

Attachment 10

to Organizational Factors Group Chairman's Factual Report

CHI04MA182

1. 2 MANAGEMENT AND OPERATIONS PERSONNEL
(DUTIES & RESPONSIBILITIES)

1. 2A Operations Personnel

| | |
|-------------------------|----------------|
| +President | Dennis Rohlfs |
| *Vice-President | Bert Levesque |
| *Director of Operations | Bert Levesque |
| *Chief Pilot | Gregory Kurtz |
| Director of Maintenance | Richard L Bier |

*Authorized to exercise operation control.
+Authorized to act for Certificate holder.

1. 2B Company Personnel (Qualifications, Duties)

1. PRESIDENT/CHIEF EXECUTIVE OFFICER (CEO)

The President/Chief Executive Officer is responsible for the selection and employment of all employees of the company. He is responsible for the appointment of qualified staff members and for insuring that each employee is properly instructed to perform duties and responsibilities. He is responsible for overall safety and efficiency of the Company and its Operations.

He may also delegate functions to other personnel, but retains responsibilities.

The President has final authority over all company activities and decisions.

2. VICE-PRESIDENT

The Vice-President reports directly to the President. He assists the President in the responsibility for the overall safety and efficiency of the Company and its Operations.

3. DIRECTOR OF OPERATIONS

APPROVED 2-14-00
DATE


PRINCIPAL OPERATIONS INSPECTOR
FAA, AZ-FSDO-SDL

1.2B(4) (Continued)

The Director of Maintenance (D.O.M.) is responsible for all maintenance, preventive maintenance and/or servicing of company aircraft. In addition to supervising all maintenance performed at Med-Trans Corporation, the Director of Maintenance must approve all maintenance contracted or performed by other maintenance facilities.

The Director of Maintenance is responsible to coordinate with the Director of Operations to schedule down-time so that required maintenance can be performed. The DOM will insure that no aircraft is released from maintenance unless the required maintenance and quality assurance inspections have been performed. Aircraft status sheet will list all appropriate airworthiness inspections and component time status, and cycle limitations. (The Director of Maintenance is responsible for updating this section.)

Specific duties and responsibilities area as follows:

Ensures Company aircraft are maintained in the Airworthiness Standards prescribed by applicable Regulations, Airworthiness Directives and Standard Practice.

Coordinates aircraft alterations with the Chief Inspector.

Coordinates training of maintenance personnel.

Schedules aircraft maintenance considering such factors as work flow, location of equipment and facilities, tools, supplies and job requirements.

Coordinates transfer of aircraft for maintenance purposes, and test flights where appropriate.

Is responsible for the execution of all duties assigned to his subordinates and may delegate to any qualified subordinates as necessary, understanding that the Director of Maintenance retains the overall responsibility.

5. PILOT-IN-COMMAND

The Pilot-In-Command reports directly to the Chief Pilot and is responsible for the safe and efficient conduct of the flight assignment and is authorized by Med-Trans Corporation to exercise operational control for each flight he is assigned to. He may delegate functions to other personnel but retains responsibility.

5. 1 OPERATIONAL CONTROL

| | |
|-------------------------|----------------|
| +President | Dennis Rohlf |
| *Vice-President | Bert Levesque |
| +Director of Operations | Bert Levesque |
| *Chief Pilot | Gregory Kurtz |
| Director of Maintenance | Richard L Bier |

In addition, a Base Manager will be assigned at each Med-Trans base of operation listed in the Operation Specifications.

*Authorized to exercise operation control.
+Authorized to act for Certificate holder.

5. 2 FLIGHT TIME & REST REQUIREMENTS

Flight personnel shall use Med-Trans Corporation's Mission Logs and shall comply with 135.267 Flight Time and Rest Requirements. (See Appendix)

5. 3 FLIGHT FOLLOWING/LOCATING PROCEDURES

5. 3A In order to assure a safe, orderly execution of an Air Ambulance Helicopter Mission, each operating site will have a flight following and locating procedure established. This system shall be utilized in lieu of the procedures established in Section III, 3.8 Page 8 of 25 of this manual.

5. 3B The primary purpose for flight following is crew/patient safety and to assure that approximate location of the aircraft is known at any given time.

5. 3C It is the delegated responsibility of the operating (sponsoring) hospital to ensure appropriate staff and equipment needed for this task is provided. Med-Trans can elect to provide or contract the service separately.

5. 3D Elements:

1. Communication Center (C.C.) equipped with compatible radio's for the aircraft utilized

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2-14-00

PRINCIPAL OPERATIONS INSPECTOR
FAA, AZ-FSDO-SDL

5. 8 HEMS PILOT - DUTIES AND RESPONSIBILITIES


5. 8A Each Person who pilots an aircraft for the purpose of transporting medical attendants and patients for this air ambulance system has the following responsibilities. These duties and responsibilities will not conflict with the company Operations Manual or FAA Regulations and are intended only to supplement them. Company training programs are mandatory and is part of your job description. They play a vital role in the overall safety program.
5. 8B The pilot assigned to this air ambulance program will report to (Director of Operations or Chief Pilot) through the Base Manager in relation to these duties.

Pilot is responsible for:

1. Total operation of Med-Trans aircraft assigned to this hospital, insuring the safe and efficient conduct of each flight.
2. Performing a thorough determination of airworthiness immediately upon arriving for duty. He will inspect applicable logs and reports and confer with the pilot being relieved on any operational or maintenance problems that may affect the system's performance on his shift.
3. Receiving shift change briefing as outlined previously and conduct shift change briefing at the conclusion of his shift.
4. Performing post flight inspections as soon as possible after each flight to keep response times to a minimum. If a discrepancy is found, it will be logged on the appropriate form found in the aircraft logbook. The mechanic will be immediately informed of any discrepancy, even if that discrepancy is covered by the Minimum Equipment List (where applicable). In cases where relief is offered through the Minimum Equipment List and no maintenance procedure is required, the mechanic may not be required to report to the aircraft. If no M.E.L. exists for the aircraft, the aircraft will be grounded until repairs can be made. Appropriate hospital personnel will be notified after consulting with the mechanic.

APPROVED 11/30/95

Dcts


Principal Operations
Inspector FAA, WP-FSDU-7