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[1] Permission received via email on November 26, 2019.

- Ensures the Regional Aviation Director is notified in the event of encounters with the FAA such as ramp checks; base visits, or request to contact ATC. Notification may be made by email or by phone during normal duty hours. The notification shall include but not be limited to location, date, time, Inspector name, areas covered and areas of concern.
- Monitors and ensures that the currency and qualification requirements are met for pilots at the program. This includes recurrent training, qualification check ride, annual medical, and other required documents. If a requirement will expire, then the Chief Pilot must be notified prior to the expiration.
- Monitors the performance of the pilots assigned to their program to ensure that they comply with Air Methods policies and expectations.
- Notifies the Regional Aviation Director of events that involve policy or regulatory violations or other pilot related matters.
- Participates as a member of the program's management team to promote a successful operation.
- Performs the duties of the Aviation Safety Manager for the program including conducting two safety and operations audits at each base annually.
- Responsible for correcting compliance or safety issues when directed by the Director of Operations, Director of Maintenance, Chief Pilot, Aviation Compliance Manager, Regional Aviation Director, or Director of Safety.
- Responsible for daily operations of all program aviation operations. The Manager functions as a leader for the aviation team and is responsible for carrying out the mission, goals and objectives of the program and Air Methods. The Manager is responsible for assuring that all pilots make safety a priority.
- Responsible for directing and overseeing the completion of daily operational activities of the aviation staff. The Manager is responsible for a thorough knowledge of the program and Air Methods' policies and procedures as well as meeting operational goals and objectives.
- Responsible for completing and keeping updated the "NVG List" on the "135 Aviation Op-Air Methods" page of the company intranet as described in Section 3 of this manual.
- Reviews and approves, as appropriate, all pilot expense, vacation, holiday, and workover/overtime reports.
- Actively participates in the continuous improvement phase (level 4) of the company's Safety Management System (SMS) and is familiar with the SMS policies, processes, and procedures.
- Performs other duties as assigned.

1.3.10 Base Lead Pilot

- Reports to the Program Aviation Manager or Senior Lead Pilot.
- Supervises the applicable base line pilots in the performance of their duties.
- Conducts a monthly base meeting.
- Coordinates with the Program Aviation Manager concerning disciplinary actions in regards to their base pilots.

- Coordinates with the Regional Aviation Director in the development of a local area definition as required by Operations Specifications Paragraph A021. Submits the local area definition to the Chief Pilot for approval.
- Develops a local area reference manual as described in Section 2 of this manual under “Airport Requirements and Diagrams".
- Develops an Inadvertent Instrument Meteorological Conditions (IIMC) recovery procedure and post a copy at the base location and provides a copy in the aircraft.
- Develops and keeps updated a base adverse weather plan, reference Adverse or Cold Weather Operations section of this manual, which outlines a plan of action to utilize and protect personnel and aircraft during adverse weather. Submits plan to Regional Aviation Director for review and approval.
- Develops, posts, and maintains a “Local Area Hazards Map” at the base location.
- Ensures that all aircraft are properly equipped for applicable operations.
- Ensures that all pilot related reports and records are forwarded to the Program Aviation Manager. Responsible to check for correctness before submission.
- Ensures that all pilots report to work with appropriate rest and are capable of performing the functions of a flight crewmember.
- Ensures that load manifest forms are maintained and available for review at the base location for 30 days. After 30 days, ensures that they are discarded.
- Ensures that medical equipment is weighed as specified in Section 2 of this manual
- Ensures that pilot scheduling complies with the crewmember flight time and duty period limitations and rest requirements per the FARs.
- Ensures that pilots arriving for duty conduct shift change briefings with the pilot going off duty, with medical personnel, and with the appropriate communications facility. These briefings will include, but are not limited to; aircraft status, interrupted flights, hazards map updates, forecast and current weather, medical interior issues, pending missions (PR’s, training, medical), ride along, sterile cockpit, and any other pertinent information as appropriate.
- Ensures that revisions received from the certificate holder for the General Operations Manual/Operations Specifications and training manuals are completed as required and ensures that the completed publication verification form is forwarded to the Program Aviation Manager.
- Ensures that the Air Methods 411 system is being correctly utilized by pilots.
- Audits Air Methods 411 flight log entries at the end of the month and reports errors to Pilots or the Program Aviation Manager for correction.
- Ensures that scheduling for holidays and safety/training meetings is done in a manner that ensures equitable treatment for each person.
- Ensures that sufficient and proper flight time and duty records are retained at the base location to prove flight crewmembers meet currency requirements per the FARs.

- Ensures the Regional Aviation Director is notified in the event of encounters with the FAA such as ramp checks; base visits, or request to contact ATC. Notification may be made by email or by phone during normal duty hours. The notification shall include but not be limited to location, date, time, Inspector name, areas covered and areas of concern.
- In the absence of an assigned Base Safety Manager, acts in the capacity of and performs the duties of the Base Safety Manager. The duties of the Base Safety Manager can be found in the Air Methods' SMS Policy Manual.
- Monitors and ensures that the currency requirements are met for pilots at the base. This includes recurrent training, qualification check ride, annual medical, and other required documents. If a requirement will expire, then the Program Aviation Manager must be notified prior to the expiration.
- Responsible for correcting compliance or safety issues when directed by the Director of Operations, Chief Pilot, Aviation Compliance Manager, Director of Safety, Program Aviation Manager, or Aviation Compliance Evaluators.
- Responsible for daily operations of all aviation services at their respective base. The Lead Pilot functions as a leader for his/her base pilots and is responsible for carrying out the mission, goals, and objectives of Air Methods. The Lead Pilot is responsible for assuring that all aviation employees make safety the number one priority in all activities.
- Responsible for directing and overseeing the completion of daily operational activities of the base aviation staff.
- Responsible for the coordination of pilot scheduling at their base and assists the Aviation Manager in coordinating operations and training.
- Responsible for thorough knowledge of policies and procedures as well as meeting operational goals and objectives.
- Responsible for ensuring the night vision goggles are maintained according to the procedures in the NVG section of this manual.
- Actively participates in the continuous improvement phase (level 4) of the company's Safety Management System (SMS) and is familiar with the SMS policies, processes, and procedures.
- Performs other duties as assigned.

1.3.11 Pilot-In-Command (PIC)

- Reports to the Base Lead Pilot.
- Final authority for the safety of passengers, cargo, and medical personnel, and has operational control for all flights which they initiate.
- Exercises second tier operational control as defined in Section 2 of this manual.
- Accomplishes and properly documents preflight inspections and inspects maintenance documents, to include status sheet, upon arrival for duty to determine the airworthiness of the aircraft. Reports any discrepancies to maintenance and documents appropriately.
- Except during refueling operations as described in this manual, the pilot will not go beyond the rotor arc of a running helicopter.

- Keeps the aircraft exterior clean and assists in keeping the base of operations presentable. Cockpit cleanliness and organization are the sole responsibility of the pilot.
- Attends base monthly meetings and program training activities when duty time allows.
- Completes all training and qualification events required to maintain currency as dictated in FAR Part 135.
- Completes the CTS (Computer Training Systems) programs by the deadlines set out by the certificate holder.
- Conducts all flight operations in compliance with the FARs, the aircraft flight manual, this General Operations Manual, Operations Specifications, and Air Methods' policies/procedures.
- Ensures full and proper completion of all flight/maintenance logs, Load Manifest forms, Record of Airman Flight and Duty Time forms in Pilot 411, and the securing of the aircraft at the completion of the flight. The Record of Airman Flight and Duty Time form is required to be properly completed and submitted to the Certificate Holder by the 10th day of the following month.
- Ensures proper briefing of passengers per FAR 135.117 and Section 2 of this manual.
- Ensures that a shift change briefing is conducted with the pilot going off duty, with medical personnel, and with the appropriate communications facility. These briefings will include, but are not limited to; aircraft status, interrupted flights, hazards map updates, forecast and current weather, medical interior issues, pending missions (PR's, training, medical), ride along, sterile cockpit, and any other pertinent information as appropriate.
- Ensures their assigned aircraft navigation charts and documents are current and up to date.
- Ensures the Regional Aviation Director is notified in the event of encounters with the FAA such as ramp checks; base visits, or request to contact ATC. Notification may be made by email or by phone during normal duty hours. The notification shall include but not be limited to location, date, time, Inspector name, areas covered and areas of concern.
- Updates Out of Service status in pilot 411 each time the status of the base or aircraft changes.
- Maintains positive customer relations.
- Notifies the Chief Pilot or in his absence, the Director of Operations whenever a medical deficiency exists that would affect the safety of the flight.
- Performs a complete 360 degree walk around, to include inspection of the tail rotor, prior to entering the cockpit for flight and upon completion of each flight.
- Required to duty in on the Air Methods 411 system at the beginning of each shift and duty out at the end of each shift. If computer access isn't available the pilot will call the OCC for guidance.
- Required to complete Air Methods 411 pilot logs prior to the end of each shift. If computer access is not available, the pilot log may be completed as soon as possible when computer access is available, but must be done as soon as possible. The Operational Control Center Personnel time permitting may enter a flight for the pilot.

- Submits an Air Methods 411 flight release prior to the first flight of each shift. If computer access isn't available the pilot will call the Operational Control Center for submission of the flight release.
- Advises the Communications Center of any issues (including maintenance) that would take an aircraft out of service for any significant period of time.
- Responsible for becoming familiar with all pertinent information regarding all flights, including, but not limited to NOTAMs, TFRs, weather information, etc.
- Completes all flight assignments in a safe and professional manner. The PIC is responsible for assuring that all crewmembers assigned to their aircraft make safety the number one priority in all activities.
- Responsible for correcting compliance or safety issues when directed by the Director of Operations, Chief Pilot, Aviation Compliance Manager, Director of Safety, Program Aviation Manager, Aviation Compliance Evaluators, or Lead Pilot.
- Responsible for maintaining their qualifications in keeping with the requirements outlined in the FARs, the Air Methods' Training Manual, and this General Operations Manual for their assigned position.
- Responsible for protecting Air Methods' aircraft from damage and weather. When weather dictates and facilities are available, aircraft will be moved to a hangar.
- Reports potentially hazardous meteorological conditions and irregularities of communications or navigation facilities to appropriate ground radio station as soon as practicable.
- Submits copies of any new or reissued Airman's Certificate or Medical Certificate to the Program Aviation Manager who will scan or convert it to a PDF file and forward it electronically to the Chief Pilot using the 135forms@airmethods.com email address using the proper naming convention.
- Supervises loading of passengers, baggage, and fuel and determines that weight and balance remains within the limitations contained in the aircraft flight manual for all flight operations (Part 91 and 135).
- Will not fly an aircraft with a known deficiency until the deficiency is cleared in writing by maintenance or deferred under the MEL.
- Will utilize all safety equipment issued, furnished, or installed in the aircraft for all flights when operating an Air Methods aircraft. Examples of these would include flight helmets, flight suits, HTAWS, Radar Altimeter and NVG's. NVG's will be mounted on the helmet during night operations and will be flipped up when not required.
- When performing a PAIP drill, will contact the Operational Control Center to notify them that it is practice only.
- Actively participates in the continuous improvement phase (level 4) of the company's Safety Management System (SMS) and is familiar with the SMS policies, processes, and procedures.
- Performs other duties as assigned.

2. Flight Operations – General

[119.9, 119.43, 135.79]

2.1 Operational Control

Air Methods utilizes a two-tier system of operational control. The first tier consists of managers and directors listed in Operations Specifications Paragraph A006, the Air Methods 411 Pilot computer system, trained fight followers, and the Operational Control Center (OCC). Satellite tracking allows real-time position reports for flight locating requirements.

The 411 Pilot computer system verifies a pilot meets flight and rest requirements in addition to being properly trained and qualified through a pilot-submitted flight release. Upon validation of pilot requirements, the 411 system issues an electronic flight release valid for the duration of the pilot's shift.

Air Methods utilizes two types of off-site communication centers for flight following. Hospital Based Systems (HBS) are typically located within the geographic area of their bases and are staffed with non Air Methods employees. Community Based Systems are staffed with Air Methods employees and not typically located in the same geographical location as their bases; they are centralized in Omaha, NE (AirCom) and St. Louis, MO (Arch).

Communications centers are delegated the authority to flight follow Air Methods aircraft. They are responsible for filing company flight plans prior to each flight and tracking the aircraft until flight completion. Immediate notification to the OCC is required for any unplanned deviation such as an accident, incident, aircraft damage, injury to a passenger or crew member, an overdue aircraft, or fuel associated issues related to reported fuel loads vs. estimated flight times. Communications centers may also relay hazardous weather information received from the OCC to their flight crews. In addition, the following are examples of possible reasons to elevate concerns to the OCC:

- General safety concerns
- Unplanned fuel stops
- Weather concerns
- Maintenance issues
- Indicators of inadequate crew rest

All communications center personnel who intake flight requests and/or flight follow Air Methods aircraft must be trained according to the Air Methods' FAA accepted Communications Specialist Training Program. This training program will be administered by the appropriate aviation manager or Senior Lead Pilot who has responsibility for the communications center. Course completion documentation will be retained at the local program level. Additionally, the appropriate or Senior Lead Pilot shall keep an updated list of the names of all currently trained and utilized Communications Specialists in the "Comm. Spec. List" on the "135 Aviation Ops-Air Methods" page of the Air Methods Intranet.

The Operational Control Center, located at Air Methods' headquarters in Colorado, ensures a sustainable system of operational control through satellite tracking, computerized reporting, and the Flight Management System. Their dual responsibilities include safety of flight and operational control.

Operational Control Specialists are trained according to Air Methods' FAA accepted Communications Specialist and Operational Control Specialist training programs.

The OCC provides flight monitoring which includes identifying hazards to aircraft in flight and ensuring communications centers submit required flight plans and update position reports.

The Operational Control Center monitors all computerized flight plans described in this manual. Controls are in place to alert the OCC when a satellite-tracked aircraft departs without a flight plan.

The second tier of operational control consists of the operational control the Pilot in Command (PIC) exercises as the final authority over the operation of the aircraft. The PIC determines whether or not a flight can be accepted, initiated, conducted, or terminated and makes tactical and dynamic in-flight decisions in accordance with the Code of Federal Aviation Regulations and the Air Methods General Operations Manual and Operations Specifications.

Only a PIC who is a direct employee of Air Methods may exercise this second tier Operational Control over any Air Methods flight. In the event the PIC is unsure whether or not a flight assignment can be conducted in accordance with Federal Aviation Regulations or the Air Methods General Operations Manual and Operations Specifications, the PIC will contact a manager listed in paragraph A006 of the Operations Specifications or the Operational Control Center for additional guidance and input.

Federal Aviation Regulations require that Air Methods be properly named and identified as the company providing the air transportation and therefore must be included in all printed or advertising matter offered to the public. This ensures the public is informed of the identification of the Federal Aviation Administration certified and authorized operator of the aircraft. Aircraft operated on the Air Methods' Air Carrier Certificate shall have "Operated By Air Methods" displayed on the aircraft such that it is legible and clearly visible from the outside of the aircraft to a person standing on the ground at any time except during flight. At no time shall any non-certificated entity attempt to exercise Operational Control, nor hinder in any way, Air Methods' oversight and/or exercising of Operational Control of any operations carried out under Air Methods' Certified Air Carrier Certificate (QMLA253U).

Hospitals or other agencies have the right to request flight operations of Air Methods' aircraft and may request that Air Methods respond for any mission. A request from a hospital transport call center is an authorization for Air Methods to proceed with evaluating, in accordance with established and authorized procedures specific to Air Methods' Air Carrier Certificate, whether a flight can be completed. The hospital transport call center has no authority to override the authority of Air Methods, or the pilot's authority to refuse any mission request due to weather, maintenance, regulatory limitations, or other flight safety issues. At no time during a response to a medical flight will speed into action criteria be allowed to compromise safety.

All employees, methods, equipment, and facilities used or employed by Air Methods will be under Air Methods' operational supervision and control at all times. Air Methods personnel may be requested to, but shall not be required to assist in any patient care or patient handling except to the extent of providing patient transportation.

Pilots, mechanics, and other Air Methods personnel will abide by all Air Methods personnel policies as well as hospital or program rules and policies provided in written form to, and approved by Air Methods, concerning conduct and appearance. Air Methods shall retain full authority and rights to unilaterally exercise its right to hire, discipline, or remove Air Methods personnel from assignment. Compliance with the Air Methods General Operations Manual and Operations Specifications is mandatory. Failure to adhere to the certificate holder's directions and instructions may be subject to legal enforcement action by the FAA.

All Air Methods' pilots and medical personnel/crewmembers will have annual training on emergency evacuation procedures. It will be the responsibility of the pilot and medical personnel/crewmembers to assist passengers and/or patients in emergency evacuation. These duties will include but not be limited to:

- Opening of main exit doors, if possible,
- Assisting Passengers/Patients to disembark,
- Leading Passengers/Patients to a safe area,
- Notifying proper authorities and requesting aid, and
- Giving necessary medical attention, if necessary.

If an emergency occurs on the ground, or once an aircraft is returned to the surface, the pilot(s) will evacuate the aircraft via any normal or emergency exit. After successfully evacuating themselves, each pilot will assist in passenger evacuation. It will be the duty of both the pilot and medical personnel/crewmembers to assist in the evacuation of any and/or all handicapped persons or those needing assistance that are aboard the aircraft.

2.21 Emergency Procedures – Performing Practice

Emergency procedures, including autorotation, shall not be performed except under the supervision of a Company Instructor or Check Airman during training or flight checks. This does not preclude normal aircraft testing included in a post-maintenance flight.

2.22 Enroute Qualifications

[135.23, 135.299]

Any pilot, who has not flown over a route and into an airport within the preceding 90 days, will before beginning a flight over that route and/or into that airport:

- Study the route on low altitude VFR or IFR charts as appropriate, noting MEA's, MOCA's, routing, ATC frequency allocations, changes to NAVAIDS, and any other pertinent information.
- Study the current Airport Facility Directory, noting runway lengths and orientation, available instrument approaches, weather observation capability, tower hours of operation, and any other pertinent information.

2.23 Flight Following

[135.23, 135.79]

Air Methods has established the following procedures for VFR flight following/locating requirements for all flights. This includes training, maintenance and ferry flights.

- All flights require an electronic Air Methods flight plan.
- The HBS communications specialist will enter their flight plans into the Air Methods internet based Flight Log system prior to aircraft departure. All known legs will be entered at this time.
- AirCom/Arch communications specialists will enter their flight plans into their Air Methods approved flight tracking system prior to departure. All known legs will be entered at this time.

- All flight plan information including departure and arrival waypoints lift off and landing times, position reports, and flight plan changes will be entered in a timely fashion.
- When an aircraft lifts off for an assigned flight, the pilot or their designee will provide the communications specialist, the number of people on board, fuel load remaining in flight time (hours and minutes), destination, ETA, and risk assessment value.
- Every 15 minutes into the flight, the pilot will give his/her present position in latitude and longitude or by ground reference and time remaining to the destination. Each position report shall be entered into the Air Methods internet based Flight Log or AirCom/ARCH Air Methods approved flight tracking system as appropriate. If the pilot fails to call within 15 minutes the Communications Specialist will call the aircraft and request current position report.

NOTE: *If the aircraft is equipped with an operable GPS flight tracking system, such as Outerlink or Sky Connect and the flight is continuously tracked by the Communications Center, position reports are not required.*

- When landing is ensured at the intended destination, the pilot will notify the communications center by radio (or telephone after landing) of the landing time.
- Upon mission completion, the flight will be “Completed” in the appropriate flight tracking system.

NOTE: *In the event the Air Methods internet based Flight Log is inaccessible, the Communications Specialist will call the Air Methods Operational Control Center to relay the pertinent flight information. The number for the Operational Control Center is (866) 676-3442.*

If the pilot has to land for any unforeseen reason before reaching the intended destination, i.e.; malfunction or weather related, he/she will call the communication center either by radio or telephone. The pilot shall give their approximate location, reason for landing, estimated lift off time (if possible), and a revised ETA to the hospital or scene.

If the flight takes the aircraft out of the communication center radio range, then the pilot will give position reports to another facility (hospital, airport unicom, air medical program communication center, etc.) that is within radio range and request the position report be relayed to the appropriate communication center by telephone.

If, for any reason, the pilot knows he/she will be out of radio contact for an extended period of time, he/she will contact the communication center with reason and expected time of delay.

After 30 (thirty) minutes on a scene, or 45 (forty five) minutes for an inter-hospital flight, if the crew has not contacted the communication center with a liftoff time and an ETA back to the receiving facility, the Communications Specialist shall attempt to ascertain the status of the flight. The pilot will follow the above as appropriate for the return trip.

Air Methods’ aircraft on an IFR flight plan will file an IFR flight plan with the controlling agency, Flight Service Station, or appropriate facility as required. Prior to takeoff and after landing the Pilot-in-Command will contact the appropriate communication center to advise of any updated information concerning the flight. This information will be entered by the Communications Specialist in the Air Methods internet based flight log or for AirCom/ARCH Rescue Net as appropriate.

NOTE: *Air Methods owned communications centers, AirCom located in Omaha, NE and ARCH located in Omaha, NE use Air Methods approved flight following software.*

2.24 Flight Time Limitations and Rest Requirements: Unscheduled One and Two Pilot Crews

[135.1 135.63, 135.263, 135.267]

Term	Definition
Duty Period	The period of elapsed time between reporting for an assignment involving flight time and release from that assignment by the certificate holder.
Scheduled Duty Period	12 scheduled consecutive hours that may be extended to 14 hours.
Duty Assignment	A revenue flight which may contain multiple legs planned to be completed during the scheduled duty period.
Helicopter Air Ambulance Operation (HAAO)	A flight or sequence of flights with a patient, donor organ or human tissue, or medical personnel on board for the purpose of medical transportation, conducted by a Part 135 certificate holder authorized by the administrator to conduct HAA operations. A HAA operation also includes, but is not limited to: • Flights conducted to position the helicopter at the site at which a patient or donor organ will be picked up • Flights conducted to reposition the helicopter after completing the patient or donor organ transport • Flights initiated for the transport of a patient or donor organ that are terminated due to weather or other reasons (refer to 135.601)
Planned Completion Time (completed)	The realistically planned completion time of a duty assignment considering forecast weather, aircraft reconfiguration, average on-scene or bedside time and any anticipated delays.
Rest Period	10 scheduled hours of rest that are consecutive, known in advance and free from all restraint.
Tail-End-Repositioning-Flight	A non-revenue repositioning flight conducted at the completion of a duty assignment for the purpose of repositioning the aircraft.

Pilots and certificate managers are responsible for ensuring compliance with the flight time limitations and rest requirements.

Pilots will report for duty with the appropriate rest and be capable of performing their assigned flight crewmember duties. At any time a flight crewmember becomes medically or physically unfit for duty they shall vocally notify the appropriate aviation manager, self-ground and comply with the requirements of CFR 61.53.

As a part 135 certificate holder Air Methods conducts unscheduled passenger operations pursuant to 14 CFR 135.267(d). Air Methods does not conduct operations pursuant to 14 CFR 135.271. A pilot may only be assigned duty if he/she has had 10 hours of consecutive rest prior to the assignment. Each flight crewmember must receive 10 consecutive hours of rest in the 24 hour period before the expected completion time of the assignment.

Duty periods and flight time shall be captured in the Air Methods Pilot 411 system. The duty time summary (reference Section 12) shall be printed, verified and signed by the pilot then transmitted to the pilot records department by the 10th of the following month.

A pilot who has received approval from the Chief Pilot to perform non-Air Methods commercial flying will ensure that those activities do not interfere with the ability to perform their assigned AMC duties. Air Methods pilots are not authorized to fly for competitors.

2.24.1 Effect of Delays

If the original planned completion time of the duty assignment is upset for reasons beyond the control of the certificate holder, the flight may nevertheless be conducted, even though the duty period may extend beyond 14 hours in a 24 hour duty period. The key to the applicability of 135.267(d) is in the final phrase, “planned completion time of the assignment”. This potential exemption is not a recommendation to exceed a scheduled duty period.

Delays due to air traffic control, mechanical problems, adverse weather, and late arriving passengers could constitute circumstances that are beyond the control of the certificate holder that would permit the flight crew to finish its duty day after the originally planned completion time.

The pilot in command will notify his Aviation Manager or their designee as soon as practicable when it becomes apparent the planned duty period will be exceeded. The Aviation Manager will discuss the situation with the pilot, consider alternative options, evaluate the effects of fatigue and together they will determine the appropriate course of action which could include requesting another aircraft to assist. In any event, the Operational Control Center will be notified by the pilot or aviation manager of the extended duty period and the course of action.

A duty assignment is considered complete when all medical crewmembers have deplaned. The pilot may then conduct a tail-end-repositioning-flight. A tail-end-repositioning-flight that will exceed 14.5 hours of duty time requires the approval of the Regional Aviation Director or their designee, Chief Pilot, Aviation Compliance Manager or Director of Operations. The required rest period begins after the pilot reaches his final destination and all post flight duties have been completed.

If a duty period exceeds 14 hours it is automatically captured in the Pilot 411 system. The remarks section that appears on the “Duty-Out” screen in Pilot 411 shall contain an explanation in sufficient detail to explain the time worked in excess of 14 hours, a description of the unplanned occurrence and a statement that the pilot is aware of the required rest before returning to duty. There is no requirement to submit an AIDMOR for the sole purpose of reporting an extended duty day. The pilot shall not be allowed to return to duty until he/she has had a minimum of 10 consecutive hours of uninterrupted rest.

No certificate holder may assign any flight crewmember, and no flight crewmember may accept an assignment, for flight time as a member of a one- or two-pilot crew if that crewmember's total flight time in all commercial flying will exceed—

(1) 500 hours in any calendar quarter.

(2) 800 hours in any two consecutive calendar quarters.

(3) 1,400 hours in any calendar year.

Pilots will not intentionally exceed the one or two pilot crew flight time limits of 8 or 10 hours respectively. If the 8 or 10 hour flight time limit is exceeded during a regularly scheduled duty period, compensatory rest, per 135.267(e), must be taken. Each Air Methods' pilot shall have at least 13 rest periods, of 24 consecutive hours, during each calendar quarter.

2.25 Fueling

[135.23]

NOTE: *For additional guidance, reference the Air Methods Aviation Fuel Management Program Manual and the Air Methods Training manual. Medical Personnel that have completed the Air Methods Refueling Training can perform the "Trained Medical Person/ Personnel" functions in this section; they may also refuel the aircraft if the engines are shut down.*

It shall be the responsibility of the Pilot-in-Command to check the amount of fuel and correlate this amount with the total fuel as reported by the servicing agent and as indicated by the fuel gauges and by a visual tank check when tank openings can be readily reached. Additionally, he/she must confirm, by color and tank marking, that the fuel is of the correct grade and obtain a fuel sample as outlined in the Aircraft Flight Manual.

When receiving fuel services away from home, the Pilot-in-Command will supervise the refueling process and will verify that the proper grade of fuel is being dispensed for the aircraft. Pilots should provide extra vigilance at facilities where both turbine (jet) fuel and gasoline are dispensed to ensure the appropriate fuel is utilized.

The flow of jet type fuel creates more static electricity than other types of fuel; therefore extreme caution must be used during this potentially dangerous operation.

During the refueling of an aircraft, the concentration of fuel vapor in the area surrounding the aircraft varies with the wind velocity and the rate of fueling. These invisible vapors are too often ignored, are heavier than air, and tend to settle and spread. It should be remembered that when fuel is pumped into the aircraft tanks, it displaces an equal volume of vapor, which is discharged into the atmosphere. When sufficient vapor accumulates so that an odor is present, conditions are good for a fire and explosion. Most importantly, concentrations are dangerously increased by fuel spills. Spills are the greatest hazard. All that is needed is a source of ignition, such as a static discharge, lighting of a cigarette, or the pilot light of a gas heater nearby. Therefore, the Pilot-in Command will protect the aircraft and persons by observing procedures to minimize fuel contamination, protection against fire, prevent spillage and other potential hazards.

2.25.1 Safety Precautions (All Refueling)

- No smoking and no flames or fires shall be permitted within 50 feet of an aircraft while refueling.
- In the event of spillage, all pumps and electrical equipment will be shut down. Refueling may be restarted after spillage has been removed.
- Line personnel will remove any loose objects from their person that could possibly enter a fuel or oil service port.
- Fire extinguisher will be available.
- The aircraft will be bonded to its fueling source for all refueling operations with engines shut down, except where authorized in this chapter, see "Rapid Refueling with Rotors Turning."