 1,000' before level off during climbs or descents.

NOTE: Duties such as company required calls made for such non-safety related purposes as ordering galley supplies and confirming passenger connections, announcements made to passengers promoting the air carrier or pointing out sights of interest, and filling out company payroll and related records are not required for the safe operation of the aircraft.

4.8.17 Manipulation of Flight Controls

The PIC may not allow any person to manipulate the flight controls of an aircraft during flight conducted under 14 CFR Part 135, nor may any person manipulate the controls during such flight unless that person is:

- A pilot employed by the Operator and qualified in the aircraft; or
- An authorized safety representative of the Administrator who has the permission of the PIC, is qualified in the aircraft, and is checking flight operations

For the purposes of this section, "during flight" means any time that one or more engines is operating while on the ground regardless of whether or not the aircraft is in motion, and at all times while airborne.

4.8.18 IFR Position Reports,

Reporting Hazardous Meteorological Conditions, and Irregularities of Ground Facilities

For each aircraft operated under IFR in controlled airspace, the PIC must have a continuous watch maintained on the appropriate frequency and must report as soon as possible by radio:

- The time and altitude of passing each designated reporting point or the reporting points specified by ATC (except that while the aircraft is under radar control, only the passing of those reporting points specifically requested by ATC need be reported).
- Any un-forecast weather conditions encountered; and
- Any other information relating to flight safety

Whenever a pilot encounters a potentially hazardous meteorological condition or an irregularity in a ground facility or navigation aid in flight, which he or she considers to be essential knowledge to the safety of other flights, the pilot must notify an appropriate ground radio station as soon as practical.

4.8.19 Minimum Altitudes

No person may use an autopilot at an altitude lower than that specified in CFR Part 135.93 for the applicable phase of flight.

Except when necessary for takeoff and landing, no person may operate under VFR—

1. An airplane—

- During the day, below 500 feet above the surface or less than 500 feet horizontally from any obstacle; or
- At night, at an altitude less than 1,000 feet above the highest obstacle within a horizontal distance of 5 miles from the course intended to be flown or, in designated mountainous terrain, less than 2,000 feet above the highest obstacle within a horizontal distance of 5 miles from the course intended to be flown

4.8.20 Aviation Safety Inspector Access

When an Aviation Safety Inspector presents credential FAA Form 110A to the pilot in command, the inspector must be given free and uninterrupted access to the pilot compartment of that aircraft and a forward observer's seat while on the flight deck, or forward passenger seat with headset or speaker must be provided when conducting en-route inspections.

4.8.21 Approved Routes/Aerodrome Use

No person may use any airport unless it is adequate for the proposed operation, considering such items as size, surface, obstructions, and lighting.

When carrying passengers at night, the PIC may not take off from or land on an airport unless they have determined the wind direction from an illuminated wind direction indicator or local ground communication or in the case of takeoff, from the pilot's personal observation. Additionally, they may not take off from or land on an airport, unless the limits of the area to be used for landing or takeoff are clearly shown by boundary or runway marker lights. NOTE: 135.229(c) requires FAA approval to use flare pots or lanterns to mark these limits.

SkyJet Elite may not designate or include an alternate airport in an IFR flight plan unless appropriate weather reports or weather forecasts, or a combination of them, indicate that, at the estimated time of arrival at the alternate airport, the ceiling and visibility at that airport will be at or above the weather minimums appropriate to the SkyJet Elite's authorizations in the Operations Specifications.

All flights may only operate on approved areas, routes, and airports per the geographic areas authorized in OpSpecs.

4.8.22 Two-way Radio Communications Failure

In the event of a two-way radio communication failure, the pilot in command must continue the flight under VFR and land as soon as practicable for two-way radio communications failure when operating under IFR in VFR conditions or if he/she encounters VFR conditions after the failure.

When a flight has two-way radio communication failure when operating under IFR (in IFR or VFR conditions) and cannot maintain VFR conditions, it must be flown:

- By the route assigned in the last ATC clearance received.
- If being radar vectored, by the direct route from the point of radio failure to the fix, route, or airway specified in the vector clearance.
- In the absence of an assigned route, by the route that ATC has advised may be expected in a further clearance; or
- In the absence of an assigned route or a route that ATC has advised may be expected in a further clearance, by the route filed in the flight plan

The flight must also continue at the highest of the following altitudes for the route segment being flown:

- Altitude or flight level assigned in the last ATC clearance.
- The minimum altitude (converted, if appropriate, to minimum flight level as prescribed in 91.121(c)) for IFR operations; or
- Altitude or flight level ATC has advised may be expected in a further clearance

If a pilot experiences radio communication failure and cannot maintain VFR conditions, they must observe the following limitations when leaving an ATC issued clearance:

- If the pilot was issued a clearance limit that is not a fix from which an approach begins, they must leave the clearance limit at the expect-further-clearance time if one has been received; or
- If an EFC time has not been received when arriving over the clearance limit, they must proceed to a fix from which an approach begins and commence a descent or a descent and approach as close as possible to the ETA as calculated from the filed or amended (with ATC) estimated time enroute.

Each pilot who has two-way radio communications failure when operating under IFR (in IFR or VFR conditions) and cannot maintain VFR conditions, must continue the flight to the clearance limit when the clearance limit is a fix from which an approach begins, and then commence a descent or a descent and approach:

- As close as possible to the expect-further-clearance time if one has been received; or
- If one has not been received, as close as possible to the ETA as calculated from the filed or amended (with ATC) estimated time enroute

4.8.23 Equipment Failures

The PIC of each aircraft operated in controlled airspace under IFR must report as soon as practical to ATC any navigational, approach, or communication equipment fails in flight?

NOTE: This report must include: -Aircraft identification; -The equipment affected; -The degree to which the capability of the pilot to operate under IFR in the ATC system is impaired; and -The nature and extent of assistance desired from ATC.

4.8.24 Land Aircraft Operated Over Water

The PIC of each aircraft must ensure that the flight will not operate a land aircraft carrying passengers over water unless-

- ✱ It is operated at an altitude that allows it to reach land in case of engine failure:
- ✱ It is necessary for takeoff or landing.
- ✱ It is a multiengine aircraft operated at a weight that will allow it to climb, with the critical engine inoperative, at least 50 feet per minute, at an altitude of 1,000 feet above the surface

4.8.25 Aircraft Performance Operating Limitations

It is the policy of SkyJet Elite, Inc, that when an aircraft manufacturer provides advisory information, the PIC is required to observe and adhere to that advisory information without question.

4.8.26 Weather Information

When a weather report or forecast is required to be used under 14 CFR Part 135 that report or forecast must be either:

- ✱ Provided by the NWS.
- ✱ Provided by a source approved by the NWS; or
- ✱ Provided by a source approved by the FAA.

Weather observations made and furnished to pilots to conduct IFR operations at an airport, must be taken at the airport where those IFR operations are conducted.

4.9 Equipment Discrepancy Reports

It is the responsibility of the Pilot in Command to report, in writing, to the Director of Maintenance, any failure, malfunction, or defect in equipment encountered during a flight operation (including preflight/postflight inspection). These reports are to be submitted immediately to the Director of Maintenance (or designee) when able. The best course of action will be determined by the DOM. As always, if there is any doubt as to the extent of damage or malfunction, the Director of Maintenance, or a licensed A&P Mechanic, if available, should be contacted to help make a more informed decision.

Refer to sections 5.3 - 5.5 of this manual regarding the procedures for reporting and documenting mechanical irregularities.

The Pilot in Command will, prior to accepting the aircraft for flight, ensure that any discrepancy(ies) are either rectified and properly signed-off (refer to section 5.3 of this manual) or deferred in accordance with SkyJet Elite's approved MEL/NEF/CDL and section 11 of this manual.

A sample of the "Maintenance Discrepancy Log" can be found in Section 11.

As identified in the aircraft's MEL, the Pilot in Command may approve, and/or seek approval from the Director of Maintenance or Director of Operations to continue a flight if he/she has doubt of aircraft airworthiness (Note: The MEL is the gating factor).

4.10 Service Difficulty Reports

The Pilot in Command shall notify the Director of Operations and Director of Maintenance, and report the occurrence or detection of each failure, malfunction, or defect on all SkyJet Elite's aircraft.

The Director of Maintenance will be responsible as required by FAR 135.415 to report these discrepancies to the FAA within 72 hours of the occurrence on the <https://sdrs.faa.gov> to electronically fill out a service difficulty report.

4.11 Mechanical Interruption Summary

Before the end of the 10th day of the following month, the Director of Operations will mail or deliver a summary report for the previous month to the CHDO, to report all interruptions to flight as required by FAR 135.417. A sample of the MECHANICAL INTERRUPTION SUMMARY form is located in Section 6 of this manual. These summaries will pertain only to multi-engine operations.

4.12 Emergency And Irregularity Procedures

4.12.1 General

The following pages delineate the principle areas of responsibility and actions to be taken in any emergency condition affecting SkyJet Elite's aircraft or operations. Emergencies are defined as any accident, forced landing or overdue aircraft, including ground and in-flight incidents. Irregularities are defined as any incident not of a routine nature requiring deviation from prescribed company practices.

Although it is not possible to spell out all the emergencies which may occur, in general any situation is serious if it places the safety of the aircraft and/or operation in jeopardy or is potentially dangerous. Since emergencies may be of many kinds, it is impossible to set up procedures covering any and all contingencies. The following is a general guide for action:

- When in doubt, treat the situation as an emergency.
- When no procedure has been defined, improvise.
- Maintain clear, accurate, rapid, and concise communication.
- Keep accurate chronological logs of all actions and communications.
- Keep calm and think.

4.12.2 Responsibility and Authority

The primary responsibility for the safe operation of the aircraft is shared by the company Chief Pilot and the Pilot in Command. The Pilot in Command of the aircraft is the senior representative for the company during the conduct of any flight operation. He/she is responsible to the company Chief Pilot.

On any flight or operation of which he/she is Pilot in Command, he/she is responsible for the compliance with all applicable rules governing the conduct of the flight. It is within the Captain's authority to deviate from such rules when in his/her judgment it is advisable to do so. He/she is also authorized to assume the responsibility for the

Coordination and representation of the company interest at an accident site or in any irregularity involving company aircraft, personnel, or customers. Such responsibility remains with the Captain until he/she is relieved of it by the company Chief Pilot.

4.12.13 Deviation from ATC Clearance

Except in the case of an emergency, all air traffic instructions and clearances must be complied with during the conduct of flight. When calling for taxi or IFR clearances, clearances shall be written down, and if two pilots are in the cockpit both must be on frequency when obtaining the clearance to ensure a mutual understanding of the clearance, otherwise ATC must be contacted to seek clarification.

The PIC shall notify ATC of a deviation as soon as possible if the PIC has to deviate from an ATC clearance or instruction in an emergency, or when responding to a traffic alert and collision avoidance system resolution advisory.

4.13 Emergency Operations

1. Per FAR 135.19 in an emergency involving the safety of persons or property, the holder of an air taxi commercial operator operating certificate may deviate from the rules of title 14 CFR regulations relating to aircraft and equipment and weather minimums to the extent required to meet the emergency.
2. In an in-flight emergency involving the safety of persons and property, the Pilot in Command may deviate from any rule to the extent required to meet the emergency.

3. Each person who, under the authority of this section, deviates from a rule shall, within 10 days after the deviation, send to the Flight Standards District Office charged with the overall inspection of the certificate holder a complete report of the aircraft operation involved, including a description of the deviation and reasons for it.
4. If the PIC knows of conditions, including airport and runway conditions, that are a hazard to safe operations, the Operator or PIC must restrict or suspend operations as necessary until those conditions are corrected.

NOTE: No pilot in command may allow a flight to continue toward any airport of intended landing under the conditions set forth in §135.69(a), unless, in the opinion of the pilot in command, the conditions that are a hazard to safe operations may reasonably be expected to be corrected by the estimated time of arrival or, unless there is no safer procedure. In the latter event, the continuation toward that airport is an emergency situation under §135.19.

4.14 Aircraft Evacuation – Handicapped Passengers

1. For the purpose of this manual a handicapped person is defined as a person who may need the assistance of another person to expeditiously move to an exit in the event of an emergency. These people have a disability or condition that can lead to a significant delay during an emergency evacuation of an aircraft or could increase the risk of that person being injured during the evacuation. Handicapped passengers are categorized as:
 - **AMBULATORY:** A passenger who is able to board and deplane from the aircraft unassisted and who is able to move about the aircraft unassisted. This includes the blind, deaf, mentally retarded, etc.
 - **NON-AMBULATORY:** A passenger who is not able to board and deplane from an aircraft unassisted or who is not able to move about the aircraft unassisted.

2. SEATING HANDICAPPED PASSENGERS

FAA's Civil Aero-medical Institute has conducted research to determine where handicapped passengers should be seated in an aircraft operated under Part 121 and 135 so that, in the event of an emergency evacuation, they can leave the aircraft, either unassisted or assisted, by the safest and most expedient route while not slowing the evacuation.

- Those non-ambulatory handicapped passengers should be seated in aisle seats where they would be near the end of lines of passengers being evacuated through floor level, non-overwing exits. Tests revealed that due to the narrow aisle width, an accompanying attendant trying to lift the handicapped person would temporarily block the aisle and hinder other passengers attempting to evacuate. Once the mainstream of evacuating passengers has passed, the attendant and the handicapped passenger can normally catch up to the flow since there is a bunching at the exit. Two non-ambulatory passengers with attendants should not be seated directly across the aisle from each other because their attendants would interfere with each other while attempting to remove the non-ambulatory passengers from their seats.
- It will be the policy of SkyJet Elite to coordinate with the local FBO for the loading of any special needs passengers. Pilots are not allowed to physically carry or lift passengers into or out of any company aircraft. Please alert the flight coordinator of any special needs so they can call ahead to the FBO to make arrangements for loading and unloading.
- To determine the amount of assistance non-ambulatory passengers will require to evacuate the aircraft, an agent should first ask the passengers what their capabilities are. If there is some question as to whether an individual is ambulatory or non-ambulatory, the agent may ask him to perform a simple test such as transferring from a wheelchair, unaided, to another seat. Additionally, the passenger may furnish evidence of his capability, such as a driver's license or a statement signed by a qualified professional person e.g. (a physician or physical therapist).
- Ambulatory handicapped passengers should be seated in areas in which evacuation would normally occur through a floor-level, non-overwing exit.

4.15 Emergencies Incident To Flight

4.15.1 General

This section outlines the procedures to be followed by the Captain in emergency conditions incident to flight. The entire facilities of SkyJet Elite as well as those of other carriers and government agencies are immediately available in the event of an emergency.

4.15.2 Declaration of an Emergency

In an emergency, the Captain is authorized to use any airport, to deviate from prescribed methods, procedures, or minimums in the interest of safety and to initiate any course of action the circumstances require.

To declare an emergency:

1. Set transponder to code A 7700.
2. Transmit "MAYDAY, MAYDAY, MAYDAY" if in distress: "PAN, PAN, PAN" if uncertainty or alert, on 121.5 MHZ.
3. Aircraft identification repeat 3 times.
4. Type of aircraft.
5. Position or estimated position - stating which.
6. Heading true or magnetic - stating which.
7. True airspeed.
8. Altitude.
9. Fuel remaining in hours and minutes.
10. Nature of distress.
11. Pilot's intention.
12. Assistance desired.

4.15.13 Search & Rescue

ATC centers are the coordinating agencies for search and rescue. They have communications networks to immediately alert all agencies that are able to assist. In any emergency that may involve determining the exact location of the airplane, or where rescue facilities may be required (except where the emergency occurs at a known airport) notify ATC first.

Captains should not hesitate to request assistance. Search and rescue facilities are ready and willing to help. There is no penalty for using them. Delay can cost lives.

4.16 Emergency Landing

In the event of an emergency landing, the captain will consider use of the best airport available in terms of crash and rescue equipment, runways, and other pertinent conditions. If a military airport is the best choice in terms of the above considerations, the military airport should be used. The captain will make certain that he/she or the co-pilot briefs the passengers on procedures and makes certain the cabin is prepared for landing. Before making a landing in which emergency equipment has been requested, the captain should give the following information to the appropriate agency:

1. The nature of the trouble.
2. Whether the landing will be short, long, or normal.
3. Number of passengers, infants, and crew on board.
4. Possible problem passengers and their location.
5. Type of cargo, if unusual in nature.
6. Amount of fuel on board.
7. If necessary, the location and operation of emergency exits from the outside.

4.16.1 Landing Gear Malfunction

In the event difficulty is experienced in either extending or retracting the landing gear, and afterwards the landing gear is properly positioned, it is not considered good practice to cycle the gear in an effort to locate the trouble. There is a strong possibility that whatever is causing the trouble may fail on the next attempt.

4.16.2 Brake Fires or Hot Brakes

Dry chemical extinguishing agent is recommended for wheel and brake fires. Do not use water or CO2 on wheel and brake assemblies. Use extreme caution in the vicinity of the overheated wheel. Release brake pressure as soon as possible.

4.16.3 Emergency Descent

Should it become necessary for an aircraft to make an emergency descent through other traffic, advise ATC as soon as possible, consistent with existing circumstances. Set the transponder to the emergency code (7700).

4.17 Communication Failure

The pilot in command of an aircraft operating in controlled airspace under IFR shall immediately notify ATC of any of the following malfunctions of equipment occurring in flight:

1. Loss of VOR, TACAN, ADF, or low frequency navigation receiver capabilities,
2. Complete or partial loss of ILS receiver capability.
3. Impairment ATC communications capability.

In each such report the pilot in command shall include:

1. Aircraft identification.
2. Equipment affected.
3. Degree to which the capability of the pilot to operate under IFR in the ATC system is impaired.
4. Nature and extent of assistance he desires from ATC.

4.17.1 Fires

Fire warnings are to be treated as actual fires. An indication of fire in or on the ground constitutes an emergency.

On the Ground - Follow the procedures for engine shut down on the ground and combat the fire as outlined in the Aircraft Flight Manual. Advise ground control and request fire department assistance,

Passengers will be evacuated from the aircraft at the captain's discretion, If the passengers are evacuated, the captain should move the aircraft to a clear area away from the aircraft terminal, other aircraft, trucks, and the like, if possible,

Before the aircraft is moved to a congested area after a fire, the captain must ensure that the aircraft is in a safe condition,

In Flight - Follow the procedure for engine shut down and crew action in combating the fire as outlined in the Aircraft Flight Manual.

Lithium Battery Fires - Although lithium is a metal, do not treat a fire involving a small number of lithium batteries as a Class D fire. Halon replacement and/or water fire extinguishers can be used to control fires involving a small number of lithium batteries such as found in common portable electronic devices (PED) or a laptop computer.

Fighting a Fire Involving Lithium Batteries

The technique for fighting a fire involving lithium batteries is the same, regardless of whether disposable or rechargeable lithium battery or battery pack. The procedures consist of two phases:

1. Extinguishing the fire, and
2. Cooling the remaining cells to stop thermal runaway.
3. Relocate passengers away from the device.
4. Utilize a Halon, Halon replacement, or water fire extinguisher to extinguish the fire and prevent its spread to adjacent battery cells and flammable materials.
5. After extinguishing the fire, douse the device by pouring water, or other non-alcoholic liquids, from any available source over the cells immediately to cool the device and prevent additional battery cells from reaching thermal runaway after knockdown or extinguishment of the fire.

Only water or other non-alcoholic liquid can provide sufficient cooling to prevent re-ignition and/or propagation of the fire to adjacent batteries. Water, though it may react with the tiny amount of lithium metal found in a disposable battery, is most effective at cooling remaining cells, stopping thermal runaway, and preventing additional flare-ups. Significant cooling is needed to prevent the spread of fire to additional cells in a battery pack.

WARNING: Do not attempt to pick up and move a smoking or burning device! Bodily injury may result.

WARNING: Do not cover the device or use ice to cool the device. Ice or other materials insulate the device, increasing the likelihood that additional battery cells will reach thermal runaway.

WARNING: Do not use fire resistant burn bags to isolate burning lithium-type batteries. Transferring a burning appliance into a burn bag may be extremely hazardous. Do not move the device until you are certain the fire is extinguished, and the device is cool.

4.18 Mechanical Malfunction Or Failure

Procedure for handling mechanical malfunctions or failures are contained in appropriate aircraft flight manuals.

4.18.1 Air Traffic Irregularities or Violations

The Captain should report known instances of air traffic irregularities or violations where the safety of flight was jeopardized. The captain should notify the Company office by radio, if practical, giving the time, place, and description of the incident. He should file a written report with the Company upon return to home base. If a passenger or crew member was injured, appropriate forms should be completed appropriate to that situation.

The report should include:

1. The date and time and place of the incident.
2. Nature of the incident.
3. The altitude.
4. The weather conditions.
5. Whether in contact with tower, approach control, or other ATC facility.
6. Details of ATC clearance (if factor).
7. Other aircraft involved.
8. Other essential or helpful factors.

4.18.2 Severe Turbulence Inspection

Whenever an aircraft has been subjected to severe turbulence, it is the captain's responsibility to see that the aircraft is properly inspected at the first stop. If the result of this inspection is that the aircraft is deemed airworthy this fact should be noted in the status sheet and the aircraft returned to service by a licensed A&P mechanic and / or the Director of Maintenance.

NOTE: Severe turbulence inspection procedures are found in the aircraft maintenance manuals.

4.19 WEIGHT AND BALANCE PROCEDURES

All company aircraft will be loaded using the manufacturer's loading schedule from the Approved Flight Manual included with the aircraft documents carried on board the aircraft. In accordance with OpSpec A096 actual passenger, crew, baggage, and cargo weights will be used in computing weight and balance. Only loading tables listed by the manufacturer or approved by the FAA will be used in determining the weight and balance.

Each passenger's weight should be determined prior to the dispatching of a flight. The PIC is responsible for determining the accuracy of each passenger's weight. If there appears to be a discrepancy between what the passenger says they weigh and what the PIC thinks they weigh, the PIC shall use their best judgment. All baggage and cargo shall be weighed by scale, crews can find a scale the cargo compartment of each aircraft. Crew members are not to overexert themselves lifting and weighing bags and cargo. If able they should ask for assistance from company personnel or local FBO staff.

It is the responsibility of the PIC to see that the aircraft is properly loaded in accordance with the instructions in the operator's manual. The PIC may be assisted in the loading of the aircraft, or they may supervise the loading, but ultimate responsibility remains with the PIC. All calculations must be made using the current empty weight and center of gravity calculated from values established by actual weighing of the aircraft within the preceding 36 calendar months.

All multi-engine aircraft will be weighed on a 36-calendar month schedule. The Director of Maintenance will keep records showing the last weighing and due date of weighing. Also, the weighing due date will be shown on the aircraft maintenance log in the aircraft and in JetInsight. New production multi-engine aircraft don't need to be reweighed prior to entry into service as long as all computed aircraft weighing documentation is available on board the aircraft and to the PIC prior to 135 operations.

4.19.1 Loading Instructions

It is SkyJet Elite's policy to ensure a weight and balance (Load Manifest) is done prior to revenue generating flights. A copy of the weight and balance for each specific flight will be kept on file at SkyJet Elite for a minimum of 30 days.

If authorized by Ops Spec paragraph A096, the preferred method of calculating weight and balance (Load Manifest) for a flight is through the use of APG software located either online or through the pilot's proprietary iPad or iPhone application. SkyJet Elite login information for this website/application is issued individually to crewmembers. Prior to departure all Load Manifests prepared via this method must either be emailed to [REDACTED] or printed and left behind at the departure airport. The pilot in command shall also carry a copy of the completed load manifest in the aircraft to its destination (per FAR 135.63 (c).

If authorized by Ops Spec paragraph A096 the plotter method weight and balance forms in section 6 of this manual are the next preferred method to calculate weight and balance for SkyJet Elite's various aircraft. If neither of these methods are available, the PIC may manually create his/her own weight and balance utilizing the procedures found in the AFM as long as it includes the following-

- 1) Number of passengers
- 2) Actual takeoff weight (total weight of the loaded aircraft)
- 3) Maximum allowable takeoff weight for that flight (considering performance for the day)
- 4) Center of gravity limits
- 5) Calculated center of gravity of the loaded aircraft
- 6) Aircraft registration "N" number
- 7) Origin and destination of the flight
- 8) Name and assignment (PIC) of the required crew member

If it becomes apparent to the PIC that the aircraft will not be within the prescribed weight and balance envelope they should take the following action-

- 1) Determine their calculations are in fact correct
- 2) In the case of a forward or aft CG determine if the aircraft could be loaded differently
- 3) Consider taking less fuel; however, crews are never to operate without adequate fuel reserves
- 4) Find out if there are bags the passengers would be willing to leave behind
- 5) If no other solution exists and a passenger is to be left behind, please inform the Chief Pilot or Director of Operations as soon as possible so arrangements can be made to accommodate the stranded passenger

It is the responsibility of the scheduler and flight locator to ensure prior to dispatching a flight to a crew that all available passenger, crew, baggage, and cargo weights have been collected and the aircraft performance data has been considered. It is always the PIC's responsibility to ensure prior to flight the aircraft will be properly loaded in accordance with OpSpec A096, within the operating limitations of the approved Airplane Flight Manual and will not exceed weight and balance limitations during operations.

Chapter 5 Inspection, Maintenance & Servicing

5.1 General Maintenance Procedures

The Director of Maintenance is responsible for the airworthiness of all Company aircraft, engines, propellers, accessories, and appliances in the aircraft. He may delegate the functions of these operations to other personnel but retains the responsibility for all inspections and maintenance.

Inspections of the aircraft, engines, propellers, accessories, and appliances will be performed by FAA approved repair stations or appropriately certificated airmen. All maintenance, preventive maintenance and alteration to the aircraft, engines, propellers, and appliances will be performed in accordance with current FAA regulations, manufacturer's recommendations and specification, air-worthiness directives and good maintenance practices, appropriate entries will be made in aircraft and engine logbooks, flight logbooks and other company required maintenance records prior to flight.

The Director of Maintenance will ensure that all special inspections and AD notes are complied with as required. A complete flight test will be made following any maintenance operation that could change the flight characteristics of the aircraft.

5.2 Inspections

As per the requirements of FAR Part 135.411, company aircraft will be maintained under FAR Parts 43, 91, 135.415, 135.417, 135.421, and 135.422 of the Federal Aviation Regulations.

Once per calendar quarter the Director of Maintenance and the Director of Operations will meet to analyze all fleet-wide maintenance actions and discrepancies under the CAS criteria detailed in 14 CFR §135.431(a).

SkyJet Elite aircraft listed in D085 will be maintained and inspected in accordance with the Manufacturer's Maintenance and Inspection Program as appropriate for the specific type of aircraft.

The following procedures will be followed to ensure that the Pilot-in-Command can determine:

1. That the required airworthiness inspections have been made.
2. That the aircraft has been approved for return to service.

An Aircraft Maintenance "Status Sheet" (see Section 6, FORMS) will be kept in the aircraft at all-times showing:

- Date of next phase check or inspection interval
- Next date ELT inspection
- Next date transponder check
- Next date pitot/static check
- Next date weight and balance
- Next NAV database date
- Next fire extinguisher visual inspection date

The "Status Sheet" will be prepared by the Director of Operations in coordination with the Director of Maintenance, after both individuals have determined that all applicable airworthiness requirements have been

Met, and that the aircraft has been released for "return to service" in writing via email by the Director of Maintenance.

If the PIC has questions about the current airworthiness status of the aircraft or determines that a scheduled flight cannot be completed before one of the aforementioned is due, they are to contact the Director of Maintenance, or the Director of Operations for remedy. Under no circumstance shall a pilot fly an airplane if the required inspection time has been reached or will be over-flown during a trip to which they are assigned.

5.3 Mechanical Irregularities

A "Maintenance Discrepancy Log" will be kept in the aircraft (see Section 11) and made available to the Pilot in Command. This form is used to identify inoperable instruments and equipment to the flight crews prior to dispatch.

Whenever a pilot finds a mechanical discrepancy, they will follow these procedures-

- 1) Check the aircraft "Maintenance Discrepancy Log" and identify if the problem has been previously documented or properly deferred.
- 2) Contact the Director of Maintenance or his designee to notify them of the issue.
- 3) If the item has not be previously addressed the PIC will enter or have entered all mechanical irregularities discovered during the flight in the aircraft "Maintenance Discrepancy Log" (Section 11).
- 4) Contact the Director of Maintenance (or his designee) to determine the best course of action.
- 5) If the item can be deferred, refer to the approved minimum equipment list (MEL) for that aircraft, and follow the procedures listed in the applicable section. If the item cannot be deferred, the DOM will coordinate repair work in accordance with section 5.5 of this manual.
- 6) The PIC will not allow the aircraft to return to service until the mechanic signs off the "Maintenance Discrepancy Log".

The mechanic performing the maintenance repair will follow these procedures-

- 1) All mechanical irregularities or defects that come to the Pilot-in-Command's attention during flight or during pre-flight inspections will be recorded in the aircraft "Maintenance Discrepancy Log".
- 2) A duplicate discrepancy will be turned into by the Director of Maintenance who will then forward the discrepancy to the Director of Operations.
- 3) When the discrepancy is corrected, the mechanic will sign the "Maintenance Discrepancy Log" in the aircraft approving the aircraft for return to service and notify the Director of Maintenance. The DOM will notify the DO that the maintenance has been completed.
- 4) Once maintenance has been completed, the Director of Maintenance will ensure that the aircraft "Maintenance Discrepancy Log" reflecting the work completed is filed with the aircraft maintenance records in accordance with FAR 135.65. The log entry shall include the following: date of repair, aircraft total time, aircraft total cycles, aircraft make and model, aircraft registration and serial number, mechanic's name, mechanic's signature, A&P certificate number or repair station certificate number and description of work performed and signoff statement.

5.4 Previously Corrected Or Deferred Items

The Pilot-in-Command should review the aircraft maintenance log before each flight to become familiar with the recent aircraft maintenance status.

In the case of a corrected mechanical irregularity or a deferrable item, the PIC should ensure that the Director of Maintenance, or approved A&P mechanic has signed off the discrepancy and certifies the aircraft is approved for

Return to service. This is to be documented by signing off the discrepancy on the aircraft "Maintenance Discrepancy Log" on which the discrepancy was logged.

If the PIC determines the maintenance documentation is incomplete, they will contact the Director of Maintenance or Director of Operations to ensure it is corrected prior to a flight. The aircraft will be maintained in accordance with the manufacturer's service manuals and SkyJet Elite's FAA Approved Maintenance/Inspection Program for all flights.

The maintenance log will be kept in the aircraft showing all mechanical irregularities until said log is used up, after which all corrected irregularities will be removed from the aircraft and placed in Company files and uncorrected irregularities will be carried forward on a new log

5.5 Maintenance Away From The Home Base

Any discrepancy that requires a maintenance action must have the approval of the Director of Maintenance, or his/her designee. All aircraft maintenance will be performed by an appropriately certificated agency (rated technician or certified repair station) in accordance with 14 FAR Part 135. When a company mechanic is on board the aircraft, he will be permitted to accomplish away from home maintenance providing he has been approved by the Director of Maintenance.

Company flight crews are not authorized to approve any maintenance to company aircraft for any discovered discrepancies or the repair of deferred discrepancies. The Director of Maintenance must be notified for maintenance authorization purposes so that appropriately certified agencies (rated technician or certified repair station) can be properly qualified to perform the required work. Contract maintenance vendors shall be subject to long or short-term vendor audits. The information required in such audits shall include: a copy of the repair station certificate, a copy of the A&P license for the individual(s) performing required work, a copy of the drug and alcohol program, a copy of the company's insurance and all training certificates pertaining to the maintenance being performed (if applicable). The Director of Maintenance will verify that contract maintenance personnel used are subject to the testing provisions of Appendix I and J to Part 121. (Drug Testing Program and Alcohol Misuse Prevention Program).

The Pilot-in-Command will call the personnel listed below in the order shown for further instructions and authorizations

Director of Maintenance- Eric Gilmore	Cell: [REDACTED]
Director of operations- Chris Sharpe	Cell: [REDACTED]

The Pilot-in-Command will be responsible for assuring that the proper entries are made in the aircraft "Maintenance Discrepancy Log" upon completion of any required maintenance while away from home base. The Pilot-in-Command will ensure that any applicable airworthiness release is signed off.

When conducting an on-demand operation into an airport at which no maintenance providers are available that are subject to the requirements of Appendix I and J to Part 121 and emergency maintenance is required, SkyJet Elite may use persons not meeting these requirements as long as the following guidelines are used:

Note: Emergency maintenance is defined as maintenance that is not scheduled and is made necessary by an aircraft condition not discovered prior to the departure for that location.

1. SkyJet Elite must give written notification of the emergency maintenance to the Drug Abatement Program Division, AAM-800, 800 Independence Avenue, Washington, DC., 20591, within 10 days of the emergency maintenance services provided. A copy of the written notification will be retained for two years.
2. The aircraft must be re-inspected by maintenance personnel who meet the requirements of CFR Part 120 when the aircraft is next at an airport where such maintenance personnel are available.

The Director of Maintenance or his designated representative will be responsible for seeing that the above items are accomplished and will perform an inspection of all away from home maintenance as soon as the aircraft returns to home base.

5.6 Refueling Procedures & Precautions

1. It shall be the responsibility of the Pilot-in-Command to check the amount of fuel serviced at each station and correlate this amount with the total fuel as reported by the servicing agent and as indicated by the fuel gauges. The Pilot-in-Command shall also supervise the fueling of the aircraft at all times except when the fueling personnel at a home base have received prior training from SkyJet Elite in proper fueling procedures for that specific type of aircraft and this training has been documented.
2. No smoking and no flames or fires shall be permitted in the immediate vicinity (within 50 feet) of an aircraft while refueling.
3. The aircraft and dispensing units shall be grounded to zero potential.
4. Aircraft batteries should not be installed or removed during fuel servicing.
5. Battery chargers should not be connected, operated, or disconnected during fuel servicing.
6. Aircraft ground-power units should be located as far away from the fueling points as practicable and neither connected nor disconnected during fueling. They should not be placed under the wings nor just aft of the trailing edge except when the design of the aircraft permits no other location.

- 7.
8. No electric tools, such as drills or buffers, should be used in or near the aircraft during fueling.
9. Aircraft electric switches which control units in the wing or tank areas not necessary to the fueling operations should not be operated during fueling except in an emergency.
10. Aircraft radio and radar should be OFF.
11. Fueling operations should not be conducted within 100 feet of energized airborne radar equipment or within 300 feet of energized ground radar equipment installations.
12. Photo-flash bulbs should not be used in the immediate vicinity.
13. Flashlights used near the fueling points should be of a type approved by Underwriter's Laboratories for use in hazardous locations.

5.6.1 Lightning Storms

1. Extreme caution should be used in fueling during electrical storms. Operations should be suspended during severe disturbances.

5.6.2 Vapor Travel

1. There is a basic rule that aircraft should not be fueled or defueled inside hangars. From this rule there has grown a generally accepted impression that if fuel servicing is accomplished out-of-doors, all explosive gases and vapors will be either automatically carried away or be so diluted or "leaned" by the air that they will not burn.
2. The concentration of fuel vapor in the area surrounding the aircraft varies with the wind velocity and the rate of fueling. These vapors are heavier than air and they tend to settle and spread. It should be remembered that when fuel is pumped into the aircraft tanks it displaces an equal volume of vapor which is discharged into the atmosphere. Ten thousand gallons represents 1,337 cubic feet. Most important, concentrations are dangerously increased by fuel spills. Spills are the greatest hazard.

Always

1. Fuel only in the open air
2. Wait until all the engines are fully stopped
3. Make sure of the grade and quantity desired
4. Make grounding and bonding connections before opening tanks
5. Stop fueling if any hazard becomes apparent
6. Report accidents, spills, mistakes immediately
7. Place ground power units upwind

Never

1. Leave the nozzle unattended during fueling
2. Allow the nozzle trigger to be blocked or tied open
3. Carry matches or a lighter during fueling
4. Wear clothes that are wet with fuel
5. Carry loose articles that can drop into aircraft tanks

The aircraft and fuel truck must be bonded, and a fire extinguisher shall be present while fueling the aircraft.

5.6.3 Contamination

To eliminate the possibility of contaminated fuel, aircraft will be fueled only from tanks and fuel trucks with filtering systems.

In the case of the wrong grade or intermixed grades of fuel are placed aboard an aircraft, or if any major contamination to aircraft tanks has been identified, notify the Director of Operations and/or the Director of Maintenance for instructions. In any case discontinue additional fueling until an investigation proves the fuel and equipment is suitable for use.

5.7 Parts Ordering Procedures

Aircraft parts and maintenance supplies are to be purchased only by authorization of the Director of Maintenance. The parts shall be verified that they conform to airworthiness and serviceability standards through an accompanying certificate (i.e., Form 8130). Parts shall be sourced through OEM or an approved vendor.

5.8 Minimum Equipment Lists

The Federal Aviation Administration requires the use of a minimum equipment list (MEL) to operate multiengine aircraft under part 135 with certain inoperative systems or components. The PIC is responsible for ensuring compliance with the MEL, and all pilots will follow the MEL procedures as outlined in SkyJet Elite's approved MEL

And MEL Management Program in GOM Section 11. The PIC must also ensure that appropriate notations are made in the aircraft logbook of any CDL missing parts and, if appropriate, to notify the person with operational control for that flight.

SkyJet Elite will maintain and provide direct access to the flight crews a minimum equipment list for all multi- engine aircraft used under FAR Part 135 and identified in Ops Spec D095. This MEL specifies what equipment is required for each type of operation and may provide procedures to operate with certain instruments and equipment in an inoperable condition, unless required by the type certificate for safe operations under all operating conditions, an airworthiness directive to be in operable condition unless the airworthiness directive provides otherwise, or specific operations under 14 CFR Part 135. When a piece of equipment is inoperative, the MEL will be consulted, and the affected aircraft shall be operated under the applicable conditions and limitations of the approved MEL. The flight may proceed only if the affected equipment is not required by the MEL for the type of operation involved. When any piece of equipment is not functioning, and the aircraft does not have a MEL, the aircraft may not be operated under FAR Part 135.

The Pilot-in-Command of each flight will determine that all required equipment is functioning by pre-flighting the aircraft and referring to the Maintenance Log. The Director of Operations will be responsible for ensuring that flights are not dispatched with inoperable, non-deferrable equipment. The Pilot-in-Command will have the final authority and responsibility to cancel any flight at his discretion, if, in his opinion, the existing conditions cannot assure a safe flight.

A multi-engine aircraft may be released with inoperative equipment, and a flight may be continued with inoperative equipment, only when the following conditions have been satisfied:

Inoperative equipment is not required for the type of operation conducted (i.e., VFR, IFR, day or night) according to the MEL.

- When away from home base, the Pilot-in-Command has determined that the security and integrity of the inoperative equipment is satisfactory. If the pilot is unable to make the determination, he/she will consult with the Director of Maintenance as to how to proceed. If maintenance is required, the Pilot- in-Command will ensure compliance with all FAA regulations. Any maintenance done away from home base may only be done by an appropriately rated licensed mechanic/technician or certificated repair station. The Pilot-in-Command will ensure that the airworthiness release is signed off.
- When away from home base, the Pilot-in-Command has placarded the inoperative equipment if placarding is required by the minimum equipment list. Inoperative placards will be kept in the aircraft maintenance log folder ("can").
- When at home base, the operations described in b) and c) above will be conducted by the Director of Maintenance or a designated company mechanic.
- It is important that the owner/operator make repairs at the first airport where repairs or replacements may be made, but in any case, repair should be accomplished at the terminating airport. The Pilot-in- Command should also be cognizant of flight conditions that must exist for safe continuance of the flight.

It's important that the PIC receives the appropriate signoff from either the Director of Maintenance, their designee or be placarded by the pilot as per SkyJet Elite's approved MEL program. Maintenance of the MEL records are imperative to ensure compliance with the prescribed program, airworthiness of the aircraft and to prevent conflicts between multiple inoperative components that may occur on the same aircraft at one time.

Chapter 6 FORMS

JetInsight Crew Itinerary



SkyJet Elite
1100 Lee Wegener Blvd, Suite 323
Ft. Lauderdale, FL 33315

Client:
Alex Weissman

Crew Itinerary (MQ809I)

Leg 1: Pax: 1 TMB 01/02/2024 - 14:30 EST (19:30 Z) → 2:30 → **PNE** 01/02/2024 - 17:00 EST (22:00 Z)

N90AJ
Gulfstream
G100

Segment status
TMB-PNE Released Vetted: 12/30/2023 20:23 Z All passengers cleared to board

Trip notes (crew):
one 20lb small dog

Trip notes (pax):
one 20lb small dog

Leg 1: TMB→PNE
Part 135 Flight #0234
Distance: 908 nm - Block: 2:30 - Flight: 2:18 - Time change: 0

DEPARTS:
TMB - Miami Executive
Tue, Jan 2nd
14:30 EST
19:30 Z
International Flight Center
14592 Sw 129th St
Miami, Florida 33186
305-238-8122 / A2G: 122.825

ARRIVES:
PNE - Northeast Philadelphia
Tue, Jan 2nd
17:00 EST
22:00 Z
Atlantic Aviation Services
9800 Ashton Road
Philadelphia, Pennsylvania 19114
215-698-3100 / A2G: 129.000

 **Crew**

PIC: Walter Sosa - [REDACTED]
SIC: Camilo Bedoya Salazar - [REDACTED]

Release status: Released on: 01/01/2024 22:42 Z by K Yelnik
Fees (TMB): International Flight Center / Landing fee: \$0 / Ground handling fee: \$350 , waived with 350 gals / Infrastructure fee: \$0 / Parking fee: \$150
Fees (PNE): Atlantic Aviation Services / Landing fee: \$15 / Ground handling fee: \$485 , waived with 255 gals / Infrastructure fee: \$35 / Parking fee: \$198
Fuel (TMB): International Flight Center / Retail: 1+ : \$6.41
TMB: AvFuel Fuel release #1864550 - \$4.77
(Min. 350gals)

 **Pax (1)** ☐ Lynne Pey Thompson (Female - 11/10/47 - 150 lbs) (Primary)

TSA ID checks completed

Total pax weight: 150 lbs

Date: June 18, 2021,

JetInsight Aircraft Flight Log

Instructions for Aircraft Flight Log: OPS-17

1. This log number is auto generated in sequence for electronic recordkeeping.
2. The data is populated automatically by completing "pre" and "post" flight tasks by the flight crew in the JetInsight mobile application or web-based platform.
3. The functionality and interface for completing the "pre" and "post" flight tasks (to include duty time entry) is covered in a separate crew training module.

The data and records are stored electronically per SkyJet Elite's OpSpec A025 (Electronic Records Keeping) and its Electronic Procedures Manual



SkyJet Elite
1100 Lee Wagener Blvd, Suite 323
Ft. Lauderdale, FL 33315
ops@skyjetselite.com
www.skyjetselite.com
954-684-9039

Post-flight log

Date: 01/03/2024		PIC₁: W Sosa		SIC₁: C Bedoya Salazar		Aircraft: N90AJ(ASTR)	
Log No: N90AJ-0156						Customer: Multiple	
						Trip: Multiple	

DATE	PF	PM	From	To	Part	Out	Off	On	In	Flight	Block	Inst	Night	Appr	Gals	Fuel start/burn/end	Pax
1/03	W Sosa	C Bedoya Salazar	CYYZ	MYNN	135	15:30	15:56	18:56	19:10	3.0	3.7	-	-	VIS	1200 / 300	8600 / 4870 / 3730	2
1/03	W Sosa	C Bedoya Salazar	MYNN	BCT	135	20:30	20:30	21:00	21:20	0.5	0.8	-	-	VIS	300 / 0	5400 / 1520 / 3880	5
1/03	W Sosa	C Bedoya Salazar	BCT	FLL	91	21:50	22:03	22:20	22:45	0.3	0.9	-	-	VIS	0 / 0	4000 / 450 / 3550	0
										Totals:		3.8	5.4			1800	6840

* All times in Zulu

	PIC	SIC	Inst	Night	Appr (p)	Appr (np)	Takeoffs (day)	Takeoffs (night)	Landings (day)	Landings (night)
W Sosa	5.4	0.0	0.0	0.0	0	0	3	0	3	0
C Bedoya Salazar	0.0	5.4	0.0	0.0	0	0	0	0	0	0

	On duty	Off duty	Duty time
W Sosa	1/03 15:00	23:15	08:15
C Bedoya Salazar	1/03 15:00	23:15	08:15

	Airframe		Engine 1		Engine 2	
	Hrs	Cycles	Hrs	Cycles	Hrs	Cycles
Prior	7435.8	4687	7294.7	4618	7359.8	4631
This trip	3.8	3	3.8	3	3.8	3
Total	7439.6	4690	7298.5	4621	7363.6	4634

JetInsight Monthly Flight and Duty Report

Rolando Sebastian Merchan Rodriguez
SkyJet Elite

December 2023
Crew flight & duty time record

Not marked complete

DATE	A/C TYPE	TIME ON	TIME OFF	TOTAL DUTY	REST HRS	PIC HRS	SIC HRS	Comm HRS	NITE HRS	IFR HRS	APP P/NP	HLD	DAY				NIGHT				Remarks	Reg	24H REST
													T	L	T	L	T	L	T	L			
1	ASTR N448GR	14:00	20:30	06:30	17.5		3.8	3.8	0.0	0.0	0/0	0	0	0	0	0	0	0	0	FLL - PIE - SIT	135		
2	ASTR N448GR	14:30	23:00	08:30	n/a		0.6	0.6	0.0	0.0	0/0	0	1	1	0	0	0	0	SIT - SJU - MIA	91			
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12	ASTR N448GR	15:00	23:30	08:30	15.5		5.8	5.8	0.0	2.4	0/0	0	1	1	0	0	0	0	FLL - MBPV - TUL	135			
13	ASTR N448GR	09:12	17:00	07:48	n/a		2.3	2.3	1.7	0.0	0/0	0	0	0	0	0	0	0	TUL - ORL - FLL	91			
14																							
15																							
16																							
17																							
18																							
19																							
20																							
21																							
22	ASTR N1125J	13:24	19:05	05:41	18.3		3.1	3.1	0.0	0.0	0/0	0	0	0	0	0	0	0	FLL - APF - IAD	135			
23	ASTR N1125J	11:24	01:24	14:00	10.0	1.4	8.1	9.5	3.3	0.4	0/0	0	1	1	0	0	0	0	IAD - HPN - MBPV - SJU - SFB	135			
24																							
25																							
26																							
27	ASTR N90AJ	10:06	23:10	13:04	10.9		7.9	7.9	0.0	2.4	0/0	0	0	0	0	0	0	0	OPF - BED - MYNN - OPF	135			
28	ASTR N90AJ	11:06	00:50	13:44	10.3		9.0	9.0	0.0	0.5	0/0	0	0	0	0	0	0	0	OPF - MLU - MZBZ - MOGT - FLL	135			
29																							
30	ASTR N90AJ	18:00	00:37	06:37	17.4		3.6	3.6	1.2	0.0	0/0	0	0	0	0	0	0	0	FLL - APF - BED	135			
31	ASTR N90AJ	11:00	19:00	08:00	10.4		4.9	4.9	0.0	0.0	0/0	0	0	0	0	0	0	0	BED - MMU - MYEH - FLL	135			
MONTH TOTALS							1.4	49.1	50.5	6.2	5.7	0/0	0	3	3	0	0			10	0		

JetInsight Flight and Duty Report

Enter pre and post flight data

- ✓ Navigate to the “Compliance” section of the main black menu bar. The first tab on the left panel is the “Aircraft flight log entry” page; selecting “Compliance” will take you there. Select the appropriate aircraft from the drop-down menu.
- ✓ In the unlogged flight segments section, select the legs you wish to group into an open flight log by checking the boxes to the far-left side of the segment(s). Note that you can only select legs with the same crew members assigned and you must select the segments in chronological order.

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Status of aircraft flight logs.

For aircraft: N90AJ

Unlogged flight segments

+ Create new log

Choose a range of segments to create a new flight log.

The segment range must start at the beginning and include the same pilots.

Date	Pilots	Route	Trip	Pax	Status	
☐ 1/5/24 13:00-14:30 Z		FLL-MBPV	M7PS3I	4	No data	Action
☐ 1/5/24 17:06-18:00 Z	David Alberto Lersundy Rangel / Camilo Bedoya Salazar	FLL-MYEH	3S0WUA	0	No data	Action
☐ 1/5/24 19:00-21:36 Z	David Alberto Lersundy Rangel / Camilo Bedoya Salazar	MYEH-MMU	3S0WUA	5	No data	Action
☐ 1/5/24 22:36-23:06 Z	David Alberto Lersundy Rangel / Camilo Bedoya Salazar	MMU-PNE	3S0WUA	0	No data	Action

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Log entry

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/

Log entry

/

Aircraft flight logs

/

Post-flight

Cancel

Update

N90AJ (Gulfstream G100)

350WUA: FLL - MYEH

Scheduled for 01/05/24 17:06 - 18:00 Z : (FLL - MYEH) : POS

Route	Orig:	KFLL	Dest:	MYEH		
Date/Pax	Date:	01/05/2024	Z	Pax:	0	
Departure	Out:	17:06	Z	Off:	17:12	Block: 0:54 (0.9 hrs)
Arrival	On:	17:54	Z	In:	18:00	Flight: 0:42 (0.7 hrs)
Fuel added	Pre:	0000	gals	Post:	0000	Total: -
Fuel burn	Start:	0000	lbs	End:	0000	Burn: -
Airframe	Hours:	0.7	hrs	Cycles:	1	
Engine 1	Hours:	0.7	hrs	Cycles:	1	
Engine 2	Hours:	0.7	hrs	Cycles:	1	

Pilot actuals

Advanced edit

PIC: David Alberto Lersundy Rangel

Flying

Hours	PIC	0.9	SIC	0	Inst	0.0	Night	0.0
Currency	Takeoff	Day	Landing	Day	Holds	0		
Approaches	VIS		+ Add approach					

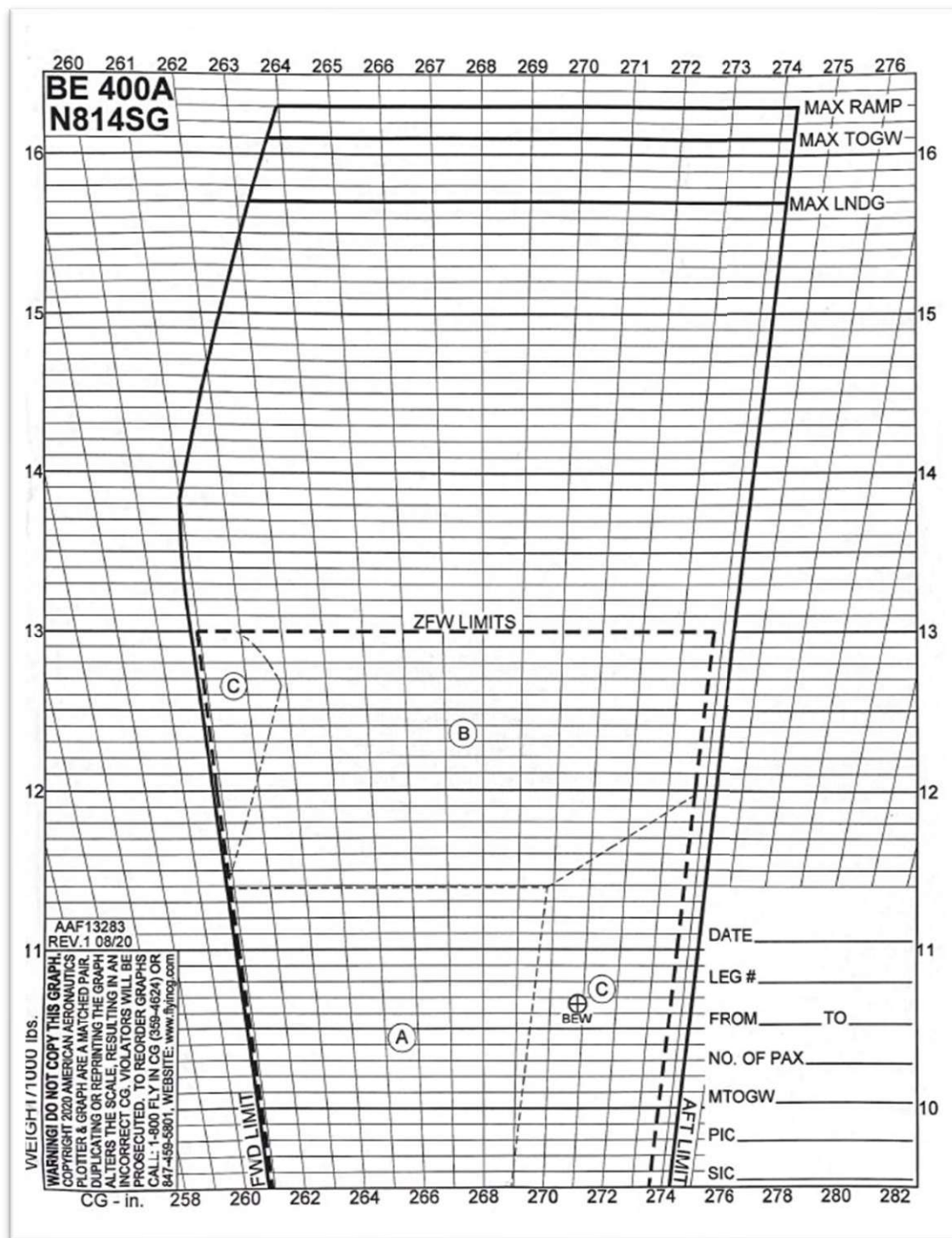
SIC: Camilo Bedoya Salazar

Set pilot as flying

Monitoring

Hours	PIC	0	SIC	0.9	Inst	0.0	Night	0.0
-------	-----	---	-----	-----	------	-----	-------	-----

Weight & Balance – Plotting Graph



SkyJet Elite Weight And Balance Plotter

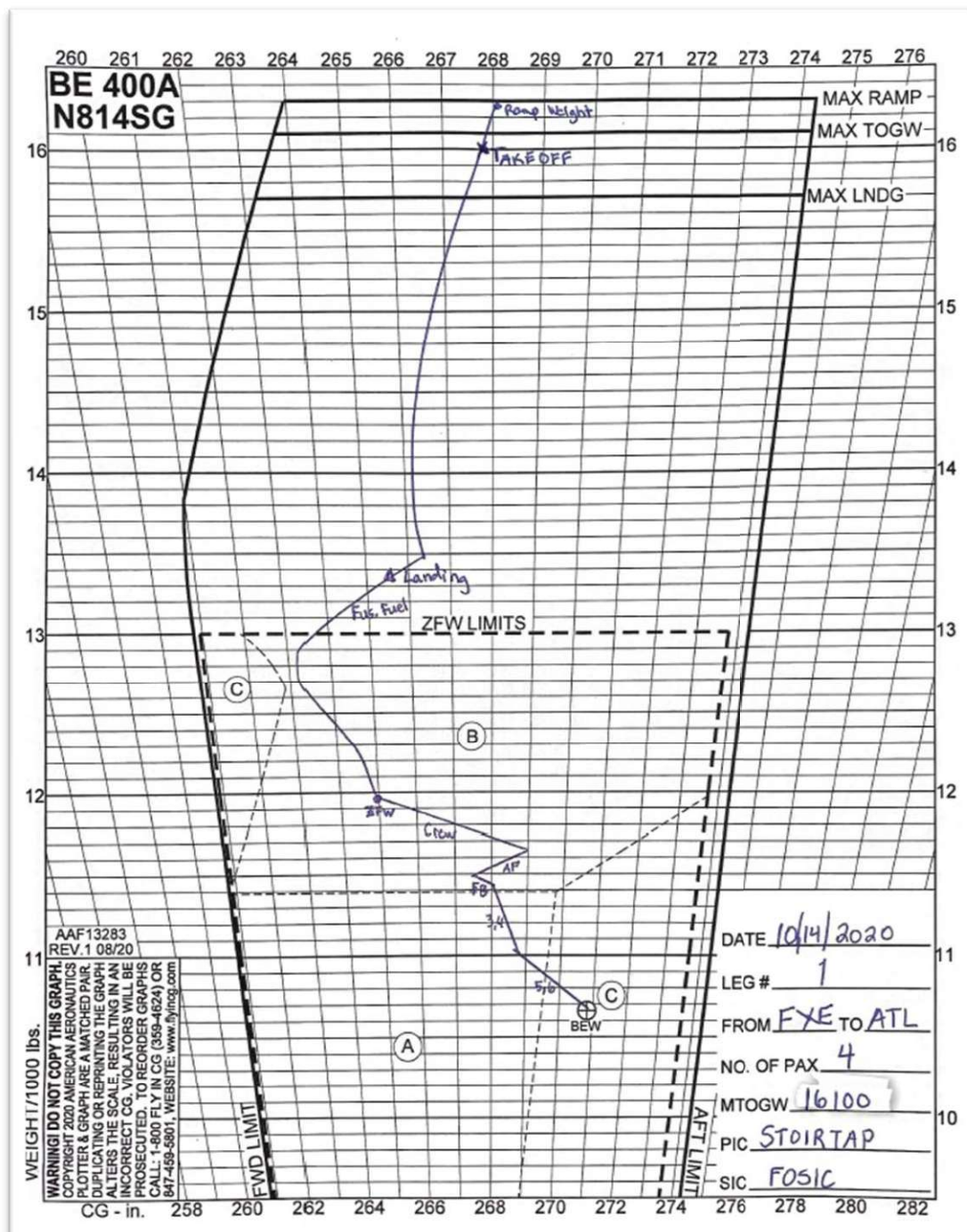
The form is a black weight and balance plotter for a SkyJet Elite aircraft. It features several scales and input fields for calculating the aircraft's weight and balance. The aircraft details are as follows:

- Aircraft:** BE 400A, N814SG
- FUS. FUEL:** 10 (Scale 0 to 20)
- STD PAX:** 189 (Scale 0 to 20)
- AC:** 1 (Scale 0 to 20)
- CREW:** 1 (Scale 0 to 4)
- WING FUEL:** 10 (Scale 0 to 20)
- ACT. WTS.:** 10 (Scale 0 to 20)

The scales are labeled "SCALES X 100 LBS." and "ACT. WTS.".

© 2020 AMERICAN AERONAUTICS
1-800 FLY IN CG
WWW.FLYINCG.COM
PN: PBE41-30

Sample Completed Form Plotter Method



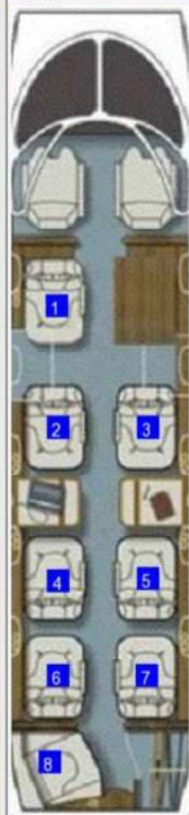
Instructions on Completing Weight & Balance Form

Enter the date of the flight. Enter the departure and arrival airports. Enter the number of passengers.

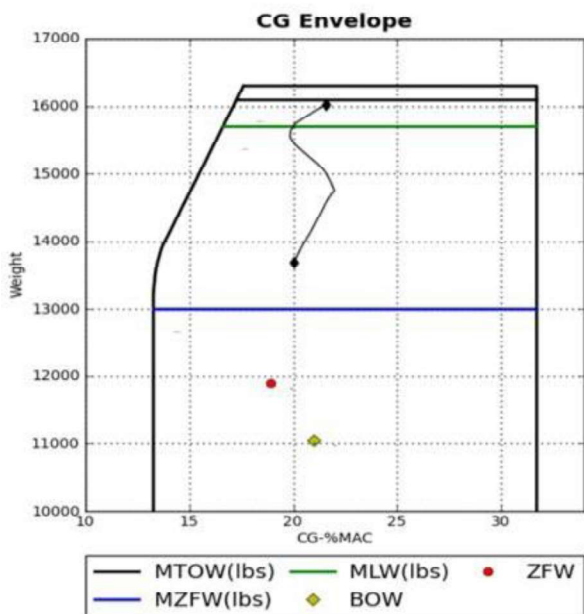
1. Determine each passenger's weight and seating location (remember SkyJet Elite must use actual passenger weights). Draw the line (or vector) for each total passenger(s) weight by seat number grouping.
2. Determine the weight of the cargo using the calibrated weight scale in the cargo compartment.
3. MTOGW is the maximum gross takeoff weight for the aircraft unless limited by aircraft performance for the runway length and conditions of the day, or enroute burn plus maximum landing weight.
4. To determine the actual takeoff weight, use the plotter provided and start at the BOW in the graph and follow the instructions on the plotter. First, you add in the weight of the crew, second, insert the passenger weights based on their location in the cabin, third, you'll apply the weight of the cargo and lastly, you'll apply the weight of the fuel. To ensure that the vectors are drawn accurately, the plotter must be aligned properly with the graph. To do this verify the top, left, or bottom edges of the plotter are parallel to the horizontal lines on the graph when drawing any segment of a weight and balance diagram.
5. At the top of the traced path follow that over to either edge of the graph and you will have your actual takeoff weight. Enter this weight as the ACT. TOW (or T/O). Consider fuel burn and mark where the landing weight will occur along the line, mark this as "LW" or "land."
6. Enter the Pilot-in-Command's and Second-in-Command's (if applicable) names on the form where it says PIC and SIC
7. Place the white company copy in the tail number binder for recordkeeping.
8. Keep the yellow copy on board the aircraft
9. If not at home base, take a photo of the white page, and email it to [REDACTED]
10. If not at home base, leave the yellow copy with the departure airport FBO, and keep the white copy onboard until back at home base. Once at home base, comply with step 8 of this section

Weight & Balance – APG Method

N814SG



Item	Weight lbs	CG %MAC	CG In
Empty Weight	10661	27.34	271.07
▶ Pilots	330		
▶ Aircraft Items	64		
▶ Cabin Crew	0		
BOW	11055	20.97	266.42
▶ Passengers	655		
▶ Cabin Cargo	45		
▶ Cargo	140		
Zero Fuel Weight	11895	18.91	264.91
▶ Fuel (6.7 Lbs/Gal)	4330		
Taxi Weight	16225	22.96	267.88
▶ Taxi	200		
Takeoff Fuel	4130		
Takeoff Weight	16025	21.6	266.88
Takeoff Limit	Not Calculated		
▶ Enroute	2330		
Landing Weight	13695	20.04	265.74
Landing Limit	Not Calculated		



Departure Airport: KFEX Destination Airport: KCHO Date of Flight: 21-Sep-2020 dd-mm-yyyy

Item	Weight(lbs)	cg(%MAC)	
Empty Weight	10661	27.34	
Pilots	330		
Aircraft Items	64		
Cabin Crew	0		
BOW	11055	20.97	
Passengers	655		
Passenger 1	0 lbs	Passenger 2	185 lbs
Passenger 3	195 lbs	Passenger 4	140 lbs
Passenger 5	135 lbs	Passenger 6	0 lbs
Passenger 7	0 lbs	Passenger 8	0 lbs
Cabin Cargo	45		
Cargo	140		
Zero Fuel Weight	11895	18.91	
ZFW Fwd CG Limit		13.27	
ZFW Aft CG Limit		31.72	
Fuel (6.7 Lbs/Gal)	4330		
Taxi Weight	16225	22.96	
Taxi	200		
Takeoff Fuel	4130		
Takeoff Weight	16025	21.6	
Takeoff Fwd CG Limit		17.16	
Takeoff Aft CG Limit		31.72	
Takeoff Trim			
Takeoff Limit	Not Calculated		
Enroute	2330		
Landing Weight	13695	20.04	
Landing Fwd CG Limit		13.47	
Landing Aft CG Limit		31.72	
Landing Limit	Not Calculated		

< Values with a *** Denotes a Weight or cg that Exceeds a Limit >

Pilot In Command Select One

Instructions On Completing Weight & Balance – APG Method

1. The data for the aircraft's weight & balance and performance is calculated through APG.
2. The final "trip package" is electronically stored in the app. There is no longer a need to email the weight and balance to the company.
3. The data is generated, and the records are kept in accordance with SkyJet Elite's OpSpec A025 (Electronic Records Keeping) and its Electronic Procedures Manual.
4. In order to derive this data, the crew is trained in a separate training module on the use and methods of APG. This training is conducted in accordance with SkyJet Elite's Flight Operations Training Manual.

SAMPLE AIRCRAFT MAINTENANCE STATUS SHEET

SkyJet Elite - Aircraft status sheet

N90AJ (Gulfstream G100) - 01/04/2024 19:15Z

Hour / cycle checks

Component	Hours			Reason	Cycles			Reason
	Current	Due	Remaining		Current	Due	Remaining	
Airframe	7,439.6	7,671.6	232.0	A Check	4,690	-	-	-
Engine 1	7,298.5	-	-	-	4,621	-	-	-
Engine 2	7,363.6	-	-	-	4,634	-	-	-

Date checks

Check type	Last effective	Expiration date	Remaining	Status
Next due items:	01/01/2024			OK
Aircraft insurance	11/29/2023	11/28/2024	329 days	OK
Aircraft radio station license	03/24/2023	03/23/2032	3,001 days	OK
Aircraft registration	05/12/2023	05/31/2030	2,339 days	OK
Altimeter inspection	06/29/2022	06/30/2024	178 days	OK
CBP border overflight exemption	05/20/2022	05/19/2024	136 days	OK
ELT inspection	06/29/2023	06/30/2024	178 days	OK
Fire extinguisher visual inspection	01/01/2024	01/31/2024	27 days	OK
Fire extinguisher maintenance inspection	12/28/2023	12/27/2024	358 days	OK
Life jacket inspection	12/29/2023	12/28/2024	359 days	OK
Life raft inspection	03/08/2023	03/07/2024	63 days	OK
Medical kit inspection	12/29/2023	12/28/2024	359 days	OK
Navigation database update	01/01/2024	01/29/2024	25 days	OK
Pitotstatic inspection	06/29/2022	06/30/2024	178 days	OK

Check type	Last effective	Expiration date	Remaining	Status
RVSM check	06/29/2022	06/30/2024	178 days	OK
Transponder inspection	06/29/2022	06/30/2024	178 days	OK
Weight and balance	05/27/2022	05/31/2025	513 days	OK
VOR check	12/31/2023	01/30/2024	26 days	OK

Discrepancies

No discrepancies are open

Ops-11 – Pilot Record



PILOT RECORD

NAME _____

CERTIFICATE _____

TYPE RATINGS _____

HIRE DATE _____

BIRTH DATE _____

FCC PERMIT _____

FAR 135 PILOT BASIC INDOCTRINATION TRAINING COMPLETED _____

GENERAL EMERGENCY INITIAL TRAINING COMPLETED _____

HAZARDOUS MATERIAL RECOGNITION INITIAL TRAINING COMPLETED _____

ENROLLMENT IN FLIGHTLINES' FAA DRUG & ALCOHOL PROGRAM _____

MEDICAL CERTIFICATE		
EXAM DATE	DUE DATE	P / S

HAZARDOUS MATERIAL RECURRENT	
COMPLETION DATE	DUE DATE

GENERAL EMERGENCY RECURRENT	
COMPLETION DATE	DUE DATE

VFR/ PIC PROFICIENCY CHECKS		
A/C TYPE	DATE OF CHECK	DUE DATE

IFR/ PIC PROFICIENCY CHECKS		
A/C TYPE	DATE OF CHECK	DUE DATE

PIC LINE CHECK		
A/C TYPE	DATE OF CHECK	DUE DATE

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OPS-07 – Revision Receipt Form

I hereby certify that I have received, read, and fully understand the contents of Manual Revision Number / Ops Specs (circle one) _____ dated _____ issued for the revision of SkyJet Elite's _____ Manual. I further certify that I have revised the manual copy in my possession (if applicable), as per the revision instructions.

Signature
:

Date:

Printed
Name:

Chapter 7 WINTER OPERATIONS DE-ICE/ANTI-ICE OPERATIONS

Operating aircraft in the winter requires extra vigilance and adherence to prescribed procedures. If we maintain this vigilance, and strive to conduct operations in the safest, most knowledgeable manner possible, we can go a long way toward ensuring that winter operations are as safe and efficient as they are during the summer. Winter weather poses several different obstacles to the operation of aircraft. Frost and snow, structural ice, extreme cold, wind chills and severe restrictions on visibility are just a few examples of winter weather. Pilots must be aware of winter weather factors, and how to properly cope with them if operations are to be conducted safely, efficiently, and smoothly.

Accident History

National Transportation Safety Board (NTSB) records reveal that 14-ground icing-related accidents and incidents involving airplanes operating under FAR Part 135 occurred during the period of 1984-1992. While most of these accidents/incidents involved FAR Part 135 nonscheduled cargo operations, three involved either Part 135 non-scheduled or scheduled passenger-carrying operations. Four of the accidents resulted in a total of seven fatalities. The NTSB identified other probable causes in some of these accidents/incidents, but in all 14 cases the NTSB identified the existence of frost, ice or snow on the wings or other critical surfaces of the airplane as a probable cause. A common thread throughout these accidents/incidents was the pilot's apparent lack of awareness of the potential hazard from even small amounts of frost, ice, or snow on an airplane's wings and control surfaces.

Overview of the FAR 135 Ground De-icing Rule

The FAA and the aviation community rely almost exclusively on the PIC's judgment for ensuring against the threat of icing. After reassessing its policy and reviewing accident statistics, the FAA still believes that pilot education is a major element in combating these types of accidents, but it must be supplemented by aircraft checks for contamination. To ensure the implementation of the "Clean Aircraft" concept, the FAR Part 135 ground deicing rule requires education through additional training, and an aircraft check for contamination of the wings and control surfaces prior to beginning takeoff. All Part 135 certificate holders whose aircraft expect to takeoff in ground icing conditions must complete a pre-takeoff contamination check. The Part 135 ground deicing rule allows an operator to develop an approved alternative method of checking the aircraft for contamination such as device sensors.

7.1.1 The "Clean Aircraft" Concept

The current regulations in FAR Part 135 rely on the "Clean Aircraft" concept; it states that no person may takeoff an airplane when frost, ice, or snow is adhering to the wings, control surfaces, or propellers of the airplane (FAR section 135.227). The rationale behind this concept is that the presence of even minute amounts of frost, ice or snow (referred to as contamination) on particular airplane surfaces can cause a potentially dangerous degradation of airplane flight characteristics. Under current regulations, ultimate responsibility for determining whether the airplane is free of contamination and complies with the "Clean Aircraft" concept rests with the pilot in command (PIC). Both the FAA and Industry have developed guidance and recommended procedures that are designed to help the PIC in making that determination. These procedures include the following:

- Monitoring weather conditions and temperature changes
- Visual checks
- Using deicing/anti-icing methods

When conditions conducive to the formation of frost, ice or snow on airplane surfaces exist at the time of takeoff, those surfaces must be checked for contaminants in accordance with FAR Section 135.227. When contaminants are adhering to airplane surfaces, those contaminants, except as specifically provided, must be removed before takeoff. Because of the wide variations in airplane design and performance characteristics, methods for removing contamination for airplanes vary greatly. Methods of deicing of airplanes supported by the Company may be accomplished by:

- Mechanically brushing the snow, frost & ice off.
- Placing the aircraft in a hangar until the frost, ice, or snow melts and the aircraft is fully dried.
- Use of deicing I anti-icing fluids to remove contaminants from the aircraft and prevent the formation of contaminants on aircraft surfaces.

7.1.2 Abbreviations

C Celsius	F Fahrenheit
OAT Outside Air Temperature	FP Freezing Point
H Hours	Min Minutes
SAE Society of Automotive Engineers	FPD Freezing Point Depressant

7.1.3 Definitions

Anti-Icing - A precautionary procedure by which the application of certain types of anti-icing fluids provides protection against the formation of frost or ice accumulation of snow or slush on clean surfaces of the aircraft for a limited period of time (holdover time).

Clear Ice - Forms when, after initial impact, the remaining liquid portion of the drop flows out over the aircraft surface gradually freezing as a smooth sheet of solid ice.

De-Icing - A procedure by which frost, ice, or snow is removed from the aircraft in order to provide clean surfaces. The procedures can be accomplished by the use of fluids or mechanical means.

Freezing Fog - Clouds of super-cooled water droplets that form a deposit of ice on objects in cold weather conditions.

Freeze Point Depressant - The point at which a diluted mixture of deicing fluid will freeze.

Freezing Precipitation - Snow, sleet, freezing rain, drizzle, or hail which adheres to aircraft surfaces.

Freezing Rain - Water condensed from atmospheric vapor falling to earth in super-cooled drops, forming ice on contact.

Frost - (Including hoarfrost) is a crystallized deposit formed from water vapor on surfaces which are at or below 0 degrees Celsius (32°F).

Holdover Time - The estimated time the fluid will be effective in preventing the formation of frost, ice, or snow on the treated surfaces of an aircraft. Holdover time begins when aircraft deicing/anti-icing fluid application commences and expires when the deicing/anti-icing fluid applied to the aircraft wings, control surfaces, propellers, engine inlets, and other critical surfaces loses its effectiveness.

NOTE: For operations conducted under 14 CFR 135, Holdover Times are for advisory purposes only. **Hydrometer** - Instrument for determining the freeze point of a water mixture with deicing fluid

LOUT - The lowest temperature at which a de/anti-icing fluid will adequately flow off aircraft critical surfaces and maintain the required anti-icing freezing point buffer which is 7 °C (13 °F) below OAT for SAE Type II, Type III, and Type IV fluids and 10 °C (18 °F) below (OAT) for SAE Type I fluids. For example, if a specific Type IV fluid is aerodynamically acceptable down to -33 °C (-27 °F) with a freezing point of -36 °C (-33 °F), the limiting factor would be the freezing point when the 7 °C (13 °F) buffer is factored in, giving a resulting LOUT of -29 °C (-20 °F).

Mixed Clear or Rime Ice - Forms when drops vary in size or when liquid drops are intermingled with snow or ice particles. It can form rapidly. Ice particles become imbedded in clear ice, building a very rough accumulation sometimes in a mushroom shape on leading edges.

Newtonian Fluids - Fluids whose viscosities are shear independent and time independent. The shear rate of a Newtonian fluid is directly proportional to the shear stress. The fluid will begin to move immediately upon application of a stress; it has no yield stress which must be achieved before flow begins. Type I fluids are considered Newtonian type fluids.

Non-Newtonian Fluids - Fluids whose viscosities are shear and time dependent and whose shear rate of a Newtonian fluid is directly proportional to its shear stress. The fluid will not begin to move immediately upon application of a stress; it has a yield stress which must be achieved before flow begins. Type II fluids are considered Non-Newtonian type fluids.

Pre-Takeoff Contamination Inspection - An inspection of the wings, and control surfaces, to ensure they are free of frost, ice, or snow and completed within five minutes prior to beginning the takeoff roll. It may be accomplished from within or outside the aircraft and may be visual or tactile or a combination, as long as the check is adequate to ensure the absence of contamination.

Rain or High Humidity (on cold soaked wings) - Water forming ice or frost on the wing surface when the temperature of the aircraft wing surface is at or below 0 degrees Celsius (32°F).

Rime Ice - Forms when drops are small, such as those in stratified clouds in a light drizzle. The liquid portion remaining after initial impact freezes rapidly before the drop has time to spread over the aircraft surface. The small frozen droplets trap air between them giving the ice a white appearance. Rime ice is lighter in weight than clear ice, its irregular shape and rough surface make it very effective for reducing lift and increasing drag. Rime ice is brittle and more easily removed than clear ice.

Snow - Precipitation in the form of small ice crystals or flakes which may accumulate on aircraft surfaces.

Type I Fluid - Un-thickened fluids that are normally applied as a mixture of glycol and water. Those fluids mainly provide protection against refreezing when longer delays occur.

Type II Fluid - Fluid used extensively in Canada and Europe, and less commonly in the United States. Type II fluid is less difficult to apply and provides longer holdover times than Type I fluid. The drawback of Type II fluid is that it has a gel consistency that may reduce a runway's coefficient of friction, thereby reducing an airplane's braking capability. Type II fluids can only be used on aircraft with takeoff speeds (V1Nr) of 85 knots or greater.

Type III Fluid - Type III deicing/anti-icing fluids are no longer available for this upcoming winter season. This fluid was specifically designed to be used with commuter category aircraft with rotation speeds lower than 85 knots or as recommended by the specific aircraft manufacturer. Type III fluids (formally referred to as Type one and one-half) provide holdover times that are significantly greater than Type I fluids, however these holdover times are typically not as long as those provided by Type II or Type IV fluid. It is not clear if and when Type III fluids will become commercially available again.

Type IV Fluid - Concentrated Type IV deicing/anti-icing fluids have significantly better holdover time performance when compared to Type II and Type I fluids. This is attributable, in part, to the addition of thickeners and/or other additives which facilitate a thicker application of the fluid. However, during tests with some Type IV fluids, residual fluids were observed to form a thick or high strength gel during "dry out" and when re-hydrated formed a slippery film. Also, some new Type IV fluids have exhibited poor aerodynamic (flow off) qualities at colder temperatures. Whereas Type II and some Type IV fluids with good "dry-out" and good aerodynamic elimination formed a white powdery or thin film residue upon "dry-out" that was not slippery when re-hydrated.

UCAR ADF-II - Aircraft deicing fluid which is a specifically formulated ethylene glycol-base inhibited fluid, developed to defrost and deice aircraft and to prevent the formation of frost and ice.

7.1.4 Winter Weather

Winter weather poses several different obstacles to the operation of aircraft. Frost and snow, structural ice, extreme cold, wind chills and severe restrictions on visibility are just a few examples of winter weather. Pilots must be aware of winter weather factors, and how to properly cope with them if operations are to be conducted safely, efficiently, and smoothly.

Icing is a major weather problem. It is difficult to forecast, and its intensity can vary considerably. Rates of ice accumulation vary widely, from less than 1/4" per hour to as high as one inch per minute. Experiments have shown that ice accumulation of 1/2" inch on some airfoils will reduce life by as much as 50%, increase drag by an equal amount, and greatly increase stalling speed.

There are only two requirements for ice formation on aircraft on the ground

1. Temperature 0 Celsius or less
2. Visible moisture

Water droplets below 0 Celsius are called "super-cooled" water droplets and have been found to be as low as minus 19 Celsius. Super-cooled water increases the rate of icing and is essential to rapid accretion. Super-cooled water is in an unstable liquid state; when an aircraft strikes a super-cooled drop, part of the drop freezes instantaneously. The latent heat of fusion released by the freezing portion raises the temperature of the remaining portion to the melting point. Aerodynamic effects may cause the remaining portion to freeze. The way in which the remaining portion freezes determines the type of icing. The types of structural icing are clear, rime, and a mixture of the two. Each type has its identifying features. The heaviest icing will occur between 0 and -10 Celsius.

7.1.5 Effects Of Contamination On Performance And Flight Characteristics

Without exception, the formation of ice, frost, and snow on the surface of an airplane will cause a detrimental effect on aerodynamic performance. The ice, frost, and snow formation will alter the aerodynamic contours and affect the nature of the boundary layer (alteration of good lift). Of course, the most important surface of the airplane is the wing, and the formation of ice or frost can make significant changes in the aerodynamic characteristics. Although the wing is identified as a critical primary surface one should not exclude the following components: fuselage, tail assembly or empennage, landing gear, and power plant.

A large formation of ice on the leading edge of the wing can produce large changes in local contours. The extreme surface roughness common to some forms of ice will cause high surface friction and a considerable reduction of lift. As a result of these effects, the ice formation can produce a considerable increase in drag and a large reduction in maximum lift. Thus, the ice formation will cause an increase in power required and stall speed. In addition, the added weight of the ice formation on the aircraft will cause an undesirable effect.

The effect of frost is perhaps more subtle than the effect of ice formation on the aerodynamic characteristics of the wing. The accumulation of a hard coat of frost on the wing upper surface will provide a surface texture of considerable roughness. While the basic shape and aerodynamic contour is unchanged, the increase in surface roughness increases skin friction and thus increases drag and reduces lift. The reduction of lift due to the increased drag will result in incipient stalling of the wing and the wing will stall at a lower angle of attack.

In no circumstances should the formation of ice, snow, or frost be allowed to remain on an airplane wing surface and tail assembly or empennage prior to takeoff. A coat of ice, snow, or frost could cause an increase in stall speed of as much as 5 to 10 percent. Because of this magnitude of effect, the effect on takeoff performance may not be realized until too late. The takeoff speed of an airplane is generally 5 to 25 percent greater than the stall speed. It is possible that an airplane with ice, snow, or frost cannot become airborne at the specified takeoff speed because of premature stalling. Even if the airplane were to become airborne at the specified speed, the airplane could have insufficient margin of airspeed above stall. Turbulence, gusts, and turning flight could produce incipient or complete stalling of the airplane in such a condition.

The increase in drag during the takeoff roll due to ice, snow, or frost is not that considerable and there will not be any significant effect on the initial acceleration during takeoff. The effect of ice, snow, or frost will be most apparent during the later portions of takeoff if the airplane is unable to become airborne or insufficient margin above stall speed prevents successful initial climb.

7.1.6 Types Of Icing

Clear Ice – Clear Ice forms when, after initial impact the remaining liquid portion of the drop flows out over the aircraft surface gradually freezing as a smooth sheet of solid ice. This type forms when drops are large, as in rain or cumuliform clouds. Clear ice is hard, heavy, and tenacious. Its removal by deicing equipment is especially difficult.

Rime Ice - Rime ice forms when drops are small, such as those in stratified clouds or light drizzle. The liquid portion remaining after initial impact freezes rapidly before the drop has time to spread over the aircraft surface. The small frozen droplets trap air between them giving the ice a whitish appearance.

Rime ice is lighter than clear ice and its weight is of little significance. However, its irregular shape and rough surface make it very effective in decreasing the aerodynamic efficiency of airfoils, thus reducing lift and increasing drag. Rime ice is brittle and more easily removed than clear ice.

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Mixed Clear and Rime Icing - Mixed ice forms when drops vary in size or when liquid drops are intermingled with snow or ice particles. It can form rapidly. Rime ice particles become imbedded in clear ice, building a very rough accumulation that sometimes forms in a mushroom shape on leading edges.

7.1.7 Rates Of Accumulation

Trace - Ice becomes perceptible. The rate of accumulation is slightly greater than the rate of sublimation. Not hazardous unless encountered for over one hour without anti-icing or deicing equipment.

Light - Rate of accumulation may create a problem if flight is prolonged in this environment. Occasional use of deicing equipment removes ice.

Moderate - Rate of accumulation is such that even short encounters become potentially hazardous, and use of deicing equipment is necessary.

Severe - Rate of accumulation is such that anti-icing/deicing equipment fails to reduce or control the hazard. Immediate diversion is necessary. NOTE: Use above terms only when reporting icing conditions (i.e., "Heavy icing is not a report)

Frost - Frost is a hazard to flying long recognized in the aviation community. Experienced pilots have learned to remove all frost from airfoils prior to takeoff. Frost forms near the surface primarily in clear, stable air with light winds - conditions which in all other respects make weather ideal for flying. Because of this, the real hazard is often minimized. Metal airfoils are especially vulnerable to surfaces on which frost will form. Frost does not change the basic aerodynamic shape of the wing, but the toughness of its surface spoils the smooth flow of air, thus causing a slowing of the airflow. This slowing of the air causes early air flow separation over the affected airfoil resulting in a loss of lift. Even a mild coat of hard frost can cause up to a 30 percent increase in stall speed. A small amount of frost on airfoils may even prevent an aircraft from becoming airborne at normal takeoff speeds. Also possible is that once airborne, an aircraft could have an insufficient margin of airspeed above stall so that moderate gusts or turning flight could produce incipient to complete stalling

Icing and Cloud Types - Basically, all clouds with sub-freezing temperatures have icing potential. However, drop size, distribution, and aerodynamic effects of the aircraft influence ice formation. Ice may not form even though the potential exists.

The condition most favorable for very hazardous icing is the presence of many large, super-cooled water drops. Conversely, an equal or lesser number of similar droplets favor a slower rate of icing.

Small water droplets occur most often in fog and low-level clouds. A drizzle or very light rain is evidence of the presence of small drops in such clouds; but in many cases there is no precipitation at all. The most common type of icing found in lower-level clouds is rime.

On the other hand, thick extensive stratified clouds that produce continuous rain such as altostratus and nimbostratus usually have an abundance of liquid water because of the relatively larger drop size and number. Such cloud systems in winter may cover thousands of square miles and pose very serious icing conditions for protracted flights. Particularly in thick stratified clouds, concentrations of liquid water normally are greater with warmer temperatures. Thus, the heaviest icing usually will be found at or slightly above the freezing level where temperature is never more than a few degrees below freezing. In layer type clouds, continuous icing conditions are rarely found to be more than 5,000 feet above the freezing level, and usually are two or three thousand feet thick.

The upward currents in cumuliform clouds are favorable for the formation and support of many large water drops. The size of rain drops, and rainfall intensity normally experienced from showers and thunderstorms confirm this. When an aircraft enters the heavy water concentrations found in cumuliform clouds, the large drops break and spread rapidly over the leading edge of the airfoil forming a film of water. If temperatures are freezing or colder, the water freezes quickly to form a solid sheet of clear ice. Pilots usually avoid cumuliform clouds when possible. Consequently, icing reports from such clouds are rare and do not indicate the frequency with which it can occur.

The updrafts in cumuliform clouds carry large amounts of liquid water far above the freezing level. On rare occasions icing has been encountered in thunderstorm clouds at altitudes of 30,000 to 40,000 feet where the free air temperature was colder than minus 40 degrees C.

While an upper limit of critical icing potential cannot be specified in cumuliform clouds, the cellular distribution of such clouds usually limits the horizontal extent of icing conditions. An exception, of course, may be found in protracted flights through a broad zone of thunderstorms or heavy showers.

7.1.8 Other Factors On Icing

In addition to the above, other factors also enter into icing. Some of the more important ones are discussed below.

Fronts - A condition favorable for rapid accumulation of clear icing is freezing rain below the frontal surface. Rain forms above the frontal surface at temperatures warmer than freezing. Subsequently, it falls through the air at temperatures below freezing and becomes super-cooled. The super-cooled drops freeze on impact with an aircraft surface. It may occur either as a warm front or a cold front. The icing can be critical because of the large amount of super-cooled water. Icing can also become serious in cumulonimbus clouds along a surface cold front, along a squall line, or embedded in the cloud shield of a warm front.

Terrain - Air blowing upslope is cooled adiabatically. When the air is cooled below the freezing point, the water becomes super-cooled. In stable air blowing up a gradual slope, the drops generally remain comparatively small since larger drops fall out as rain. Ice accumulation is rather slow, and you should have ample time to get out of it before the accumulation becomes extremely dangerous. When air is unstable, convective clouds develop a more serious hazard for icing conditions. Icing is more probable and more hazardous in mountainous regions than over other terrain. Mountain ranges cause rapid upward air motions on the windward side and these vertical currents support large water drops. The movement of a frontal system across a mountain range often combines the normal frontal lift with the upslope effects of the mountains to create extremely hazardous icing zones. Each mountainous region has susceptible areas of icing depending upon the orientation of the mountain ranges to the wind flow. The most dangerous icing takes place above the crest and to the windward side of the ridges. The zone usually extends about 5,000 feet above the tops of the mountains; but when clouds are cumuliform, the zone may extend much higher.

Seasons - Icing may occur during any season of the year; but in temperate climates such as those that cover most of the contiguous United States, icing is more frequent in winter. The freezing level is nearer the ground in winter than in summer leaving a smaller low-level layer of airspace free of icing conditions. Cyclonic storms are also more frequent in winter, and the resulting cloud systems are more extensive. Polar regions have the least dangerous icing conditions. During winter, the air is normally too cold in the polar regions to contain heavy concentrations of moisture necessary for icing, and most clouds are stratiform and are composed of ice crystals.

7.1.9 Restrictions To Visibility

Determination of Visibility - Prevailing visibility is determined by reference to known landmarks around the reporting station as the greatest visibility seen in half the circle around the station -not necessarily consecutive segments.

RVR-Runway Visual Range - An instrumentally derived value that represents the horizontal distance a pilot will see down the runway from the approach end. RVR is a horizontal visual range, not a slant visual range. RVR is used in lieu of Runway Visibility Value (RW) and/or prevailing visibility in determining minimums only for a particular runway.

Rain - Raindrops on the windshield and on approaching terrain can cause visual distortions that can lead to mismanagement of landing approaches. Two types of distortion are Refraction and Diffusion.

Refraction - Refraction is the change of direction of light beams as they pass from one medium to another-in this case from air to water. Water slows up the passage of light and causes it to "bend" (as in the example of placing a stick in water). Also familiar is the experience of visualizing objects at the bottom of a pool as being at a shallower depth than their true depth because of the refraction of light by water. In heavy rain, even though visibility may appear fairly good to the pilot, terrain contours or lights may seem lower than their actual elevation relative to the airplane.

Diffusion - Diffusion (haloing) refers to the tendency of lights to spread apart and appear less intense when seen through moisture and therefore farther away than their actual distance. Conversely, Diffusion under other circumstances may cause approach lights to appear larger, and hence nearer, than they are. The most critical time during an instrument approach is the moment the transition is made from instruments to visual references. The pilot may think he is too high and permit an excessive descent rate to develop. The distortion will vary according to the severity of weather and terrain conditions. All precipitation can cause reduced visibility and visual distortion that can lead to disorientation.

7.1.10 Braking Action Reports

**TABLE 1-1. OPERATIONAL RUNWAY CONDITION ASSESSMENT MATRIX
(RCAM) BRAKING ACTION CODES AND DEFINITIONS**

Assessment Criteria		Control/Braking Assessment Criteria	
Runway Condition Description	RwyCC	Deceleration or Directional Control Observation	Pilot Reported Braking Action
• Dry	6	---	---
• Frost • Wet (Includes damp and 1/8 inch depth or less of water) 1/8 inch (3mm) depth or less of: • Slush • Dry Snow • Wet Snow	5	Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	Good
-15°C and Colder outside air temperature: • Compacted Snow	4	Braking deceleration OR directional control is between Good and Medium.	Good to Medium
• Slippery When Wet (wet runway) • Dry Snow or Wet Snow (any depth) over Compacted Snow Greater than 1/8 inch (3 mm) depth of: • Dry Snow • Wet Snow Warmer than -15°C outside air temperature: • Compacted Snow	3	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced.	Medium
Greater than 1/8 inch(3 mm) depth of: • Water • Slush	2	Braking deceleration OR directional control is between Medium and Poor.	Medium to Poor
• Ice	1	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced.	Poor
• Wet Ice • Slush over Ice • Water over Compacted Snow • Dry Snow or Wet Snow over Ice	0	Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain.	Nil

Note: The unshaded portion of the RCAM is associated with how an airport operator conducts a runway condition assessment.
 Note: The shaded portion of the RCAM is associated with the pilot's experience with braking action.
 Note: The Operational RCAM illustration will differ from the RCAM illustration used by Airport Operators.
 Note: Runway condition codes, one for each third of the landing surface, for example 4/3/3, represent the runway condition description as reported by the airport operator. The reporting of codes by runway thirds is expected to begin in October of 2016.

7.1.11 Restriction Or Suspension Of Operations

When the Captain of a flight becomes aware of conditions (including airport and runway conditions) which are potentially hazardous to operations, he/she shall restrict or suspend operations until those conditions no longer exist, or proper counter measures are instituted to insure the safety of the flight. Flight crews shall gather all information concerning the potentially hazardous condition(s) as it applies to flight operations.

7.2 Aircraft Pre-Flight

7.2.1 Pre-Flight Inspection

A thorough preflight inspection is extremely important under winter conditions. The cold weather preflight inspection is a normal walk around preflight conducted by the pilot. This inspection should be used to note any aircraft surface contamination and initiate any required deicing/anti-icing operations. A thorough preflight inspection is more important in temperature extremes because those temperature extremes may affect the aircraft or its performance. At extremely low temperatures, the urge to hurry the preflight of the aircraft is natural, particularly when the aircraft is outside and adverse weather conditions exist, which make the preflight physically uncomfortable for the pilots. This is the very time to perform the most thorough preflight inspection. The PIC's responsibility is to make the decision on whether or not to takeoff based on SkyJet Elite developed guidance and procedures. These include:

1. Identification of surfaces to be checked/inspected during each type of check.
2. Techniques for recognizing contamination on the aircraft.

A preflight should include a check of the items that are listed below to ensure that each item is free from contamination. Also, the preflight inspection, as defined in the aircraft's operation handbook, should ensure that all equipment and controls (primary and secondary), including deicing equipment, is functioning as required.

Note: This list neither supersedes nor replaces the aircraft's operating handbook but is used to heighten awareness as to what areas of the aircraft are deemed to be critical underground icing conditions.

- ✱ Wing leading edges, upper and lower surfaces
- ✱ Vertical/horizontal stabilizing devices, leading edges, upper / lower surfaces, and side panels
- ✱ Lift / drag devices such as trailing flaps
- ✱ All control surfaces, primary and secondary
- ✱ Propellers
- ✱ Engine intakes
- ✱ Windshields and other windows necessary for flight visibility
- ✱ Antennas
- ✱ Fuselage
- ✱ Exposed instrumentation devices such as pitot tubes and static ports
- ✱ Fuel tanks and fuel cap vents
- ✱ Cooling / exhaust intakes and exhaust, auxiliary power connection points
- ✱ Landing gear
- ✱ Specific to deicing equipment
- ✱ Pneumatic wing and empennage boots
- ✱ Wing ice detection light
- ✱ Electro-thermal propeller deice pads on the propeller blades
- ✱ Electro-thermal windshield panel
- ✱ Heated lift detectors
- ✱ Heated pitot heads
- ✱ Propeller spinners

Note: During conditions of blowing snow special attention should be made to the following aircraft components to ensure that they are free of contaminants:

- ✱ Exposed instrumentation devices such as pitot tubes and static ports
- ✱ Landing gear / wheel wells
- ✱ Engine, cooling / exhaust intakes and exhaust, auxiliary power connection points
- ✱ Elevator and rudder controls
- ✱ Fuel tank and fuel cap vents

7.2.2 Aircraft De-Icing Procedures (for all aircraft listed under the Company's Operating Specifications)

The following deicing procedures are used for all Company aircraft that are listed under the FAR Part 135 Operation Specifications. The Pilot-in-Command is responsible for ensuring that the "Clean Aircraft" concept is practiced prior to each flight. Only those procedures that are listed and identified in this document will be used.

The following deice/anti-icing methods are used by SkyJet Elite:

- Mechanical
- Heated Hangar
- Use of Deicing/Anti-icing fluids

Mechanical

1. Remove loose snow with a soft brush or broom; make sure that the brush has no extending screws that will damage the paint or windows.
2. In some cases, frost can be polished off the aircraft surfaces, insure that all frost is removed if this technique is used.
3. In cases where the use of mechanical methods is used and are effective in the removal of contaminants the aircraft should then be preheated prior to start, if appropriate for that type of aircraft. For all aircraft listed under the Company's Operations Specifications the Operating Handbook will be used as a guide for all preheat applications. In cases where the use of mechanical means is not completely successful the aircraft will be moved into a heated hangar for additional deicing. If the aircraft is moved into a heated hangar, follow the procedures as listed in this section under the heated hangar.
4. In cases where the use of mechanical means is not completely successful and the aircraft cannot be moved into a heated hangar for additional deicing, the aircraft will be deiced by applying appropriate deicing/anti-icing fluids in order to remove all contaminants from the aircraft.
5. Do not use automotive scrapers to remove any ice, snow, or frost from any part of the aircraft including the windshield.

Heated Hangar

1. The heated hangar technique will be used as a method of deice where the availability of the heated hangar does so exist.
2. If an aircraft is placed in a heated hangar for deicing, the aircraft will remain in the hangar, if going to be used for flight, until all contaminants are removed from the aircraft.
3. Also note that once all contaminants have been removed, and the aircraft is being used for flight, that aircraft will not be removed from the heated hangar until the possibility of aircraft contamination due to deicing residue has been removed / eliminated.
4. During the deicing process the use of a dry towel or other suitable absorbing cloth can be used to assist in the deicing process. But again, that aircraft will not be removed from the heated hangar until the possibility of aircraft contamination due to deicing residue has been removed /eliminated.

7.3 Use Of De-Icing/Anti-Icing Fluids & De-Icing/Anti-Icing Methods & Procedures

These procedures establish the recommended methods for deicing/anti-icing of aircraft on the ground to provide a safe takeoff. The aircraft manufacturer's established procedures for deicing must be followed at all times, and the Pilot in Command must provide instruction to ensure that deicing personnel are properly qualified to conduct deicing of the aircraft in accordance with the manufacturer's procedures. The PIC must also ensure that he receives a written "De-icing Record" from the FBO indicating the times, temperatures, types of fluids used, and any other information pertinent to that deicing event.

When aircraft surfaces are contaminated by frozen moisture, they will be deiced prior to departure. When freezing precipitation exists and the precipitation is adhering to the surfaces at the time of departure, aircraft surfaces will be deiced/anti-iced.

Ground personnel or flight crews, if necessary, may remove dry snow with brooms, brushes, etc. Provided no frozen deposits remain on the aircraft.

On receipt of frost, snow, freezing rain, or freezing fog warning from a local meteorological service, anti-icing fluid may be applied to clean aircraft surfaces prior to the start of freezing precipitation. This will minimize the possibility of snow and ice bonding or reduce the accumulation of frozen precipitation on aircraft surfaces and facilitate subsequent deicing. Anti-icing should be carried out as near to the departure time as possible in order to maintain holdover time.

Some guidelines the deicing crew should be familiar with: During periods of precipitation, the deicing process is normally started at the rear of the left wing of the aircraft and continued clockwise around the aircraft (single unit). This allows the flight crew the advantage of observing from the cockpit the rate of precipitation accumulation.

Spray the flaps and the fuselage. Attention should be given to the underside of the flaps, the fuselage, and the trailing edge of the wing. Continue around the left-wing tip, deicing as necessary.

1. Next, position the deicer at a 45 angle between the left-wing tip and nose of the aircraft. This will enable the person to spray the leading edge of the wing, props, and fuselage. Attention should be given to the main gear and the underside of the wing.
2. Position the deicer in front of the aircraft. The nose and the front end of the fuselage tend to pick up the most ice and snow. It is extremely important that all ice and snow is eliminated from this area to prevent obstruction of the pilot's view during takeoff.
3. Continue around the right-wing tip deicing as necessary, positioning the deicer between the front of the right wing and the fuselage. Spray the leading edge of the wing, props, and fuselage. Attention should be given to the main gear and the underside of the wing.
4. Position the deicer between the fuselage and the rear of the right wing. Spray the flaps, the fuselage, and the front of the tail section. Attention should be given to the underside of the flaps and the trailing edge of the wing.
5. Continue around and position the deicer at the rear of the tail. Spray tail flight controls and top of tail surface.
6. Deicing should be complete. Communicate to the Captain that the decision has been completed and ask for his or her approval. The Captain will either (1) acknowledge completion of deicing or (2) ask that the procedure be repeated.
7. DO NOT SPRAY ANY PART OF THE AIRCRAFT WHILE PASSENGERS ARE BOARDING OR WHILE ANY DOORS ARE OPEN.
8. Do not spray directly into an engine intake or APU intake.
9. Do not spray directly into the pitot tubes, static ports, or directly on vortex generators.
10. Never spray directly onto window surfaces with a hard stream of fluid as this can cause cracking. Removal of snow and ice from windows can be accomplished by spraying directly above the window and letting the fluid mixture flow down the window.
11. For areas that are unable to be directly sprayed, one may deice these areas by applying the glycol mixture to a cloth and wipe the area in question.
12. Ice can build up on aircraft surfaces during flight through dense clouds or precipitation. When ground OAT at the destination is low, it is possible for flaps and other moveable surfaces to be retracted and accumulations of ice to remain undetected between stationary and movable surfaces. It is therefore important that these areas are checked prior to departure and any frozen deposits removed.
13. A flight control check shall be performed after deicing.
14. During periods of precipitation, the deicing process (two units) is normally started at the nose of the aircraft on each side. Moving towards the rear of the aircraft, position the deicer units between the front of both wings and the fuselage. Spray the leading edge of the wings, props, and the fuselage. Attention should be given to the main gear and the underside of the wing. Continue around and position the deicer units between the fuselage and the rear of both wings. Spray the flaps, the fuselage, and the front of the tail section. Attention should be given to the underside of the flaps and the trailing edge of the wings.
15. Continue around and position the deicer units at the rear of the tail. Spray tail flight controls and top of tail surfaces.

7.3.1 Practices For Pilots To Ensure A Clean Aircraft

- ❖ Knowledgeable of the adverse effects of surface roughness on aircraft performance and flight characteristics.

- ❖ Knowledgeable of ground deicing and anti-icing practices and procedures being used on your aircraft, whether this service is being performed by SkyJet Elite, a service contractor, a fixed-based operator, or others. Do not allow deicing and anti-icing until you are familiar with the ground deicing practices and quality control procedures of the service organization.
- ❖ Knowledge of critical areas of your aircraft and ensure that these areas are properly deiced and anti-iced.
- ❖ Ensure that proper precautions are taken during the deicing process to avoid damage to aircraft components and surfaces.
- ❖ Ensure that a thorough post deicing inspection is performed prior to takeoff even though this may also be the responsibility of other personnel.
- ❖ Knowledgeable of the function, capabilities, limitations, and operations of the installed aircraft ice protection systems.
- ❖ Perform additional preflight deicing checks related to deicing or anti-icing as necessary or as required.
- ❖ Be aware that the time of effectiveness of FPD deicing or anti-icing treatments can only be estimated because of the many variables that influence this time.
- ❖ Knowledgeable of the variables that can reduce time of effectiveness (holdover time) and the general effects of these variables.
- ❖ Ensure that deicing and anti-icing are performed at the latest possible time before taxi to the takeoff position.
- ❖ Do not start engines or propellers until it has been ascertained that all ice deposits have been removed. Ice particles shed from rotating components under centrifugal and aerodynamic forces can be damaging and lethal.
- ❖ Be aware that certain operations may produce recirculation of ice crystals, snow, or moisture.
- ❖ Be aware that operations in close proximity to other aircraft can induce snow, other ice particles, or moisture to be blown onto critical aircraft components, or can cause dry snow to melt and refreeze.
- ❖ Do not takeoff if snow or slush is observed splashing onto critical areas of the aircraft such as wing leading edges, during taxi.
- ❖ Do not takeoff if positive evidence of a clean aircraft cannot be ascertained.
- ❖ Be aware that fluid used for ground deicing/anti-icing is not intended for and does not provide any protection from contamination during flight.

7.4 Reserved

7.5 Pre-Takeoff Contamination Check

A pre-takeoff contamination check is required any time ground icing conditions exist and must be performed in accordance with the aircraft manufacturer's established procedures. The aircraft's wings or representative aircraft surfaces must be checked for contamination prior to takeoff. The pre-takeoff contamination check must be conducted within 5 minutes prior to beginning the takeoff. The pre-takeoff contamination check may be performed either by the flight crew from within the aircraft (under certain conditions and if not restricted by AFM), or by a qualified person from the exterior of the aircraft.

An internal inspection is approved if the pilot in command is assured, by inspection from inside the aircraft by the PIC or SIC, that the aircraft is "clean". That inspection will include the wings and control surfaces.

Crew members must ensure the aircraft wings, control surfaces, and other critical surfaces remain free of frost, ice, or snow.

7.5.1 Effects Of Fluids On Aircraft Performance & Flight Characteristics

The pilot should be aware that Deicing / Anti Icing fluids may cause the following:

- ✱ Increased rotation speeds/field lengths
- ✱ Increased control pressures on takeoff
- ✱ Increased stall speeds
- ✱ Lift loss during climb out/higher pitch attitude
- ✱ Increased drag during acceleration and climb

7.6 Taxi And Ramp Operations

Winter weather can complicate ramp operations significantly. Slippery surface conditions, higher than normal break-away power and extremely cold temperatures can combine to create a potentially hazardous situation. Measures can be taken to reduce this accident potential until the affected areas are properly cleared of snow and ice. These measures include:

1. Ensure that adequate ramp space is available for maneuvering because directional control and stopping capabilities are greatly reduced. All flight crews must exercise extreme caution during these times due to ramp congestion and surface conditions.
2. Care should be taken by the flight crew to ensure that sand, cinders, or other FOD is not drawn into the engines while taxiing. After completing a long taxi, enough heat may be retained in the aircraft brakes, wheels, and tires to melt snow or ice in the brakes and under tires after the aircraft is parked. The area in which an aircraft is to be parked should be cleaned of excess snow and slush. If this is impractical, the areas around the main and nose wheels should be cleaned of snow and slush to reduce the possibility of the tires being frozen to the ground.
3. Taxi slowly on icy runways and taxiways as if no brakes were available, and exercise caution when braking. Ice makes stopping difficult, nose wheel steering less effective, and can make precise parking a problem due to directional control problems and covered ramp markings. If you cannot see ramp markings, neither could the pilot that you are parking next to. In close quarters, always request the assistance of wing tip spotters, but remember that the flight crew is ultimately responsible for the safe operation of the aircraft.
4. Surface conditions away from the ramp may differ from those existing at the gate because deicing fluids dripping from airplanes tend to melt the ramp ice and snow. When snow piles up along the edges of taxiways, it can cover taxi aids, such as signs or lighting, can interfere with paths of travel, and may even block or obscure the taxiways themselves.
5. Be aware that if you taxi through jet or prop blast in light blowing snow, enough snow can be blown onto the fuselage to melt and then refreeze in a thin film over static ports.
6. Flap operation on the ground should be altered in snow or slush conditions. During taxi-out, the flaps should be left retracted until completing the taxi to the takeoff runway if the appropriate checklists allow. On taxi-in after landing where there is snow, ice, or slush on the runway, the Captain may elect to leave the flaps extended to the approach position to prevent damage upon retraction. Upon arrival at the gate, closely inspect the flap area and deice as necessary to remove any slush or snow that may have accumulated, then retract the flaps to prevent contamination from forming while the aircraft is parked on the ramp.
7. Snowbanks resulting from newly plowed runways are another taxi hazard. The danger is greatest when airports have just been reopened after a heavy snowfall. Adopt an extremely conservative attitude towards taxi clearances at times like these to ensure that the taxi route will provide safe operation of your aircraft type.

7.7 Take-Off Operations

7.7.1 Take-Off Run

Acceleration to the takeoff safety speed, directional control on the takeoff run, and deceleration to a complete stop in the event of an aborted takeoff must be considered during a winter takeoff. Slush on the runway can reduce acceleration to the point that the aircraft may never reach takeoff speed. Slush can build up in front of the wheels like a snowplow to the point that acceleration becomes negative, and the aircraft starts decelerating. When standing water, slush, or wet snow exists on the runway, the Aircraft Flight Manual (AFM) should be consulted to determine if a takeoff on that runway is within limits. In addition, the aircraft performance charts should also be consulted to determine if the takeoff can be made under existing conditions.

7.7.2 Crosswinds

Crosswinds are another factor to be considered during winter takeoffs. Crosswind limitations are established on bare and dry runways. Generally, the maximum crosswind limits can be used on contaminated runways with sanded, packed snow conditions; however, any AFM or performance limitations for the specific aircraft type must be considered. Very high snowbanks can hide the effect of a crosswind on takeoff and some aircraft have been forced into the banks just after liftoff when hit by its full force. Another important consideration on the takeoff run is hydroplaning. It is important that all flight crewmembers become familiar with the theory of hydroplaning and how it affects taxi, takeoff, and landing operations.

7.7.3 After Take-Off

Slush or wet snow can work its way up into the wheel wells during taxi and takeoff. It can then refreeze enroute and prevent the undercarriage from extending. If this is suspected during the takeoff, recycle the gear so that the airstream can blow away as much of the substance as possible prior to freezing. A frozen pitot tube is another consideration during winter flying. If the ram air input is blocked, the indicated airspeed may drop to zero. If the ram air input and the drain hole are blocked, the trapped pressure in the system will change the airspeed indicator into an altimeter. During climb the indicated airspeed will increase and during a descent it will decrease. During level flight indicated airspeed will not change even if the actual airspeed increases or decreases. If a static port or line should become blocked, the airspeed indications will be exactly the opposite of a blocked pitot system. Pitot and static port heating should be used when appropriate

7.8 Enroute Operations

In clouds or visible moisture, any temperature between + 10 C and -40 C can produce some form of icing. The greatest occurrence is between + 5°C and - 1DOC with the highest risk being just below the freezing point.

While icing can also occur at any altitude, severe icing areas are usually about two hundred feet thick. Therefore, an altitude change of one thousand feet will usually show noticeable improvement. Severe icing is sometimes associated with turbulence at the bases and tops of cumulus clouds. Be aware of the possibility that significant icing may occur in an area of intermittent or no precipitation, just beyond the boundaries of a Widespread area of steady precipitation, and much less icing within the precipitation area itself.

7.8.1 Propeller Ice

Propeller ice is insidious because we cannot see it forming. As a precaution, turn on the propeller deicing system prior to entering icing conditions. If what seems to be engine roughness occurs during flight in icing conditions, consider the possibility of propeller icing. Refer to the AFM for detailed information specific to the aircraft type.

7.8.2 Tail Icing

Tail icing is similar to propeller icing in that we cannot see it forming. On some aircraft the tail will ice up prior to any other part of the aircraft. This is due to the change in temperature and pressure of the air as it flows over the wing. Tail icing can blank out the effectiveness of the elevator. It will most likely be noticed as flaps are extended for landing or as speed is reduced for landing. During the approach, if the elevator control feels mushy, suspect tail icing and activate the deicing system. A higher approach and landing speed may be necessary if tail icing is confirmed, and the ice cannot be shed. Refer to the AFM for detailed information specific to the aircraft type.

7.8.3 Wing De-Icing

Proper use of the wing de-icing systems installed on the aircraft is crucial. Refer to the AFM, or other information published by the manufacturer, for detailed information specific to the aircraft type.

7.8.4 Engine Anti-Ice

The inlet lip of most turbine engines has some sort of anti-icing system (electric, hot air, or pneumatic) and a situation known as "Runback", can create a ridge just inside the lip which can disturb the smooth flow of air into the engine. Poor performance and possibly engine flameout could occur. Late selection of engine anti-ice can also produce a special problem; in that removal of large amounts of ice has been known to cause flameouts. Refer to the AFM for precise procedures on your aircraft.

7.8.5 Ice and ATC

Date: June 18, 2021,

In severe icing conditions, when the only way to handle the situation is to reverse course and/or change altitude, a request must be made with ATC. When placing this request with ATC, ensure they understand that you will be making the changes with or without their approval. In extreme circumstances it may be necessary to declare an emergency.

7.8.6 Snow Static

Heavy snow static can be a nuisance and even hazardous. Radio static and St. Elmo's Fire are common in heavy snow and cold cumulus clouds. A static discharge is capable of burning holes in the airframe, exploding fuel tanks, and a host of other hazardous events. An electrical charge can build up faster than the aircraft's static wicks can handle it. The excess build up can then discharge with a bang of up to 450 thousand volts.

The best prevention is to avoid cumulus clouds when the OAT is between -5°C and 5°C. An inch or so of St. Elmo's Fire is acceptable, but if there is a sudden build up, reduce airspeed by at least 20 knots immediately and then call ATC for an altitude change. If a large discharge does occur, land as soon as possible for a complete maintenance inspection.

7.9 Approach & Landing

When there is risk of ice accumulation, proper use of the anti-icing systems must be observed. If they are left OFF inadvertently or they malfunction, the resultant accumulation of ice will increase stall speeds. Therefore, the safety margin between stalling speed and approach and landing reference speeds will be reduced. It should be remembered that speed adjustments made in recognition of this effect will correspondingly increase landing distance.

7.9.1 Reduced Visibility

Reduced visibility is a frequent occurrence in the winter season and will necessitate more instrument approaches and associated low visibility landings. Obviously, the successful completion of any instrument approach, whether precision or non-precision, depends on a number of factors, beginning with the early establishment of the prescribed "slot" position, i.e. Maintaining the proper descent rate, proper airspeed for existing conditions, proper runway assignment, steady state power settings, and the aircraft set up in the landing configuration a safe distance from the runway threshold. Successful instrument approaches under low visibility conditions depend upon the completion of the above factors, as well as knowing how much of the approach light system you can expect to see after breaking out of the clouds.

Pilots have reported illusory visual effects experienced during landing in snowy conditions. The effects of strobe lights at night when flying in snow can be very disorienting. The effect of swirling snow can produce vertigo, and also a "white-out" in which ground and sky merge and become indistinguishable. The most reliable visual horizontal guidance will be from crossbar approach lights.

7.9.2 Landing Operations

Landings on wet or icy runways require much greater stopping distances. Slippery runways are not always the result of precipitation accompanied by low temperatures. Fuel and rubber residue with a measure of moisture added can produce a surprisingly slick surface. This mixture has produced numerous overruns and with the presence of a strong crosswind, caused aircraft to slide off the side of the runway.

7.9.3 Recommended Technique for Wet Runway Landings

Utilize the greatest flap setting allowed to permit the minimum approach speed to be used, do not attempt to hold the aircraft off to make a smooth landing. Make a firm touchdown. Apply maximum reverse thrust as soon as possible after touchdown. When using aircraft braking, utilize the anti-skid system properly by applying maximum braking and holding steady brake pedal pressure. In addition to the problem of hydroplaning, splashing water or slush can cause damage to flaps or other parts of the airframe. Water or slush can also freeze to actuating mechanisms, causing them to cease functioning.

7.10 Performance Calculations

It is imperative that each flight crewmember be completely familiar with all performance considerations for their specific aircraft type and weigh this carefully in their planning. All performance charts and calculations should be consulted and completed fully and accurately. They should then be applied to all applicable operations.

7.11 Reverse Thrust

Date: June 18, 2021,

Reverse thrust can be advantageous for winter operations. Reverse thrust is most effective at the highest speeds (Gust the opposite of the brakes). At the highest speeds, the steering control of the aircraft will be primarily that of the flight controls. Therefore, on touchdown, reverse thrust should be applied, ensuring that all systems are engaged. Then gently increase reverse thrust while maintaining directional control. During this transition period, it is very important that the pilot ensures that adequate control is available. Maximum reverse thrust can be applied even under crosswind conditions as long as the flight controls can keep the aircraft tracking down the runway centerline. As the flight controls lose their effectiveness, differential reverse thrust may be used, or reverse thrust may be reduced in order to maintain directional control.

CAUTION: USE CAUTION ON CONTAMINATED RUNWAY SURFACES AS DEBRIS MAY BE INGESTED WHILE IN REVERSE THRUST.

7.12 Post-Flight Inspection And Aircraft Preparation

When an aircraft is to be exposed to extreme cold for any length of time, extra care in addition to that normally provided should be taken to protect the aircraft. All covers for engines, air conditioning system intakes, pitot and static system openings, and ram air inlets should be installed to prevent snow and ice accumulations. Small covers should be conspicuously marked or tagged so that they are not likely to be overlooked during preflight inspection.

Chapter 8 OPERATIONAL POLICIES AND PROCEDURES

8.1 General

The purpose of this section is to outline company policies and procedures to ensure that the processes used during day-to-day operations will guarantee compliance with Federal Aviation Regulations. It describes the interfaces between departments, and how communication between those departments will ensure a safe, efficient, and compliant operation. Individuals are required to be competent in the performance of their safety-related duties as it relates to these processes. Where a deficiency in an individual's performance is found, it shall be brought to the attention of SkyJet Elite management either verbally or in writing, so the situation can be evaluated, and corrective action taken to improve performance.

8.2 Company Departments

Company departments are defined as follows:

- 1) **ADMINISTRATIVE**- The department that solicits, schedules, dispatches, releases, locates, and cancels trips. It can further be broken down into the following functions:
 - Charter Sales - Responds to trip quote requests and books requested trips on the schedule. This may be accomplished by any employee within the organization trained and designated to perform this function. These personnel must ensure when booking trips that the requests will not violate any duty, flight, airport, aircraft, or any other limitations contrary to Federal Aviation Regulations, safety, or industry best practices.
 - Dispatch – Organizes trip information after it is scheduled and communicates this information to the flight crew designated by the Chief Pilot via a "Trip Sheet." Liaises with the customer to process any changes to the manifest and communicates them to the crew.
 - Flight Locating – Follows the flight "real-time" as it is in progress and assists the PIC with ensuring compliance with flight locating requirements specified by 14 CFR 135.79 and Section 1.11 of this manual.
 - Operational Control – The department which exercises operational control of all flights, to include initiating (releasing), conducting, or terminating a flight. Unless temporarily delegated to another First Tier Personnel specified in Section 3.3 of this manual, the Director of Operations is the only individual with the responsibility and authority to perform this function.
- 2) **FLIGHT OPERATIONS** - This department includes all flight crewmembers and ground personnel, and entails all aspects of planning, preparing, and performing a particular flight once scheduled and released by administration.
- 3) **MAINTENANCE** - The department responsible for performing scheduled and unscheduled maintenance and releasing an aircraft for "return to service" after the completion of maintenance. Regardless of what facility has performed the maintenance, the aircraft may only be approved for return to service by the Director of Maintenance.

8.3 Department Interfaces

Flight Department managers have a responsibility to communicate to other departments anytime that a change in one department may impact the other departments and shall report these changes to the Chief Pilot or Director of Operations for evaluation. Department managers also have a responsibility to make changes to policies, procedures, manuals etc. Based on feedback received about their effectiveness.

Examples of this may include situations where a maintenance issue may affect the dispatch-ability of an aircraft, or when a safety issue identified during flight operations may justify no longer operating into/out of certain airports etc.

The formal process for ensuring that these communications and improvements take place is as follows, and uses the “DECIDE” model of the Federal Aviation Administration:

1. Detect – that action is necessary, as a change has occurred that may affect another department
2. Estimate – the significance of the action, and the need to change policy or procedures to mitigate any risk
3. Choose – a desirable outcome
4. Identify – what other departments will be affected by that change and how, and the actions needed to effect that change
5. Do – the actions necessary to effect the change, and communicate the changes to the other departments affected either verbally or in writing as appropriate
6. Evaluate – the effectiveness of these changes, and appropriate response of the other departments to integrate them into operations

If any of the above situations identified are safety-related and result in negative feedback regarding the effectiveness of safety management, the Safety Officer shall revise procedures as necessary to make improvements to the areas identified following this process.

8.4 Internal Evaluation

In order to ensure operations are conducted to the highest degree of safety possible and will always be in compliance with Federal Aviation Regulations, regular audits of internal processes will take place. The list of audits presently in place are as follows:

Training

1. Prior to scheduling pilot training with approved contract training providers, the Chief Pilot or his delegate shall review the training records of contract instructors and check airman to ensure they are qualified and current to instruct and check SkyJet Elite’s pilots.
2. At least every 24 months the Chief Pilot will conduct the contract training provider audit in accordance with the provisions outlined in Ops Spec A031.
3. On an annual basis when pilots complete recurrent training, the person filing the training records will review previous and current records for accuracy and completeness, by comparing them to the requirements specified in the 14 CFR’s.

Operations

1. Monthly reviews of pilot Flight and Duty Time records will take place to ensure they are being completed correctly, and that no duty or rest time violations have occurred.
2. Quarterly the Director of Operations or Chief Pilot will review the load manifests on file from completed trips and ensure that the weight and balance was completed correctly, and all trip paperwork is in order.

Maintenance

1. Annual reviews of flight logs will be conducted by one of the 14 CFR Part 119 Management Personnel, to determine if maintenance discrepancies and MEL deferrals are being entered properly and in compliance with federal regulations.

8.5 Dissemination Of Airport Aeronautical Information

The system for ensuring current airport aeronautical data is onboard each flight is as follows:

- The Chief Pilot is responsible for ensuring an adequate and current flight kit is onboard each aircraft. This includes but is not limited to current takeoff, enroute, terminal area, instrument approach procedure charts, Airport Facility Directory (AFD) information, and Aeronautical Information Publication (AIP) for foreign airports when conducting international flights (if authorized in Ops Spec B050).
- Nav-database updates are tracked by the Director of Maintenance on a 28-day cycle for uploads into the aircraft flight management system, and for uploads of charts into the Class-1 efbs. Each time an update occurs, the person conducting the update will also verify the currency of the paper aeronautical charts on-board the aircraft and will notify the Chief Pilot when these charts are within 28 days of expiration, so he/she can obtain the current charts, or delegate that task to a PIC if the aircraft is away from home base.

8.6 Pilot Flight Time And Duty Logging Procedures

Procedures for pilot flight and duty logging is as follows (All times to be entered in Zulu):

1. **Flight Duty** - Self-explanatory, no need to change the remarks unless you have exceeded flight times for the day, in which case enter an explanation for the exceedance here (i.e. Weather delays, ATC delays, last leg part 91 etc.)
2. **24-Hour Rest** - Used for logging your hard days off assigned in advance (13 days/calendar quarter minimum here) This would also include vacation days off, in which case your vacation was your hard days off for the month or quarter (notate "Vacation" in the remarks).
3. **Training** - Use this to log all training, to include CAE, CTS, etc. Make a note in the remarks section as to what the training was.
4. **Office** - Used for logging time at the office performing ancillary duties such as stocking airplanes, updating iPad, pilot meetings etc.
5. **Standby** - As the name implies, this is for any time that you are "standing by" to be called for duty. This includes time at home that you did not get called in to work, AND RON's. In the case of RON's, please notate "RON" in the remarks section.
6. **Non-duty** - Should rarely ever be used. This is ONLY for use in special situations involving transportation not local in character (i.e. Airlining). This is because it is not part of a rest period, but it is also not part of an assigned duty period.

Errors commonly found with duty logs include:

1. Not completing them in their entirety.
2. Not addressing red flags (i.e. Create a duty entry or adjust times as needed)
3. Using the wrong category (i.e. Non-duty being used for RON's)
4. Not entering remarks (for RON's and flags)
5. Not checking the "Mark Complete" button in the top right corner of the page at the end of the month.

Also worth mentioning is that you may enter a split duty day when you have dayrooms. Do this by completing the first period as usual, then once entered click the button on the right again and select "add duty day" to make the second entry. There must be 10-hours minimum rest between the periods otherwise you will get a flag.

As far as the FAA is concerned these need to be completed on a daily basis when you have flown, so that we can accurately calculate when you are available for duty again after a 10-hour rest period.

The easiest way to do this is to hit the "start duty day" on the home page of JetInsight when you get out of your car and hit "end duty day" when you get back in your car. If you do this, there is no manual entry required at all. In addition to using the JetInsight app for logging in flight times, go to portal.jetinsight.com on your browser, then hit "add to home screen" on your phone and keep the icon handy for this purpose.

Detailed instructions for making these entries into JetInsight can be found in GOM Section 6, Form 004 - Flight and Duty Report Instructions.

8.7 International Flight Operations

SkyJet Elite shall not operate an aircraft in other than the United States unless it has been authorized to do so by that country.

SkyJet Elite International Flights will be conducted in accordance with procedures in the SkyJet Elite General Operations Manual, International Procedures Manual and comply with Annex 2, Rules of the Air (ICAO), the regulations of any foreign country, whichever applies, and with applicable Federal Aviation Regulations, Parts 61, 91, 135, and SkyJet Elite Operations Specifications.

The Pilot-In-Command of international flights will have recent experience in international operations or will have completed an international operations procedures briefing as approved by SkyJet Elite.

All flight crew members engaged in international operations shall be authorized by the Chief Pilot. Each flight crew member shall complete training in the subject areas required by the specific authorizations and as necessary to ensure competency in operations in such international airspace.

The Pilot-in-Command is the final authority during international flight operations and is responsible for ensuring the accuracy of Customs, eapis, handling, and all other arrangements pertaining to the flight; this shall include final verification of passenger identification documents (i.e. Passports/Visas etc.) Against the manifest and CBP General Declaration prior to allowing passengers to board the aircraft. Under no circumstances shall the Pilot-In-Command allow an international flight operation to commence unless all information for all souls on board matches that of what was filed with U.S. Customs, eapis, CANPASS, and/or any other regulatory government agency.

PLEASE REFER TO SKYJET ELITE'S INTERNATIONAL OPERATIONS MANUAL (IOM)

Chapter 9 Reserved

Chapter 10 ANIT-DRUG PLAN

ANTI-DRUG PLAN FOR FAA COVERED EMPLOYEES

Federal Aviation Administration (FAA) Mandated Program

Prepared by Flight Line Drug Testing

ANTI-DRUG PLAN FOR FAA COVERED EMPLOYEES

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3. DRUG AND ALCOHOL PROGRAM MANUAL MATERIALS MUST BE RETURNED OR DESTROYED AFTER

PROGRAM TERMINATION - Licensee agrees to return or destroy the Drug and Alcohol Program Manual, diskettes, blank policies, computer files, and copies in any media within ten days when Licensee is no longer in good standing with Licensor.

V. INFRINGEMENT RESOLUTION - License violation, at Licensor's option, may utilize Commercial Dispute Resolution Procedures, including Supplementary Procedures for Online Arbitration or Mediation, of the American Arbitration Association.

Licensee will reimburse Licensor all reasonable costs (including attorney's fees) incurred by Licensor if Licensor obtains a court or arbitration award for violations of this licensing agreement and/or copyright violations in addition to damages awarded.

VI. LICENSING AGREEMENT MODIFICATIONS - Licensor may modify this License Agreement by providing Licensee written notice three months in advance of the effective date. S:/legal/l.a.p.m. 10-4-01

10.1 General

➤ Purpose

The purpose of this plan is to establish a program designed to help prevent accidents and injuries resulting from the use of prohibited drugs by employees who perform safety-sensitive functions.

➤ DOT Procedures

Each employer shall ensure that drug testing programs conducted pursuant to 14 CFR parts 65, 121, and 135 comply with the requirements of this appendix and the "Procedures for Transportation Workplace Drug Testing Programs" published by the Department of Transportation (DOT) (49 CFR part 40). An employer may not use or contract with any drug testing laboratory that is not certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program.

➤ Employer Responsibility

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As an employer, you are responsible for all actions of your officials, representatives, and service agents in carrying out the requirements of this appendix and 49 CFR part 40.

➤ **Employees Who Must Be Tested**

Each person who performs a safety-sensitive function directly or by contract for an employer must be tested pursuant to an FAA-approved antidrug program conducted in accordance with this appendix:

- Flight crewmember duties
- Flight attendant duties
- Flight Instruction Duties
- Aircraft dispatcher duties
- Aircraft maintenance or preventive maintenance duties
- Ground security coordinator duties
- Aviation screening duties
- Air traffic control duties
- Operations control specialist duties

➤ **Operations in a Foreign Country**

Certificate holder shall, while operating an airplane within a foreign country, comply with the air traffic rules of that country and the local airport rules.

Exception: Certificate holders are to follow the requirements of any rule of this part if it is more restrictive and may be followed without violating the rules of that country.

10.2 Definitions

For the purpose of the anti-drug plan, the following definitions apply:

Accident means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Administrator refers to an individual who governs and executes the DOT regulations regarding drug and alcohol testing.

The annualized rate for the purposes of unannounced testing of employees based on random selection means the percentage of specimen collection and testing of employees performing a safety-sensitive function during a calendar year. The employer shall determine the annualized rate by referring to the total number of employees performing a safety-sensitive function for the employer at the beginning of the calendar year.

Contractor company means a company that has employees who perform safety-sensitive functions by contract for an employer.

DOT agency means an agency (or "operating administration") of the United States Department of Transportation administering regulations requiring drug testing (14 CFR part 61 et al.; 46 CFR part 16; 49 CFR parts 199, 219,

And 382) in accordance with 49 CFR part 40.

An employee is a person who performs, either directly or by contract, a safety-sensitive function for an employer, as defined below. Provided, however, that an employee who works for an employer who holds a part 135 certificate and who holds a part 121 certificate is considered to be an employee of the part 121 certificate holder for the purposes of this appendix.

Employer is a part 121 certificate holder, a part 135 certificate holder, an operator as defined in §135.1(c) of this chapter, or an air traffic control facility not operated by the FAA or by or under contract to the U.S. military. Provided, however, that an employer may use a person who is not included under that employer's drug program to perform a safety-sensitive function, if that person is subject to the requirements of another employer's FAA approved antidrug program.

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Performing (a safety-sensitive function): an employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform such function.

Positive rate means the number of positive results for random drug tests conducted under this appendix plus the number of refusals to take random tests required by this appendix, divided by the total number of random drug tests conducted under this appendix plus the number of refusals to take random tests required by this appendix.

Prohibited drug means marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines, as specified in 49 CFR 40.85.

Refusal to submit means that a covered employee engages in conduct specified in 49 CFR 40.191.

Safety-sensitive function means a function listed in section III of this appendix.

Verified negative drug test result means a drug test result from an HHS certified laboratory that has undergone review by an MRO and has been determined by the MRO to be a negative result.

Verified positive drug test result means a drug test result from an HHS certified laboratory that has undergone review by an MRO and has been determined by the MRO to be a positive result.

10.3 Required Drug Testing

Each employer shall conduct the following types of testing in accordance with the procedures set forth in this appendix and the DOT "Procedures for Transportation Workplace Drug Testing Programs" (49 CFR part 40):

A. Substances to be Tested For

During each FAA required test, employer shall test each employee who performs a safety-sensitive function for the following drugs (drug metabolites):

- Marijuana
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Amphetamines

B. Pre-Employment Testing

Prior to the first time an individual performs a safety-sensitive function for employer, the individual will be required to undergo testing for prohibited drug use.

Employer is permitted to require pre-employment testing of an individual if the following criteria are met:

- The individual previously performed a covered function for the employer.
- Employer removed the individual from the employer's random testing program for reasons other than a verified positive test result on an FAA mandated drug test or a refusal to submit to such testing; and
- The individual will be returning to the performance of a safety-sensitive function.

Employer shall not allow an individual required to undergo pre-employment testing to perform a safety-sensitive function unless the employer has received a verified negative drug test result for the individual. Employer shall, at the time of application, advise each individual applying to perform a safety-sensitive function that he/she will be required to undergo pre-employment testing to determine the presence of the five drugs, or a metabolite of those drugs, in the individual's system. Employer shall provide this to each individual required by Employer to undergo required pre-employment testing.

C. Periodic Testing

Periodic testing of employees is required until the Employer has had an anti-drug plan (including random testing) in place for one calendar year. Employers may discontinue periodic testing of its employees after that time.

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Periodic testing will be performed on each employee who performs a safety-sensitive function for Employer and who is required to undergo a medical examination under Part 67 of this chapter. The employee shall be tested for the presence of the five drugs, or a metabolite of those drugs. The tests shall be conducted in conjunction with the first medical evaluation of the employee or in accordance with an alternative method for collecting periodic test specimens detailed in an employer's approved antidrug program.

D. Random Testing

The Administrator's decision to increase or decrease the minimum annual percentage rate for random drug testing is based on the reported positive rate for the entire industry. Each year, the Administrator will publish in the FEDERAL REGISTER the minimum annual percentage rate for random drug testing of covered employees. The new minimum annual percentage rate for random drug testing will be applicable starting January 1 of the calendar year following publication.

The selection of employees for random drug testing shall be made by a scientifically valid method, such as a random-number table or a computer-based random number generator that is matched with employees' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. Under the selection process used, each covered employee shall have an equal chance of being tested each time selections are made.

Employer's Consortium/Third-party administrator (CITPA), *Flight Line* shall randomly select a sufficient number of covered employees for testing during each calendar year to equal an annual rate not less than the minimum annual percentage rate for random drug testing determined by the Administrator. The number of employees to be tested may be calculated for each individual employer or may be based on the total number of covered employees covered by clients of *Flight Line*. Who are subject to random drug testing at the same minimum annual percentage rate under this part or any DOT drug testing rule.

Employer shall ensure that random drug tests are unannounced and that the dates for administering random tests are spread reasonably throughout the calendar year.

If a covered employee is subject to random drug testing under the testing rules of more than one DOT agency, the employee shall be subject to the random drug testing rate of the DOT operating agency that regulates more than 50 percent of the employee's function.

If Employer is required to conduct random drug testing under the drug testing rules of more than one DOT agency, the employer may:

- Establish separate pools for random selection, with each pool containing the covered employees who are subject to testing at the same required rate; or
- Randomly select covered employees for testing at the highest percentage rate established for the calendar year by any DOT agency to which the employer is subject.

Employer, if required to conduct random drug testing under the anti-drug rules of more than one DOT agency, shall provide each agency access to employer's random drug testing records, to ensure employer's compliance.

Testing Outside the United States

No part of the testing process (including specimen collection, laboratory processing, and MRO actions) shall be conducted outside the territory of the United States.

An employee who is assigned to perform safety-sensitive functions solely outside the territory of the United States shall be removed from the random testing pool upon the inception of such assignment. A covered employee who is removed from the random testing pool under this paragraph shall be returned to the random testing pool when the employee resumes the performance of safety-sensitive functions wholly or partially within the territory of the United States.

E. Post-Accident Testing

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If a covered employee's performance either contributed to an accident or cannot be completely discounted as a contributing factor to the accident, employer shall test the employee for the presence of the five drugs, or a metabolite of those drugs, in his/her system. The employee shall be tested as soon as possible but not later than 32 hours after the accident. The decision not to administer a test must be based on a determination, using the best information available at the time of the determination that the employee's performance could not have contributed to the accident. The employee shall submit to the required post-accident testing.

F. Reasonable Cause Testing

Employers shall test each covered employee who is reasonably suspected of using a prohibited drug. Each employer shall test employee's specimen for the presence of the five drugs (or metabolites).

Employer may test an employee's specimen for the presence of other prohibited drugs or drug metabolites only in accordance with Appendix I to Part 121 and 49 CFR Part 40.

To conduct testing, at least two of the employee's supervisors, one of whom is trained in detection of the symptoms of possible drug use, shall substantiate and concur in the decision to test an employee who is reasonably suspected of drug use.

Exception: If the employer is not a Part 121 certificate holder and employs 50 or fewer covered employees, one trained supervisor shall substantiate the decision to test an employee who is reasonably suspected of drug use.

The decision to test must be based on a reasonable and articulable belief that the employee is using a prohibited drug on the basis of specific contemporaneous physical, behavioral, or performance indicators of probable drug use.

G. Return to Duty Testing

Employer shall ensure that before an individual is returned to duty to perform a safety-sensitive function after refusing to submit to a drug test required by Appendix I or receiving a verified positive drug test result on a test conducted under Appendix I the individual shall undergo a return to duty drug test.

Employer shall not allow an individual required to undergo return to duty testing to perform a safety-sensitive function unless the employer has received a verified negative drug test result for the individual. The test cannot occur until after the SAP has determined that the employee has successfully complied with the prescribed education and/or treatment.

H. Follow-up Testing

Employer shall conduct unannounced testing on each individual who has been hired to perform or who has been returned to the performance of a safety-sensitive function after refusing to submit to a required drug test or receiving a verified positive drug test result.

The number and frequency of such testing shall be determined by the employer's SAP and conducted in accordance with the provisions of 49 CFR Part 40. There shall be at least six tests in the first 12 months following the employee's return to duty.

If the SAP determines that alcohol testing is necessary for the particular employee, the employer may direct the employee to undergo testing for alcohol, in addition to drugs. Any such alcohol testing shall be conducted in accordance with the provisions of 49 CFR Part 40.

The follow-up testing program shall not exceed 60 months after the date the individual begins to perform or returns to the performance of a safety-sensitive function. The SAP may terminate the requirement for follow-up testing at any time after the first six tests have been conducted, if he/she determines that such testing is no longer necessary.

10.4 Record Retention

A. MRO Record Retention

The MRO shall maintain records concerning drug tests confirmed positive by the laboratory for 5 years. Such records include:

- The MRO copies of the custody and control form
- Medical interviews
- Documentation of the basis for verifying a result as negative that was confirmed as positive by the laboratory
- Any other documentation concerning the MRO's verification process.

Should employer change MROs for any reason, the employer shall ensure that the former MRO forwards all records maintained pursuant to the drug testing rule to the new MRO within ten working days of receiving notice from the employer of the new MRO's name and address.

Any employer obtaining MRO services by contract, including a contract through *Flight Line*, shall ensure that the contract includes a record keeping provision that is consistent with this paragraph, including requirements for transferring records to a new MRO.

B. Access to Records

The employer and the MRO shall permit the Administrator or the Administrator's representative to examine records required to be kept under Appendix I and 49 CFR Part 40. The Administrator or the Administrator's representative may require that all records maintained by the C/TPA for the employer must be produced at the employer's place of business.

C. Release of Drug Testing Information

Employer shall release information regarding an employee's drug testing results, evaluation, or rehabilitation to a third party in accordance with 49 CFR Part 40.

Except as required by law, Appendix I, or 49 CFR Part 40, no employer shall release employee information.

D. Refusal to Submit to Testing

Employers shall notify the FAA within 5 working days of any employee who holds a certificate issued under Parts 61, 63, 65 of 14 CFR Chapter I who has refused to submit to a required drug test.

Notification should be sent to:

FAA, Office of Aviation Medicine Drug Abatement Division (AAM-800) 800 Independence Avenue, SW.
Washington, DC 20591

Employers are not required to notify the above office of refusals to submit to pre-employment or return to duty testing.

E. Permanent Disqualification from Service

An employee who has **verified positive drug test results on two drug tests** required by Appendix I to Part 121 of 14 CFR Chapter I and conducted after September 19, 1994, is permanently precluded from performing for an employer the safety-sensitive duties the employee performed prior to the second drug test.

An employee who has engaged in **prohibited drug use during the performance of a safety-sensitive function** after September 19, 1994, is permanently precluded from performing that safety-sensitive function for an employer.

10.5 Mro, Sap And Employer Responsibilities

A. Medical Review Officer (MRO)

The employer shall use a Medical Review Officer (MRO) who shall be qualified in accordance with 49 CFR Part 40 and shall perform the functions set forth in 49 CFR Part 40 and Appendix I.

The MRO shall not delay verification of the primary test result following a request for a split specimen test unless such delay is based on reasons other than the fact that the split specimen test result is pending. If the MRO has verified the primary test result as positive, actions required under this rule (e.g., notification to the Federal Air Surgeon, removal from safety-sensitive position) are not stayed during the 72-hour request period or pending receipt of the split specimen test result.

Responsibilities Regarding 14 CFR Part 67 Airman Medical Certificate Holders

As part of verifying a confirmed positive test result, the MRO shall inquire, and the individual shall disclose, whether the individual is or would be required to hold a medical certificate issued under 14 CFR Part 67 to perform a safety sensitive function for employer. If the individual answers in the negative, the MRO shall then inquire, and the individual shall disclose, whether the individual currently holds a medical certificate issued under 14 CFR Part 67.

If the individual answers in the affirmative to either question, in addition to notifying the employer in accordance with 49 CFR Part 40, the MRO must forward to the Federal Air Surgeon within 12 working days after verifying a positive drug test result, the name of the individual, along with identifying information and supporting documentation.

B. Substance Abuse Professional (SAP)

The SAP must perform the functions set forth in 49 CFR Part 40, Subpart O.

Responsibilities Regarding 14 CFR Part 67 Airman Medical Certificate Holders

The SAP shall inquire, and the individual shall disclose, whether the individual is or would be required to hold a medical certificate issued under 14 CFR Part 67 to perform a safety sensitive function for the employer. If the individual answers in the affirmative, the SAP cannot recommend that the individual be returned to a safety- sensitive function that requires the individual to hold a 14 CFR Part 67 medical certificate unless and until such individual has received a medical certificate or a special issuance medical certificate from the Federal Air Surgeon.

The receipt of a medical certificate or a special issuance medical certificate does not alter any obligations otherwise required by 49 CFR Part 40 or Appendix I.

C. Employer

Employer must forward to the Federal Air Surgeon a copy of any report provided by the SAP, if available, regarding an individual for whom the MRO has provided a report to the Federal Air Surgeon under section VII.C.1 of Appendix I, within 12 working days of the employer's receipt of the report.

Employer cannot permit an employee who is required to hold a medical certificate under Part 67 of this chapter to perform a safety-sensitive duty or to resume that duty until the employee has received a medical certificate or a special issuance medical certificate from the Federal Air Surgeon unless and until the employer has ensured that the employee meets the return-to-duty requirements in accordance with 49 CFR Part 40.

Reports required under this section shall be forwarded to:

Federal Air Surgeon

Federal Aviation Administration

Attn: Drug Abatement Division (AAM-800) 800 Independence Avenue, SW. Washington, DC 20591

10.5 Employee Assistance Program (EAP)

Employer has an EAP for employees under its contract with *Flight Line*, the C/TPA. The EAP includes education and training on drug use for employees and training for supervisors who would make determinations for testing of employees based on reasonable cause.

A. EAP Education Program

The EAP education program includes at least the following elements:

- Display and distribution of informational material
- Display and distribution of a community service hot-line telephone number for employee assistance
- Display and distribution of the employer's policy regarding drug use in the workplace.

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Employer's policy includes information regarding the consequences under the rule of using drugs while performing safety-sensitive functions, receiving a verified positive drug test result, or refusing to submit to a drug test required under the rule.

B. EAP Training Program

Employer has implemented a reasonable program of initial training for employees. The employee-training program includes at least the following elements:

- The effects and consequences of drug use on personal health, safety, and work environment
- The manifestations and behavioral cues that may indicate drug use and abuse
- Documentation of training given to employees and employer's supervisory personnel

The employer's supervisory personnel who will determine when an employee is subject to testing based on reasonable cause shall receive specific training on specific, contemporaneous physical, behavioral, and performance indicators of probable drug use in addition to the training specified above.

Employers shall ensure that supervisors who will make reasonable cause determinations receive at least 60 minutes of initial training. Employer shall implement a reasonable recurrent training program for supervisory personnel making reasonable cause determinations during subsequent years.

The employer shall identify the employee and supervisor EAP training in the employer's drug testing plan submitted to the FAA for approval.

C. Laboratory Information

The following *Flight Line* and laboratory/laboratories has/have been selected to perform the analysis of the specimens collected during the employer's antidrug testing program:

Flight Line Drug Testing

650 SW 34th St., Suite #301, Ft. Lauderdale, FL 33315 ph.: 954-635-2098

Procedures and personnel at *Flight Line* are used to ensure that a determination is made as to the veracity of test results and possible legitimate explanations for an employee receiving a verified positive drug test result.

10.6 Mis Reports

A. Annual Reports

Annual reports of antidrug program results shall be submitted to the FAA in the form and manner prescribed by the Administrator by March 15 of the succeeding calendar year for the prior calendar year (January 1 through December 31) in accordance with the provisions below.

- Each Part 121 certificate holder shall submit an annual report each year.
- Each entity conducting an antidrug program under an FAA-approved antidrug plan, other than a Part 121 certificate holder, that has 50 or more employees performing a safety-sensitive function on January 1 of any calendar year shall submit an annual report to the FAA for that calendar year.
- The Administrator reserves the right to require that aviation employers not otherwise required to submit annual reports prepare and submit such reports to the FAA. Employers that will be required to submit annual reports under this provision will be notified in writing by the FAA.

Each report shall be submitted in the form and manner prescribed by the Administrator. No other form, including another DOT Operating Administration's form, is acceptable for submission to the FAA.

Each report shall be signed by the employer's antidrug program manager or other designated representative.

B. Report with Verified Positive Drug Test Results

Each report with verified positive drug test results shall include all of the following informational elements:

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1. Number of covered employees by employee category.
2. Number of covered employees affected by the antidrug rule of another operating administration identified and reported by number and employee category.
3. Number of specimens collected by type of test and employee category.
4. Number of positive drug test results verified by a Medical Review Officer (MRO) by type of test, type of drug, and employee category.
5. Number of negative drug test results reported by an MRO by type of test and employee category.
6. Number of persons denied a safety-sensitive position based on a verified positive pre-employment drug test result reported by an MRO.
7. Action taken following a verified positive drug test result(s), by type of action.
8. Number of employees returned to duty during the reporting period after having received a verified positive drug test result on or refused to submit to a drug test required under the FAA rule.
9. Number of employees by employee category with tests verified positive for multiple drugs by an MRO.
10. Number of employees who refused to submit to a drug test and the action taken in response to the refusal(s).
11. Number of covered employees who have received the required initial training.
12. Number of supervisory personnel who have received required initial training.
13. Number of supervisors who have received required recurrent training.

C. Report with Only Negative Drug Test Results

Each report with only negative drug test results shall include all of the following informational elements. Employers may only submit this report if they had no verified positive drug test results during the reporting year.

1. Number of covered employees by employee category.
2. Number of covered employees affected by the antidrug rule of another operating administration identified and reported by number and employee category.
3. Number of specimens collected by type of test and employee category.
4. Number of negative tests reported by an MRO by type of test and employee category.
5. Number of employees who refused to submit to a drug test and the action taken in response to the refusal(s).
6. Number of employees returned to duty during the reporting period after having received a verified positive drug test result on or refused to submit to a drug test required under the FAA rule.
7. Number of covered employees who have received the required initial training.
8. Number of supervisory personnel who have received required initial training.
9. Number of supervisors who have received required recurrent training.

Flight Line, as your C/TPA, may prepare reports on behalf of individual aviation employers for purposes of compliance with this reporting requirement.

However, the aviation employer shall sign and submit such a report and shall remain responsible for ensuring the accuracy and timeliness of each report prepared on its behalf by Flight Line. Flight Line must not sign the form.

Chapter 11 Minimum Equipment List Management program



11.1 General Procedures

Captain and Director of Maintenance Responsibilities

The Director of Maintenance is responsible for the scheduling of aircraft maintenance, timely completion of all required inspections, ensuring that SkyJet Elite aircraft are always released for flight in safe and legal condition, and for coordination and oversight of non-routine maintenance when and where it occurs. The Director of Maintenance may delegate the functions of these operations but retains full responsibility at all times.

Each aircraft is inspected in accordance with the Manufacturer's Inspection Program, Manufacturers' Maintenance manuals and the Federal Aviation Regulations; the Director of Maintenance coordinates such activity with Operations Management. All maintenance, preventive maintenance and alterations to aircraft, engines, propellers, and appliances is performed in accordance with current Federal Aviation Regulations (FAR's), Original Equipment Manufacturers' (OEM) recommendations and specifications, AD Notes and standard aviation maintenance practices. All maintenance on SkyJet Elite aircraft is performed by approved repair stations, or appropriately certified, properly trained and qualified technician/repairmen familiar with the work to be performed. Following any maintenance to aircraft or parts thereof, the Director of Maintenance ensures that entries are made in the Aircraft Maintenance records in accordance with the procedures outlined in this chapter.

The Captain of any flight segment, whether released under Part 91 or Part 135, will:

1. Ensure that the aircraft is airworthy for each flight prior to takeoff.
2. Verify that the inspection status of the aircraft is current and that inspections will not come due before the planned completion of the flight.
3. Determine that MEL/NEF deferred maintenance items do not affect the operational capability of the aircraft for the flight conditions anticipated.
4. Ensure that all aircraft discrepancies are corrected and properly signed off or properly deferred per the MEL/NEF procedures prior to all flights.
5. Identify that all required maintenance documents are onboard, to include the Maintenance Log, Deferral Stickers, a current MEL and current NEF Program document.
6. Not depart on a flight with open maintenance items.
7. Record and report discovered defects immediately upon discovery as outlined in the Defect Report section of this chapter.
8. Not continue a flight if, in his/her judgment, the aircraft is in an unairworthy condition becomes unairworthy during the flight.
9. Exercise, at all times, the greatest concern for the safety of the passengers in his/her care by making decisions that are informed and conservative; Captains are expected to refuse a flight, regardless of flexibility allowed by the MEL, if, in his/her exclusive judgment, the flight cannot be conducted with adequate margins of safety for the anticipated conditions.
10. Deviate from any regulation or SOP to the extent necessary to ensure safety during emergencies that may occur.

11.

11.2 Defect Reporting and Clearing

At all Times

Captains and authorized certificated mechanics are responsible for reporting of defects, documentation of defect occurrence and determination of the legality under the MEL for continuing operations. The actions that are required to be taken may be delegated to another crewmember, but the responsibility may not. At any time, if a crewmember is not certain about the legality or safety of an operation, the Director of Maintenance, or his/her representative must be consulted.

Procedures during any Operational Phase:

12. Discover and verify discrepancy
13. Enter the discrepancy details on the SkyJet Elite Maintenance Discrepancy Log Form, OPS-20
14. Notify SkyJet Elite maintenance and management as soon as practical (DOM, DO, CP)
15. Verify MEL/NEF applicability
16. Apply a sticker adjacent to the degraded component with the Maintenance Discrepancy Log # entered

Prior to Block-Out

1. Any discovered defect must be annotated on the Maintenance Discrepancy Log in the aircraft.
2. If the MEL allows operation with no restriction, or an Operational (O) restriction only, the flight may be continued after proper documentation and deferral by the Captain.
3. If the MEL does not allow for flight, or a Maintenance (M) procedure is required, the Captain must contact the Director of Maintenance or his/her representative.
4. MEL restrictions apply for the flight. Sticker(s) marking the inoperative or degraded component must be placed near the component or actuating switch or gauge.

After Block-Out and Prior to Flight

1. Captains will accomplish abnormal/emergency procedures that are indicated by the defect.
2. Defects after the point of dispatch release are not technically governed by the MEL, but it should be consulted as a resource for determining a prudent course of action.
3. Contact will be made with the Director of Maintenance or his/her representative at the Captain's discretion to evaluate and coordinate the proper course of action.
4. The defect will be documented in the Maintenance Log prior to the next leg or the current crew leaving the aircraft at the end of the current flight segment.
5. MEL restrictions apply on any and all subsequent flights until the defect is closed.

During Flight through Block-In

1. Captains will accomplish abnormal/emergency procedures that are indicated by the defect.
2. Defects discovered in flight are not governed by the MEL, but it should be consulted as a resource for evaluating any operational constraints.
3. The defect will be documented in the Maintenance Log prior to the next leg or the current crew leaving the aircraft at the end of the current flight segment.
4. MEL restrictions apply on any and all subsequent flights until the defect is closed.

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Notification to the Director of Maintenance

No later than the end of a duty period, and prior to any other crew accepting the aircraft for a flight, the Captain of the aircraft will have a two-way communication with the Director of Maintenance or his/her representative. This two-way communication should be accomplished by the means most suited to the defect discovered, and may be any of the following:

1. Voice conversation
2. Text message with a reply
3. Email with a reply
4. Fax with a reply by text, email, or voice

Filling out the Maintenance Discrepancy Log, OPS-20

The SkyJet Elite Maintenance Discrepancy Log is on the aircraft reporting and tracking document. All applicable fields shall be filled out upon discrepancy discovery in order to provide information to subsequent flight crews and maintenance personnel. An entry is made in the discrepancy section any time aircraft servicing, aircraft inspections or unscheduled maintenance is performed while the aircraft is conducting operations away from base.

If flight activity has occurred associated with the discovery of the discrepancy, the flight portions will be filled in on the coupon where the discrepancy is logged.

Discrepancy logging will include a plain English description of the issue, without any attempt to troubleshoot. All relevant details should be included to inform diagnoses, where applicable.

Corrective actions should not be logged until such corrective actions result in the discrepancy being closed.

Duplicate copies of the Maintenance Discrepancy Log Form must be left attached until the discrepancy is closed. At that time, the original will be delivered to the DOM to be made part of the permanent record for that defect, and a copy of the original will be made and kept in the office with the other required flight records. The DOM may request a facsimile copy of the discrepancy write-up prior to the item being closed.

11.3 Maintenance Tracking

The SkyJet Elite Maintenance Tracking Log, Form ML-001, is the defect tracking document that is maintained at the SkyJet Elite maintenance base. The Maintenance Log is maintained by the DOM and is used to structure and track the plan for ensuring repair of the aircraft within the time interval authorized by the MEL.

Filling out the ML-001

The DOM or his/her representative will initiate a Maintenance Tracking Log immediately upon receiving a report of a discovered discrepancy. All applicable fields will be filled in order to maintain control and visibility on the plan for repair.

The PIC or an authorized certificated mechanic may report a discrepancy either verbally or by faxing the SkyJet Elite Maintenance Discrepancy Log Form, OPS-20, to the attention of the DOM. The DOM, or his representative, will initiate a Maintenance Tracking Log ML-001 to compile the basic information related to the aircraft discrepancy. Both the OPS-20 and the ML-001 will remain active until the discrepancy has been closed (fixed).

The Director of Maintenance will formulate a plan to bring together parts, maintenance personnel, and aircraft at a specific time and place for repair. This will be accomplished within 24 hours to coordinate the necessary elements to have the aircraft discrepancy repaired according to MEL requirements.

Should a deferral be desired, the DOM, or his representative, will complete the Deferral Acceptance portion of the ML-001. The discrepancy must be classified according to the ATA# and Category as given in the approved SkyJet Elite MEL and a Repair-By date determined. The DOM must evaluate any other Open Items to ensure that multiple MEL deferrals will not interact in a fashion to compromise safety.

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The DOM must develop a repair plan and will do so and document it on the ML-001. The facility chosen for the repair will be listed and if not currently an approved facility, then a Contract Facility Evaluation will be conducted and documented on the ML-001. The DOM, or his assigned representative, will conduct an interview and ensure that the contract facility complies with all Part 135 requirements and is capable of thorough, professional, and safe work. Additionally, contract facilities must be on a drug monitoring program acceptable for Part 135 operations. The DOM is ultimately responsible for the selection of approved facilities.

The DOM will ensure that all parts are ordered, and the aircraft is scheduled for repair within the time allowed by the Repair-By date determined by the MEL category. Parts orders must be evaluated and tracked to ensure compliance with the MEL Repair-By date and the schedule for repair originally determined by the DOM.

Repair Intervals

Repairs of inoperative systems or components, deferred in accordance with the MEL, must be repaired at or prior to the repair times established by the following letter designators:

Category A: Items in this category shall be repaired within the time interval specified in the remark's column of the SkyJet Elite approved MEL.

Category B: Items in this category shall be repaired within three (3) consecutive calendar days (72 hours), excluding the day the malfunction was recorded in the aircraft Flight Log/Maintenance Tracking Log. For example, if it were recorded at 10 a.m. On January 26, the three-day interval would begin at midnight the 27th and end at midnight the 30th.

Category C: Items in this category shall be repaired within ten (10) consecutive calendar days (240 hours), excluding the day the malfunction was recorded in the aircraft Flight Log/Maintenance Tracking Log. For example, if it were recorded at 10 a.m. On January 26, the 10-day interval would begin at midnight the 27th and end at midnight February 6th.

Category D: Items in this category shall be repaired within one hundred and twenty (120) consecutive calendar days (2880 hours), excluding the day the malfunction was recorded in the Flight Log/Maintenance Tracking Log.

11.4 Continuing Authorizations

SkyJet Elite is authorized to use a continuing authorization to approve extensions to the maximum repair interval for category B and C items. If such extensions are utilized, the Director of Maintenance or his/her representative will notify the Flight Standards District Office (FSDO) within 24 hours of such extension. SkyJet Elite is not authorized to extend the maximum repair time for category A and D items, as specified in the MEL. Misuse of the continuing authorization may result in revocation of MEL authority.

It is SkyJet Elite's policy to strive to comply with repair intervals dictated by the MEL and utilize the authority to approve extensions only in cases where logistics out of the control of Eagle have conspired to make timely repairs impossible. In such a case, all efforts will be made to affect repairs at the earliest possible time consistent with safety and efficiency.

Items that have been deferred due to the unavailability of parts will be reviewed by the Director of Maintenance to determine that a valid backorder exists. When a backorder exists, the Director of Maintenance will keep on file the necessary parts vendor backorder documentation to show parts unavailability status. The Director of Maintenance will also seek other part vendor alternatives as necessary to try and repair the discrepancy at a sooner interval.

Should availability of parts or some other factors prevent the repair of the aircraft within the allocated time, an extension may be authorized by the DOM for Category B and Category C deferrals. Such authorization will be documented on ML-001. The SkyJet Elite Principal Inspector must be notified by email, telephone conversation or voice message within 24 hours of such extension. The Director of Maintenance is not authorized to approve any extensions to the maximum repair interval for Category A or Category D items as specified in the approved MEL. A copy of the extension must be carried on board the aircraft until the discrepancy has been cleared.

A maximum of one extension may be granted by the Director of Maintenance. This time limit is known as the maximum extended repair interval. These extensions may be no longer than the original repair interval specified for the Repair Category (3 days for B and 10 days for C). Any item that needs to be deferred for more than 1 repair interval requires approval from the SkyJet Elite Principal Inspector. Refer to Ops Spec D095 Paragraph (e) when seeking to utilize all extensions.

MAINTENANCE DISCREPANCY LOG SHEET: OPS-20

Discrepancy:	
Reported / Deferred by: <i>name, signature and certificate number</i>	
MEL ATA#: <i>system, sequence, item</i>	
MEL Category: <i>A, B, C or D</i>	
Repair by (date or as specified): <i>days per MEL category + today's date</i>	
Corrective Action:	
Facility/Contractor Name:	Corrected By: <i>print & sign</i>
Date/Time Corrected:	FAA Certificate: <i>type & number</i>

Discrepancy:	
Reported / Deferred by: <i>name, signature and certificate number</i>	
MEL ATA#: <i>system, sequence, item</i>	
MEL Category: <i>A, B, C or D</i>	
Repair by (date or as specified): <i>days per MEL category + today's date</i>	
Corrective Action:	
Facility/Contractor Name:	Corrected By: <i>print & sign</i>
Date/Time Corrected:	FAA Certificate: <i>type & number</i>

Sample Skyjet Maintenance Discrepancy Log Sheet: Ops-20

Discrepancy: 1	
Reported / Deferred by: 2 <i>name, signature and certificate number</i>	
MEL ATA#: 3 <i>system, sequence, item</i>	
MEL Category: 4 <i>A, B, C or D</i>	
Repair by (date or as specified): 5 <i>days per MEL category + today's date</i>	
Corrective Action: 6	
Facility/Contractor Name: 7	Corrected By: 8 <i>print & sign</i>
Date/Time Corrected: 9	FAA Certificate: <i>type & number</i> 10

Instructions for MAINTENANCE DISCREPANCY LOG SHEET: OPS-20

1. In plain English, record any discrepancies discovered.
2. The individual reporting the discrepancy should print and sign. If an individual is deferring (per the MEL) a discrepancy; print, sign and annotate his/her certificate number.
3. List MEL ATA number from the MEL; if the discrepancy is not fully described by the existing MEL number, choose the one that most closely resembles the condition and mark with an asterisk.
4. Note the MEL category that corresponds to the listed MEL.
5. Enter the Repair-By date by adding to the current date the number of days given in the MEL for a repair. If otherwise specified, enter the repair-by time or cycle.
6. Enter the Corrective Action taken; this will typically be entered by the person accomplishing that repair.
7. Enter the name of the facility or contractor that accomplished the repair.
8. Print and sign the name of the individual accomplishing the repair.
9. Enter the date/time correction of discrepancy was completed.
10. The correcting individual will enter their certificate type and number.

Maintenance Tracking Log, ML-001

SkyJet Elite Maintenance Tracking Log			
Discrepancy Logging			
Flight Log #		Date/Time of Report	
Aircraft Number		Supervisor Recording	
Description of Discrepancy:			
Deferral Acceptance			
MEL ATA#		Deferred By:	
MEL Category	A, B, C, or D	Evaluation of other open items:	☐
Repair By Date		DOM Concurrence	
Repair Plan			
Location:		Contact Person:	
Facility:		Date for repair:	
		Repair work plan conformance:	☐
Parts Plan			
	item 1	item 2	item 3
Part numbers			
Serial Number			
Vendor			
Order number			
Backorder?	☐	☐	☐
Backorder follow-up on:			
Expected date to receive			
Date/Time parts received			
Parts notes:			
Contract Facility Evaluation			
On Approved List?	YES ☐ NO ☐	Date/Time:	
Receive/File Drug Plan:	☐	Approved by:	
Manager interviewed by:		Added to Approved List:	☐
MEL Extension			
New Repair-By date:		FAA Notified, Date/Time:	
Date/Time of Extension:		Name of notifier:	
Supervisor Authorizing:		Method notified:	
Signature:			
Closeout Process			
Date/time repair completed		Signature:	
Logbook completed	☐	Date/Time	
Close & File ML-001	☐		
Closeout notes:			

SkyJet Elite Form ML-001

SkyJet Elite Form ML-001

SkyJet Elite		SkyJet Elite	
Maintenance Tracking Log			
Discrepancy Logging			
Flight Log #	1012 (1)	Date/Time of Report	40391 (3)
Aircraft Number	NS145G (2)	Supervisor Recording	Tooltime (4)
Description of Discrepancy:			
Aft blower inop-- no air movement, sound, when switch in ON position. (5)			
Deferral Acceptance			
MEL ATA#	21-14 (6)	Deferred By:	Chuck Yeager (9)
MEL Category	C (7)	Evaluation of other open items:	☒ (10)
Repair By Date	8/10/2010 (8)	DOM Concurrence	Tom Toolti (11)
Repair Plan			
Location:	KFXE (12)	Contact Person:	Joe Mechanic (14)
Facility:	JETS 'R Us (13)	Date for repair:	8/8/2010 (15)
Repair workplan conformance: ☐ (16)			
Parts Plan			
	item 1	item 2	item 3
Part numbers	12-345-678 (17)		
Serial Number	SGN34567 (18)		
Vendor	Parts & Things (19)		
Order number	987-2010 (20)		
Backorder?	☐ (21)	☐	☐
Backorder follow-up on:	☐ (22)		
Expected date to receive	☐ (23)		
Date/Time parts received	☐ (23b)		
Parts notes:			
(24)			
Contract Facility Evaluation			
On Approved List?	YES (25)	NO	Date/Time: (28)
Receive/File Drug Plan:	☐ (26)	Approved by:	(29)
Manager interviewed by:	(27)	Added to Approved List:	☐ (30)
MEL Extension			
New Repair-By date:	(31)	FAA Notified, Date/Time:	(35)
Date/Time of Extension:	(32)	Name of notifier:	(36)
Supervisor Authorizing:	(33)	Method notified:	(37)
Signature:	(34)		
Closeout Process			
Date/time repair completed	8/8/2010 (38)	Signature:	Tom Tooltim (42)
Logbook completed	☒ (39)	Date/Time	8/8/2010 (43)
Close & File ML-001	☒ (40)		
Closeout notes:			
(41)			

SkyJet Elite Form ML-001

Sample SkyJet Elite Maintenance Tracking Log, ML-001

SkyJet Elite		SkyJet Elite	
Maintenance Tracking Log			
Discrepancy Logging			
Flight Log #	1012 (1)	Date/Time of Report	40391 (3)
Aircraft Number	NS145G (2)	Supervisor Recording	Tooltime (4)
Description of Discrepancy:			
Aft blower inop— no air movement, sound, when switch in ON position. (5)			
Deferral Acceptance			
MEL ATA#	21-14 (6)	Deferred By:	Chuck Yeager (9)
MEL Category	C (7)	Evaluation of other open items:	☒ (10)
Repair By Date	8/10/2010 (8)	DOM Concurrence	Tom Toolti (11)
Repair Plan			
Location:	KFXE (12)	Contact Person:	Joe Mechanic (14)
Facility:	JETS 'R Us (13)	Date for repair:	8/8/2010 (15)
Repair workplan conformance: ☐ (16)			
Parts Plan			
	item 1	item 2	item 3
Part numbers	12-345-678 (17)		
Serial Number	SGN34567 (18)		
Vendor	Parts & Things (19)		
Order number	987-2010 (20)		
Backorder?	☐ (21)	☐	☐
Backorder follow-up on:	☐ (22)		
Expected date to receive	☐ (23)		
Date/Time parts received	☐ (23b)		
Parts notes: (24)			
Contract Facility Evaluation			
On Approved List?	YES (25)	NO	Date/Time: (28)
Receive/File Drug Plan:	☐ (26)	Approved by:	(29)
Manager interviewed by:	(27)	Added to Approved List:	☐ (30)
MEL Extension			
New Repair-By date:	(31)	FAA Notified, Date/Time:	(35)
Date/Time of Extension:	(32)	Name of notifier:	(36)
Supervisor Authorizing:	(33)	Method notified:	(37)
Signature:	(34)		
Closeout Process			
Date/time repair completed	8/8/2010 (38)	Signature:	Tom Tooltim (42)
Logbook completed	☒ (39)	Date/Time	8/8/2010 (43)
Close & File ML-001	☒ (40)		
Closeout notes: (41)			

SkyJet Elite Form ML-001

Instructions for Maintenance Tracking Log, ML-001

1. Record the Flight Log number that corresponds to the sheet with the discrepancy to be captured.
2. Record the aircraft tail number of the affected aircraft.
3. Enter the date/time for the report.
4. Enter the name of the Supervisor recording the discrepancy.
5. Enter description of the discrepancy.
6. Enter MEL ATA number from the MEL.
7. Enter MEL Category from the MEL.
8. Calculate and enter MEL Repair-By date.
9. Enter the name of the person authorizing the deferral.
10. DOM or representative will evaluate other open maintenance items; if no interactions between open items exist that will compromise safety, check the box.
11. DOM or representative will sign if they concur that the deferral is appropriate.
12. Enter the location of the facility that will be accomplishing the repair.
13. Enter the name of the facility that will be accomplishing the repair.
14. Enter the name of a primary contact person at the facility that will be accomplishing the repair.
15. Enter the expected date for the repair.
16. Evaluate conformance of the repair date with the Repair-By date; if appropriate, check the box.
17. Enter part numbers ordered to effectuate the repair.
18. Enter serial numbers for parts ordered to effectuate the repair.
19. Enter the Vendor from whom the parts are ordered.
20. Enter the order number for the ordered parts.
21. Check the box if the parts are backordered.
22. Enter a date for a follow-up phone contact with the Vendor.
23. Enter the expected date of receipt of parts required. 23b. Enter the date/time parts are actually received.
24. Enter any parts notes to help inform status of the repair.
25. Circle YES if a contract maintenance facility is on the SkyJet Elite approved list; NO if it is not on the approved list at the time discrepancy is entered.
26. Check box once Drug Plan is received and filed.
27. Enter the name of SkyJet Elite Manager who interviews Contract Facility Manager ensuring Part 135 compliance.
28. Enter Date and Time of approval of Contract Facility.
29. Sign by Manager approving the conformance verification of Part 135 conformance.
30. Check box after facility is added to Approved list.
31. Boxes 31-37 will be filled in should an MEL extension be necessary.
32. Enter a new Repair-By date as determined by the DOM.
33. Enter date and time that the extension is determined.
34. Enter the name of Supervisor authorizing the MEL Extension.
35. Sign by Authorizer.
36. Enter date and time that the FAA is notified of the MEL extension.
37. Enter the name of SkyJet Elite individual who notified the FAA.
38. Enter method of notification used.
39. Enter the date and time that the final repair is completed.
40. Check box when aircraft logbook has been updated with repair information.
41. Check box to indicate that ML-001 is filed.
42. Sign by Manager closing out the ML-001.
43. Enter date and time of close-out.
44. Enter any notes applicable to completion of this repair.

Chapter 12 Performance Calculations And Eligible On Demand

12.1 Maximum Takeoff And Landing Weight Calculations

[FAR [135.4](#), [135.363](#), [135.379](#), [135.381](#), [135.383](#), [135.385](#), [135.387](#), [135.399](#)][Ops Spec A057, C049]

a. Introduction

FAR135.379 governs how we plan a takeoff when operating a Large Transport Category Airplane.
 FAR135.399 governs how we plan a takeoff when operating a Small Non-Transport Category Airplane. This chapter will guide you through the maximum takeoff weight planning.

b. Definitions

1. **Declared Runway Distances** – see paragraph below. These are found in the Airport Facility Directory, as well as in our runway data.
2. **ASDA** – Acceleration Stop Distance Available - The runway plus stopway length declared available and suitable for the acceleration and deceleration of an airplane aborting a takeoff. The ASDA may

Be longer than the physical length of the runway when a stopway has been designated available by the airport operator, or it may be shorter than the physical length of the runway if necessary to use a portion of the runway to satisfy runway design standards; for example, where the airport operator uses a portion of the runway to achieve the runway safety area requirement. ASDA is the distance used to satisfy the airplane accelerate-stop distance performance requirements where the certification and operating rules require accelerate-stop distance computations.
3. **TORA** – Take Off Run Available - The runway length declared available and suitable for the ground run of an airplane taking off.
4. **TODA** – Take Off Distance Available - The takeoff run available plus the length of any remaining runway or clearway beyond the far end of the takeoff run available
5. **LDA** - Landing Distance Available - The runway length declared available and suitable for a landing airplane. The LDA may be less than the physical length of the runway or the length of the runway remaining beyond a displaced threshold if necessary to satisfy runway design standards; for example, where the airport operator uses a portion of the runway to achieve the runway safety area requirement. Although some runway elements (such as stopway length and clearway length) may be available information, pilots must use the declared distances determined by the airport operator and not attempt to independently calculate declared distances by adding those elements to the reported physical length of the runway.
6. **Acceleration Height or Level Off Altitude** – This is the altitude when the aircraft is transitioned from a 2nd segment climb configuration to the 4th segment climb configuration. The altitude in MSL is published for each runway and may vary for each procedure.
7. **Bank Angle** - Section 135.379 assumes that the airplane is not banked before reaching a height of 50 feet, and that thereafter, the maximum bank is not more than 15 degrees. Obstacle clearance at certain airports can be enhanced by the use of bank angles greater than 15 degrees. This required operation specification (OpSpecs) authorizations.
8. **DP** – is a company issued Departure Procedure for your airplane. It supersedes a SID after an engine failure. These procedures are designed by APG for SkyJet Elite.

c. Differences Between TERPS and One Engine Inoperative Criteria

There are differences between TERPS and one engine inoperative criteria, including the lateral and vertical obstacle clearance requirements. TERPS criteria are based on normal operations (all engines operating), thus TERPS all engines operating criteria and one engine inoperative obstacle clearance requirements are independent. One engine inoperative procedure does not need to meet TERPS requirements. Furthermore, compliance with TERPS all engines operating climb gradient requirements does not necessarily assure that OEI obstacle clearance requirements are met. TERPS climb gradients are developed for normal operations and are constructed using a continuous climb gradient. Sids and [TERPS] odps are intended to be used by aircraft with all engines operating and are expected to

Maintain a 200 feet per mile climb gradient unless a greater gradient is specified. If a higher or non- standard climb gradient is required, it is published. Sids and [TERPS] odps are not intended for one engine inoperative flight path guidance, either laterally or vertically.

d. Declared Runway Distances

Declared distances for a runway represent the maximum distances available and suitable for meeting takeoff and landing distance performance requirements. These distances are determined in accordance with FAA runway design standards by adding to the physical length of paved runway any clearway or stopway and subtracting from that sum any lengths necessary to obtain the standard runway safety areas, runway object free areas, or runway protection zones. As a result of these additions and subtractions, the declared distances for a runway may be more or less than the physical length of the runway as depicted on aeronautical charts and related publications, or available in electronic navigation databases provided by either the U.S. Government or commercial companies.

All 14 CFR Part 139 airports report declared distances for each runway. Other airports may also report declared distances for a runway, if necessary, to meet runway design standards or to indicate the presence of a clearway or stopway. Where reported, declared distances for each runway end are published in the Airport/Facility Directory (A/FD). For runways without published declared distances, the declared distances may be assumed to be equal to the physical length of the runway unless there is a displaced landing threshold, in which case the Landing Distance Available (LDA) is shortened by the amount of the threshold displacement.

e. Runway Limits

ASDA, TORA, and TODA must all be computed i.a.w. 135.379 or 135.399 (depending on aircraft category).

f. Obstruction Clearance

Obstruction information is found in numerous locations, but not in a standard format and single source location. FAR135.379 sets minimum limits for obstruction clearances and AC120-91 provides best practices in determination of ODP (Obstacle Departure Procedures).

g. Departure Procedures

1. Some airports publish departure procedures (SIDS) to expedite departure traffic. These procedures will consider traffic flow, terrain, and nav-aids. They do not protect you from obstructions after an engine failure!
2. When an obstruction cannot reasonably be cleared vertically, a DP or Obstacle Departure Procedure will be published by APG as SkyJet Elite's defined flight path to provide the required protection as required by 135.379. This flight path may or may not overlap the published SID. The crew must compare the all-engine SID and the engine failure flight path (DP) to best set up the navigation systems to best be able to comply with the DP in case of an engine failure.
3. You may accept the AEO (All Engines Operating) SID and in the case of an engine failure advise ATC of your intentions. ATC does not have a copy of the DP since each operator may have a different procedure.

h. WAT Limit

When no obstruction is controlling, the airplane must comply with a minimum climb gradient as published in the AFM for Weight, Altitude and Temperature. This requirement varies with the number of engines installed.

i. Approach Climb Limited Weight

When arriving at the destination (or alternate), the aircraft is required to fly a single engine missed approach from the missed approach point initiated from approach speed. After the aircraft leaves MDA, the aircraft must be able to perform a balked landing with all engines operating. Operating a

Multi-engine aircraft below MDA with one engine inoperative does not guarantee a successful balked landing.

j. Runway Landing Limit

Prior to departure, the aircraft must be able to be stopped on 60% (non-eligible on demand) of the available runway at the destination or alternate. This assumes a touchdown at the 1000' marker.

k. Effect of Contamination

In recent years, the manufacturers have made contaminated runway data available. When this is available, it must be used.

l. Runway Analysis

As a result of the regulatory requirements, SkyJet Elite utilizes Aircraft Performance Group (APG) to collect the airport and obstruction data as well as the aircraft manufacturer's performance data published in the AFM and from this create Maximum Takeoff, Approach and Landing Data.

m. Maximum Allowable Takeoff Weight

The maximum Allowable Takeoff Weight stated on the load manifest is the most restrictive of:

1. Structural Maximum Takeoff Weight
2. Maximum Runway Weight as discussed above
3. WAT limit
4. Brake Energy Limit
5. Maximum Approach Climb Weight + Fuel Burn Off to Destination
6. Maximum Landing Weight + Fuel Burn Off to Destination

Hawker Beechcraft 400A
Engine: PW JT15D-5
AFM: 128-590001-167B Rev A19
Obstacle Criteria: FAA AC 120-91

TAKEOFF PERFORMANCE
FLAPS 10

FXE / KFXE
FT LAUDERDALE EXECUTIVE
FT LAUDERDALE, FL
Elevation: 13

Configuration:

- ECS ON
- ANTI ICE OFF

- THRUST REVERSERS OPERATIVE

n. Runway Analysis Tables - Takeoff

The runway analysis tables may have slightly different presentation depending on features in each airplane. In general, they all contain the following information:

1. Top Left: Airport Identifier and Field Elevation
2. Top Middle: Type of Airplane
3. Top Right: Airport Name
4. Center: Flap Configuration
5. Runway Length Information broken down by TORA, TODA, ASDA, and SLOPE
6. Runway Designator: example shows Runways 09 and 27. If the runway has a DP (as discussed previously), "DP" is added. Example 09DP. The DP is found on a separate page in a textual format in front of the tabular pages.

- i. Columns from left: Temperature in C, Power, Maximum Runway limit considering TORA, TODA, ASDA, SLOPE and Obstructions beyond that runway. If a MAX V1 speed is calculated, it is attached to the weight. E.G.: 14600/112. In lieu of the speed information, you may find a letter denoting the reason for the weight. E.G.: ST=Structural, - O=Obstruction, FL=Field

Length, FP=Flight Path (The aircraft is running out of time at takeoff power and configuration must be changed to 4th segment prior to clearing the obstacle). LVL OFF (MSL). This becomes the briefed acceleration altitude for all takeoffs unless a later flap retraction is required for maneuvering. By leaving the flaps at takeoff until the LVL OFF, the aircraft is continuously configured for an engine failure throughout the analyzed path.

7. Climb Limit: If no obstructions “forces” a climb, the CLIMB LIMIT provides a minimum climb in accordance with 14 CFR §25 for the number of engines on the airplane.
8. Credits and Penalties.
 - i. HWD credit in pounds per kt
 - ii. TWD penalty in pounds per kt
 - iii. QNH +/- pounds when QNH is not standard
 - iv. ASINOP – weight penalty for Anti-Skid being inoperative
 - v. ECS OFF weight penalties and max V1 speed reduction
 - vi. ANTI ICE ON – weight penalty for engine anti-ice ON
 - vii. TR INOP – weight penalty for thrust reversers being inoperative

RWY 09DP REQUIRES USE OF ATTACHED SPECIAL DEPARTURE PROCEDURE										
Runway	09DP	13	27	31	Line-Up					
TORA (FT)	6002	4000	6002	4000	50					
TODA (FT)	6002	4000	6002	4000	50					
ASDA (FT)	6002	4000	6002	4000	50					
SLOPE (%)	0.00	-0.04	0.00	0.04						

RUNWAY/OBSTACLE LIMIT										CLIMB
TEMP	PWR	LIMIT	LVL	LIMIT	LVL	LIMIT	LVL	LIMIT	LVL	LIMIT
(°C)		WT/CODE	OFF	WT/CODE	OFF	WT/CODE	OFF	WT/CODE	OFF	WEIGHT
20	98.7	16300 ST	489	15146 -O	469	16300 ST	489	15239 -O	473	16300
22	99.0	16300 ST	491	14988 -O	467	16300 ST	491	15081 -O	471	16300
24	98.8	16300 ST	493	14847 -O	464	16300 ST	493	14934 -O	469	16300
26	98.5	16300 ST	496	14699 -O	462	16300 ST	496	14786 -O	467	16300
28	98.3	16300 ST	499	14537 -O	460	16300 ST	499	14626 -O	465	16300
29	98.2	16300 ST	501	14451 -O	459	16300 ST	500	14544 -O	464	16300
30	98.1	16300 ST	505	14366 -O	458	16300 ST	505	14460 -O	463	16300
32	97.9	16087 -O	499	14168 -O	455	16300 ST	513	14264 -O	460	16300
34	97.7	15906 -O	497	13992 -O	453	16259 -O	517	14084 -O	457	16300
36	97.5	15711 -O	497	13840 -O	451	16057 -O	511	13924 -O	455	16300

Corrections	LBS	FT	LBS	FT	LBS	FT	LBS	FT	LBS
HWD per KT	+15	0	+23	0	+17	+1	+24	0	
TWD per KT	-75	+1	-125	-1	-69	+1	-135	-1	
QNH per +0.1	+1	0	+1	0	+2	0	+1	0	0
QNH per -0.1	-51	+1	-46	-1	-49	+2	-46	-1	0
ASINOP	-2093	-22	NA	NA	-2378	-22	NA	NA	0
ECS OFF	0	+5	0	0	0	0	0	0	0
ANTI ICE ON	NA	NA	NA	NA	NA	NA	NA	NA	NA
TRINOP	0	0	0	0	0	0	0	0	0

NA = No valid maximum weight found. Data may be invalid after 28 days from: 05Aug20
Maximum allowed weight is the minimum of the corrected Runway/Obstacle Limit, corrected Climb Limit, and the Structural Limit of the aircraft.

Runway Analysis Tables – Landing

9. The header is the same as for Takeoff.
10. Approach Climb Limits shows the maximum weight for temperature the airplane can be at to meet the required single engine missed approach climb from MDA or balked landing with all engines operative. Corrections are also shown.
11. Landing Field Lengths are shown for multiple flap settings and wind components, as well as for Dry and Wet (115%) runway.
12. Data is presented for 60% FAR 135 pre-takeoff planning and may be shown for 80% (80% of unfactored) landings for Eligible on Demand operations (OpSpec A057 required).
13. Tailwind penalties are presented as a reduction in landing weight per kt over critical tailwind component.

Hawker Beechcraft 400A
Engine: PW JT15D-5
AFM: 128-590001-167B Rev A19

LANDING PERFORMANCE FLAPS 10/30

IAD / KIAD
WASHINGTON DULLES INTL
WASHINGTON, DC
Elevation: 313

Configuration:

- THRUST REVERSERS OPERATIVE

Approach Climb Limits:

		Approach Flaps 10										
GRAD		-20	-10	0	10	20	25	30	35	40	45	49
2.1%		15700	15700	15700	15700	15700	15700	15700	15700	15700	15700	15700

Field Length Weight Limits/Distances:

		Landing Flaps 30							
WIND (KT)	OAT (°C)	60% FACTOR		80% FACTOR		UNFACTORED			
		WEIGHT	DIST	WEIGHT	DIST	WEIGHT	DIST		
-10	14	14509	5798	14509	4373	14509	3971		
	19	14397	5836	14397	4405	14397	4003		
	24	14284	5871	14284	4432	14284	4031		
	29	14174	5914	14174	4457	14174	4059		
	34	14057	5951	14057	4482	14057	4081		
0	14	15700	5163	15700	3873	15700	3552		
	19	15700	5234	15700	3927	15700	3602		
	24	15700	5303	15700	3978	15700	3649		
	29	15700	5373	15700	4028	15700	3695		
	34	15579	5403	15579	4060	15579	3716		
10	14	15700	4876	15700	3673	15700	3396		
	19	15700	4952	15700	3727	15700	3442		
	24	15700	5027	15700	3778	15700	3484		
	29	15700	5101	15700	3828	15700	3526		
	34	15700	5170	15700	3879	15700	3563		
30	14	15700	4351	15700	3261	15700	3046		
	19	15700	4416	15700	3310	15700	3092		
	24	15700	4480	15700	3355	15700	3134		
	29	15700	4544	15700	3400	15700	3176		
	34	15700	4603	15700	3445	15700	3213		

RWY: 01C
LDA: 11500FT
SLOPE: -0.15%
COND: DRY

WIND (KT)	OAT (°C)	60% FACTOR		80% FACTOR		UNFACTORED			
		WEIGHT	DIST	WEIGHT	DIST	WEIGHT	DIST		
-10	14	14509	6667	14509	5029	14509	4596		
	19	14397	6711	14397	5066	14397	4603		
	24	14284	6752	14284	5097	14284	4635		
	29	14174	6801	14174	5126	14174	4667		
	34	14057	6843	14057	5154	14057	4693		
0	14	15700	5938	15700	4454	15700	4084		
	19	15700	6019	15700	4516	15700	4142		
	24	15700	6099	15700	4575	15700	4196		
	29	15700	6178	15700	4632	15700	4249		
	34	15579	6213	15579	4669	15579	4273		
10	14	15700	5607	15700	4224	15700	3906		
	19	15700	5695	15700	4286	15700	3958		
	24	15700	5781	15700	4345	15700	4007		
	29	15700	5866	15700	4402	15700	4054		
	34	15700	5945	15700	4461	15700	4098		
30	14	15700	5003	15700	3750	15700	3503		
	19	15700	5078	15700	3806	15700	3556		
	24	15700	5152	15700	3859	15700	3604		
	29	15700	5226	15700	3910	15700	3652		
	34	15700	5293	15700	3963	15700	3695		

RWY: 01C
LDA: 11500FT
SLOPE: -0.15%
COND: Wet (115%)

N/A = No valid maximum weight found.

Data may be invalid after 28 days from: 05Aug20

Maximum allowed weight is the minimum of the Approach Climb Limit, Field Length Limit, and the Structural Limit of the aircraft.

APG

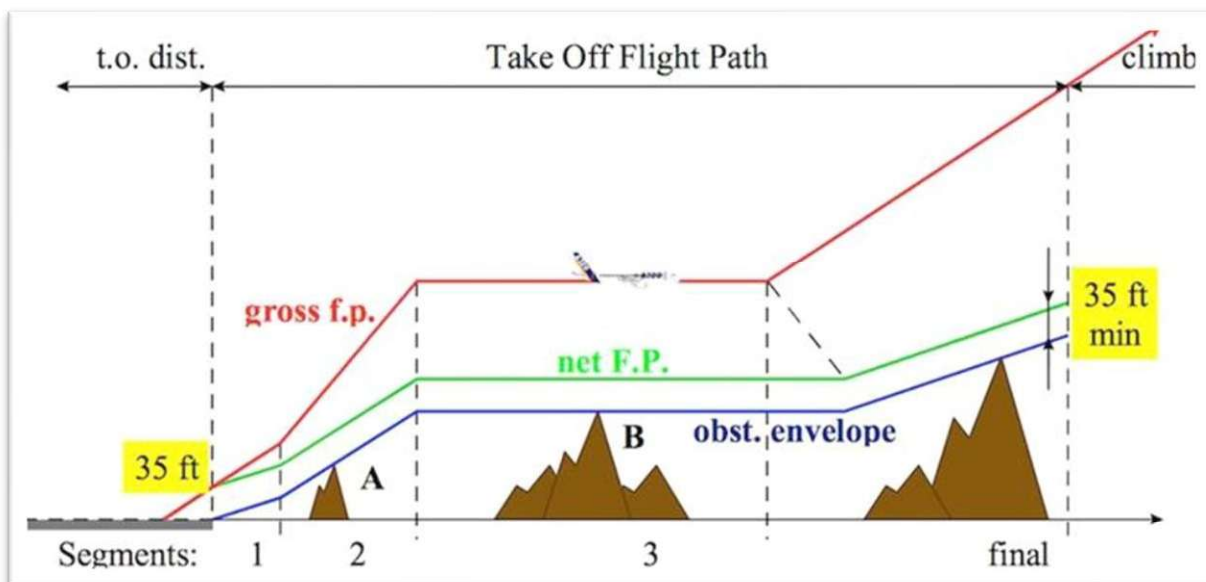
www.flyapg.com

Page 22 of 57

- n. Using APG
 1. Login information is the username and password emailed to the crew member by Foreflight
 - i. When the status is COMPLETE the package may be selected and viewed in a PDF format. From here you may print the package.
- o. Flying The Analyzed Procedure

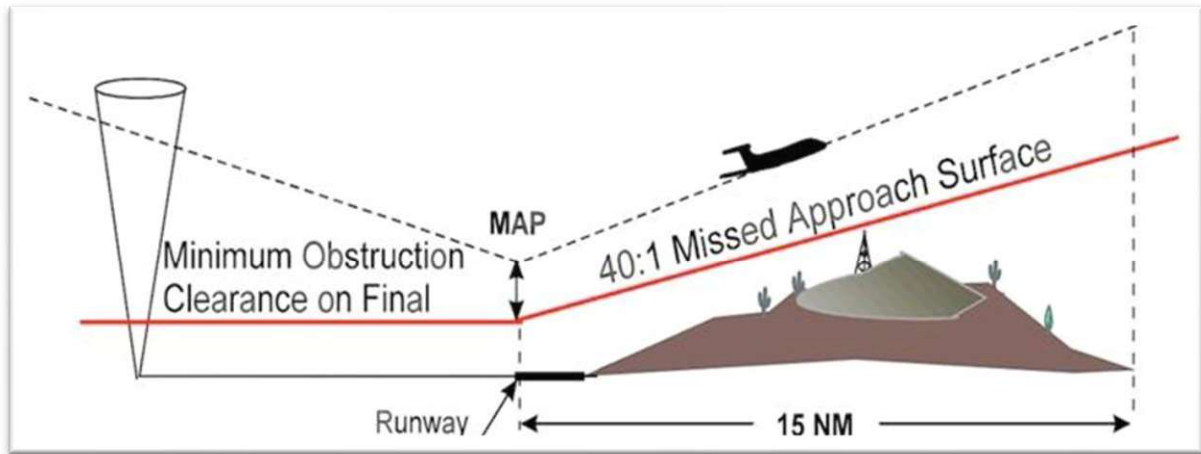
Now you have accurate performance data based on the best available natural and man-made obstructions. Additionally, the most accurate applications of the manufacturer's AFM. However, success still relies on the pilot's execution of the information. Here are some pointers:

1. The Obstacle Analysis assumes compliance with:
 - i. Lateral track
 - ii. Vertical Path
 - iii. Speed (and therefore flaps)
 - iv. Power
2. Although all performance data assumes the engine will fail as early in the takeoff as possible (V1), the actual likelihood of this is very low. More partial or complete power losses are experienced later in the takeoff or climb-out like during power reduction or switching on anti-ice etc. Changing flaps prematurely invalidates the analysis since the aircraft is no longer able to achieve the calculated V- speeds and thus the climb gradient will be reduced. The turning radius has also changed. The aircraft Acceleration Height is published in the analysis and may be different for every takeoff and configuration.
3. Sids assume normal operation. If an engine fails, ATC must be advised of your intentions. You may deviate as required from any SID to comply with the DP.
4. Each DP must be evaluated separately. A comparison must be performed between the published SID and the DP. In many cases the DP falls well within the SID. In this case, programming the FMS for the DP will comply with the SID. In other cases, it may be necessary to split the fms and program the normal departure in one and the DP in the other.
5. When no DP is published, the analyzed flight path is straight out to 1500' MSL.
6. Transport Category Takeoff Profile – When operating a transport category airplane, all takeoff profiles are planned and flown as if an engine fails at one point.



	Segment 1	Segment 2	Segment 3	Segment 4
Flaps	Takeoff	Takeoff	Takeoff	UP
Gear	Transitioning	UP	UP	UP
Engine Power	Takeoff	Takeoff	Takeoff*	Max Continuous
Most Airplanes	Takeoff Power Available for 5 Minutes			
V Speed	AEO V2+20 OEI V2 to V2 + 10	AEO V2+20 OEI V2 to V2 + 10	Accelerating to Vfs	Vfs
ACCELERATION HEIGHT	As Published in Runway Analysis			
Gross Obstacle Clearance Height	Minimum of 35' + .8% of travel distance to obstacle. Obstacle 10,000' from reference zero will be cleared by 115'			
Max Bank for DP	15	15	15	As directed by APG

7. Missed Approach and Balked Landing



- i. The TERPS Missed Approach obstruction plane used is 2.5%, but as you see from the above TERPS figure, from a lower altitude than MDA/MAP. The aircraft is certified with a minimum OEI climb gradient of 2.1% (2 engine airplane). It is also assumed you are at approach speed, which is very close to the go-around speed. There is no Obstacle Analysis required by FAR

135. TERPS provides protection. An OEI Missed Approach gradient is computed and published on the W&B manifest.

- ii. Balked Landings are initiated by the end of the Touch Down Zone and from final approach speed. It is an AEO maneuver with no obstruction analysis required.
- iii. A Non-Standard Missed Approach Climb Gradient may be published on an Approach Plate.

The W&B Manifest OEI approach gradient may be applied to this.

r APG Weight and Balance (APG in flight planning software).

8. The APG iPad program is designed to provide.

- i. Runway Analysis to include an obstacle path,
- ii. Manufacturer's log-hand Weight and balance (weight * arm = moment),
- iii. Vs speeds and gradients,
- iv. Load manifest,
- v. Weather along route of flight
- vi. Provide this information to the pilot in "pdf" format.

9. Weight and Balance / Performance Procedure.

- i. A detailed help booklet is located within the program, which explains every detail of each screen.
- ii. A new Trip Package will be created for each trip and/or city pair.
- iii. The logical steps are:
 1. Choose runways to be used i.a.w. Weather and wind at departure point and destination,
 2. Perform weight and balance by adding the weight of each occupant in the seat used,
 3. Add "cargo" or baggage in the applicable location,
 4. If necessary, move passengers or bags to achieve W&B limits

5. Generate a Trip Package. The final package will be digitally signed by the web service when the package is sent (ICAO requirement) and emailed to WB@SkyJetselite.com with the applicable trip number in the body of the email.
10. In the event that the igenis Direct application or EFB is inoperative, the PIC must ensure that weight & balance is calculated using the American Aeronautics graph and plotter provided onboard the aircraft. A copy (photo or scanned) of the completed graph must be emailed to WB@SkyJetselite.com.
11. Sample APG Performance & WB data

WBPerformanceData

<https://direct.arinc.net/ADC/ADCCContext/WBPerformanceData?De...>

Performance Data N814SG, B400A, PWJT15D5 Created: 05 Aug 2020, 02:41 Z	
Departure Airport: KFXE	
Results are based on non-standard, one engine inoperative departure flight path. Results for runways with no Special Departure Procedure are based on flying the runway track for 30 nm.	
Inputs Elevation: 13 ft. Runway: 27 Wind Dir/Speed: 15004 knots Temperature: 29 ° C Altimeter: 30.01 in Hg Flap: 10 DEGREES Obstacle Criteria: FAA_CIRC	Options Selected ECS ON ANTI ICE OFF THRUST REVERSERS OPERATIVE
Performance Limit Results Weight: 16300 lbs V1: 111 knots VR: 116 knots V2: 123 knots Power: 98.21 % Limit Code: Structural	Weight and Balance Results Weight: 15329 lbs V1: 106 knots VR: 112 knots V2: 119 knots VFTO: 140 knots TORA: 6002 ft TO Distance: 4378 ft Level Off MSL: 504 ft Trim: Tailwind: 2 knots Crosswind: 4 knots
< Values with a *** Denote a Weight That Exceeds a Limit >	

WBPerformanceData

<https://direct.arinc.net/ADC/ADCContext/WBPerformanceData?De...>

Performance Data
N814SG, B400A, PWJT15D5
Created: 05 Aug 2020, 02:41 Z

No destination wind reported. Please review performance results.

Destination Airport: KIAD

Inputs

Elevation: 313 ft.
Runway: 01L
Wind Dir/Speed: 00000 knots
Temperature: 24 ° C
Altimeter: 29.93 in Hg
Flap: 10/30 DEGREES

Options Selected

THRUST REVERSERS OPERATIVE
60% LANDING FACTOR

Results

Limit Weight: 15700 lbs
Limit Code: Structural
Actual Weight: 13268 lbs
Landing Distance Available: 9400 ft
Landing Distance (Unfactored): 3222 ft
Factored Distance: 4682 ft
VREF: 107 knots
VAPP: 129 knots
VFS: 140 knots
MAP Gradient: 8.3 %
Headwind: 0 knots
Crosswind: 0 knots

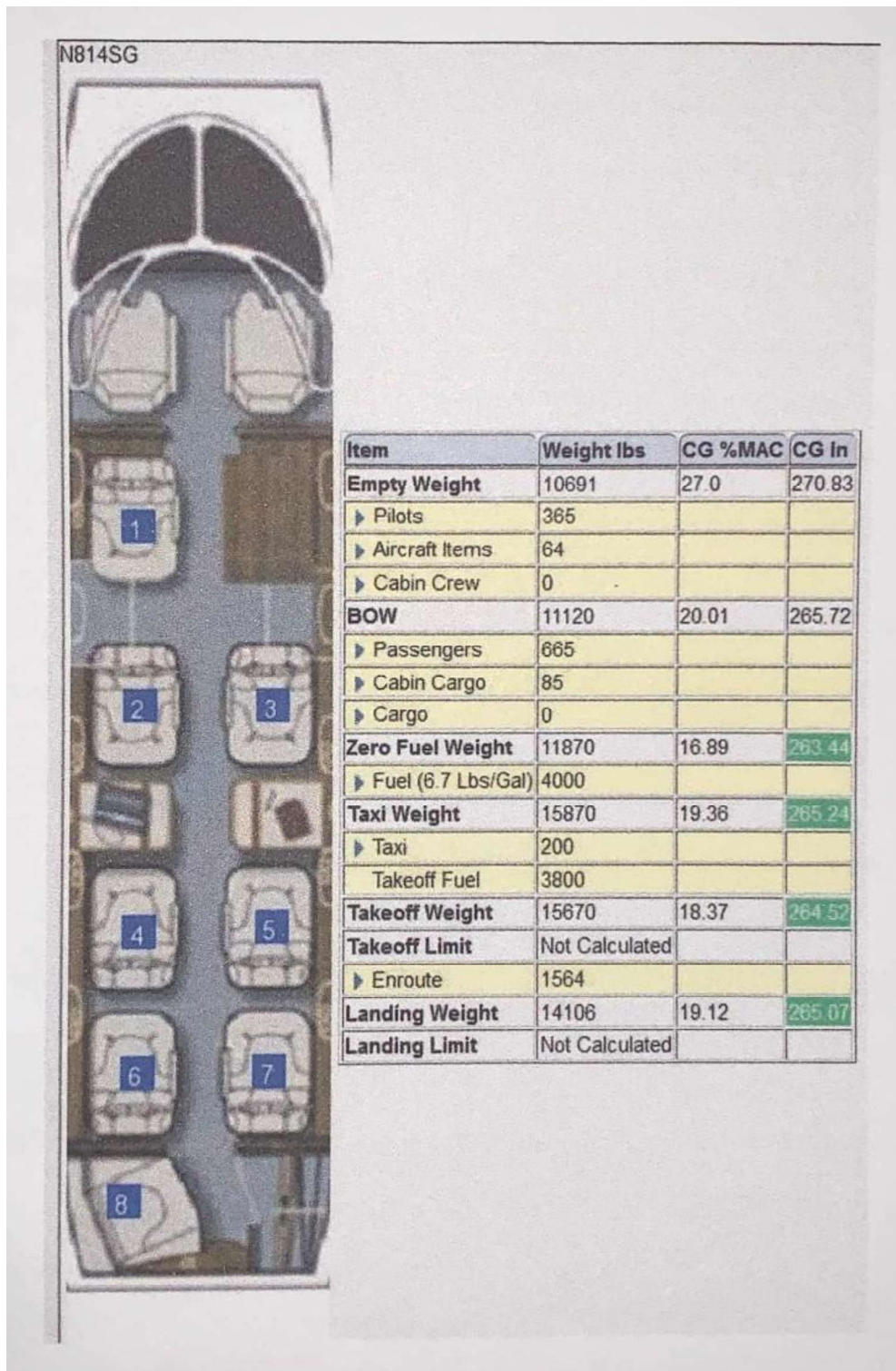
< Values with a *** Denote a Weight That Exceeds a Limit >

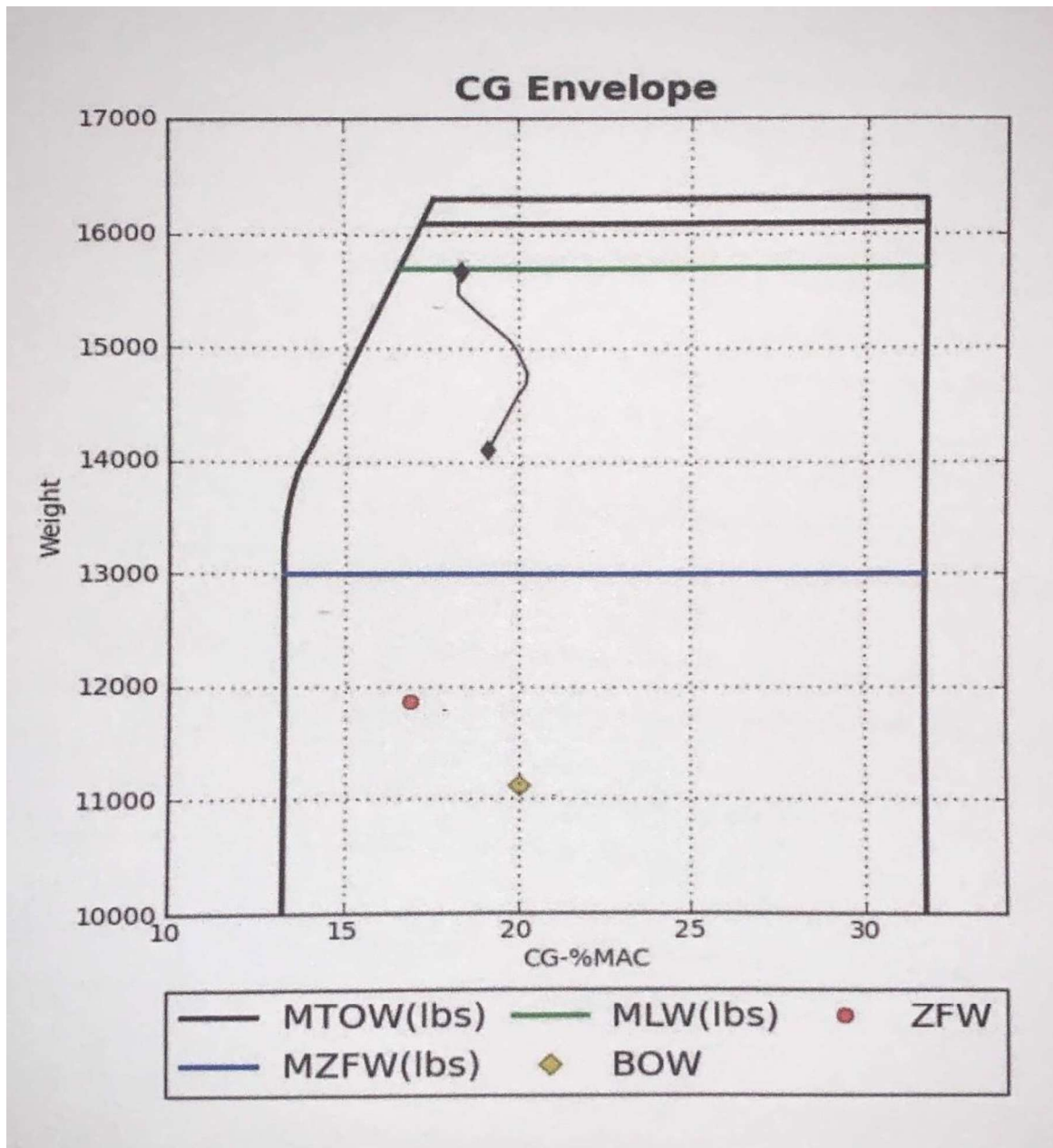
Email to:

ARINCDirect: Your complete source for business aviation services. For more information call 1-866-321-6060 or +1-410-266-2266

Weight And Balance			
Load Manifest			
N814SG, B400A, PWJT15D5			
Departure Airport: KFXE		Destination Airport: KIAD	Date of Flight: 05-Aug-2020
Item			Weight(lbs) cg(%MAC)
Empty Weight			10661 27.34
Pilots			350
Aircraft Items			73
Cabin Crew			0
BOW			11084 20.45
Passengers			660
Passenger 1	0 lbs	Passenger 2	145 lbs
Passenger 3	155 lbs	Passenger 4	175 lbs
Passenger 5	185 lbs	Passenger 6	0 lbs
Passenger 7	0 lbs	Passenger 8	0 lbs
Cabin Cargo			46
Cargo			55
Zero Fuel Weight			11845 18.29
ZFW Fwd CG Limit			13.27
ZFW Aft CG Limit			31.72
Fuel (6.7 Lbs/Gal)			3800
Taxi Weight			15645 19.43
Taxi			200
Takeoff Fuel			3600
Takeoff Weight			15445 19.39
Takeoff Fwd CG Limit			16.2
Takeoff Aft CG Limit			31.72
Takeoff Trim (10 DEGREES FLAPS)			
Takeoff Limit			16300
Maximum Allowable Takeoff Weight (MATOW)			16100
Enroute			2126
Landing Weight			13319 18.98
Landing Fwd CG Limit			13.29
Landing Aft CG Limit			31.72
Landing Limit			15700
< Values with a *** Denotes a Weight or cg that Exceeds a Limit >			
Pilot In Command			
Signature:	_____		
Second In Command			
Signature:	_____		
Number on Board:	6		
Number of Passengers:	4		

Sample Weight and Balance Manifest





12.2 Eligible-On-Demand (OpSpec A057)

OpSpec A057 – Eligible-On-Demand Operations gives SkyJet Elite crews the ability to operate under the provisions of 14 CFR § 135.225(b), 135.385(f) and 135.387(b). In summary, crews that meet the requirements of 14 CFR§ 135.4 can:

- Depart for an airport that does not have weather reporting by a National Weather Service facility provided the crew can receive a local altimeter setting and the alternate airport does utilize weather reporting from a National Weather Service facility.
- Plan to land at the airport of intended landing within 80% of the published landing distance available (or 80% plus an additional 15% if the runway surface is wet; for example: LDA = 5400 feet, $5400 \times .80 = 4320$, $4320 \times 1.15 = 4968$. Therefore, the planned wet landing distance must be equal to or less than 4,968 feet).
- If an alternate airport is required, the crew may plan to land within 80% of the published landing distance available.

The crew must meet certain criteria in order to exercise this privilege. That criteria is detailed in 14 CFR § 135.4. It is as follows:

(a) An “eligible on-demand operation” is an on-demand operation conducted under this part that meets the following requirements:

➤ *Two-pilot crew.* The flight crew must consist of at least two qualified pilots employed or contracted by the certificate holder.

➤ *Flight crew experience.* The crewmembers must have met the applicable requirements of part 61 of this chapter and have the following experience and ratings:

(i) Total flight time for all pilots:

➤ Pilot in command—A minimum of 1,500 hours.

➤ Second in command—A minimum of 500 hours.

(ii) For multi-engine turbine-powered fixed-wing and powered-lift aircraft, the following FAA certification, and ratings requirements:

➤ Pilot in command—Airline transport pilot and applicable type ratings.

➤ Second in command—Commercial pilot and instrument ratings.

(iii) For all other aircraft, the following FAA certification and rating requirements:

➤ Pilot in command—Commercial pilot and instrument ratings.

➤ Second in command—Commercial pilot and instrument ratings.

➤ *Pilot operating limitations.* If the second in command of a fixed-wing aircraft has fewer than 100 hours of flight time as second in command flying in the aircraft make and model and, if a type rating is required, in the type aircraft being flown, and the pilot in command is not an appropriately qualified check pilot, the pilot in command shall make all takeoffs and landings in any of the following situations:

(i) Landings at the destination airport when a Destination Airport Analysis is required by §135.385(f); and

(ii) In any of the following conditions:

- The prevailing visibility for the airport is at or below $\frac{3}{4}$ mile.
- The runway visual range for the runway to be used is at or below 4,000 feet.
- The runway to be used has water, snow, slush, ice, or similar contamination that may adversely affect aircraft performance.
- The braking action on the runway to be used is reported to be less than “good.”
- The crosswind component for the runway to be used is in excess of 15 knots.
- Windshear is reported in the vicinity of the airport.
- Any other condition in which the pilot in command determines it to be prudent to exercise the pilot in command's authority.
- *Crew pairing.* Either the pilot in command or the second in command must have at least 75 hours of flight time in that aircraft make or model and, if a type rating is required, for that type aircraft, either as pilot in command or second in command

Chapter 13 SIC PROFESSIONAL DEVELOPMENT

13.1 General Requirements.

1. In accordance with § 135.99(c), SkyJet Elite must be authorized to conduct instrument flight rules (IFR) operations under part 135 (i.e. OpSpecs A014, B032, B034, B035, C051, C052).
2. In accordance with § 135.99(d), SkyJet Elite must not be authorized to operate as a basic operator, single-pilot-in-command (PIC) operator, or single-pilot operator in accordance with OpSpecs A037, Basic 14 CFR Part 135 Operator – Commuter and On-Demand Operations, OpSpec A038, Basic 14 CFR Part 135 Operator – On Demand Operations Only.
3. SkyJet Elite must have an accepted manual, as required by § 135.21 and 135.23.
4. SkyJet Elite must have approved SIC training and qualification curriculums as required by part 135 subparts G, H, and K.
5. In accordance with § 135.323(a), SkyJet Elite must have approved PIC training for pilots who will serve as PIC on flights conducted in accordance with an SIC PDP.
6. Pursuant to § 135.99(c)(1), SkyJet Elite must maintain records in accordance with §135.63.
7. In accordance with § 135.99(c)(1), SkyJet Elite must have data collection and analysis processes acceptable to the FAA that will enable the SkyJet Elite and the FAA to determine whether the SIC PDP is accomplishing the objective. (See *PDP Feedback Form* at the end of this section)

13.2 Aircraft Requirements.

In accordance with § 135.99(c)(2), the aircraft must be multiengine airplane or single-engine, turbine-powered airplane and have the following:

1. An independent set of controls (i.e., control yoke or side stick, rudder pedals, and brakes) for a second pilot flight crew member. The airplane may not have a throwover control wheel.
2. Independent flight instrumentation on for a second pilot flight crew member including at least the following:
 - Airspeed indicator.
 - Sensitive altimeter adjustable for barometric pressure.
 - Gyroscopic bank and pitch indicator (artificial horizon).
 - Gyroscopic rate-of-turn indicator combined with an integral slip-skid indicator.
 - Gyroscopic direction indicator (directional gyro (DG) or equivalent).
 - For IFR operations, vertical speed indicator (VSI) (rate-of-climb indicator).
 - For IFR operations, course guidance for en route navigation and instrument approaches; and
 - Any additional instrumentation is required by SkyJet Elite's OpSpecs.
 - An oxygen mask, oxygen dispenser, and oxygen supply for a second pilot flight crew member in accordance with §§ 135.89 and 135.157, as applicable.
 - A microphone, transmit switch, and headphone or speaker for a second pilot flight crew member.

Note: A cockpit voice recorder (CVR) is not required for operations conducted under an approved SIC PDP. In accordance with §135.151, no person may operate a multiengine, turbine-powered airplane or rotorcraft having a passenger seating configuration of six or more and for which two pilots are required by certification or operating rules unless it is equipped with an approved CVR that meets certain requirements. A flight under an approved SIC PDP is not considered an operation for which two pilots are required by operating rules.

13.3 SIC Requirements.

In accordance with § 135.99(c)(3), to serve as an assigned SIC under an SIC PDP, a person must meet the same certification, qualification, training, testing, and checking requirements as required by part 135 for a required SIC.

- **Airman Certificate.** In accordance with § 135.245, an assigned SIC must hold at least a Commercial Pilot Certificate with an airplane category and appropriate class rating and an instrument rating.
 - **Medical Certificate.** In accordance with part 61, § 61.23(a)(2), an assigned SIC must hold at least a second-class medical certificate.
1. **Qualification Requirements.** In accordance with § 135.245, for operations conducted under IFR, an assigned SIC must meet the instrument experience requirements specified in § 135.245(c).
 2. **Part 135 Subpart H Training Requirements.** In accordance with § 135.343, an assigned SIC must have satisfactorily completed the appropriate initial or recurrent training curriculum within the preceding 12 calendar-months. An assigned SIC must have satisfactorily completed SkyJet Elite's approved SIC training as follows:
 - Indoctrination training as specified in § 135.329(a)(1);
 - Initial or transition ground training, as applicable, as specified in § 135.345.
 - Emergency training as specified in § 135.331.
 - Crew Resource Management (CRM) training as specified in § 135.330.
 - Initial or transition flight training, as applicable, as specified in § 135.347.
 - Differences flight training, as applicable, as specified in § 135.347.
 - Recurrent ground and flight training as specified in § 135.351; and
 - Training as specified in § 135.329(e), as applicable.
 3. **Part 135 Subpart K Training Requirements.** In accordance with § 135.505(a), if an assigned SIC has duties or responsibilities to perform any of the job functions specified in § 135.501(a), then the assigned SIC must have satisfactorily completed SkyJet Elite's approved initial or recurrent hazardous materials (hazmat) training curriculum within the preceding 24 calendar-months.
 4. **Part 135 Subpart G Testing and Checking Requirements.** In accordance with § 135.293, as assigned SIC must have satisfactorily completed a written or oral test and a competency check within the preceding 12 calendar-months.
 5. **OpSpecs Requirements.** In accordance with part 119, §§ 119.5(l) and 119.43(b)(2), an assigned SIC must satisfactorily complete any training, testing, or checking required by SkyJet Elite's OpSpecs for the operations conducted. For example, OpSpec B046, Operations in Reduced Vertical Separation Minimum (RVSM) Airspace, specifies that the flightcrew must have completed approved training on Reduced Vertical Separation Minimum (RVSM) operating practices and procedures. Therefore, an assigned SIC must have completed SkyJet Elite's approved training on RVSM operating practices and procedures before serving in operations conducted in RVSM airspace.

Note: To conduct certain operations, some OpSpecs specifically require the flight to be conducted with an SIC flightcrew member. For example, OpSpec C079, IFR Lower than Standard Takeoff Minima, 14 CFR Part 135 Airplane Operations – All Airports, specifies that the airplane must be operated with a flightcrew consisting of at least two pilots. OpSpec C079 further specifies that use of an autopilot in lieu of a required SIC is not authorized. Therefore, for operations conducted in accordance with OpSpec C079, the SIC is a required flightcrew member in accordance with §135.109 and is not serving under an SIC PDP.
 6. **Title 14 CFR Part 120 Requirements.** In accordance with part 120, an assigned SIC is a covered employee performing a safety-sensitive function. Therefore, SkyJet Elite must comply with the drug and alcohol testing requirements of part 120 for assigned SIC's. The assigned SIC must also complete the Employee Assistance Program (EAP) training required by part 120, § 120.115.

13.4 PIC Requirements.

To serve as a PIC conducting operations with an assigned SIC under an SIC PDP, a PIC must have been fully qualified as a PIC for SkyJet Elite for at least the previous 6 calendar-months. The PIC must have also satisfactorily completed SkyJet Elite's approved initial and recurrent (as applicable) PIC training as follows:

1. Mentoring training as specified in § 135.99(c)(4)(ii) (see table 1 at the end of this section, SIC PDP Mentor Pilot training course outline).
2. CRM training as specified in § 135.330 for operations conducted with two pilots.
3. Training as specified in § 135.329(e) for operations conducted with two pilots.

Flight Time, Duty Period, and Rest Requirements. In accordance with § 135.99(c)(3), SkyJet Elite, the PIC and the assigned SIC must comply with the flight time, duty period, and rest requirements of part 135 subpart F. If a flight sequence is assigned to a PIC as a two-pilot operation under an SIC PDP, subsequent removal of an assigned SIC from a flight for any reason is not considered a circumstance beyond the control of SkyJet Elite or flight crewmember under § 135.263(d). Therefore, to operate the flight, the PIC must meet the flight time, duty period, and rest requirements applicable to one-pilot operations.

Recordkeeping Requirements. In accordance with § 135.99(c)(1), SkyJet Elite must maintain records for an assigned SIC in accordance with § 135.63 and must provide a copy of the records required by § 135.63(a)(4)(vi) and (x) to the assigned SIC upon request and within a reasonable time. A reasonable time for SkyJet Elite to provide the requested records to the pilot is generally within 20 calendar-days, which is similar to the timeframe in which SkyJet Elite must provide a pilot with Pilot Records Improvement Act of 1996 (PRIA) records.

PRIA. As specified in Title 49 of the United States Code (49 U.S.C.) § 44703(h) and (i), SkyJet Elite must comply with PRIA. See AC 120-68 for information regarding PRIA.

Data Collection and Analysis Process. In accordance with § 135.99(c)(1)(iii), SkyJet Elite must have a data collection and analysis process that will enable SkyJet Elite and the FAA to determine whether the SIC PDP is accomplishing its objectives. The data collection and analysis process should have the following minimum components to continually ensure compliance with the SIC PDP requirements, identify nonconformance to policies and procedures, and identify opportunities to improve the SIC PDP.

Evaluation Process. A method to evaluate the SIC PDP and the effectiveness of the training, testing, and checking for the assigned SIC's and pics participating in the SIC PDP. Some possible methods that may be used include the following:

- Operating experience for newly assigned SIC's conducted by check pilots qualified under § 135.337.
- Line checks of assigned SIC's and pics conducted by check pilots qualified under § 135.337; and
- Other quality assurance (QA) verifications during the training, testing, and checking of assigned SIC's and pics or during revenue operations.
-

Feedback. A method for assigned SIC's and pics to provide feedback to senior management regarding the SIC PDP and the effectiveness of the training, testing, and checking for the assigned SIC's and pics participating in the SIC PDP. (See *PDP Feedback Form* at the end of this section)

Corrective Action Process. A method for taking corrective action when deficiencies have been identified through either the evaluation process or feedback. This will be Accomplished by either the Director of Operations (D.O.) and/or the Chief Pilot (C.P.) reviewing the *PDP Feedback Form* and determining whether or not any action or restructuring of the program is necessary.

Note: The data provided to the FAA may be de-identified by removing employee Names.

1. **LOGGING FLIGHT TIME.** In accordance with § 61.51(f) (3, pilots operating under an SIC PDP may log flight me during certain parts 91 and 135 operations, provided the flight operation is conducted in accordance with § 135.99(c), which includes complying with SkyJet Elite's OpSpec A062. OpSpec A062 includes additional requirements for part 91 flights.
 - **PIC Flight Time.**
 - Assigned PIC. In accordance with § 61.51(e)(5) a commercial pilot or ATP may log PIC flight me while acting as PIC of an operation conducted in accordance with § 135.99(c).
 - Assigned SIC. In accordance with §§ 61.51(e)(1)(i) and 61.159(c)(4), an assigned SIC of an operation conducted in accordance with § 135.99(c) may not log PIC flight time, even when the assigned SIC is the sole manipulator of the controls.
 - **SIC Flight Time.**
 - In accordance with § 61.51(f)(3), an assigned SIC may log SIC flight time while serving as an SIC of an operation conducted in accordance with § 135.99(c), provided the requirements of § 61.159(c) are met.
2. **Aeronautical Experience Requirements** of §§ 61.159, 61.160, and 61.161.
 - **Permitted.** SIC flight me logged in accordance with § 61.159(c) may be used to meet the following requirements:
 - Aeronautical experience requirements specified in § 61.159(a) for an ATP Certificate, except for the flight me requirements specified in § 61.159(a)(5).
 - Aeronautical experience requirements specified in § 61.160 for an ATP Certificate with restricted privileges.
 - Aeronautical experience requirements specified in § 61.161(a) for an ATP Certificate.

Note: As required by § 61.39(a)(3), if applying for the practical test with flight me accomplished under § 61.159(c), an applicant must present a copy of the records required by § 135.63(a)(4)(vi) and (x) to the inspector or examiner.

- **Not Permitted.** SIC flight time logged in accordance with § 61.159(c) may not be used to meet flight time requirements specified in § 61.159(a)(5).
 - **Aeronautical Experience Requirements of Part 135.** SIC flight time logged in accordance with § 61.159(c) may be used to meet the following requirements:
 - Flight me requirements specified in § 135.4(a)(2)(i), (a)(3), and (a)(4) for "eligible on-demand operations."
 - Flight me requirements specified in § 135.243(b)(2) or (c)(2), as applicable, to qualify to serve as a PIC in part 135 operations.
 - Aeronautical experience requirements specified in § 135.247(a)(3)(i) and (ii) for recent experience.

LOGBOOK ENDORSEMENT FOR EACH FLIGHT. In accordance with § 61.159(c)(3), to log SIC flight me while serving as an SIC of an operation conducted in accordance with § 135.99(c), the PIC must certify in the assigned SIC's logbook that the flight me was conducted in accordance with § 61.159(c). The FAA recommends the following endorsement to certify each flight:

I, [PIC Name], certify that [SIC Name] served as an SIC in accordance with

§61.159(c) on the following flight(s) [Airport Identifier to Airport Identifier] on [Date]. [PIC Signature and Airman Certificate Number]

13.5 Aircraft under the PDP:

- N59777 – PA-31
- N9247L – PA-31

13.6 SIC PDP Mentor Pilot training course outline

- PDP Background
- PDP Overview
- FAA Guidance
- OpSpecs Requirements
- Aircraft Requirements
- Manual Requirements
- SIC Requirements
- PIC requirements
- Flight, Duty, and Rest Requirements
- Record Keeping and Program Analysis
- Two-Pilot Standards and Procedures
- Company Guidance
- Mentoring
- Mentor Role
- Mentor vs. Instructor
- Check Pilots
- Personal Relationship
- Company Philosophy
- Mentor Resources
- Mentor Responsibilities
- Professionalism
- Providing Guidance
- Assessment
- Quizzing
- Quiz Questions to Avoid
- Emphasize the Positive
- Promote Aviation Safety
- Communication
- Briefings
- Debriefings
- Role Playing Exercises
- FAA Requirement
- Scenario A
- Scenario B
- Company Specific Scenario
- EXAM

13.7 PDP Feedback Form

PDP Feedback Form

This form is intended to provide an evaluation metric on the viability and effectiveness of SkyJet Elite's SIC Pilot Development Program. This form shall be completed every sixty (60) days of program operation. This form shall be completed by both the PIC and SIC assigned to operate per SkyJet Elite's PDP. Each form completed shall be kept in the respective crewmember's records.

DATE: _____ Crewmember name: _____

PIC ☐ SIC ☐ Assigned/Qualified Aircraft Type: _____

1. Do you feel that the training administered to you has enabled you to perform your duties and responsibilities effectively and safely? _____

2. Have you observed any measured or systemic problems or gaps in the safety of the operation? _____

3. Have you observed any measured or systemic problems in the quality of the program operation? _____

4. Have you observed, or been subject to, any concerns with the crewmember(s) assigned to fly with you? _____

5. As a result of your duty assignment, and participation in the PDP, do you feel that the operation of the aircraft is safer? _____

Crewmember signature: _____ D.O. or C.P. (circle one) signature: _____
