G-150
Standard Operating Procedures

1.0   Suggested flows/checklist procedures

All checklists should be done based on the concept of the flows.   First complete your flow for the appropriate checklist, and then perform the checklist.   The PF should call for the checklist after he/she has finished his/her flow.   The checklist itself should be used as a tool to ensure that nothing was missed. The checklist should NOT be done as a read and do list.

Each pilot should be familiar with the expanded procedures to ensure they are properly performing the abbreviated checklist.   The expanded procedures contain items that need to be accomplished that are not spelled out on the abbreviated checklist.
When a line appears in a checklist, the checklist should be completed to the line when it is called for (i.e.: Before start) and the PNF shall respond "_____ checklist complete to the line"

When the PF is ready for the remainder of the checklist, he/she shall call "_____ Checklist below the line"

6.0   Descent

6.1   Stabilized Approaches

The most important factors in a safe, smooth approach are speed and rate of sink with a stable thrust setting.

The aircraft should be established on a glide path from approximately 5 miles out. When executing a visual approach, use all available resources for backup. Program the FMS either with the ILS, GPS or with a visual approach to the runway of use.

The aircraft speed should be no lower than Vref +5 and no greater than Vref + 20 once established on the approach segment.

Sink rates in excess of 1,000 FPM are considered to be an unstable approach and should be called by the PNF.

The aircraft should be stabilized by 1,000' in IMC and 500' in VMC

Once the aircraft is on the final approach segment of the runway of intended landing if an engine failure should occur, other than engine fire, <u>and</u> the aircraft is in IMC conditions the PIC will call for and initiate the Go-Around procedures (section 13.0 of this document). If however the aircraft is in VMC conditions or the PIC determines the aircraft is stable and the approach can be continued safely the PIC may choose to continue the approach to a landing or initiate the Go-Around procedures.

7.0   Windshear

7.1   General

The objective of the recovery procedure is to keep the aircraft flying until it exits the windshear.

If windshear is inadvertently encountered after lift-off or on approach, **immediately** initiate the recommended recovery procedure. If on approach, **do not attempt to land.**

7.2   Windshear Precautions

High probability windshear environments must always be avoided. However, there are situations when windshear probabilities are not high enough to preclude operations, yet the conditions exist for possible windshear activity. In these instances, use the following precautions.

TAKEOFF PRECAUTIONS
- Use the longest suitable runway
- Consider increased rotation speed

APPROACH AND LANDING PRECAUTIONS
- Use the longest suitable runway
- Use ILS or VASI for glidepath monitoring
- Consider using an increased approach speed, up to 20 knots
- Establish a stabilized approach no later than 1,000ft AFE
- Monitor flight director and autopilot

12.0 Visual Approach

12.1 General

When executing a visual approach, use all available resources for backup. Program the FMS either with the ILS, GPS or with a visual approach to the runway of use.

The PIC should keep the aircraft at or above the glideslope on an ILS equipped runway and if the runway is equipped with a VASI or PAPI, the aircraft should remain at or above the glidepath until a lower altitude is necessary for a safe landing.

14.0   Landing

14.1   Speed Bugs

Landing Reference Speed(Vref)

Gust factor additives should be ½ of the head wind plus all of the gust. If the head wind is 10 kts gusting to 20, your additive would be:

5 (1/2 the head wind of 10) + **10** (all the gust 20 - 10 = 10) = **15**

The approach should be flown at Vref + 15. There is no bug to depict this number, so the PIC will need to brief the wind additive speed during the approach briefing.

14.2   Gear Not Down Warning

The following conditions will give you the GEAR NOT DOWN warning message and aural alert if any of the landing gear is not down and locked:

- Radio altimeter less than 400 ft and one thrust lever at below maximum cruising
  or
- Flap position more than 30°

14.3   Flap Setting

Flaps 40 is the recommended landing flap setting.

14.4   Touchdown

When approaching the runway threshold, speed should be slowed to Vref + any gust factor. As the airplane approaches the touchdown point, reduce descent rate, smoothly retard the power levers to idle and maintain the flight profile until touchdown.
Immediately after touchdown, lower the nose to the runway. Use reverse thrust, ground airbrakes, and brakes as necessary to bring the aircraft to a stop.

Max reverse should only be used if necessary to come to a complete stop.

At 80 knots,
PNF: Calls "80 knots"
PF: Removes his hand from the control yoke to the tiller.

14.5   Landing Procedures and Callouts

ACTION	PF	PNF
Touchdown	• after the nose wheel has touched down apply reverse thrust as necessary • Apply brakes as necessary	• Verify ground spoilers deployed • Monitor deceleration and engine instruments
80 knots	• Move left hand from yoke to nose wheel steering	**"80 KNOTS** **"MY YOKE"**

17.0 Deviation from Standard Operating Procedures

On a routine basis, non-standard procedures are unacceptable in a professional cockpit. However, the pilot-in-command has the final authority as to the disposition of the aircraft and may deviate from standard procedures as circumstances warrant.

18.0 Guide to effective Communication

It shall be the intent of all Hendrick Aviation Personnel to clearly and concisely communicate in a friendly, professional manor to our passengers and/or other Hendrick Employees. Every effort shall be made to keep our customers informed on any situation that will affect departure and arrival times, delays, turbulence, significant weather, icing, diversions or any item that the flight crew deems pertinent.

Planning and Presenting
All aviation employees must present themselves in a professional manner both in appearance and by their actions.

Be Prepared to Speak
Good cabin announcements require planning.
-Think about what you want to say.
-Mentally organize your announcement with a greeting, body and closing.
-Consider your audience: race team, versus business, versus vacation, etc.

Technical Terminology
Most passengers are uncomfortable with flying. Announcements that include potentially frightening words can easily raise anxiety levels. Use terminology the customers are familiar with to help them understand and stay relaxed. Examples include rain: showers instead of thunder storms.

Flight Deck Humor
Keep announcements appropriate in subject matter and length. Flight deck humor should be avoided. Eliminate background noise and always speak in a positive tone of voice.

Pre-Departure Communication
When approaching number one for departure, verify all passengers are prepared for takeoff. If Significant ground delays/wx are expected either pilot shall communicate information to the appropriate passengers.

Fasten Seat Belt Sign
All HMS flight crewmembers will exercise prudent use of the fasten seat belt sign. If there is ever a doubt as to whether turbulence will be encountered, leave the seat belt sign on.

Misc. Communication
Prudent judgment shall be used when making additional announcements. Virtually anything that will help keeps our passengers comfortable, safe and at ease, should be communicated to them.