

NTSB Operations Group
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Delta Private Jets
Flight Operations Manual Excerpts



Flight Operations Manual

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Crew Operational Policies Roles and Responsibilities

Chapter 10 Section 2

General

Flight Control will designate a Captain and First Officer for each flight, and reflect that on the trip sheet.

Pilots may trade off pilot duties (e.g., PF: pilot-flying, PM: pilot monitoring) during a trip.

- To ensure that there is never any doubt about who is physically flying the airplane, prior to aircraft movement, the Captain will designate who will act as the PF.
- The person designated as the PM shall monitor and assist the PF by making callouts for each significant transition point, event, or failure condition and by performing any actions requested by the PF or required in established operating procedures.
- The designated Captain retains full responsibility for the trip.

Chain of Command

The chain of command for working crewmembers is as follows:

1. A line check pilot conducting OE when occupying a control seat
2. Captain (PIC)
3. Captain (non-PIC)
4. Line check pilot (conducting a line check)
5. First Officer (SIC)
6. Cabin Attendant (reports to Captain)

Responsibility and Authority

Only a DPJ designated Captain in a specific make and model may operate as pilot flying from the left seat, unless otherwise approved by the Director of Operations. First Officer's are required to fly from the right seat.

Note: On trips with two DPJ Captain's, seat position is solely at the discretion of the company assigned Captain per the DPJ trip sheet.

Captain

The Captain is the designated aircraft commander and has full responsibility for the safe operation of the aircraft. The Captain directs the activities of all crewmembers in a manner which promotes maximum safety, efficiency, and operational effectiveness.

The Captain sets the example for all crewmembers with regard to proper conduct, appearance, alertness, discipline, adherence to operating procedures, and standards of proficiency. The Captain is expected to foster open communication, and be receptive to input from all crewmembers toward the shared goal of a safe operation.

- The Captain is in complete command of the aircraft and has authority over all assigned crewmembers from the time they report for duty until termination of the flight. This includes reasonable coordination between crewmembers for operational necessity during the duty period.
- The Captain's orders will receive prompt compliance from all crewmembers.
 - Differences from written procedures or other instructions should be brought to the Captain's attention.
 - If the order still stands after having involved the expanded team (as appropriate), it is to be obeyed.
- Become familiar with all aspects of the upcoming flight and create a flight plan that ensures compliance with safety and regulations.
- Any discrepancies should be brought to the attention of Flight Control.
- Ensure that the assigned flight will not exceed duty time limitations.

The following duties and responsibilities apply to all Captains:

- Allow only current and qualified pilots to occupy a control seat
- Allow admission to the flight deck only to authorized persons
- Allow an authorized line check pilot to assume command upon notification from the line check pilot that the Captain is being relieved of command. Flight Control must be notified if the Captain has been relieved.
- When applicable, the captain will brief the SIC and cabin attendant regarding all duties and responsibilities in the event of an emergency. To include required communications.

First Officer

The First Officer's primary responsibility is to assist the Captain in the safe and efficient operation of the aircraft while performing assigned duties.

The First Officer is also charged with the responsibility of immediately informing the Captain of unsafe conditions or improper handling or airworthiness concerns which could place the aircraft in jeopardy.

The First Officer will review and coordinate customer service items with the Captain, including Cabin Attendant responsibilities when no Cabin Attendant is assigned

Augmented Crew

In a three-pilot augmented crew, the Captain acting as Captain has full responsibility for the safe operation of the aircraft.

The Captain shall verify and consider all crewmembers' takeoff and landing recency, flying currency, variant currency (if applicable), and any other operational factors when determining who to assign for the takeoff and/or landing. First officer seat position should be determined by the need to maintain recency, not by the rotation the pilot is flying.

Captain Responsibilities

[14 CFR § 135.63]

A load manifest is required for all flights, and must include the following:

- The maximum allowable takeoff weight (MATOW) most restrictive of the following considerations:
 - Maximum weight as restricted by takeoff performance as derived from APG (runway length, obstacle clearance, density altitude, etc.)
 - Maximum landing weight (MLW) plus fuel burn for the planned segment
 - Structural weight limit
 - Maximum zero fuel weight (MZFW) plus fuel on board
- Actual takeoff weight
- Actual CG
- Forward CG limit (curtailed envelope or certified envelope, if applicable)
- Aft CG limit (curtailed envelope or certified envelope, if applicable)

Normally, the Captain will submit this weight and CG information via FOS Mobile. If FOS Mobile is not available, send the information via email or by telephone, if possible, to Flight Control; Flight Control will make a record of the weight and balance, and corresponding CG information.

If the Captain must submit the record via email or telephone to Flight Control, or it is not possible to send the weight and CG information through FOS Mobile, email, or by telephone, the Captain will complete the following:

- Complete the FOS Mobile entry as normal
- Select "Save"
- When arriving into an available network, load the leg and navigate back to Pre-Flight
- Select "Submit."

Life Rafts

Some aircraft operated by DPJ do not include a life raft in the Operational Items list. When a life raft is required for overwater flight segment(s), a life raft should be obtained and contact Maintenance Control to have a maintenance technician complete an AML entry. In this instance, the flight crew will add the life raft into the weight and balance calculation, using the appropriate standard or actual weight, for each of the flight segments it is carried. When the flight segments are completed, remove the life raft and contact Maintenance Control to have a maintenance technician complete an AML entry.

For all other aircraft, if a life raft needs to be removed, contact Maintenance Control to coordinate an AML entry to document the removal. When the life raft is returned to the aircraft, Maintenance Control will coordinate with a maintenance technician to complete the AML entry.

Approved Weight and Balance Calculator

Electronic Calculator

The flight crew will compute the weight and balance and center of gravity (CG) location using the approved weight and balance calculator as listed on the EFB Catalog of approved applications (reference DPJNET). Inter-fleet operations may require the use of a different calculator to compute a load manifest. When a pilot is operating within a different fleet management type, the load manifest, must be reviewed by the assigned Captain prior to each departure. Any corrections to the load manifest will be made in collaboration between the Captain and First Officer.

The approved weight and balance calculator has been verified to meet the requirements of creating a loading analysis based on the guidance of Advisory Circular 120-27E, as amended. A loading analysis/curtailment report is available in the fleet specific documents for each of the aircraft.

Note: If calculator log-in credentials are required, contact Flight Control for the applicable fleet username and password.

Actual Weights

Actual weights for passengers and baggage, in determining the total weight and CG location for the flight, is an alternate method available when calculating a load manifest. The following guidance is available for use during actual weight usage.

Actual passenger and baggage weight may be used if:

- The weight and balance calculator is not available
- The calculated CG using standard weights is outside of the curtailed envelope, but within the certified envelope when operationally necessary - i.e., performance capability

If actual weight(s) are used, the certified envelope is required for calculating the CG position. When using actual weights for passengers and baggage, the use of standard weights may not be included for the total weight and CG calculation for the flight, except the BOW must use the standard crew weight defined in this chapter.

Weight and Balance Calculator Not Available

If the weight and balance calculator is not available, for any reason, the Captain will ensure weight and balance calculations are performed using the prescribed methods located within the approved AFM procedures.

Calculated CG Outside of Curtailed Envelope

If the calculated weight and/or CG location, using standard or actual weights, is outside of the certified envelope, immediately contact Flight Control to discuss options for bringing the weight and CG location inside of the approved limits.

Actual weights may be used if the CG position is outside of the curtailed envelope, but within the certified envelope, and less than the (restrictive) Maximum Allowable Takeoff Weight (MATOW). In this instance, the weight and balance calculator may be used to compute the weight and balance using the full, certified envelope defined by the calculator.

Actual Weight Usage Requirement

Actual weights will be used for:

- Passengers who exhibit qualities that are obvious deviations from the standard weights authorized (i.e., sports teams)
 - Roster weights may be used for determining the actual weight, if applicable
- Freight: any baggage exceeding 100 lbs is considered freight
- Company material: company materials, aircraft parts, and freight

Actual passenger weights will be determined by one of the following means:

- Weighing the passenger
- Asking the passenger their weight and adding 10 lbs
- Obtaining the actual weight from a current government issued ID
- Estimate the passenger weight and adding 10 lbs

When using actual weights for passengers, actual weights for baggage is also used.

General

[135.379]

All flight crewmembers shall be familiar with departure procedures and Standard Instrument Departures and ensure that the aircraft can meet, or exceed, any specified climb gradients. Both Captain and Flight Control are responsible for ensuring any performance-affecting MEL/CDL items have been appropriately accounted for in the flight planning process and flight release.

When a pilot is operating within a different fleet management type, the performance calculation must be reviewed by the assigned Captain prior to each departure. Any corrections to the performance calculation will be made in collaboration between the Captain and First Officer.

Determining Maximum Allowable Takeoff Weight

Code of Federal Regulations Part 135 require the Company to conduct flight operations within the limits specified in an Aircraft Flight Manual. If no Aircraft Flight Manual is published for a particular aircraft, the pilot-in-command must use other FAA approved data published by the manufacturer to determine that aircraft performance will be in compliance with all applicable regulations.

Climb performance is measured in terms of a gradient (height gained divided by distance traveled, expressed as a percent), in specified climb segments.

In order to properly determine the maximum allowable takeoff weight in any situation, the flight crew will refer to the appropriate Aircraft Flight Manual (AFM) section, or performance data derived from the approved performance calculator as listed on the EFB Catalog of approved applications (reference DPJNET). For planning purposes, the Captain will use APG calculated data.

Obstacle Clearance Requirements

The computations of net flight path assume that one engine fails at V_1 and that the remaining engine is at takeoff thrust.

Meeting certification performance rules does not guarantee that obstacles will be cleared on takeoff. Pilots must calculate the actual climb gradient achievable for a given takeoff (operational performance) and must take into account the following airport conditions:

- Airport elevation/pressure altitude/density altitude
- Runway slope
- Ambient temperature

Dispatch & Flight Planning

Weight and Balance

Chapter 14

Section 5

General

Each Captain is responsible for preparing an accurate weight and balance, and center of gravity, record containing information concerning the loading of the aircraft. This record is normally submitted in FOS on the mobile device.

Basic Empty Weight

The basic empty weight (BEW), and corresponding center of gravity (CG) position, must be available and located in the AFM Weight and Balance section, or Manual, as applicable. The BEW will be updated when the aircraft is:

- Weighed to meet the 36 calendar month interval as specified by Ops Specs E096
- Weighed due to a maintenance event (i.e., strip and paint, flight component change, service bulletin, etc.)
- Modified due to equipment change(s) or update(s)

Whenever the BEW is updated, the AFM or Weight and Balance Manual will be updated by a maintenance technician. Maintenance Control will ensure the weight and balance calculator is updated to reflect the updated BEW and CG position.

Operational Items

The operational items include equipment and supplies necessary for a particular operation, but not are included in BEW. These items may vary for a particular aircraft and may include, but are not limited to, the following:

- Manuals and navigation equipment
- Passenger service equipment, including pillows, blankets, and magazines
- Removable service equipment for cabin, galley, and bar
- Food and beverage, including liquor
- Usable fluids, other than those in BEW
- Required emergency equipment for all flights
- Life rafts, life vests, and emergency transmitters
- Potable water
- Drainable unusable fuel
- Spare parts normally carried aboard and not accounted for as cargo
- All other equipment considered standard by the operator

When a load manifest calculator uses a corrected empty weight (CEW) as a designated plot for computing the total load and CG, the CEW is the BEW plus operational items.

BEW Changes

The BEW and CG position of each aircraft will be reestablished at the reweighing periods.

The BEW and CG position of each aircraft must be reestablished through calculation whenever the cumulative change to the BEW is more than plus or minus one-half of one percent of the maximum landing weight, or whenever the cumulative change in the BEW CG position exceeds one-half of one percent of the mean aerodynamic chord (MAC).

Basic Operating Weight (BOW)

The basic operating weight (BOW) is the total of the operational empty weight plus the flight crew (excluding the Cabin Attendant, if applicable). For the purpose of the BOW, the standard weight of each flight crewmember (except flight/Cabin Attendant, if applicable) is 190 lbs. Flight crew bags are not included in the BOW, and should be accounted for as baggage.

Note: The BOW will always use the standard flight crew weight regardless of [Actual Weights](#).

Standard Weights

Standard average weights for passengers and baggage, in determining the total weight and CG location for the flight, is the primary method for computing a weight and balance manifest. When the group of passengers are predominantly (greater than 70% of the passenger load) male or female, the standard average weights for males or females as provided in the list below may be used. Lap children (infants and those under two years of age) have been factored into, and are considered part of, the standard adult passenger weight, and no additional adjustments are required.

The following standard weights are used when computing weight and balance calculations:

- Average adult passenger (13 years or older): 189 lbs
- Average adult male passenger: 199 lbs
- Average adult female passenger: 178 lbs
- Average child weight (2 years to less than 13 years): 81 lbs
- Male flight/Cabin Attendant: 180 lbs
- Female flight/Cabin Attendant: 160 lbs
- Externally loaded baggage (passenger and crew): 30 lbs/bag
- Cabin (planeside loaded) loaded baggage (passenger) : 20 lbs/bag
- Heavy baggage: 60 lbs/bag

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Note: When using standard weights for passengers and baggage, the use of actual weights may not be included for any total weight and CG calculation for the flight.

Baggage Provisions

The following provisions are applicable for baggage:

- Personal allowance - all standard weights include an allowance for one personal item - i.e., brief case, purse, laptop bag, etc. (per person)
- Standard baggage weights include all baggage, excluding the personal item allowance, added into the aircraft, regardless of storage location
- Non-luggage baggage may be carried on the aircraft
- Non-luggage baggage is any item that does not meet the normal criteria for luggage - i.e., golf bags, fishing equipment packages, wheelchairs, strollers, boxed bicycles, etc.
- When non-luggage bags are carried on the aircraft, the equivalent (weight, by estimate) standard weight of the item loaded onto the aircraft is used
- Heavy baggage is any baggage that weighs more than 50 lbs and less than 100 lbs
- Baggage weighing more than 100 lbs is considered freight

Freight/Cargo/Company Materials

Baggage weighing more than 100 lbs will be counted as freight/cargo and the actual weight of that item must be used when determining the weight and CG for the flight. Additionally, when company material, i.e. company materials, aircraft parts, freight, etc., are loaded on the aircraft, the actual weight of the item(s) will be used for determining the weight and CG for the flight.

Freight and company material will use the actual weight of the item(s) and may be used when computing the weight and CG position. These weights may be blended with standard weights when calculating weight and balance.

Load Manifest Policy

The Captain is responsible for ensuring the weight and CG position of each departing flight is complete, and is responsible to ensure that the weight and CG position are within the applicable envelope limits prior to departure. The weight and CG position begins with the aircraft BOW and is computed using the approved electronic calculator using the prescribed standard passenger/baggage weights.

When using standard weights, a curtailed CG envelope must be used.

Captain Responsibilities

[14 CFR § 135.63]

A load manifest is required for all flights, and must include the following:

- The maximum allowable takeoff weight (MATOW) most restrictive of the following considerations:
 - Maximum weight as restricted by takeoff performance as derived from APG (runway length, obstacle clearance, density altitude, etc.)
 - Maximum landing weight (MLW) plus fuel burn for the planned segment
 - Structural weight limit
 - Maximum zero fuel weight (MZFW) plus fuel on board
- Actual takeoff weight
- Actual CG
- Forward CG limit (curtailed envelope or certified envelope, if applicable)
- Aft CG limit (curtailed envelope or certified envelope, if applicable)

Normally, the Captain will submit this weight and CG information via FOS Mobile. If FOS Mobile is not available, send the information via email or by telephone, if possible, to Flight Control; Flight Control will make a record of the weight and balance, and corresponding CG information.

If the Captain must submit the record via email or telephone to Flight Control, or it is not possible to send the weight and CG information through FOS Mobile, email, or by telephone, the Captain will complete the following:

- Complete the FOS Mobile entry as normal
- Select "Save"
- When arriving into an available network, load the leg and navigate back to Pre-Flight
- Select "Submit."

Life Rafts

Some aircraft operated by DPJ do not include a life raft in the Operational Items list. When a life raft is required for overwater flight segment(s), a life raft should be obtained and contact Maintenance Control to have a maintenance technician complete an AML entry. In this instance, the flight crew will add the life raft into the weight and balance calculation, using the appropriate standard or actual weight, for each of the flight segments it is carried. When the flight segments are completed, remove the life raft and contact Maintenance Control to have a maintenance technician complete an AML entry.

For all other aircraft, if a life raft needs to be removed, contact Maintenance Control to coordinate an AML entry to document the removal. When the life raft is returned to the aircraft, Maintenance Control will coordinate with a maintenance technician to complete the AML entry.

Approved Weight and Balance Calculator

Electronic Calculator

The flight crew will compute the weight and balance and center of gravity (CG) location using the approved weight and balance calculator as listed on the EFB Catalog of approved applications (reference DPJNET). Inter-fleet operations may require the use of a different calculator to compute a load manifest. When a pilot is operating within a different fleet management type, the load manifest, must be reviewed by the assigned Captain prior to each departure. Any corrections to the load manifest will be made in collaboration between the Captain and First Officer.

The approved weight and balance calculator has been verified to meet the requirements of creating a loading analysis based on the guidance of Advisory Circular 120-27E, as amended. A loading analysis/curtailment report is available in the fleet specific documents for each of the aircraft.

Note: If calculator log-in credentials are required, contact Flight Control for the applicable fleet username and password.

Actual Weights

Actual weights for passengers and baggage, in determining the total weight and CG location for the flight, is an alternate method available when calculating a load manifest. The following guidance is available for use during actual weight usage.

Actual passenger and baggage weight may be used if:

- The weight and balance calculator is not available
- The calculated CG using standard weights is outside of the curtailed envelope, but within the certified envelope when operationally necessary - i.e., performance capability

If actual weight(s) are used, the certified envelope is required for calculating the CG position. When using actual weights for passengers and baggage, the use of standard weights may not be included for the total weight and CG calculation for the flight, except the BOW must use the standard crew weight defined in this chapter.

Weight and Balance Calculator Not Available

If the weight and balance calculator is not available, for any reason, the Captain will ensure weight and balance calculations are performed using the prescribed methods located within the approved AFM procedures.

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Calculated CG Outside of Curtailed Envelope

If the calculated weight and/or CG location, using standard or actual weights, is outside of the certified envelope, immediately contact Flight Control to discuss options for bringing the weight and CG location inside of the approved limits.

Actual weights may be used if the CG position is outside of the curtailed envelope, but within the certified envelope, and less than the (restrictive) Maximum Allowable Takeoff Weight (MATOW). In this instance, the weight and balance calculator may be used to compute the weight and balance using the full, certified envelope defined by the calculator.

Actual Weight Usage Requirement

Actual weights will be used for:

- Passengers who exhibit qualities that are obvious deviations from the standard weights authorized (i.e., sports teams)
 - Roster weights may be used for determining the actual weight, if applicable
- Freight: any baggage exceeding 100 lbs is considered freight
- Company material: company materials, aircraft parts, and freight

Actual passenger weights will be determined by one of the following means:

- Weighing the passenger
- Asking the passenger their weight and adding 10 lbs
- Obtaining the actual weight from a current government issued ID
- Estimate the passenger weight and adding 10 lbs

When using actual weights for passengers, actual weights for baggage is also used.

Authorized Applications

Loading new or additional software intended for operational use is not permitted. New or additional software must be demonstrated to perform as originally intended. If a pilot believes new or additional software is necessary for operational use, contact the DO or CPO to open an SRM and evaluate the application's integration into flight operations. Once the application has been approved, it will be added to catalogue of approved applications.

Only authorized applications are permitted to be installed and used during all phases of flight.

The catalog of approved EFB applications is available on DPJNET. [this statement will have the following hyperlink:
<https://deltaprivatejets.sharepoint.com/FlightOperations/Administration/Pages/default.aspx>]

Required Storage Space

Reserved for future use.

Portable EFB Hardware Components

EFB hardware components, such as RAM Mount suction cup securing devices, may be used provided EFBs are capable of being easily removed from or attached to the mounts by flight crewmembers without tools or maintenance action. EFB mounting devices may not be used if they obstruct visibility or egress capability.

When the EFB mount is a part of the aircraft, or requires maintenance action to secure or remove the EFB, reference the provisions and limitations for EFB in the aircraft MEL.

Aircraft power and data ports, for the purpose of battery recharging, is permitted. Rechargeable powercells and/or backup batteries are permitted when they show no obvious signs of damage to the cell casing or chord.

Safety and CRM

Crewmembers are prohibited from using personal electronic devices, including tablets, e-Readers, and laptop computers for personal use while at their duty station on the flight deck while the aircraft is being operated.

These policies and practices improve safe use of the EFB:

- EFB use must not result in both pilots being “heads down” at the same time.
- EFB set up and use should be managed to prevent an increase in crew workload and distractions.
- Avoid complex, multi-step tasks during critical phases of flight.
- Use application functions such as clipboard, favorites, bookmarks, and annotations to allow quick access to data.
- EFBs should be hand-held while conducting briefings. This improves communication, and reduces “heads down” situations.

Flight Deck Use

The EFB may be:

- Used to perform normal or non-normal checklists if the checklists are approved by the aircraft manufacturer..
- FAA approved and/or accepted checklists and QRHs must be used.
- Dual EFB usage should be avoided during high workload environment.

If electronic interference is suspected at any time, refer to the QRH Non-Normal Checklist. Incidents of suspected electronic interference require submission of an IROP.

Software Status When Reporting for Duty

Prior to reporting for the beginning of a rotation, pilots must ensure that:

- Applications are current, and
- Content is updated in Jeppesen and Content Locker

Security and Support

If an EFB is inoperative, lost, or stolen, immediately contact Flight Control.

Note: File a police report if an EFB is stolen, but do not create a flight delay to file a report.

Lost, Stolen, or Inoperable EFB

Time Frame	Action Required
More than 48 hours prior to rotation	• Call Technical Support (859-534-4295) • If technical support is unable to restore EFB functionality, or the EFB is lost or stolen, IT will coordinate the shipment of a replacement EFB.
Less than 48 hours prior to rotation but prior to reporting to the aircraft	• Call Technical Support (859-534-4295) if the EFB is inoperable and attempt to restore operation • If technical support is unable to restore EFB functionality, or the EFB is lost or stolen, contact the CPO. Attempt to borrow or obtain a loaner EFB. • If technical support is unable to restore EFB functionality, or the EFB is lost or stolen and the CPO is closed, contact Flight Control. Attempt to borrow or obtain a loaner EFB from DPJ.
On aircraft, before engine start	Contact Flight Control.

In the event a lost EFB is not recovered, a replacement fee may be assessed. In the event a pilot loses subsequent EFBs, the CPO will review each circumstance with the pilot and subsequent replacement fees may be assessed.

Critical Phase of Flight Requirements

Each EFB must be secured prior to takeoff and landing. Securing methods include placing the EFB in the mount or stowing. Use of leg mounting is sufficient.

Event Reporting

Reserved for future use.

EFB Contingencies

Single EFB Failure

If a single EFB fails in flight, continue to the destination using the other EFB. Prior to the next flight, print paper charts for the airports of intended operation.

Single EFB Battery Failure

If a single EFB battery fails, use aircraft power if available, or use the other EFB. If unable to charge the EFB prior to the next flight, print paper charts for the airports of intended operation.

Chart/Map Utilization

For all operations, pilots will have adequate charts available for immediate reference. Strict adherence to Minimum Safe Altitudes will be conducted in reference to Airway, SID/STAR, and Approach charts as applicable to the phase of flight.

Oxygen Use

- When cabin pressure altitude exceeds 10,000 feet for more than 30 minutes, both pilots will don and use their approved quick-donning oxygen masks.
- When the cabin pressure exceeds 12,000 feet MSL, both pilots will don and use their quick-donning type oxygen mask.
- When the aircraft is operated between FL250 and FL350, each pilot must have an approved quick-donning type oxygen mask available.
- If one pilot leaves a flight duty station while the aircraft is operated between FL250 and FL350, the remaining pilot must don and use the approved quick-donning type oxygen mask until the pilot returns to the duty station.
- One pilot must wear and use the approved quick-donning type oxygen mask when operating the aircraft above FL350
- For unpressurized flight and passenger carrying operations, reference 14 CFR § 135.157
- All passengers shall wear an oxygen mask and use supplemental oxygen anytime the cabin pressure altitude is above 13,000 feet.

Pilot Priorities

Pilot	Primary Responsibilities	Secondary Responsibilities
PF	• Fly the aircraft in a safe manner • Comply with CFRs • Comply with ATC instructions	• Avoid distraction from primary responsibilities • Backup the pilot monitoring
PM	• Ensure that the PF flies the aircraft in a safe, compliant manner • If in doubt as to whether the aircraft is being operated in a safe, compliant manner, immediately bring any concern to the PF's attention	• Avoid distraction from primary responsibilities • Backup the pilot flying • Communications • Administrative duties

Rejected Takeoff (RTO)

An RTO is a takeoff that has been discontinued after takeoff thrust is set and/or initiation of the takeoff roll.

RTO Decision

The Captain has sole responsibility for the decision to reject the takeoff. The decision must be made in time to start the rejected takeoff maneuver by V1.

- DPJ defines 80 KIAS as the boundary between a low- and high-speed.
- The “80 knots” call on the takeoff roll is a clear announcement of entering the high speed regime, where it is generally safer to continue.
- Captains must be knowledgeable with the reasons for rejecting a takeoff in the low-speed versus the high-speed regime.

RTO Policy

The Captain will notify the Flight Coordinator of any rejected takeoff prior to subsequent departure.

- Any RTO greater than 80 knots requires approval to continue from a Chief Pilot, or above. All rejected takeoffs will be documented with an IROP.
- RTOs for a mechanical irregularity:
 - A logbook entry must be made
 - Contact Flight Control
 - The flight may continue after complying with all applicable MEL/CDL restrictions and limitations.
- Notification of a rejected takeoff is required for 91 and 135 operation.

Smoke, Fume, or Odor Events

Aircraft smoke and fume events can occur at almost any time. It is often difficult to troubleshoot the source of the problem without a clear description of the sequence of events leading up to the actual occurrence.

Operational Control and Trip Authorization

[14 CFR § 135.19]

This chapter describes the procedures required to exercise operational control. The systems used for this function are: telephone networks, FOS as accessed on office computers and mobile devices, and airborne communication systems – i.e., Airborne Flight Information System, ARINC Voice, etc.

An authorization is required prior to flight, and will be issued using the methods described in this section.

In an emergency involving the safety of persons or property, any individual holding operational control may deviate from 14 CFR Part 91 and 135 rules relating to aircraft, equipment, and weather minimums to the extent required to meet that emergency. Each individual who deviates from a 14 CFR Part 91 or 135 Rule for the purpose of meeting an emergency shall complete the appropriate report(s) as specified in the Safety Reporting Systems chapter of this manual.

Operational Control

Note: Operational Control responsibilities for 14 CFR Part 91 Owner Operated trips, is contained in [Chapter 18, Exceptions to Part 135 \(part 91 Ops\)](#).

This chapter provides how Delta Private Jets (DPJ) maintains exclusive and positive operational control of all flight operations. The DPJ operational control policies outlined in this chapter are designed to ensure that DPJ maintains complete, effective, and sustainable operational control over each aircraft operated, and that no surrender or loss of operational control will exist at any time.

The following sections describe how flights are initiated, conducted, and terminated. DPJ retains sole responsibility for the operational control of all 14 CFR Part 135 charter flights and, while conducting charter flights, is accountable for all actions and omissions of direct employees, crewmembers, and/or agents of DPJ.

DPJ's operational control responsibility is not transferable to any other person or entity and this responsibility supersedes any agreement, contract, understanding, or arrangement, either written or oral, expressed or implied, between any persons or entities. DPJ will not surrender, abrogate, or share operational control responsibility to or with any other party.

DPJ has exclusive legal and actual possession (directly or through DPJ's employees and agents) of at least one aircraft for at least one kind of operation authorized in DPJ Ops Specs, as specified in 14 CFR § 135.25.

At no time will DPJ engage in franchising or sharing authority granted under operational specifications issued to DPJ to or with any person or entity.

Aircraft listed in Ops Specs D085 are the only aircraft that will be used to conduct Part 135 operations authorized by Delta Private Jets. Each aircraft will be airworthy and in compliance with conditions and limitations specified by the FAA-approved inspection/ maintenance program before it is allowed to depart on any flight.

Crewmembers trained and qualified in accordance with applicable regulations and the DPJ approved training program are the only crewmembers that may be assigned to conduct 14 CFR Part 91 and 135 operations. Part 119 officials and their designees, who are trained and qualified in accordance with applicable regulations and the DPJ training program, are the only individuals that may assign and release crewmembers to conduct 14 CFR Part 91 and 135 operations. The requirements of this paragraph will be satisfied using Flight Operations System (FOS). The facilities used for these functions are located in Erlanger Kentucky, and may be remotely accessed using internet capabilities.

Prior to being assigned to a flight, FOS is used to verify and certify each crewmember is in compliance with all flight, duty and rest requirements. This does not replace the responsibility of Flight Control and the individual crewmember from ensuring the flight, duty, and rest requirements are met. This software will be used to generate a Trip Authorization, which will designate the Captain. Using the training and guidance provided by Delta Private Jets, Flight Control and the Captain will determine the conditions under which the flight may be operated.

Using that same training and guidance, when safety conditions for the flight cannot be met, either before or during the flight, Flight Control and the Captain is responsible for canceling, delaying, rerouting, or diverting the flight.

DPJ pilots and crewmembers must comply with established policies and procedures as outlined in all DPJ manuals and Ops Specs as amended. Failure to do so may be subject to legal enforcement action by the FAA and disciplinary action by DPJ.

Along with the above requirements, DPJ will not:

- Use any DBA in any way that represents an entity that does not hold an air carrier or operator certificate and Ops Specs as having such a certificate and Ops Specs.
- Unless otherwise approved by the FAA in Ops Specs A001, DPJ will not use any fictitious name of any other person or entity.
- Use any fictitious name to obscure DPJ's responsibility or accountability to exercise operational control and responsibility for the safety of each 14 CFR Part 135 flight operation.
- Enter into a wet lease, or wet lease from any person not authorized by the FAA to engage in common carriage under 14 CFR Part 135 where that person provides an aircraft and at least one crewmember.
- Require any aircraft owner/lessor to furnish pilots to DPJ to operate the aircraft. DPJ will select crewmembers for a 14 CFR Part 135 flight from the current list of DPJ crewmembers, taking into account all regulatory requirements of the flight and the geographic location of the aircraft and crew.
- Allow aircraft owner/lessor to have the power to veto who the certificate holder will use to pilot the aircraft in 14 CFR Part 135 operations, so as to limit DPJ to using only the owner/lessor's pilots.
- Engage in any arrangement with any aircraft owner, lessor, person, or entity which allows the use of an aircraft for operations without a complete, effective and sustainable transfer of operational control to the certificate holder for all 14 CFR Part 135 flight operations.
- Conduct operations under 14 CFR Part 135 unless the crewmembers assigned are direct employees or agents for DPJ during all aspects of the 14 CFR Part 135 operations, including pre-flight and post-flight duties.
- Use any aircraft in charter flight unless the aircraft is owned by, or leased to, DPJ and remains, without interruption, in DPJ's legal and actual possession or custody (directly or through DPJ's employees and agents).
- Knowingly use any aircraft listed on any other 14 CFR Part 119 certificate holder's Ops Specs during the term of the exclusive use lease.
- Allow or create the circumstances to enable any other entity to conduct flights for compensation or hire under 14 CFR Parts 119, or 135 as if the entity were DPJ.
- Operate any aircraft in an agreement between DPJ, the aircraft owner, or lessee that shifts liability and accountability for the safety of 14 CFR Part 135 operations from DPJ to the aircraft owner or other parties.

- Dispatch any 14 CFR Part 135 flight unless at least one person, or management designee (a direct employee) listed in the operations manual (other than pilot), has determined that each assigned crewmember is qualified and eligible to serve as a crewmember in the aircraft and type of operation assigned.
- Dispatch any 14 CFR Part 135 flight unless at least one person, or management designee (a direct employee) listed in the operations manual (other than a pilot), has determined the assigned aircraft is listed in the Ops Specs paragraph D085 and the assigned aircraft is airworthy under DPJ's approved inspection, maintenance, or airworthiness program.
- Dispatch any 14 CFR Part 135 flight unless at least one person, or management designee (a direct employee of DPJ) listed in the operations manual (other than a pilot), has determined the flight can be initiated, conducted, or terminated safely and in accordance with DPJ's Ops Specs, manuals, and all applicable domestic and international regulations.

Flight Control Responsibilities

Prior to any 14 CFR Part 91 and 135 flight or series of flights, the Flight Coordinator handling the flight segment must review the planned departure, en route segment, and destination to ensure the flight can be initiated, conducted, and terminated safely and in accordance with the DPJ Ops Specs, this manual, and all applicable regulations. This includes:

- The aircraft is airworthy, released from Maintenance Control, and will not be scheduled to exceed inspection requirements
- Operational Control and the appropriate operating regulation is accurately assigned
- Supplemental information (FBOs, passenger requests, etc.) is accurate and appropriately resolved when necessary
- All domestic and/or foreign Customs requirements (General Declaration, Crew Declaration, APIS, Clearance confirmations, etc.) are communicated to the Captain
- The assigned aircraft can complete the planned flight segment(s) in accordance with the communication, navigation, and emergency equipment requirements of Ops Specs B050, including all aircraft MEL restrictions and expirations
- The flight crew is current, qualified, and assigned to the appropriate duty positions for the flight segments
- The flight and rest assignments are scheduled in accordance with the Flight Scheduling, Rest, Duty, and Fatigue Mitigation chapter of this manual
- Actual and forecast weather reports meet or exceed the prescribed minimums of the regulations and DPJ Ops Specs

- Reviewing AIRMET, SIGMET, NOTAMs, TFRs, and ATC delays
- Reviewing airport curfews, runway restrictions, and published noise restrictions
- Complete Customs/APIS, when required, and issue confirmation to the Captain

Captain Responsibilities

Prior to any 14 CFR Part 91 and 135 flight or series of flights, the assigned Captain must determine whether the flight can be initiated, conducted, and terminated safely and in accordance with DPJ Ops Specs, this manual, and regulations. Operational determinations made by the Captain assigned to the flight must be made in accordance with DPJ's written policies, procedures and standards. This includes:

- The aircraft is airworthy
- Operational Control and the appropriate operating regulation is accurately assigned
- Supplemental information (FBOs, passenger requests, etc.) is accurate and appropriately resolved when necessary
- All domestic and/or foreign Customs requirements (General Declaration, Crew Declaration, APIS, Clearance confirmations, etc.) are received
- The assigned aircraft can complete the planned flight segment(s) in accordance with the communication, navigation, and emergency equipment requirements of Ops Specs B050, including all aircraft MEL restrictions, and expirations
- The flight crew is current, qualified, and assigned to the appropriate duty positions for the flight segments
- The flight and rest assignments are scheduled in accordance with the Flight Scheduling, Rest, Duty, and Fatigue Mitigation chapter of this manual
- Actual and forecast weather reports meet or exceed the prescribed minimums of the regulations and DPJ Ops Specs
- Reviewing AIRMET, SIGMET, NOTAMs, TFRs, and ATC delays
- Reviewing airport curfews, runway restrictions, and published noise restrictions

Unless otherwise approved by the FAA, delegated personnel who make operational control decisions for DPJ must meet the requirements of 14 CFR § 119.69(d) as amended. These persons' names, titles, duties, responsibilities, and authorities are specified in this chapter, as amended.

Rest, Flight, and Duty Times

Crew Pairing	Required Rest (hours)	Flight Time (hours)	135 Duty Time (hours)	Time Aloft
1 Captain/1 First Officer	10 consecutive	10 maximum	14 maximum	N/A
2 Captain/1 First Officer	12 consecutive	8 maximum flight deck duty	18 maximum	12 maximum
2 Captains/2 First Officers	12 consecutive	8 maximum flight deck duty	20 maximum	16 maximum

Fatigue/Unfit for Duty

Note: It is the responsibility of each flight crewmember to monitor fatigue. If the crewmember determines they are incapable of safely performing flight duty obligations due to fatigue, Flight Control should be notified immediately. The flight crew will be released from current and subsequent flight duty obligations to the point necessary to recover from fatigue. The rest period assigned should be reasonable to mitigate the fatigue condition and will be mutually determined by the pilot and Flight Control.

Each flight crewmember must individually determine mental and physical preparedness to fly. Crewmembers are free to remove themselves from the flight schedule, without fear of retribution, if they are not fit for duty. When a crewmember is not fit for duty, they will immediately contact Flight Control to declare fatigue. Flight Control will immediately release the crewmember with no questions asked.

If after accepting a trip authorization, the crewmember becomes ill, incapacitated, or announces fatigue, Flight Control must be contacted.

Fatigue is a physiological state of reduced mental or physical performance capability resulting from lack of sleep or increased physical activity that can reduce a crewmember's alertness and ability to safely operate an aircraft or perform safety-related duties.

The ability to meet the physical and mental demands of the job is affected by fatigue. Physiological studies and real-world experience confirm the negative effects on pilot performance of carrying out duties while fatigued. While scheduling and crew rest policies attempt to mitigate the worst impacts of fatigue, responsibilities for personal habits, as well as maintaining a disciplined approach to limiting the effects of fatigue, also reside with the crewmember. In addition, when fatigue is noted in one's self or another crewmember simply recognizing the situation and advising the other crewmember(s) can be an effective mitigation strategy.

If fatigue is a certainty, and it cannot be effectively mitigated, and the flight crew believes that it would compromise the safety of flight, then the flight should not be attempted and Flight Control should be contacted. It is the crewmember's responsibility to be properly rested, but it is also the crewmember's responsibility to recognize the existence and impacts of fatigue and manage it appropriately.

Flight Crewmember Seat and Aircraft Upgrade Policy

DPJ Crewmembers

Eligibility to upgrade from First Officer to Captain is based on the company's demand for such a position. A candidate will be upgraded based on performance as judged by management, standards personnel, and peers, as well as annual employee evaluation. It should be understood that while seniority is considered and weighed as a component of qualification, superior seniority alone does not guarantee upgrade over another candidate. Any candidate that bids for an upgrade in seat assignment or aircraft type can anticipate the following conditions:

- A one year training agreement based on the cost of the initial type, pro-rated monthly.
- Any currently held schedule will be suspended and or canceled during the SOE portion of training. After SOE is completed, you may join a vacant line or reserve line for the remainder of the scheduled bid period.

Managed Crewmembers

Captain upgrades are determined by the aircraft owner. Prior to a Captain upgrade, the pilot will be evaluated by the Chief Pilot to ensure the pilot is qualified and prepared for the 14 CFR 135.299 line check and operational responsibility of following the procedures in this manual as well as other FAA accepted manuals and documents.

A pilot moving from a Turn Key aircraft to the DPJ core fleet is not guaranteed to keep or receive a Captain position on a DPJ core aircraft. This determination will be made based on the current fleet staffing.

DPJ Core Pilot Seat Lock Policy

In order to minimize training costs and maximize scheduling availability, the following seat lock policy has been implemented. When a crewmember applies for and accepts a new position on an aircraft for which they are not currently type rated, they will remain in that capacity for a period of two years. When a crewmember applies for and accepts a position on an aircraft where the crewmember is previously type rated and requalification is obtained through a recurrent training cycle, the crew member will remain in that capacity for a period of one year. Application for other positions may not be considered until the agreed upon period has expired. If DPJ assigns a crewmember to an aircraft or duty position due to company needs, or displaced, the seat lock policy is waived.

Crewmembers are encouraged to apply to any posted position for which they are qualified.