GENERAL OPERATIONS MANUAL

Houston Helicopters, Inc.
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GENERAL OPERATIONS MANUAL
FEDERAL AVIATION ADMINISTRATION
OFFICE PERSONNEL

The following District Office and personnel assigned to the Company have prime responsibility for the related activities on all regulatory matters

Flight Standards District Office
13100 Space Center Blvd. Suite 5400
Houston, Texas 77059-3598
(281) 212-9700 FAX (281) 212-9759

Principal Operations Inspector:	James R. Watson
Principal Maintenance Inspector:	James D. Moore
Principal Avionics Inspector	Mitchell W. Frye

This section contains the name of each management person required under FAR 135.77(a) who is authorized to act for Houston Helicopters, Inc. (The Company), the person's assigned area of responsibility, the person's duties, responsibilities, and authority, and the name and title of each person authorized to exercise operational control under FAR 135.77.

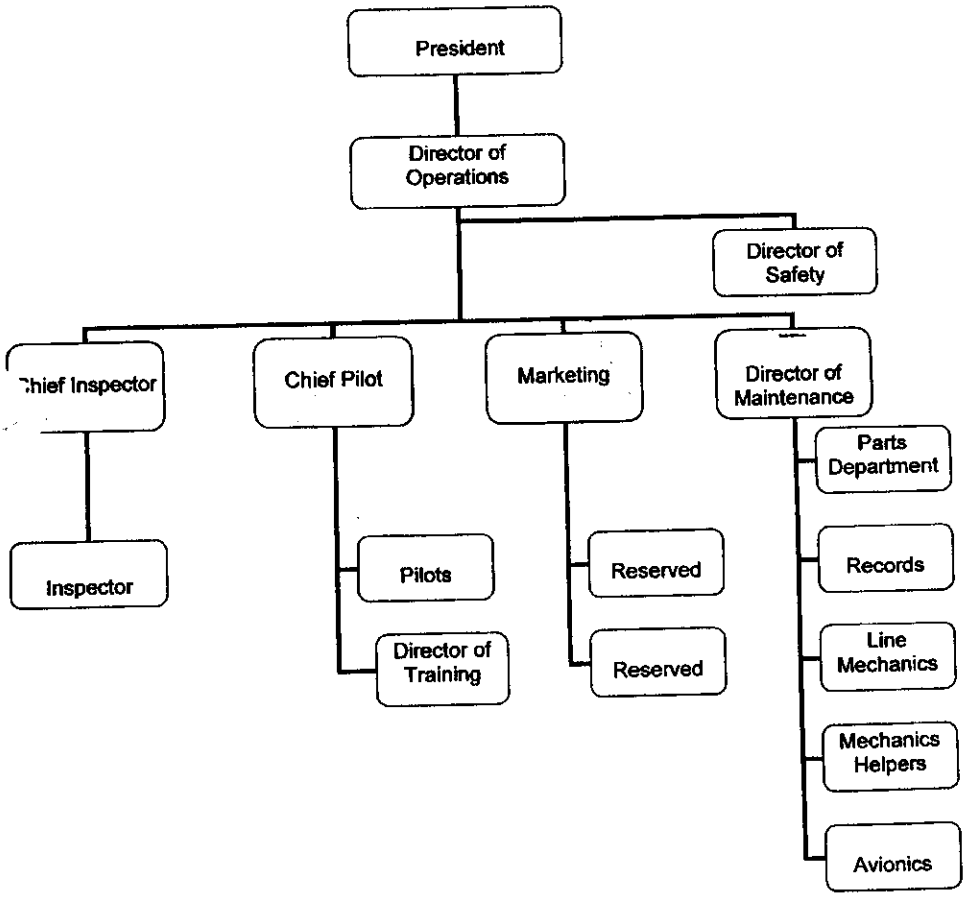
1.1 Operational Control (135.23(a), 135.77)

Operational Control is the exercise of authority over initiating, conducting or terminating a flight. The Director of Operations has ultimate responsibility for operational control. He may delegate functions to other personnel but retains responsibility. In the absence of the Director of Operations, the Chief Pilot will exercise operational control. In the absence of the Chief Pilot he will delegate operational control to his designee using Form (Unnumbered).

Operational control personnel must be notified immediately of any unscheduled landings due to weather or mechanical irregularities.

The Director of Operations or the Chief Pilot (or their designee) will be available to company personnel during any flight operations.

1.2 **Organizational Chart**



1.3 Management Personnel (135.23(a))

The Management personnel listed below are authorized to act for Houston Helicopters, Inc. The Director of Operations and the Chief Pilot are authorized to exercise operational control under FAR 135.77.

Director of Operations – V.P.	William Thornton
Chief Pilot	Daniel J Pensyl
Director of Maintenance	Albert V. Tatyrek

1.4 Management Personnel Duties, Responsibilities, and Authority

1.4.1 Director of Operations (135.23(a))

The Director of Operations - V.P. reports directly to the President

The duties, responsibilities, and authority of the Director of Operations, are as follows:

1. Plans, organizes, directs, coordinates, and controls the company in FAR 135 certificate matters.
2. Represents the company when dealing with the Federal Aviation Administration and other government agencies and the public.
3. Ensures prompt reporting, filing and follow-up action on accident reports to the appropriate FAA agencies.
4. Responsible for overall operation of all company contracts and commitments.
5. Directs the execution of Company, policies, establishes operations, personnel and equipment standards.
6. Responsible for the resolution of daily problems that are unresolved by the Director of Maintenance and the Chief Pilot.
7. Conducts personnel interviews, hiring and discharging of flight and maintenance personnel and directs the training of all flight and maintenance employees.
8. Coordinate with the Director of Maintenance for maintenance test flights and to ensure availability of aircraft to meet the daily schedule.
9. Responsible for all aircraft scheduling.

10. Supervises procurement, distribution and posting of all information or memoranda relative to any changes affecting Company policy, route information, navaids, NOTAMS, requisitioning of flying aids, aeronautical charts, etc.

11. Is responsible for the record keeping requirements of FAR 135.63. He/She may delegate functions to other personnel, but retains responsibility. He/She is authorized to exercise Operational Control under FAR 135.77.

12. Responsible for all customers inquires and rate quotations in coordination with the Marketing Department.

1.4.2 Chief Pilot (135.23(a))

The duties, responsibilities, and authority of the Chief Pilot are as follows:

1. Directs all training activities of flight crew members.

2. Coordinates operations policies, and training matters with appropriate activities.

3. Advises the appropriate personnel of the status of flight operations and the training of the flight crew members and is responsible for crew member's standardization.

4. Prepares and maintains proficiency records, flight schedules, reports and correspondence pertaining to operations activities.

5. Provides an adequate and current flight kit for each aircraft.

6. Maintains current aircraft check list.

7. Disseminates information to all crew members as pertains to routes, airports, and NOTAMS, navaids and Company policies.

8. Submits to FAA all reports required, pertaining to flight crews.

9. Designates sufficient check pilots to insure all flight crews conform to standard procedures as outlined in applicable FAA Regulations and Company policies, and to insure that all pilots maintain current route qualifications and receive proficiency checks as required by FAA and the Company.

10. Schedules aircraft to the available flight crew members and establishes personnel duty hours.

1.4.3 DIRECTOR.OF MAINTENANCE (135.23(a))

The duties, responsibilities, and authority of the Director of Maintenance, are as follows:

1. Responsible to the Director of Operations for daily aircraft requirements.
2. Responsible for the daily, and overall operation of the maintenance department.
3. Responsible for the overhaul and maintenance procedures as outlined by the. FAA and aircraft manufacturer
4. Initiate and record all training required of the maintenance department personnel. Such training shall be in the amount and type necessary to ensure safe and proper operation of the maintenance department.
5. Maintain and revise the Repair Station Manual as necessary.
6. Schedule all maintenance, including maintaining the proper level of spares and hardware with the Parts Department Manager.
7. Maintain a liaison with the FAA in coordination with the Chief Inspector.
8. Assume all other duties connected with maintenance activities that may be required by the Director of Operations
9. Recommend employment, termination, promotions and assignments for all maintenance personnel.
10. Conduct required maintenance safety meetings, keep current meeting records and coordinate with the Director of Safety on all meetings.
11. Authorized to make all required maintenance records available to the FAA for inspection when requested in accordance with 14CFR PART 145.23.

A007. Other Designated Persons

HQ Control 02/10/98
HQ Revision 01b

a. The following person is designated as the certificate holder's Agent for Service:

b. The following personnel are designated to officially apply for and receive operations specifications for the certificate holder as indicated below.

Title	Name	Parts Authorized
Director of Safety	Seymore, Ronald L.	A, B, D
Director of Maintenance	Tatyrek, Albert V.	D
Chief Pilot	Pensyl, Daniel J.	A, B, D
Director of Operations	Thornton, William L.	A, B, D

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.

Watson, James R. Principal Operations Inspector SW09

3. Date Approval is effective: 2/20/01 Amendment Number: 1
4. I hereby accept and receive the Operations Specifications in this paragraph.

For Ronald Seymore
Thornton, William L. Director of Operations Date: 2/20/01

D085. Aircraft Listing

HQ Control: 02/06/98
HQ Revision: 02a

a. The certificate holder is authorized to conduct operations under 14 CFR Part 135 using the aircraft identified on this operations specification.

Registration No.	Serial No.	Aircraft M/M/S
N107CC	2262	BHT-206-B
N16814	2229	BHT-206-B
N5007E	2484	BHT-206-B
N59531	1352	BHT-206-B
N1071A	45340	BHT-206-L1
N2135Y	45604	BHT-206-L1
N2774V	45308	BHT-206-L1
N57377	45458	BHT-206-L1
N5737V	45457	BHT-206-L1
N57400	45464	BHT-206-L1
N5755N	45535	BHT-206-L1
N42489	51474	BHT-206-L3
N4246Z	51475	BHT-206-L3
N8145Y	30795	BHT-212-212
N8223V	30728	BHT-212-212
N8224V	30808	BHT-212-212
N9937K	30778	BHT-212-212
N407HH	53460	BHT-407-407
N417HH	53507	BHT-407-407
N101HF	53463	BHT-407-407
N5009M	760041	SK-76-A
N90421	760039	SK-76-A

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.

Moore, Jim D. Principal Maintenance Inspector SW09

3. Date Approval is effective: 5/21/02 Amendment Number: 3
4. I hereby accept and receive the Operations Specifications in this paragraph.

Tatyrek, Albert V. Director of Maintenance Date: 5/21/02

D102. Additional Maintenance Requirements - Rotor

HQ Control: 08/22/00
HQ Revision: 000

The certificate holder is authorized to use the following rotorcraft type identified below in its 14 CFR Part 135 nine seats or less operations provided these rotorcraft have met the additional maintenance requirements of Section 135.421:

a. Rotor. Each installed main and auxiliary rotor shall be maintained in accordance with the manufacturer's maintenance documents listed in the following table.

Rotor

Rotorcraft Type	Engine			Rotor Main and Auxiliary
M/M/S	Make & Model	Maintenance Document	Time-in-Service Interval	Maintenance Document
Bell Helicopter Textron, BHT-206-B	Rolls Royce/Allison, 250-C20 A/C serial Number 1352	Rolls Royce/Allison, Document #10W2	1500 hours (turbine), 3500 hours (compressor).	Bell Helicopter Textron 206 Maintenance Manual Volume 1.
Bell Helicopter Textron, BHT-206-B	Rolls Royce/Allison, 250-C20B A/C serial numbers 2229 & 2484	Rolls Royce/Allison, Document #10W2	1500 hours (turbine), 3500 hours (compressor).	Bell Helicopter Textron 206 Maintenance Manual Volume 1.
Bell Helicopter Textron, BHT-206-B	Rolls Royce/Allison, 250-C20J A/C serial number 2262	Rolls Royce/Allison, Document #10W2	1500 hours (turbine), 3500 hours (compressor).	Bell Helicopter Textron 206 Maintenance Manual Volume 1.
Bell Helicopter Textron, BHT-206-L1	Rolls Royce/Allison, 250-C28B A/C serial numbers 45604, 45535, 45464, 45340, 45457, 45308 & 45458.	Rolls Royce/Allison, Document #16W2	1500 hours (turbine).	Bell Helicopter Textron 206 Maintenance Manual Volume 1.
Bell Helicopter Textron, BHT-206-L3	Rolls Royce/Allison, 250-C30P A/C serial number 51475	Rolls Royce/Allison, Document #14W2	2000 hours (turbine).	Bell Helicopter Textron 206 Maintenance Manual Volume 1.
Bell Helicopter Textron, BHT-212-212	Pratt and Whitney, PT6-3	Pratt and Whitney Maintenance Manual	4000 hours TBO	Bell Helicopter Textron 212 Maintenance Manual Volume 1

U.S. Department of Transportation
Federal Aviation Administration

Operations Specifications

Rotorcraft Type	Engine			Rotor Main and Auxiliary
M/M/S	Make & Model	Maintenance Document	Time-in-Service Interval	Maintenance Document
Sikorsky, SK-76-A	Rolls Royce/Allison, 250-C30S	Rolls Royce/Allison, Document #14W2	2000 hour (turbine).	Sikorsky 76 Series Maintenance Manual
Bell Helicopter Textron, BHT-407-407	Rolls Royce/Allison, 250-C47B	Rolls Royce/Allison Operations & Maintenance Manual	2000 hours (turbine).	Bell Helicopter Textron 407 Maintenance Manual (Bell-407-MM-1) and (BHT-407-CRO).

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.

Moore, Jim D. Principal Maintenance Inspector SW09

3. Date Approval is effective: 1/25/01 Amendment Number: 1
4. I hereby accept and receive the Operations Specifications in this paragraph.

FOR Tatyrek, Albert V. Director of Maintenance Date: 1/25/01

D104. Additional Maintenance Requirements - Emergency Equipment

HQ Control: 08/22/00
HQ Revision: 000

The certificate holder is authorized to use the following emergency equipment in its 14 CFR Part 135 nine seats or less operations, provided the applicable aircraft have met the additional maintenance requirements of Section 135.421:

a. Emergency equipment. Each item of installed emergency equipment shall be maintained in accordance with the manufacturer's maintenance documents and/or the limitations and provisions listed in the following table.

(1) In addition to the maintenance document listed in this table, the following specifications must be followed for the applicable listed emergency equipment items:

(a) Oxygen (O2) bottles and liquid fire extinguishers. Inspections, hydrostatic tests, and life limits of pressure vessels manufactured under a DOT specification are accomplished as set forth in 49 CFR Part 173, as amended.

(b) Fire extinguishers. Inspections, hydrostatic tests, and life limits of portable fire extinguishers are accomplished as set forth in 46 CFR Sections 71.25 and 162.028, as amended.

(c) Military-manufactured. Pressure vessels manufactured under a MIL-SPEC are maintained in accordance with the applicable military specifications.

(d) Foreign-manufactured. Foreign-manufactured pressure cylinders are maintained in accordance with the applicable foreign manufacturer's specifications.

(e) Other. Pressure cylinders not manufactured under DOT, foreign, or U.S. MIL-SPECS are maintained in accordance with the applicable aircraft manufacturer's specifications.

Emergency Equipment

Emergency Equipment Items	Maintenance Document	Limitations and Provisions
Survival Products Model 1400-1 Life Raft	Survival Products Document # 25-50-1	BHT-206B Serial Numbers: 2484, 2262, 1352 and 2229.
Hoover Life Presurver Units (LPU's) Model FV-35F or Eastern Aero Marine (EAM) LPU's Model KSE-35L8	Manufacturers Document # 25-60-6	BHT-206B Serial Numbers: 2484, 2262, 1352 and 2229.

Emergency Equipment Items	Maintenance Document	Limitations and Provisions
Emergency Locator Transmitter (ELT), Narco ELT 10	Manufacturers Data Plate, 14 CFR, part 91.207(d)	BHT-206B Serial Number: 2484
Fire Extinguisher: Amerix Model 352, Badger Halon 1211 or General Fire Model GH-2 1/2 J.	Amerix Document # 05604 and the Manufacturers Data Plate, Badger by the Manufacturers Data Plate and Document # BP 84A, General Fire by Document # 35905.	BHT-206B Serial Numbers: 2484, 2262, 1352 and 2229.
Emergency Flotation: Goodyear and SMR Technologies. Flotation Bottles, Aeronautical Accessories.	Aeronautical Accessories Document # AA-87024.	BHT-206B Serial Numbers: 2484, 2262, 1352 and 2229.
Survival Products Model 1900-1 Life Raft.	Survival Products Document # 25-50-1	BHT-206 L1 Serial Numbers: 45535, 45464, 45340, 45457, 45308, 45458 and BHT-206 L3 Serial Number 51475 and 51474.
Hoover LPU's Model FV-35F or EAM LPU's Model KSE-35L8.	Manufacturers Document # 25-60-6	BHT-206 L1 Serial Numbers: 45535, 45464, 45340, 45457, 45308, 45458 and BHT-206 L3 Serial Number 51475 and 51474.
ELT's: Narco Model ELT-10 or Ameri-King Model AK 450.	Manufacturers Data Plate, 14 CFR, Part 91.207(d)	BHT-206 L1 Serial Numbers: 45604, 45535, 45340, 45457, 45308 and BHT-206 L3 Serial Number 51475 and 51474.
Fire Extinguisher: Badger Halon 1211, FPS International, Amerex Model 344, 341 and Graviner Halon 1211.	Badger by the Manufacturers Data plate, FPS by the Manufacturers Data Plate, Amerex Manufacturers Data Plate and Amerex Service Manual # 05604, FPS International and Graviner by the Manufacturers Data Plate.	BHT-206 L1 Serial Numbers: 45604, 45535, 45464, 45340, 45457, 45308, 45458 and BHT-206 L3 Serial Number 51475 and 51474.
Emergency Flotation: Air Cruisers, Flotation Bottles: Aeronautical Accessories and SCI.	Bell Service Instructions 206-2033, 206-2028 and Aeronautical Accessories Document # AA-93028.	BHT-206 L1 Serial Numbers: 45535, 45464, 45340, 45457, 45308, 45458 and BHT-206 L3 Serial Number 51475 and 51474.
Survival Products Model 1400-1 and 1900-1 Life Rafts	Survival Products Document # 25-50-1	BHT-212-212 Serial Numbers:30728, 30795, 30778 and 30808.
Hoover LPU's Model FV-35F or EAM LPU's Model KSE-35L8.	Manufacturers Document # 25-60-6	BHT-212-212 Serial Numbers:30728, 30795, 30778 and 30808.
ELT's: Narco Model ELT-10 and Pointer Model 4000	Manufacturers Data Plate and 14 CFR, Part 91.207(d).	BHT-212-212 Serial Numbers:30728, 30795, 30778 and 30808.
Fire Extinguishers: Amerex 352	Amerex Document # 5604 and the Manufacturers Data Plate.	BHT-212-212 Serial Numbers:30728, 30795, 30778 and 30808.
Emergency Flotation: Air Cruisers. Flotation Bottles: Aeronautical Accessories.	Aeronautical Accessories Document # AA-90027	BHT-212-212 Serial Numbers:30728, 30795, 30778 and 30808.
Survival Products Model 1400-1 and 1900-1 Life Rafts	Survival Products Document # 25-50-1	SK-76A Serial Numbers: 760041 and 760039

Emergency Equipment Items	Maintenance Document	Limitations and Provisions
Hoover LPU's Model FV-35F or EAM LPU's Model KSE-35L8	Manufacturers Document # 25-60-6	SK-76A Serial Numbers: 760041 and 760039
ELT's: Narco Model ELT-10	Manufacturers Data Plate and 14 CFR, Part 91.207(d).	SK-76A Serial Numbers: 760041 and 760039
Fire Extinguishers: Badger Model 352 and General Model FR-2 1/2	Badger by Manufacturers Data Plate and Document # 5604. General by the Manufacturers Data Plate.	SK-76A Serial Numbers: 760041 and 760039
Emergency Flotation: Air Cruisers. Flotation Bottles: Moog, Inc.	Sikorsky Maintenance Manual Chapter 32-60-01	SK-76A Serial Numbers: 760041 and 760039
Survival Products Life Raft Model 1900-1	Manufacturers Document # 25-60-2	BHT-407-407 Serial Number 53460 and 53507
Eastern Aero Marine (EAM), LPU's, Model KSE-35L8	Manufacturers Document # 25-60-6	BHT-407-407 Serial Number 53460 and 53507
Ameri King Corp. ELT model AK-450.	Manufacturers Data Plate, 14 CFR, Part 91.207.	BHT-407-407 Serial Number 53460 and 53507
Fire Extinguishers: (2) Halon Model RT-A611.	Manufacturers Data Plate	BHT-407-407 Serial Number 53460 and 53507
Emergency Flotation: Air Cruisers. Flotation Bottles: SCI.	Bell Helicopter Textron, BHT-407-MMS-1	BHT-407-407 Serial Number 53460 and 53507
Pointer ELT	Manufacturers Data Plate, 14 CFR, Part 91.207.	BHT-407-407 Serial Number 53463
Fire Extinguisher. Buckeye 1211	Manufacturers Data Plate	BHT-407-407 Serial Number 53463

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.

Moore, Jim D. Principal Maintenance Inspector SW09

3. Date Approval is effective: 5/21/02 Amendment Number: 3
4. I hereby accept and receive the Operations Specifications in this paragraph.

Tatyrek, Albert V. Director of Maintenance Date: 5/21/02

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.

Moore, Jim D. Principal Maintenance Inspector SW09

3. Date Approval is effective: 1/25/01 Amendment Number: 1
4. I hereby accept and receive the Operations Specifications in this paragraph.

For Tatyrek, Albert V. Director of Maintenance Date: 1/25/01

These procedures are designed to ensure that the pilot in command knows that required airworthiness inspections have been made and that the aircraft has been approved for return to service in compliance with applicable maintenance requirements.

5.1 Aircraft Maintenance Log (135.23(e), 135.65(a), 135.65(d))

1. The Aircraft Maintenance Log (Aircraft Logbook) is composed of 50 numbered pages of the Houston Helicopters, Inc. Maintenance Form 10 (HHI Maint Form 10) which will be maintained in a Logbook Binder.

5.1.1 Pilot in Command Inspections (135.23 (e)) (135.65(b)) (135.71)

1. The pilot in command may not begin a flight unless the pilot determines that the airworthiness inspections required by the applicable regulations have been made by examining the Aircraft Logbook.

2. Prior to the first flight of the day The Aircraft Logbook will be placed in the aircraft, by the pilot in command

3. Prior to the first flight of the day a Pre-flight inspection will be performed in accordance with the appropriate aircraft Flight Manual. The pilot performing the pre-flight inspection will sign and date the appropriate signature block on the Aircraft Maintenance Log sheet (HHI Maint Form 10). The pilots certificate number will also be included on the signature line

4. After the last flight of the day the pilot in command will perform a Post-Flight Inspection. The post-flight inspection shall include checking all fluid levels, observing for any abnormal conditions of the aircraft, including any damage, excessive oil leaks and the general condition of the aircraft. Maintenance discrepancies shall be recorded and reported to the Director of Maintenance or his designated representative

5. The Aircraft Logbook will be returned to the Director of Maintenance by pilot in command after the last flight of each day with the appropriate entries.

6. The ENGINE/S WASHED AND DRIED block of the Aircraft Logbook (HHI Maint Form 10) shall be signed and dated by the person completing the engine wash on the aircraft including their certificate number*

7. Inspections designated in the Aircraft Logbook shall be accomplished by a qualified A&P Mechanic in accordance with guidelines published in the Houston Helicopters Maintenance Manual Chapter 5 (Chapter 5 of the HHI Maintenance Manual specifies inspection criteria for each type of aircraft operated by Houston Helicopters, Inc). The type of inspection shall be entered on the Aircraft Logbook page by the A&P Mechanic performing the inspection including the Signature, A & P Certificate Number, and Date that the inspection was completed.

NOTE: A sample page of the Aircraft Logbook (HHI Maint Form 10) is included on page 5-3

*the certificate number of the pilot performing the inspection or wash and dry is not required if entered in the Pilot's Name and Certificate block at he the top of this form.

11.1 Passenger Preflight Briefing (135.117)

A. The pilot in command is responsible for ensuring that the passengers receive and understand the following information prior to each flight. Once a passenger has been briefed, he does not have to be briefed again if the aircraft makes multiple stops. However, each new passenger picked up must be briefed. On jobs of a continuing nature where the same people are carried every day, they need to be briefed only for the first flight of the day unless they indicate a need for additional information or another briefing.

1. Smoking is not permitted on any heliport or helicopter taxi area.

2. Smoking is not permitted in Company aircraft.

3. Seatbelts must remain fastened during flight and the approved life vests must be worn on all over water flights. They shall be put on prior to takeoff.

4. The location and operation of all emergency equipment and exits.

5. The proper method of opening doors *(be sure and stress not to use windows to pull doors shut).*

6. Brief front seat passengers on the importance of not putting feet, briefcases, tools, etc in the chin bubble.

7. The Pilot in command shall designate a responsible passenger to remove the life raft in the event of an emergency water landing. He shall show the passenger how to remove the raft from the aircraft, and proper inflation procedures.

8. All carry-on luggages are to be stowed under seats or in the proper luggage areas.

This section contains flight locating procedures.

12.1 Flight Plans and Flight Locating (135.23(l), 135.79)

Houston Helicopters, Inc flight following network is comprised of a series of overlapping radio nets across the Gulf of Mexico. These radios have remotes to base operations in Pearland. This allows a pilot to maintain flight following on various company VHF frequencies in the Gulf of Mexico operating area. A VFR flight plan will be filed for each operational flight. Primary backup for the system is provided by mutual agreement with other aircraft operators.

Outside the Gulf of Mexico environment, flight plans will be filed with a Flight Service Station. Basically the rule to follow here is that NO flights may be conducted unless the operation is covered by an activated flight plan or by the company flight locating system.

12.1.1 Flight Plans (135.23(a) (1)) (135.79)

The contents of each flight plan through company facilities must include all of the appropriate information required in current regulations for VFR flight plans, and in no case less than the following:

A. Aircraft identification.
B. Point and time of departure.
C. Destination.
D. Estimated time of arrival.
E. Total number of persons on board.
F. Fuel on board (in hours and minutes or hours and tenths).

12.1.2 Remote Flight Planning (135.23(1))

When a pilot departs on a flight from his home base and it is predetermined that he/she will be landing in a remote area where no flight following facilities are available, he/she will file and leave the flight plan information with the home base. Should there be any deviation from the intended itinerary; the pilot will make every effort to notify the home base by telephone or radio. All pilots will file an estimated time for return.

12.1.3 Re-establishing Communication (135.79) (135.23)

The location, date, and time for re-establishing of radio and/or telephone communication will be provided for all remote flight plans.

12.1.4 Overdue Flights (135.79 (a))

Should a flight become one-half hour overdue with no contact from the pilot, the radio flight following operator will notify the Chief Pilot or Director of Operations or their designee. The radio operator will provide the following information.

1. Aircraft number and type.
2. Pilot's name.
3. Number of passengers.
4. Customer.
5. Flight plan.

The Chief Pilot, Director of Operations, or their designee will:

1. Initiate a ramp check to determine if the aircraft has returned.
2. If possible, contact the place of departure (of a remote area) to confirm the aircraft has left the remote area.
3. Notify the local FSDO that the aircraft is overdue.
4. See NTSB 830.5 for report requirements.

14.1 Maintenance of Company Records (135.63)

1. A flight sheet will be prepared under the supervision of the PIC prior to departure and it shall include, but not be limited to, coverage of the following items:

   a. The basic operating weight of the aircraft.

   b. The weight of all passengers' baggage and cargo.

   c. The maximum allowable weight for that flight.

   d. The takeoff weight.

   e. Evidence that the aircraft has been loaded in accordance with approved procedures and has been found to be within the specified limits set forth in the approved aircraft flight manual.

14.1.1 Load Manifest (135.63 (c) (d))

1. The pilot-in-command may accept manifests of passengers and baggage produced by knowledgeable non-company personnel provided that in the pilot-in-command's judgment such information reasonably depicts the actual weights of passenger and baggage manifested.

2. In situations where manifests are not provided to the pilot-in-command, the weight of passenger; and baggage may be determined by asking the manifested passengers for their respective weights.

3. In situations where the stated weights do not, in the pilot's judgment, reflect reasonable estimates of actual weights, the pilot shall enter his conservative estimate of applicable weight.

   a. All baggage will be stored under the direction and supervision of the PIC or his designated representative.

4. For flights carrying cargo only, the weight shall be obtained by.

   a. A marked weight on the cargo or as listed on shipping documents.

   b. Actual weight when available.

   c. Contact with responsible or knowledgeable individuals for the actual weight.

   d. A reasonable estimation of the weight if no other means is readily available.

b. Above 12,000 feet MSL.

2. No pilot may operate a Company aircraft at altitudes prescribed in this section unless it is equipped with enough oxygen dispensers and oxygen to supply the pilots when flying:

a. At altitudes above 10,000 feet through 15,000 feet MSL, oxygen to at least 10 percent of the occupants of the aircraft, other than the pilots, for that part of the flight at those altitudes that is of more than 30 minutes duration; and

b. Above 15,000 feet MSL, oxygen to each occupant of the aircraft other than

14.7.4 Emergency Equipment: Extended Over water Operations (135.167)

1. No pilot may operate a Company aircraft in extended over water operations unless each occupant is wearing an approved life preserver equipped with an approved survivor locator light

2. Enough approved life rafts of a rated capacity and buoyancy to accommodate the occupants of the aircraft.

a. Each life raft required by paragraph (2) of this section must be equipped with or contain at least the following:

1. One approved survivor locator light.
2. One approved pyrotechnic signaling device.
3. Either:

(i) One survival kit, appropriately equipped for the route to be flown; or
(ii) One canopy (for sail, sunshade, or rain catcher);
(iii) One radar reflector;
(iv) One life raft repair kit;
(v) One bailing bucket;
(vi) One signaling mirror;
(vii) One police whistle;
(viii) One raft knife;
(ix) One CO2 bottle for emergency inflation;
(x) One inflation pump;
(xi) Two oars;
(xii) One 75 foot retaining line;
(xiii) One magnetic compass;
(xiv) One dye marker;
(xv) One flashlight having at least two size "D" cells or equivalent;

(xvi) A two day supply of emergency food rations supplying at least 1,000 calories per day for each person;
(xvii) For each two persons the raft is rated to carry, two pints of water or one sea water desalting kit;
(xviii) One fishing kit; and
(xix) One book on survival appropriate for the area in which the aircraft is operated.

b. No pilot may operate a Company aircraft in extended over water operations unless there is attached to one of the life rafts required by paragraph (1) of this section, an approved survival type emergency locator transmitter. Batteries used in this transmitter must be replaced (or recharged, if the battery is rechargeable) when the transmitter has been in use for more than 1 cumulative hour, or, when 50 percent of their useful life (or for rechargeable batteries, 50 percent of their useful life of charge) has expired, as established by the transmitter manufacturer under its approval. The new expiration date for replacing (or recharging) the battery must be legibly marked on the outside of the transmitter. The battery useful life (or useful life of charge) requirements of this paragraph do not apply to batteries (such as water activated batteries) that are essentially unaffected during probable storage intervals.

14.7.5 Shoulder Harness Installation at Flight Crewmember Stations (135.171)

1. No person may operate a Company aircraft having a passenger seating configuration, excluding any pilot seat, of 10 seats or more unless it is equipped with an approved shoulder harness installed for each flight crewmember station.

2. Each flight crewmember occupying a station equipped with a shoulder harness must fasten the shoulder harness during takeoff and landing, except that the shoulder harness may be unfastened if the crewmember cannot perform the required duties with the shoulder harness fastened.

14.7.6 Land aircraft operated over water (135.183)

1. No Pilot may operate a land aircraft carrying passengers over water unless:

   a. It is operated at an altitude that allows it to reach land in the case of engine failure;

   b. It is necessary for takeoff or landing;

   c. It is a multiengine aircraft operated at a weight that will allow it to climb, with the critical engine inoperative, at least 50 feet a minute, at an altitude of 1,000 feet above the surface; or

   d. It is a helicopter equipped with helicopter flotation devices.

14.16.1 DAILY ENGINE RINSE

1. The pilot and mechanic are jointly responsible for the engine rinse. Pilots and mechanics at all will be required the engines of all aircraft everyday the aircraft flies, after the last flight of the day.

2. The only exceptions to the above will be when maintenance problems exist or the temperature is forecast to be below 35°F.

14.16.2 DAILY ENGINE RINSE PROCEDURES FOR 212 HELICOPTERS

1. Pull ignition circuit breaker for each engine

2. Connect wash bottle to engine wash ring. Ensure bottle is filled with water

3. Spray water three seconds prior to energizing engine starter

4. Spray for ten seconds with starter energized

5. CAUTION: if N1 starts to exceed 10%, release starter while continuing to spray until N1 is reduced to 5%, then re-energize starter to get a total of ten (10) seconds with spray

6. After ten seconds of engine turning with spray, release starter and continue spraying water until N1 stops. Do not continue to spray water after engine stops

7. Allow engine to drain for one to two minutes or until burner can is completely drained.

8. Reset ignition circuit breaker

9. Pilot is to then ground run the aircraft at idle for five (5) minutes and actuate engine anti-ice and cabin heat systems for one minute during drying ground run

NOTE: ENGINE TEMPERATURE SHOULD BE CLOSE TO AMBIENT BEFORE ATTEMPTING RINSE.

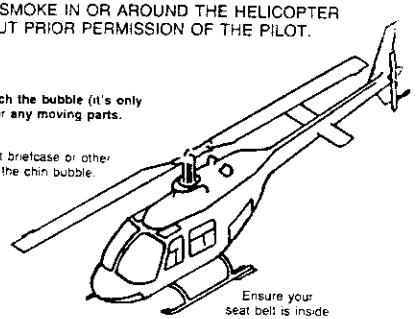
14.16.3 DAILY ENGINE RINSE PROCEDURES FOR ALLISON ENGINES INSTALLED IN BELL 407, BELL 206L-1, 206L-3, 206BIII SERIES & S76 HELICOPTERS

1. Install bleed valve block, closing valve, if engine equipped with bleed valve.
2. Pull ignition circuit breaker except S76.
3. Spray water three seconds prior to energizing engine starter.
4. Spray during engine rotation for ten (10) seconds.
5. CAUTION: If NI starts to exceed 10%, release starter while continuing water spray until N 1 is reduced to 5%, then re-energize the starter to get a total of ten (10) seconds with spray.
6. Permit engine to drain for one to two minutes or until the burner can is completely drained
7. Remove bleed valve block, if installed
8. Reset ignition circuit breaker, if pulled.
9. Pilot is to then ground run the aircraft at idle for five (5) minutes and actuate engine anti-ice and cabin heat systems for one minute during drying ground run.
10. Disable boost pumps for the first three (3) minutes of the dry cycle and reactivate for the remaining two (2) minutes.

NOTE: ENGINE TEMPERATURE SHOULD BE CLOSE TO AMBIENT BEFORE ATTEMPTING RINSE

BE ALERT AROUND THE HELICOPTER

DON'T SMOKE IN OR AROUND THE HELICOPTER WITHOUT PRIOR PERMISSION OF THE PILOT.



Don't touch the bubble (it's only plastic), or any moving parts.

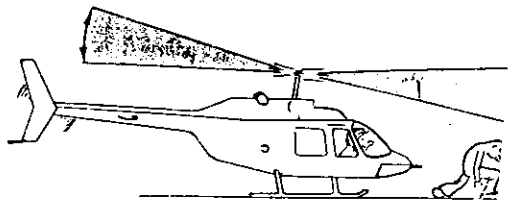
Do not put briefcase or other objects in the chin bubble.

Ensure your seat belt is inside before closing the door.

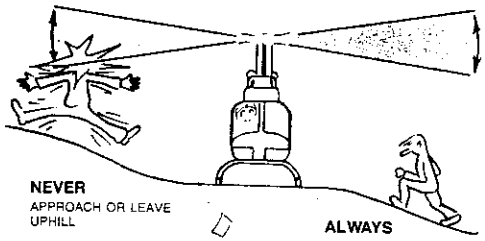
Do not open or close the doors by holding on to the window. Use the door handles.

PROTECT YOURSELF

1. **FASTEN SEATBELT** on entering helicopter and leave it done up until the pilot signals to get out.
2. **ASK THE PILOT** about emergency exits and escape procedures.
3. **DRESS** for the operating environment.
4. **KEEP WELL CLEAR** of landing areas when the helicopter is landing or taking off, especially with external loads.
5. **SHIELD YOUR EYES** near a helicopter when it is landing or taking off.



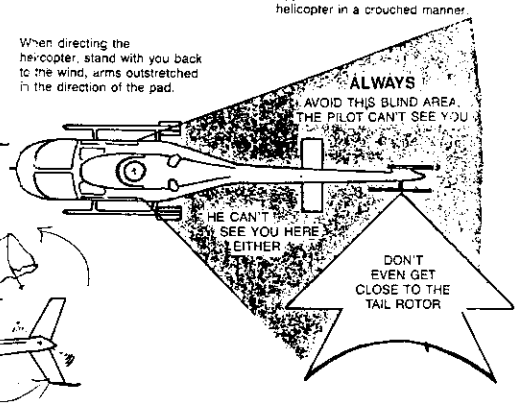
Approach and leave the helicopter in a crouched manner.



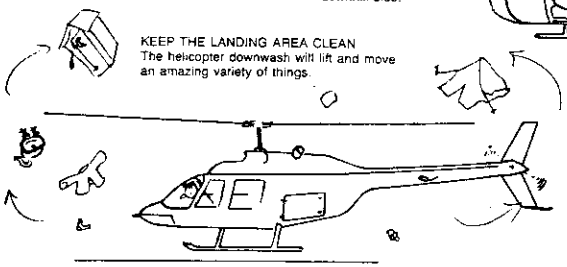
NEVER
APPROACH OR LEAVE UPHILL

ALWAYS
Approach from the downhill side.

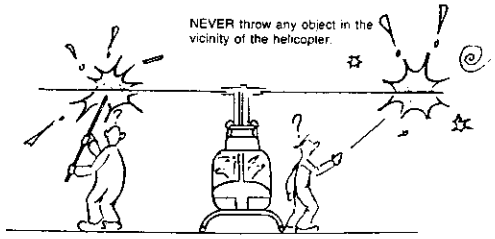
When directing the helicopter, stand with you back to the wind, arms outstretched in the direction of the pad.



KEEP THE LANDING AREA CLEAN
The helicopter downwash will lift and move an amazing variety of things.



DON'T SLAM THE DOORS but close them gently and don't let them swing in the wind.



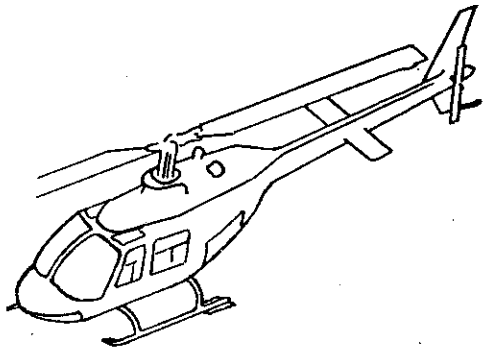
NEVER throw any object in the vicinity of the helicopter.

Carry tools and other long objects horizontally below waist level, not upright or over the shoulder.

Hold onto your hat.
Don't make campfires near the pad.
—she makes great winds.

FOR YOUR SAFETY

HOUSTON HELICOPTERS



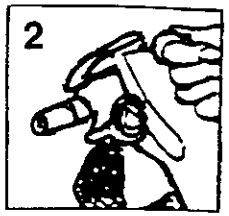
HOUSTON HELICOPTERS, INC.

P.O. BOX 830 • PEARLAND, TEXAS 77588
281-485-1777

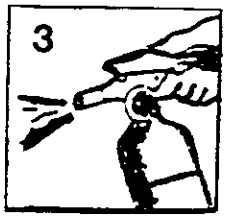
FIRE EXTINGUESHER WILL BE AT ONE OF THE FOLLOWING LOCATIONS:

A. BETWEEN THE PILOTS' SEATS ON THE CONSOLE OR CENTER POST.

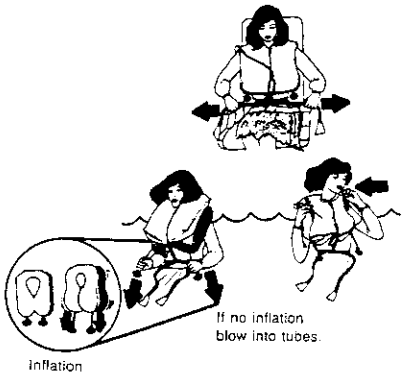
B. BEHIND THE PILOTS' SEAT



FIRE EXTINGUISHER OPERATION



LIFE PRESERVER
FLOTATION DEVICE
OPERATION



EXIT AIRCRAFT BEFORE INFLATION

Welcome aboard

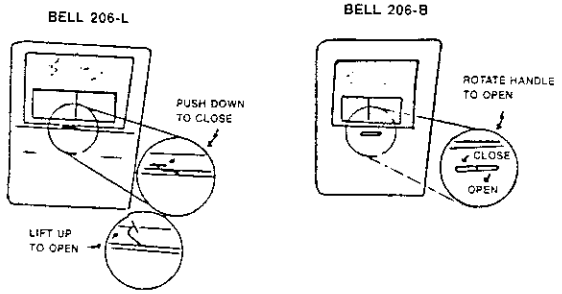
HOUSTON HELICOPTERS, INC.

A PASSENGER BRIEFING IS REQUIRED BY F.A.A. REGULATIONS AND FOR SAFE OPERATIONS. PLEASE FAMILIARIZE YOURSELF WITH THE INFORMATION BELOW

1. NO SMOKING
2. SEAT BELTS WILL BE FASTENED AT ALL TIMES, ESPECIALLY DURING LANDINGS OPERATION IS SHOWN BELOW.

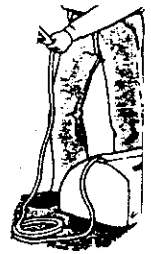
3. THERE ARE 4 DOORS ON THIS AIRCRAFT. ALL DOORS CAN BE USED FOR EMERGENCY EVACUATION.

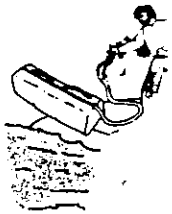
DOOR OPERATION

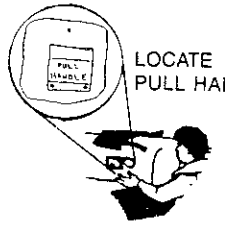


EMERGENCY LIFE RAFT OPERATION

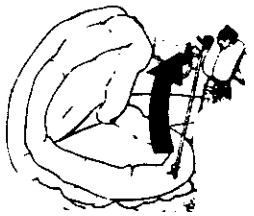
HOLD RETAINING STRAP





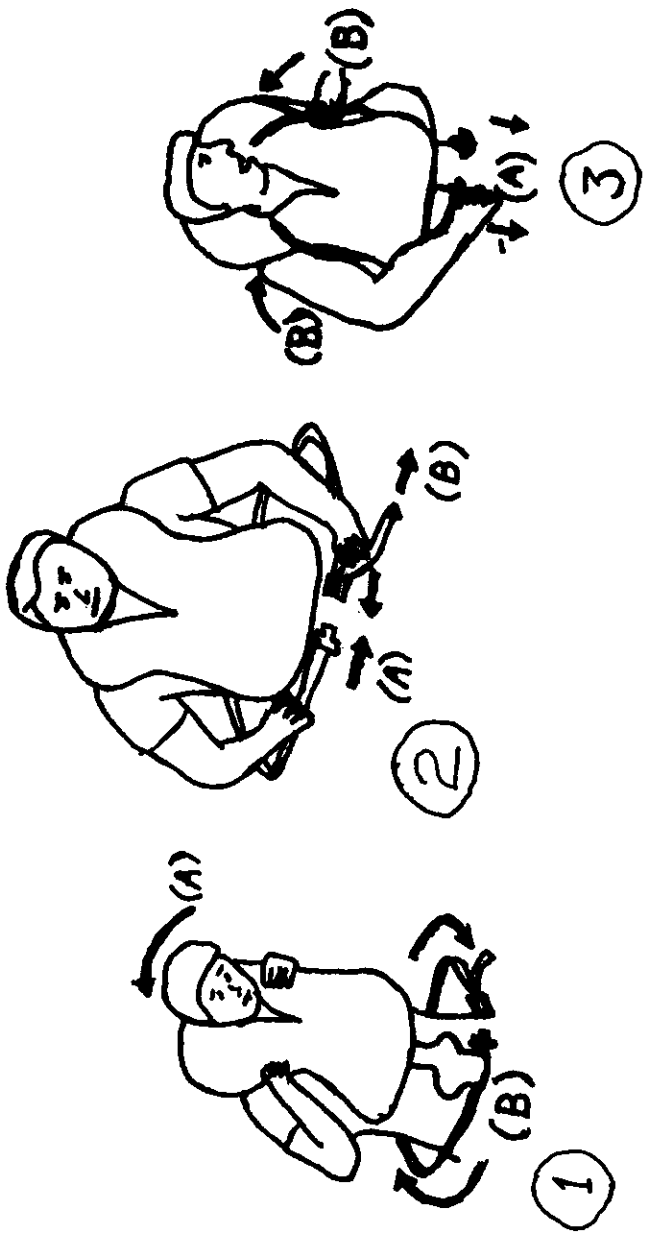


LOCATE
PULL HANDLE



RAFT WILL INFLATE

BOARD RAFT



EMERGENCY

EXIT & EQUIPMENT DIAGRAM

HOUSTON HELICOPERS, INC.

Bell 407
7 Seats
Accomodated

PASSENGER BRIEFING CARD

1. NO SMOKING AT ANY TIME.
2. SEATBELTS MUST BE ON DURING ALL FLIGHT OPS.
3. EMERGENCY EXITS The Bell 407 are the four entrance doors used for normal boarding. To operate open in normal manner by pulling up on the door handle.
4. LIFE RAFTS AND SURVIVAL KITS The Bell 407L-1 is equipped with one eight-man life raft located behind the aft passenger seats in the hatrack and one first aid kit located in the console between the two aft facing seats. A) the life rafts which are self inflating require only that the red tag attached to the ripcord be pulled to inflate the raft. Assure that the passengers know that they must hold on to the tag to inflate the raft or the raft will sink under its own weight outside of the aircraft. Also caution the passengers on inflating the raft inside the aircraft and they must also be aware that any sharp objects on their person will puncture the raft causing it to sink.
5. LIFE VESTS The life vests are the Mae West type approved for use in offshore operations an one vest is provided for each crewmember and passenger. The vests are to be worn over the neck securely tightened around the waist, to insure the vest will not come off when the individual is in the water. Caution the passenger not to inflate the vest inside the aircraft because the inflated vest will hamper their exiting the aircraft. To operate the vest pull the vest over the

head and secure it by the cords available around the waist. Locate the two red inflation tabs (NOTE: One tab on each side of the vest below the gas bottle locations). Pull only one tab to inflate the vest since the vest has two compartments and only one compartment is needed to float. Save the other for an emergency in case the other bottle develops a leak. If both compartments have a slow leak the vest provides two blow tubes for manual inflation located at either upper shoulder so the individual can manually keep the vest inflated.

6. FIRE EXTINGUISHER The Bell 407 has one fire extinguisher located in the front between the two front seats. To operate, pull pin in the handle to release safety trigger. Squeeze and spray chemical at the base of the fire.