MED-TRANS CORPORATION

OPERATIONS MANUAL

MED-TRANS CORPORATION
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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.

11/30/95

Principal Operations Inspector FAA WP-FSDO-7

1. 2B(5) (Continued)

Specific duties are as follows:

Determines that he is legally licensed, adequately rested and in proper dress.

Plans flight assignments and obtains briefing information regarding purpose of the flight, weather, operating procedures and special instructions. (Notams Class I & II) Prepares or supervises preparation of flight plan considering such factors as altitude, terrain, weather, range, weight, cruise control data, airport facilities and navigational aids.

Supervises flight crew members to ensure proper planning and flight preparation.

Ensures that all appropriate manuals, forms, maps and charts are on board the aircraft.

Ensures aircraft is pre-flighted, inspected, airworthy and ready for flight, loaded, equipped and manned for the flight assignment ie.. flashlight, 2 D cell batteries for night operations.

Supervises loading and distribution of cargo and passengers and determines that weight and balance is within prescribed limitations per appropriate loading schedules, or applicable information and graphs contained in the aircraft flight manual.

Ensures cargo is properly secured and provisions for passenger comfort and emergency equipment such as life rafts, life vests, as appropriate, are on board the aircraft.

Files flight plan (as appropriate).

Operates aircraft at favorable altitude taking into account, obstacles, terrain, turbulence, oxygen requirements and comfort of passengers during flight.

Supervises flight crew members in operating procedures required by the Operations Manual and FAA Regulations.

Checks Mechanical Discrepancy Log prior to flight to ensure all discrepancies have been corrected or where appropriate, deferred prior to flight.

APPROVED 10/30/95
Date
[redacted]
Principal Operations

1. 2B(5) (Continued)

Logs all mechanical discrepancies as they occur and informs Maintenance personnel of all discrepancies.

Fills out appropriate paperwork before, during, and after flight as per company requirements.

The PIC and SIC will posses at least a Second Class Medical Certificate which has been issued within the preceding twelve (12) calendar months. No pilot will be assigned flight duties during a period of a known physical deficiency that would render them unable to pass an examination for the certificate.

All pilots must meet flight currency as listed below:

Three (3) take-offs and landings, at night, as sole manipulator of the flight controls in the preceding ninety (90) days, if assigned to night flying duties.

The Chief Pilot shall designate the PIC or SIC of each flight where there is a requirement for two pilots.

Complete initial Med-Trans Pilot night training program, as per training manual and participate in all mandatory company training programs, meetings, or events appropriate to job classification as deemed necessary by administration.

6. SECOND-IN-COMMAND

The Second-in-Command is administratively responsible to the Chief Pilot and is functionally responsible to the Pilot-in-Command on the flight to which he is assigned.

He must be highly knowledgeable of the Operations Manual, FAA Regulations, Operations Specifications, Flight Manuals and other instructions pertinent to his duties.

He must hold at least a Commercial Pilot Certificate with appropriate category and class ratings.

If the Pilot-in-Command becomes incapacitated the Second-in-Command shall assume the responsibilities of Pilot-in-Command. If the Second-in-Command is at the controls and becomes incapacitated the Pilot-in-Command shall assume control.

[redacted]
Flight Operations

1. 3 PILOT BRIEFING PROCEDURES

1. 3A Before taking off each Pilot in Command of an aircraft carrying passenger shall ensure that all passengers have been orally briefed on:

    1. Smoking: Smoking will not be permitted in any company aircraft.

    2. Seat belts: Seat belts are required during takeoff and landing and are recommended to be worn at all times. The passenger should also be briefed on the proper procedure for latching and unlatching the seat belts.

    3. The use of the seat backs and their positioning in the upright position during landing and takeoff if appropriate.

    4. Procedures for opening and closing of the passenger doors and the use of the emergency exits.

    5. For flight above 10,000 feet, the normal and emergency use of oxygen.

    6. Ingress/Egress around the helicopter

    7. Location and operation of fire extinguishers.

    8. Rapid refueling operations

    Note: Successive flights with same crew or passengers will meet the requirements for this section at pilots discretion.

1. 3B Before each flight the Pilot in Command shall ensure that each person who may need assistance in an emergency have assigned to him/her a person to assist should an evacuation be needed.

1. 3C The oral briefing required by section (1.3A) of this section must be supplemented by printed briefing cards located in convenient locations and:

    1. Be appropriate to the aircraft for which they are used.

    2. Contain a diagram of, and method of operating, the emergency exits.

    3. Contain other instructions necessary for the use of emergency equipment on board the aircraft.

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3. 8 FLIGHT LOCATING PROCEDURES
(Non-Air Ambulance Helicopter)

3. 8A Pilot-in-Command's Responsibility:

1. During normal office hours-(0700 - 1800 - Monday-Friday excluding holidays), flights for "on call" charter may file an in-house flight plan that will be monitored while the flight is in progress by one of the following: Secretary/Receptionist, Chief Pilot, Director of Operations or a person designated by one of these persons that meet the Anti-drug program requirements.

2. Flights involving trips that leave before or arrive after normal hours may file a VFR flight plan with the nearest Flight Service Station.

3. In the event these first two options are not workable,file a block time flight plan on a regional basis using the company in-house flight plan system, with these additional considerations.

   a. Pilot shall contact Med-Trans Corp. or the authorized person at home if the block time is going to be exceeded or if the region of the flight is going to be changed.

   b. Pilot shall leave any additional customer information such as coordinating person and phone number in remarks section of company flight planning folder (if available).

   c. Route of flight information is to the best of pilots capability as to route of flight and possible deviations.

   d. Pilot shall coordinate with authorized company personnel at home if flight arrives or departs before or after business hours for departure and arrival times. (See current list of operational personnel Section I, Page 5 of 11).

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3. 8B Flight Operations Responsibility: (Flight locating)

1. If no notification is given to company operations by the pilot for above options a & c (see flight plans and flight locating), within one hour after estimated time of arrival as filed on company flight plan status folder, the appropriate authorized personnel will immediately:
   a. Call the aircraft last destination prior to return to base and proceed backwards on route of flight until contact is made or information is received.

   b. If no information on the aircraft can be found, inform the appropriate company personnel immediately.
   See Section III, Page 14 of 25.

   c. If unable to establish communication within 1hr and 30 minutes after aircraft was due on flight plan, inform flight service about the aircraft being overdue or missing (1-800-WXBRIEF).

   d. Consider activating the Med-Trans accident/incident plan when time limits for being overdue are met.

3. 9 EMERGENCY OPERATIONS

EMERGENCY OPERATIONS POLICIES

3. 9A EMERGENCY OPERATIONS IN DEVIATION FROM FAA RULES

1. In an emergency involving the safety of persons or property, the Pilot-in-Command may deviate from Federal Aviation Regulations relating to aircraft and equipment and weather minimums to the extent necessary to meet the emergency.

2. Company personnel must use sound judgement in exercising the deviation authority provided in the Regulation. An emergency must exist which involves the safety of persons and property and not merely be an inconvenient situation for the Company, the employee, or a passenger. If the emergency involves an administrative decision, it shall be made by the President or Director of Operations.

3. The Pilot-in-Command is directly responsible for and is the final authority as to the operations of his aircraft. In an in-flight emergency involving the safety of persons or property, the Pilot-in-Command may deviate from a Federal Aviation Regulation to the extent necessary to meet that emergency.

11/30/95

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3. 9D (Cont.)

5. After Landing

a. Secure aircraft.

b. Evacuate passengers (when necessary).

c. Secure area around aircraft.

d. Contact communications and company management.

e. A Preliminary Report of Aircraft Accident/Incident Report will be submitted by the pilot to the Director of Operations as soon as possible but within 48 hours of the time of occurrence detailing the sequence of event.

3. 10 EVACUATION OF HANDICAPPED PASSENGERS

3.10A Assistance - The Pilot-in-Command shall assign one or more passengers, the co-pilot, or assume responsibility himself to assist any passenger who is not capable of evacuating the aircraft without help in the event of emergency.

3.10B Seating - A passenger needing assistance will be seated near the exit most suited to his quick efficient evacuation. Where practical, remaining passengers will be directed to other exits. Care should be taken and under no circumstances should an exit necessary for the evacuation of other passengers be blocked by a person requiring assistance for evacuation.

3.10C Evacuation - Assistant(s) should immediately, upon receiving the order to evacuate, move their passenger through the assigned exit and to a safe location.

3. 11 ENROUTE QUALIFICATION PROCEDURES FOR PILOTS

Med-Trans Corp. will not assign nor may any pilot accept flight duty unless this pilot meets all currency requirements under FAR's 135.293a, 135.293b and 135.299 as required.

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3. 12 RESTRICTION OR SUSPENSION OF OPERATIONS: CONTINUATION OF FLIGHT IN AN EMERGENCY

3.12A Med-Trans Corporation or the Pilot in Command who knows of conditions, including airport and runway conditions, that are a hazard to safe operations, the Certificate Holder or the Pilot in Command, as the case may be, shall restrict or suspend operations as necessary until those conditions are corrected.

3.12B No Pilot in Command may allow a flight to continue toward any airport of intended landing under the conditions set forth in the above paragraph of this section, unless, in the opinion of the Pilot in Command, the conditions that are a hazard to safe operations may reasonably be expected to be corrected by the estimated time of arrival or, unless there is no safer procedure. In the latter event, the continuation toward that airport is an emergency situation under paragraph 3.9A(1), Pg. 9 of 25 in this manual.

3.12C In the event of a restriction or suspension of operations due to circumstances outlined in paragraphs(s) above, the Pilot in Command shall notify the Director of Operations, Chief Pilot, or Base Manager of the occurrence and shall also post the information on the pilots read and initial file located in the pilot quarters.

-OTHER REQUIRED PROCEDURES OR POLICIES REGARDING - CERTIFICATE HOLDERS OPERATIONS

3. 13 ACQUISITION AND DISTRIBUTION OF NOTAMS AND PIREPS

3.13A Class I notams and pireps appropriate to the route of flight shall be requested during the weather briefing for all 135 flights.

3.13B Class II notams are supplied by the company through subscription services.

3. 14 CARGO LOADING

3.14A When a cargo is carried, the following precautions apply:

1. It should be properly secured to eliminate the possibility of shifting under normally anticipated flight and ground conditions.

2. It should be packaged or covered to avoid possible injury to passengers.

APPROVED 11/30/95
Date

Principal Operations
Inspector FAA, WP-FSDO-7

3. 19 NEW ROUTES/AIRPORT, HELIPORT/MED-I-PORT LANDING SITE INFO.

3.19A Before beginning a flight over a new route or into an airport, heliport, helicopter landing or med-i-port which he has not flown within the preceding 90 days, the Pilot-In-Command will review all available data which may include:

1. Airport Facility Directory to determine airport services and facilities available. (AMS applicable landing diagrams). The appropriate current VFR enroute charts.

2. A weather briefing shall be obtained from FSS or weather bureau with special consideration given to unusual terrain conditions and limited facility airports. A listing of current NOTAMS shall be requested for the airports and routes to be used.

3. All other data available at the disposal of the pilot, pertinent to that flight.

4. The Pilot-In-Command is responsible for compliance with this section including determining whether or not he has flown over the route, airport, heliport/med-i-port helicopter landing site area within the preceding 90 days (if available).

3. 20 TIME AND DUTY RECORDS

3.20A All flight crew members must complete a Mission Log at the end of each duty period. Minimum information will include pilots name, date and duty time start and stop. Additional information will include: Mission number if applicable, dispatch time, lift off time, Arrival time, mission location, number of landings (day or night) and Maintenance Hobbs time. (See Form, Page 2 of 12).

Note: All Commercial flight, regardless of type of operation must be logged.

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5. 1 OPERATIONAL CONTROL

+President	Dennis Rohlfs
*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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DATE
PRINCIPAL OPERATIONS INSPECTOR
FAA, AZ-FSDO-SDL

5. 3H (Continued)

3. Additional requirements/considerations - Contact by phone will occur each 45 minutes between the medical crew and C.C. while the aircraft is on the ground at the outlying referral hospital or scene.

There may be area's where due to distance and altitude where communications are not possible. The pilot through his experience of the service area may need to extend the time of next contact (for flight following purposes). This will be done with the normal enroute call with this consideration in the remarks part of the radio transmission prior to entering this area.

5. 4 SHIFT CHANGE BRIEFING

5. 4A Objective

Whenever a flight crew change occurs, the new flight crew will conduct a change over briefing if time permits, this briefing may also be structured to brief all potential, pending or current inter hospital and "scene" flights. Emphasis shall be placed on any conditions which may adversely affect the aircraft operation and ground safety, i.e. aircraft status, hazard up dates or any other special circumstances.

5. 4B Goals

1. Change over briefing shall be designed to accomplish the following:

a. To improve aircraft operational and ground safety.

b. To help in the development of safety awareness for activities involving pre-flight, departure, enroute, and arrival in and around the hospital(s) and outlying med-i-ports.

c. To develop speed and efficiency on all missions requested.

d. To allow for overall crew coordination.

11/30/95

[redacted]
Principal Operations

5. 8D Pilot will control activity in and around the aircraft when landing and before/during startup and takeoff, and:

1. Assure the aircraft is secured and protected from unauthorized personnel or damage while on the ground.

2. Clear the medical attendants for boarding or exiting aircraft. Provide direction for safe operation in the vicinity of the aircraft.

3. Advise crew when the aircraft is ready to start.

4. With medical crew assistance, assure clearance from personnel, objects prior to & during start and lift-off.

5. With assistance from the medical crew, assure security of personnel and equipment aboard the aircraft and the use of seat belts and harnesses.

6. Maintain and direct radio communications with dispatch center, as outlined in the Flight Operations section, air traffic control, other aircraft and ground personnel at the scene or hospital.

7. Give priority to communications which are necessary to the safe conduct of the flight.

5. 8E Pilot will actively promote and insure safe operating practices among the flight crew and those who have contact with the system.

1. Pilot will terminate any operation which does not meet Med-Trans safety standards.

2. Pilot will conduct shift change briefings (where appropriate), as previously outlined, for all those personnel who act as medical crew during his shift.

3. Pilot will initiate post flight critique, (where appropriate), as outlined previously, after each patient flight. Use remarks section of flight log.

5. 9 PASSENGER BRIEFING PROCEDURES

5. 9A Passenger briefing required by 135.117 may be conducted by a person designated by Med-Trans Corp. These person(s) may include medical flight team personnel as appropriate to each operation. Whenever briefing procedures are delegated to medical flight personnel documentation must be completed showing the following:

Date

Principal Operations

3. 21 OFF-AIRPORT LANDINGS

3.21A Operations both in urban or remote locations require very close attention and forethought. This section outlines additional requirements for the pilots' consideration in off-airport landings.

1. High Reconnaissance - 300 to 500 feet AGL - MEF

   a. Choose the approach path into the area and plan the departure path out.

   b. Identify wire, vertical profile hazards and other hazards to flight.

   c. Select the touchdown area.

2. Low Reconnaissance - while established on the final approach path into the area.

   a. Make a final determination on the suitability of the touchdown area.

   b. Maintain a close watch on vehicular and pedestrian traffic in the vicinity of the touchdown area.

   c. Abort the landing if it is thought that interference will be encountered.

3. Selection of Approach/Departure Paths will consider, but not be limited to:

   a. Minimal time within the shaded portion of the height/velocity diagram.

   b. Powerplant failure.

   c. Vertical profile hazards.

   d. Atmospheric conditions.

   e. Noise abatement.

   f. Obstacle clearance.

   g. Hazards to persons and property.

11/30/95

Principal Operations
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4. Additional considerations:

   a. Shape of the area.

   b. Aircraft performance capabilities.

   c. Surface slope, snow, dust.....

   d. Communication with ground units to help identify the location of any obstacles and the condition of the landing area surface (where possible).

   e. Other hazards noted.

5. Takeoff

   a. Before starting engines, assure that all personnel and vehicles are clear of the rotational path of the rotors.

   b. Before takeoff, assure that there are no hazards within the departure path of the helicopter. Walk departure path as necessary to look for obstructions, especially at night.

3. 22 HELICOPTER OPERATIONS AT NIGHT

3.22A Prior to landing at a non lighted area the Pilot-In-Command shall:

1. Ensure the touchdown area is marked by flares, ground vehicle lights or any other source which will adequately illuminate the landing area and any obstructions.

2. Perform high and low reconnaissance to observe any potential hazards prior to landing.

3. Ensure (when possible) that radio communications are established with personnel at the scene to determine the location of any obstacles and the condition of the landing area surface.

4. Obtain wind direction from ground personnel or by visual reconnaissance.

5. Exercise extreme caution to avoid wires and other obstacles on takeoff and landing.

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Date
[redacted]
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3.22B Landing at scenes are not allowed if the Pilot-In-Command determines that adequate lighting is not available.

3. 23 AIRCRAFT WITH DUAL CONTROLS

3.23A Any time passengers are carried in a seat with dual controls, the pilot will brief the passengers on his responsibility while in that seat:

1. Do not touch any controls.

2. Remain alert - no napping.

3. Keep seat belt fastened until aircraft has landed and come to a complete stop.

3. 24 MANIPULATION OF FLIGHT CONTROLS

3.24A No Pilot-In-Command may allow any person to manipulate the flight controls of an aircraft during any flight conducted under FAR Part 135, nor may any person manipulate the controls during such flight unless that person is:

1. A pilot employed by Med-Trans and qualified in the aircraft or,

2. An authorized safety representative of the Administrator who has permission of the Pilot-In-Command, is qualified in the aircraft and is checking flight operations.

3.24B When single pilot operations are conducted on any flight with dual control equipped aircraft, the pilot shall fly from the primary pilot station.

3. 25 AIRCRAFT TIE DOWN PROCEDURES

The main rotor blades, of a helicopter with a semirigid rotor system (Bell 206), shall be tied down each time the engine is shutdown and the aircraft is left unattended, unless it is being worked on. Caution:

1. Tie down ropes must be attached securely to the helicopter.

2. A rotor brake is not an acceptable substitute for a tie down.

APPROVED 11/30/95
Date

11. Before takeoff ensure that the landing gear is not frozen to the ice or snow or stuck in mud.

12. When operating in powdery snow conditions, plan all takeoffs, landing and flight to avoid "white out."

3. 27 COLD WEATHER WIND CHILL/TEMPERATURE LIMITS

3.27A All flight operations will cease except for emergency rescue(When the ambient temperature drops below -25 F or WCI of -50 F.)

3.27B All flight operations will follow major highways or roads to and from locations when WCI drops below -40 F.

3. 28 FLIGHT AND DUTY TIME LIMITATIONS

3.28A Crewmembers will be assigned to duty only within the limitations of FAR 135.261. This does not relieve the crewmember of his responsibility to not accept an assignment to duty which exceeds these limitations. Crewmembers shall inform the chief pilot of:

1. Any changes of scheduled duty or flight time which will affect future assignments.

2. Requests by passengers to extend layover time or change routes or schedules if the changes would extend duty or flight time beyond limitations. (These requests should be reported even though they have to be turned down by the Pilot-In-Command).

3.29 VOLUTARY DISCLOSURE REPORTING PROCEDURES

3.29A When electing to voluntary disclose an apparent violation to the Federal Aviation Administration, Med-Trans Corp. Personnel will follow procedures and practices outlined in AC 120-56 (See Appendix)

3.30 PILOT ROUTINE MAINTENANCE TRAINING

3.30A Pilots assigned to each remote base of operation must have a Personnel Maintenance Training Record completed and signed by the Director of Maintenance or appointee. Stating what Preventive Maintenance and additional Items he or she may perform. Records will be at Med-Trans Tucson AZ Office. (SEE FORMS ON PAGE 10,11) **FAR 43.3(h)1,2,3,4,5**

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PRINCIPAL OPERATIONS INSPECTOR
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SECTION IV

GENERAL MAINTENANCE PROCEDURES

APPENDIX
FAR 135.411
135.413
135.415
HELICOPTER FLIGHT LOG
MAINTENANCE DESCREPANCY SHEET
MEL TRACKING FORM
MECHANICAL RELIABILITY REPORTS

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MAINTENANCE

4. 1 This Chapter contains the Med-Trans Corporation maintenance procedures.

4. 2 MAINTENANCE RESPONSIBILITY

4. 2A 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, and approve all maintenance contracted or performed by other maintenance facilities.

4. 2B 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. The aircraft logbook will contain the appropriate Airworthiness inspections listed in the Type Inspection / next due of the current log sheet. A component status sheet will be in the front of the log book for additional quality control of continued Airworthiness.

4. 2C Paragraphs A & B of this section do NOT relieve the Pilot-in-Command of his responsibility to determine that his aircraft is airworthy as part of his normal duties.

4. 2D Training Program- The Maintenance Training Program will be administered by the Director of Maintenance or his appointee with in the time prescribed by the Program. The applicant must provide all information required by chapter one page 1 of the program. See page 8 of 25 section IV Maintenance Training Program.

4. 3 PERFORMANCE OF INSPECTIONS, MAINTENANCE AND MAINTENANCE OPERATIONAL CHECK FLIGHTS

All inspections, maintenance, preventive maintenance, repair or alterations to the aircraft, rotorblades, engine(s), and appliances, will be performed in accordance with FARs, the Manufacturers specifications, recommendations, service bulletins, service letters, Airworthiness Directives, and good maintenance practices. If in the estimation of the Director of Maintenance the repairs may have changed the flight characteristics of an aircraft, it will be operationally checked before being released to service. An entry in the log book is required see (AAIP CH.2,pg 1,para 3&4) for release statement.

APPROVED 2-14-00
DATE

PRINCIPAL OPERATIONS INSPECTOR
FAA, AZ-FSDO-SDL

5. 3D (Continued)

2. Phone lines to efficiently handle coordination with in-house and outlying facilities during and EMS/H Mission.

3. Trained dispatchers to handle all phases of the flight following/locating tasks and necessary in-house coordination.

4. Map of operational area with milage referenced to include outlying referral facilities, cities, town's, highways, roads, terrain, contours, airports, med-i-ports, intercept points within the operational service volume of the program.

*5. A television monitor showing a weather channel format or, if available, a radar feed from a national weather service, used for weather updates and trends.

6. A paging system to notify pilot and medical crew of a flight, and to communicate directly with the pilot when not on a flight.

*May not be available in all service areas.

5. 3E Flight following to be logged by C.C.
Outbound - (To get patient)

1. Initial call to C.C. - Lift off times, number of passengers on board, destination, fuel quantity (lbs. or %), estimated time of arrival (ETA) to outlying hospital/site time of next contact, remarks.

2. Enroute to C.C. - Location, ETA update, time of next contact, remarks. (Completed each 15 minutes usually on the quarter hour.

3. Arrival to agency being flown to - Ten minutes prior to landing contact outlying hospital/ambulance, remarks, i.e. additional equipment, personnel to help.

4. Landing to C.C. - Just prior to landing on final approach to the outlying location the pilot will call dispatch on radio and confirm arrival. If contact cannot be established, the pilot will phone C.C. to confirm arrival as soon as possible.

APPROVED 11/30/95
Date
[redacted]

5. 3F Flight following to be logged by C.C.
Inbound - (Returning with patient)

1. Initial call to C.C. - Lift off times, number of passengers on board, destination, fuel quantity (lbs. or %), estimated time of arrival (ETA) and time of next contact.

2. Enroute to C.C. - Location, ETA update, time of next contact to be completed each 15 minutes (usually on the quarter hour).

3. Arrival to C.C. - Ten minutes prior to landing contacts C.C. with locations, remarks. C.C. will inform receiving unit as requested.

5. 3G Flight Log - showing initial lift off, enroute, arrival calls from the aircraft must be developed. The execution and completeness of this log is the responsibility of the sponsoring hospital of the program or contract dispatcher.
NOTE: Information must contain at least the information on an FAA Flight Plan.

5. 3H Flight Locating:

1. If the C.C. has not heard from the pilot 15 minutes past next check in time, C.C. will attempt to contact by radio, if no response then C.C. will contact the outlying hospital/ambulance station via phone and ask them to attempt contact. If no contact is made then consider the aircraft overdue and missing.

2. Procedure:

a. Thirty minutes past next check in time - notify Base Manager/other program pilots, Med-Trans Corp., plus any hospital personnel appropriate for your system.

b. Forty-five minutes past next check in time - If no contact with any vendor representative can be made and 45 minutes has elapsed from next check in time notify FAA Flight Service Station 1-800-992-7433. They will ask for the information on your flight log.

c. One hour after next check in time - Execute those protocols within your hospital for in-house notification of administration and those departments appropriate to your system of the missing and overdue aircraft.

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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
Date

Principal Operations
Inspector FAA, WP-FSDO-7

5. 8B (Continued)

5. Notifying the Director of Operations or his representative in Flight Operations concerning aircraft discrepancies.

a. Immediately if a discrepancy has the potential to ground the aircraft for an extended period of time (longer than 6 hours) or if a discrepancy interrupts an FAR 135 flight.

b. Between the hours of 0800-2300 CST if the discrepancy is minor in nature and can easily be or has, been repaired locally.

c. At any hour if necessary to insure unscheduled out-of-service time is minimized.

6. Safely operating the aircraft at an altitude considering such factors as turbulence, oxygen requirements, legal minimums, company and FAA weather minimums and the patient's medical condition.

7. Aircraft movement in support of the assigned aeromedical program. This includes routine medical transports, promotional flights, nonmedical transports (flights with hospital personnel aboard but without the intent of patient transport), operations check back-up aircraft (where appropriate) during scheduled/unscheduled maintenance.

5. 8C Flight Planning for assigned missions

1. Pilot will keep up to date weather information, in written form and will keep the dispatcher and medical crew informed of status for flight and expected weather.

2. Pilot will use checklists as appropriate.

3. Pilot will insure proper loading of patients, passengers and any cargo or medical equipment.

4. Pilot is responsible to take into account the weight of any equipment on board the aircraft prior to flight and to use appropriate measures to verify that weight.

5. Pilot will use weight and balance file loading schedules, or fill out a weight and balance for the anticipated flight (Twin Engine Helicopters)

APPROVED 4/3/95
Date
Principal Operations

5.10A (Continued)

3. Litters shall be secured during flight. Security shall be verified prior to lift-off by the pilot.

4. These passengers may be further restrained by appropriate measures.

   a. Combative

   b. Psychiatric

   c. Head injury

   d. Those with known seizure disorders

   e. Intoxicated/drug abuse/overdose

   f. Suicidal

   g. At the discretion of any crew member or medical personnel

   h. Those in the custody of law enforcement officials

5.11 SCENE RESPONSE OPERATIONS
Landing areas in the field (including accident scenes)

5.11A The PIC is the sole authority for landing and takeoffs at field sites and accident scenes, day or night (Reference MTC 135 Operations Specifications)

5.11B The following will be used to assist the pilot in his/her decision making. Clearly, it is impossible for a pilot to exactly measure a landing zone or a slope.

1. Approach and departure paths:

   a. Minimum width of 1.5 x helicopter overall length.

   b. Clear of significant obstructions such as trees, buildings, poles, wires, etc.

   c. An approach and departure clear area with an approximate 8:1 slope for single engine helicopters.

11/3/95

5.11B (Continued)

2. Minimum takeoff and landing area:

		Length	Width
a.	Single engine helicopters-	4 O.L.	x 3 O.L.
b.	Multi engine helicopters - (O.L. means overall length)	3 O.L.	x 3 O.L.

These dimensions are for scene operations and refer to landing area, not touchdown area.

3. Touchdown area -

a. The touchdown area will be minimum of 60' x 60'

4. The PIC will consider:

a. Dimensions of the area

b. Helicopter capabilities

c. Atmospheric conditions

d. Security/crowd control

e. Approach/departure paths

f. Items noted after making a low reconnaissance before landing

g. Hazards to flight

5. Communications with ground units must be established. Direct communications or radio relay are acceptable.

6. Additionally at night:

a. Touchdown area must be illuminated with at least a light in each corner of the landing area (or by aircraft searchlight).

b. A low reconnaissance using the searchlight(s) before landing will be accomplished.

APPROVED 11/30/95

[redacted]

Principal Operations Inspector FAA WP-FSDO-7

5.11B(6) (Continued)

c. After landing, the PIC will perform a ground survey of the area to check for and confirm: wind direction, powerlines, towers, poles, trees, etc., that may not have been visible or apparent upon approach and landing.

5.12 I.M.C. INADVERTENT INSTRUMENT METEOROLOGIC CONDITIONS

5.12A Pilots flying in VFR only programs must understand their responsibility to avoid IFR conditions at all times. However, the potential always exists for unintentionally encountering instrument flying conditions. Proper pre-flight planning will minimize the risk of advertent IMC encounters.

5.12B The procedures established in the MTC 135 Operations Manual will be complied with (deviations from FAR's).

5.12C The Base Manager at each base will develop a pre-inadvertent IMC plan and ensure that pilots are familiar with and have access to the following:

1. Minimum sector altitudes for normal area of operations.

2. Appropriate frequencies (Day and Night), i.e. Approach control center, etc..

3. Instrument approach procedures available in the normal area of operations.

4. Unusual local weather phenomenon.

5.12D Pilots shall submit an incident report to the Director of Operations if IMC is entered.

5.12E IMC Training Procedures are located in the Med-Trans Training Manual.

APPROVED 11/30/95
Date

FORMS

APPROVED 2-14-00
DATE
PRINCIPAL OPERATIONS INSPECTOR
FAA, AZ-FSDO-SDL

MED-TRANS CORPORATION
TIME AND DUTY MONTHLY RECAP

Month: Dec-99 **Pilot Name:** Sample Form

TIME	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	2	2	2	2	2			
	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3			
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	DUTY	FLT	TRN
DATE																											
1																											
2								D	D	D	D	D	D	D	D	D	D	F	F	F					13.0	0.9	
3								D	D	D	D	D	D	D	D	D	D	D	D						12.0		
4								D	D	D	D	D	D	D	D	D	D	D	D						12.0		
5								D	D	D	D	D	D	D	D	D	D	D	D						12.0		
6																											
7																											
8								D	D	D	D	D	D	D	D	D	D	D	D						12.0		
9								D	D	D	D	D	D	F	F	D	D	D	D						12.0	0.9	
10								D	F	F	D	D	D	F	F	D	F	F	D						12.0	2.2	
11																											
12																											
13																											
14																											
15																											
16																				D	D	D	D	D			
17	D	D	D	D	D	D	D													D	D	D	D	D	12.0		
18	D	D	D	D	D	D	D													D	D	D	F	F	12.0	1.0	
19	D	D	D	D	D	F	F																		12.0	1.0	
20																				D	D	D	F	F			
21	D	D	D	D	D	D	D																		12.0	0.4	
22																											
23								D	F	F	F	D	D	D	D	D	D	D	D						12.0	1.5	
24								D	D	D	D	D	D	D	D	D	D	F	D						12.0	0.4	
25								D	D	D	D	D	D	D	D	D	F	F	D						12.0	0.4	
26																											
27																											
28																											
29																											
30								D	D	D	D	F	F	F	D	D	D	F	F						12.0	1.5	
31								D	D	D	D	F	F	F	F	D	D	D	D						12.0	1.0	
																								TOTAL:	193.0 Duty	11.2 Flt	0.0 TRN

KEY = Off Duty; D = Duty Time; F = Flight Time; C = Other Commercial Flying; R = Required Rest; T = Training

REMARKS Brief explanation for duty days in excess of 12 hours, should be included here.

APPROVED 2-16-00
DATE

PRINCIPAL OPERATIONS INSPECTOR
FAA, AZ-FSDO-SDL

MED-TRANS CORP. **AZ LIFELINE** **N911TM**

DATE_____ ___ DAY:_____

PILOT	NAME	ON	OFF	TOTAL	PREFLIGHT	PAGE TEST	WEATHER	TIME	WEATHER	TIME
A B C D							G Y R		G Y R	
A B C D							G Y R		G Y R	
NURSE					MED. GEAR		FUEL IN TRUCK/ TANK			
MEDIC					DRUG BOX		Begin =			
NURSE					MED. GEAR		Used (today) =			
MEDIC					DRUG BOX		Total to date =			

MISSION	DISPATCH L/O TIME	ARRIVAL TIME	MISSION LOCATION	RECEIVING FACILITY	L/O TIME ARRIVAL	TIME INSERVICE	FUEL USED	ENG. 1 STARTS	ENG.2 STARTS	LANDINGS D	LANDINGS N	BILLING HOBBS	MAINT HOBBS	STATUTE MILES
			TODAYS A/C TOTALS =											
			PREVIOUS TOTALS =											
			NEW A/C TOTALS =											

CRAFT MODEL	SERIAL NO.	REGISTRATION NO.	OWNER

OT	DATE	TYPE OF FLIGHT	ACFT. HRS.	ENG. STARTS ENG. 1	ENG. STARTS ENG. 2	TORQUE EVENTS	LANDINGS	POWER ASSURANCE	ENG. 1	ENG. 2
			.					TORQUE		
			.					TOT/ITT		
			.					N1		
			.					N2		
			.					OAT		
TOTAL FOR THE DAY:			.					PA.		

CRAFT & ENGINE HT HRS / CYCLES / RIN	AIRCRAFT HOURS	ENG. HOURS ENG. 1	ENG. HOURS ENG. 2	ENG. CYCLES ENG. 1	ENG. CYCLES ENG. 2	TORQUE EVENTS	LANDINGS	I CERTIFY THAT THE DAILY INSPECTION WAS COMPLETED ACCORDING TO THE MAINTENANCE MANUAL.
ALS BROUGHT FORWARD:	.	.	.					
ALS FOR TODAY:	.	.	.					
UMULATIVE TOTAL:	.	.	.					
T SCHEDULED ECTION DUE:								NAME & CERTIFICATE NO.
E INSPECTION 100, ETC.)								DATE:
UAL INSPECTION DATE:								

PILOTS AND MAINTENANCE RECORD

PILOTS ENTER DISCREPANCIES – MECHANICS ENTER ALL MAINTENANCE PERFORMED

CREPANCIES	REMARKS
RRECTIVE ACTION	
RRECTIVE ACTION	
RRECTIVE ACTION	
RRECTIVE ACTION	
RRECTIVE ACTION	

HELICOPTER LOG

Bell Helicopter TEXTRON

5-6-97

MAINTENANCE CARRY-OVER DISCREPANCIES

The purpose of this form is to retain a record of discrepancies which do not affect the airworthiness but for various reasons cannot be corrected immediately.

	MECH SIGNATURE
Date and 1 Discrepancy	
Date and Action Taken	
Date and 2 Discrepancy	
Date and Action Taken	
Date and 3 Discrepancy	
Date and Action Taken	
Date and 4 Discrepancy	
Date and Action Taken	
e and 5 Discrepancy	
Date and Action Taken	
Date and 6 Discrepancy	
Date and Action Taken	
Date and 7 Discrepancy	
Date and Action Taken	
Date and 8 Discrepancy	
Date and Action Taken	
Date and 9 Discrepancy	
te and .ion Taken	

5-6-97

O. Box 1273
ismarck, ND 58502

C Type Bell 206L-1
GIST NO. 9114A S/N 45621
R CAE-895069

AIRCRAFT STATUS SHEET

100 HR Insp. Due	1551.10
Last Annual	15-Mar-95
Hobbs	1237.60
TT A/F	2577.40
TT Eng	2762.00
Cycles	4710.00

COMPONENT	COMP. P/N	COMP. S/N	SERVICE LIFE HOURS/MONTHS		COMP. T SINCE	TIME TO D INSP. RET	% LIFE	DUE CYCLES DUE /DUE DATE	DUE TT A/F / ENG	DUE DUE HOBBS
ade M/R	206-015-001-007	A1623	3600		84.60	3515.40	98%		7092.80	4853.20
ade M/R	206-015-001-007	A1618	3600		84.60	3515.40	98%		7092.80	4853.20
b Assy M/R	206-011-100-147	AAB-00051	2400		1265.20	1134.80	47%		4710.50	2470.90
- INSPECTION			1200		84.60	1115.40	93%		4692.80	2453.20
ke M/R	206-011-147-105	AL-00200	Cond							COND.
ip Assy	206-011-132-007	AL-01119	4800		3641.20	1158.80	24%		4736.20	2496.60
ip Assy	206-011-132-009	AL-01120	4800		3641.20	1158.80	24%		4736.20	2496.60
unnion M/R	206-011-120-103	A-1463	2400		1265.20	1134.80	47%		4710.50	2470.90
r Retn	206-011-125-001	B1-17063	1200		84.60	1115.40	93%		4692.80	2453.20
n Retn	206-011-125-001	B1-16816	1200		84.60	1115.40	93%		4692.80	2453.20
rap Retn	206-011-154-107	LK-11443	1200	24	84.60	1115.40	93%	30-Mar-97	4692.80	2453.20
rap Retn	206-011-154-107	LK-11459	1200	24	84.60	1115.40	93%	30-Mar-97	4692.80	2453.20
tting Retn	206-011-150-105	A-9075	2400		1266.70	1133.30	47%		4710.50	2470.90
tting Retn	206-011-150-105	A-9107	2400		1266.90	1133.10	47%		4710.50	2470.90
tch Bolt	206-011-260-101	BH-3851	1200		84.60	1115.40	93%		4692.80	2453.20
tch Bolt	206-011-260-101	BH-4120	1200		84.60	1115.40	93%		4692.80	2453.20
et M/R	206-040-535-105	MJF-13530	5000		1673.40	3326.60	67%		6904.00	4664.40
et Assy	206-040-014-003	AAH-45614	3000	12	717.70	2282.30	76%	30-Mar-96	5859.70	3620.10
- INSPECTION			1500		717.70	782.30	52%		4359.70	2120.10
ashplate	206-010-450-011	REJG-10877	4800		3577.40	1222.60	25%		4800.00	2560.40
ll Idler Link	206-010-467-001	RE-00261	4800		3577.40	1222.60	25%		4800.00	2560.40
eave Swashplt	206-010-454-005	RE-00065	4800		3577.40	1222.60	25%		4800.00	2560.40
ll Lever	206-010-467-001	RE-00253	4800		3577.40	1222.60	25%		4800.00	2560.40
pport Swashplt	206-010-452-113	RE-7093	4800		84.60	4715.40	98%		6292.80	6053.20
be L/H Cyclic	206-001-193-001	A19-01342	4800		3577.40	1222.60	25%		4800.00	2560.40
be R/H Cyclic	206-001-193-001	A19-01350	4800		3577.40	1222.60	25%		4800.00	2560.40
aft Input Drv	206-040-015-015	AAN-10579	600	12	84.60	515.40	86%	31-Mar-96	4692.80	1853.20
ans Assy M/R	206-706-045-103	BNC-00340	3000		717.70	2282.30	76%		5859.70	3620.10
- Inspection			600		141.40	458.60	76%		4636.00	1776.40
d Yo R/H	206-076-062-003	RH-1624	3600		84.60	3515.40	98%		7092.80	4853.20
o Coll	206-076-062-003	RH-1625	3600		84.60	3515.40	98%		7092.80	4853.20
d Yo L/H	206-076-062-003	RH-1622	3600		84.60	3515.40	98%		7092.80	4853.20
eewheel Assy	206-040-270-009	BAB-45708	5000		2377.40	622.60	21%		4200.00	1980.40
- Inspection			1500		1180.00	320.00	21%		3977.40	1457.80
utch	CL42550-1	5190	3000		1180.00	1820.00	61%		5297.40	3157.80
r Assy T/R	206-011-810-125	AB-05375	2500		539.60	1960.40	78%		5537.80	3398.00
ge T/R	204-011-819-103	A29-00067	5000		3021.80	1978.20	40%		5955.60	3816.00
ade T/R	206-016-201-127	CS-4344	2500		539.60	1960.40	78%		5537.80	3398.00
ade T/R	206-016-201-127	T46225	2500		1480.20	1019.80	41%		4537.20	2337.60
erbox T/R	206-040-402-003	AMN-01627	6000		3577.40	2422.60	40%		6000.00	3760.40
Inspection			3000		577.40	2422.60	81%		6000.00	3760.20
R OPI BRGS	206-040-410-003	MB2169	3000		84.60	2915.40	97%		5492.80	4253.20
ZLIC CRTL			1200		84.60	1115.40	93%		4692.80	2453.20
R TUBE/NUTS			1200		84.60	1115.40	93%		4692.80	2453.20
r Gearbox	23005653	CAE-95069	Cond	Cycles					Engine	COND.
r Compressor	23005250	CAC-90742	Cond	-------					-------	COND.
eller	6377345	LF61424	10000	20000	3762.00	7234.00	72%	20000	10000.00	6575.60
r Turbine	23004540	CAT-95069	1750		1265.20	484.80	28%		3246.80	1327.60
t Stage Wheel	6375711	X41845	1725	3000	1215.20	509.80	30%	5971	3271.90	1347.60
d Stage Wheel	23032280	MX86451	1725	3000	1215.20	509.80	30%	5971	3271.90	1347.60
d Stage Wheel	6376663	MX47879	4550	6000	2742.00	1788.00	39%	6000	4550.00	3125.80
h Stage Wheel	6897764	PX42008	4550	6000	2742.00	1788.00	39%	6000	4550.00	3125.80
el Control	23009172	842500369	2000		1265.20	734.80	37%		3476.80	2072.60
vernor	23007874	21852	2000		1265.20	734.80	37%		3476.80	2072.60
el Pump	6835822	10772	2500		274.70	2225.30	89%		4797.30	3567.10
el Nozzle	6379001	506	2000		762.00	1238.00	62%		4000.00	2578.80
eed Valve	23005366	FF43918	1500		1265.20	234.80	16%		2996.80	1572.40
APT/GEN	23061-16	2124	1000		108.60	891.40	89%		3653.40	2227.20

ITEM	TESTED/REP	LIFE TO INSP	DUE!
OGEN BOTTLE	92/11/05	60Mo	01-Dec-97
STEM SYSTEM	94/10/03	24Mo	01-Nov-96
NDER	94/10/03	24Mo	01-Nov-96
CRY PACK	96/10/04		31-Mar-96

FAR 91.409 INSP DUE 31-Mar-96

5-6-97

MEL TRACKING FORM

N#: _____

ITEM: _____

WHEN OCCURRED: _____

DATE OR TIME REPAIR DUE: _____

CORRECTED DATE: _____

PART # OF PART ORDERED: _____

VENDOR ORDERED FROM: _____

DATE/TIME ORDERED: _____

REASON FOR BACK ORDER: _____

EXPECTED DELIVERY DATE: _____

DATE/TIME FAA NOTIFIED: _____

MEL TRACKING FORM

N#: _____

ITEM: _____

WHEN OCCURRED: _____

DATE OR TIME REPAIR DUE: _____

CORRECTED DATE: _____

PART # OF PART ORDERED: _____

VENDOR ORDERED FROM: _____

DATE/TIME ORDERED: _____

REASON FOR BACK ORDER: _____

EXPECTED DELIVERY DATE: _____

DATE/TIME FAA NOTIFIED: _____

5-6-97

MONTH																															
DAY	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON
DATE																															
DUTY HOSP																															
DUTY PILOT																															
DAY OFF																															
ON CALL																															
MEETINGS & NOTES																															

MONTH																															
DAY	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
DATE																															
DUTY HOSP																															
DUTY PILOT																															
DAY OFF																															
ON CALL																															
MEETINGS & NOTES																															

E. MED-I-PORT CHART

TO BE COMPLETED BY PILOT

DATE
ORIG. _____ REVIEWED _____

FSS-NAME(S) _____ XMIT _____ REC: _____

	EXPLOITED VIEW			CLOSE UP	

VOR _____ - _____ • ___ RADIAL _____ ° DIST _____ N.M. ETE _____ + _____ MESA _____

TOWN _____ HOSPITAL _____ LRN I.D. _____

Exec Air Nov93 DL SUPERSEDES PREVIOUS EDITION

ENROUTE DATA

DIST. _____ SM MESA _____

NAV AIDS _____ - _____ • _____ , RAD: _____ ° DIST _____ NM STATE _____

RADIO

_____ - _____ • _____ , RAD: _____ ° DIST _____ NM TOWER(S) _____

LANDMARK/OBST/ADDITIONAL REMARKS _____

ARRIVAL DATA

CAT A, B, C PAD ELEVATION _____

AREA DESCRIPTION _____

OBSTRUCTIONS _____

COMMUNICATIONS: MINIMUM SAFE ALT. _____

HOSPITAL CALL SIGN _____ HOSPITAL PHONE (_____) _____

HOSPITAL FREQ/CHANNEL _____ CONTACT PERSON/DEPT _____

NAVIGATION: _____ REFUEL YES/NO

LORAN COORDINATES N _____ ° _____ ' _____ ", W _____ ° _____ ' _____ "

VOR _____ - _____ • _____ , RAD _____ ° DIST _____ N.M., ADF _____ RAD _____ DIST. _____

REFUEL INFO APT _____ FUEL TYPE _____ OPS HRS. _____

AFTER HRS. NO. (_____) _____ NAVAID _____

ADDITIONAL REMARKS _____

Exec Air Nov93 DL SUPERSEDES PREVIOUS EDITION

APPROVED 5-6-93

PRINCIPAL OPERATIONS INSPECTOR

OMB No. 2120-0003

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

MALFUNCTION OR DEFECT REPORT

OPER. Control No.
ATA Code
1. A/C Reg. No. N-

Enter pertinent data	MANUFACTURER	MODEL/SERIES	SERIAL NUMBER
2. AIRCRAFT			
3. POWERPLANT			
4. PROPELLER			

5. SPECIFIC PART *(of component)* CAUSING TROUBLE

Part Name	MFG. Model or Part No.	Serial No.	Part/Defect Location

6. APPLIANCE/COMPONENT *(Assembly that includes part)*

Comp/Appl Name	Manufacturer	Model or Part No.	Serial Number

Part TT	Part TSO	Part Condition	7. Date Sub.

8. Comments *(Describe the malfunction or defect and the circumstances under which it occurred. State probable cause and recommendations to prevent recurrence.)*

Optional Information:

Check a box below, if this report is related to an aircraft

☐ Accident; Date ☐ Incident; Date

DEFECT CODE | OPER. | CAUS. | FAA | MFG | AIRTAX | MEP | OPER | SEX | AGE

DEFECT DESCRIPTION

SUBMITTED BY

TELEPHONE NUMBER ( )

FAA Form 8010-4 (10-92) SUPERSEDES PREVIOUS EDITIONS

U.S. Department
of Transportation

**Federal Aviaiton
Administration**

Flight Standards Service
Maintenance Support Branch
P.O. Box 25082
Oklahoma City, OK 73125

AFS-640

Official Business
Penalty for Private Use $300

DO NOT USE THIS SPACE

BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 12400 WASHINGTON, D.C.

POSTAGE WILL BE PAID BY FEDERAL AVIATION ADMINISTRATION

FAA, FLIGHT STANDARDS DISTRICT OFFICE
15041 NORTH AIRPORT DRIVE
SCOTTSDALE, ARIZONA 85260

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

CHECK AIRMAN/ INSTRUCTOR

LOG OF CHECKRIDES/ TRAINING GIVEN

DATE	NAME	PROGRAM	FLT TIME	GRN TIME	REMARKS

CHECK AIRMAN/ INSTRUCTOR'S NAME:_____

APPROVED 5-6-97
DATE
PRINCIPAL OPERATIONS INSPECTOR
FAA FSDO

PERSONNEL ROUTINE MAINTENANCE TRAINING RECORD

The following is a training form record to meet compliance with **FAR 43.3 (h)1,2,3,4,5** . Specific items or functions (tasks) will be listed in detail. Each Item will be understood fully and then given a block of instruction on how to accomplish the task. It will be signed by both The instructor and pupil. The extent of training may contain as little as verbal instruction with no hands on, or it may entail full disassembly and assembly, removal or installation. What ever the case maybe, it is up to the learner to decide the level of training he or she chooses. (example Pilots with an A&P license may only require a talk through the procedure. etc.)

Date ___-___-___

Name _____ Certificate #_____

Instructor _____ Position

_____
(Instructor must be the Director of Maintenance or his appointee)

A/C model _____ **Engine Model**

_____

Complete Training that pertains to your base as instructed by the Director of Maintenance:

1) I have received training and am able to safely perform the task of adding lubrications (oils, hydrolic fluid etc) not requiring disassembly of other than removal nonstructural items such as cover plates, cowlings and fairings.

   Pupil _____ Instructor _____

2) I have received training and am able to safely remove, inspect determine if its Go / No go and reinstall magnetic chip plugs. (electrical/non electrical)

   Pupil _____ Instructor _____

3) I have received training and am able to safely replace bulbs, reflectors, and lenses of position, Auxiliary, flood, decal and landing lights.

   Pupil _____ Instructor _____

5-697

INTERNAL OPERATIONS INSPECTOR

PERSONNEL ROUTINE MAINTENACE TRAINING RECORD
-CONTINUED-

4) I have received training and am able to safely replace defective safety wire and cotter keys. Remove and install safety wire to perform a function that relates.

Pupil _____ Instructor _____

5) I have received training and am able to safely perform the task of replacing side windows where the work does not interfere with the or any operating system.

Pupil _____ Instructor _____

6) I have received training and am able safely remove and install batteries (not service them).

Pupil _____ Instructor _____

7) I have received training and am able to replace seat belts or seats or seat parts with replacement parts approved for the aircraft, not involving any disassembly of any primary structure or operating system.

Pupil _____ Instructor _____

8) I have received training and am able to safely replace or adjust nonstructural standard fasteners incidental to operations.

Pupil _____ Instructor _____

9) I have received training and am able safely apply preservative or protective material to components where no disassembly of any primary structural or operating system is involved and where such coating is not prohibited or contrary to good practices.

Pupil _____ Instructor _____

10) I have received and am able to replace any cowling not requiring removal of the propeller or disconnection of flight controls. Including installation of snow baffles.

Pupil _____ Instructor _____

5-6-97

§ 135.399 Small nontransport category airplane performance operating limitations.

(a) No person may operate a reciprocating engine or turbopropeller-powered small airplane that is certificated under § 135.169(b) (2), (3), (4), (5), or (6) unless that person complies with the takeoff weight limitations in the approved Airplane Flight Manual or equivalent for operations under this part, and, if the airplane is certificated under § 135.169(b) (4) or (5) with the landing weight limitations in the Approved Airplane Flight Manual or equivalent for operations under this part.

(b) No person may operate an airplane that is certificated under § 135.169(b)(6) unless that person complies with the landing limitations prescribed in §§ 135.385 and 135.387 of this part. For purposes of this paragraph, §§ 135.385 and 135.387 are applicable to reciprocating and turbopropeller-powered small airplanes notwithstanding their stated applicability to turbine engine powered large transport category airplanes.

[44 FR 53731, Sept. 17, 1979]

Subpart J—Maintenance, Preventive Maintenance, and Alterations

§ 135.411 Applicability.

(a) This subpart prescribes rules in addition to those in other parts of this chapter for the maintenance, preventive maintenance, and alterations for each certificate holder as follows:

(1) Aircraft that are type certificated for a passenger seating configuration, excluding any pilot seat, of nine seats or less, shall be maintained under parts 91 and 43 of this chapter and §§ 135.415, 135.417, and 135.421. An approved aircraft inspection program may be used under § 135.419.

(2) Aircraft that are type certificated for a passenger seating configuration, excluding any pilot seat, of ten seats or more, shall be maintained under a maintenance program in §§ 135.415, 135.417, and 135.423 through 135.443.

(b) A certificate holder who is not otherwise required, may elect to maintain its aircraft under paragraph (a)(2) of this section

§ 135.413 Responsibility for airworthiness.

(a) Each certificate holder is primarily responsible for the airworthiness of its aircraft, including airframes, aircraft engines, propellers, rotors, appliances, and parts, and shall have its aircraft maintained under this chapter, and shall have defects repaired between required maintenance under part 43 of this chapter.

(b) Each certificate holder who maintains its aircraft under § 135.411(a)(2) shall—

(1) Perform the maintenance, preventive maintenance, and alteration of its aircraft, including airframe, aircraft engines, propellers, rotors, appliances, emergency equipment and parts, under its manual and this chapter; or

(2) Make arrangements with another person for the performance of maintenance, preventive maintenance, or alteration. However, the certificate holder shall ensure that any maintenance, preventive maintenance, or alteration that is performed by another person is performed under the certificate holder's manual and this chapter.

§ 135.415 Mechanical reliability reports.

(a) Each certificate holder shall report the occurrence or detection of each failure, malfunction, or defect in an aircraft concerning—

(1) Fires during flight and whether the related fire-warning system functioned properly;

(2) Fires during flight not protected by related fire-warning system;

(3) False fire-warning during flight;

(4) An exhaust system that causes damage during flight to the engine, adjacent structure, equipment, or components;

(5) An aircraft component that causes accumulation or circulation of smoke, vapor, or toxic or noxious fumes in the crew compartment or passenger cabin during flight;

(6) Engine shutdown during flight because of flameout;

(7) Engine shutdown during flight when external damage to the engine or aircraft structure occurs;

(8) Engine shutdown during flight due to foreign object ingestion or icing;

(9) Shutdown of more than one engine during flight;

(10) A propeller feathering system or ability of the system to control overspeed during flight;

(11) A fuel or fuel-dumping system that affects fuel flow or causes hazardous leakage during flight;

(12) An unwanted landing gear exter or retraction or opening or closing of lanc ar doors during flight;

(13) Brake system components that result in loss of brake actuating force when the aircraft is in motion on the ground;

(14) Aircraft structure that requires major repair;

(15) Cracks, permanent deformation, or corrosion of aircraft structures, if more than the maximum acceptable to the manufacturer or the FAA; and

(16) Aircraft components or systems that result in taking emergency actions during flight (except action to shut-down an engine).

(b) For the purpose of this section, *during flight* means the period from the moment the aircraft leaves the surface of the earth on takeoff until it touches down on landing.

(c) In addition to the reports required by paragraph (a) of this section, each certificate holder shall report any other failure, malfunction, or defect in an aircraft that occurs or is detected at any time if, in its opinion, the failure, malfunction, or defect has endangered or may endanger the safe operation of the aircraft.

(d) Each certificate holder shall send each report required by this section, in writing, covering each 24-hour period beginning at 0900 hours local time of each day and ending at 0900 hours local time on the next day to the FAA Flight Standards District Office charged with the overall inspection of the certificate holder. Each report of occurrences during a 24-hour period must be mailed or delivered to that office within the next 72 hours. However, a report that is due on Saturday or Sunday may be mailed or delivered on the following Monday and one that is due on a holiday may be mailed or delivered on the next work day. For aircraft operated in areas where mail is not collected, reports may be mailed or delivered within 72 hours after the aircraft returns to a point where the mail is collected.

(e) The certificate holder shall transmit the reports required by this section on a form and in a manner prescribed by the Administrator, and shall include as much of the following as is available:

(1) The type and identification number of the aircraft.

(2) The name of the operator.

(3) The date.

(4) The nature of the failure, malfunction, or defect.

(5) Identification of the part and system involved, including available information pertaining to type designation of the major component and time since last overhaul, if known.

(6) Apparent cause of the failure, malfunction or defect (e.g., wear, crack, design deficiency, or personnel error).

(7) Other pertinent information n more complete identification, date seriousness, or corrective action.

(f) A certificate holder that is a(n) a type certificate (including a supple certificate), a Parts Manufacturer Ap Technical Standard Order Authorizati the licensee of a type certificate need failure, malfunction, or defect under t the failure, malfunction, or defect reported by it under § 21.3 or § 3 chapter or under the accident reportin of part 830 of the regulations of t Transportation Safety Board.

(g) No person may withhold a rep by this section even though all required by this section is not available

(h) When the certificate holder get information, including information manufacturer or other agency, concerr required by this section, it shall e submit it as a supplement to the first reference the date and place of submi first report.

§ 135.417 Mechanical interrupti summary report.

Each certificate holder shall mail before the end of the 10th day of th month, a summary report of the occurrences in multiengine aircraf preceding month to the FAA Flight District Office charged with the overall of the certificate holder:

(a) Each interruption to a flight, u change of aircraft en route, or unsche or diversion from a route, caused by suspected mechanical difficulties or m that are not required to be reporte 135.415.

(b) The number of propeller featherin listed by type of propeller and engine a on which it was installed. Propeller feat training, demonstration, or flight check need not be reported.

§ 135.419 Approved aircraft insp program.

(a) Whenever the Administrator find aircraft inspections required or allowed 91 of this chapter are not adequate to part, or upon application by a certifica the Administrator may amend the holder's operations specifications under to require or allo approved aircraft program for any and model aircra

MTC

Med-Trans Corporation

135 Certificate

M3XA227H

F.A.A.
Approved Aircraft Inspection Program

BELL HELICOPTER MODEL 407

N407CR	S/N 53254
N407SM	S/N 53289
N407WA	S/N 53222
N502MT	S/N 53549
N503MT	S/N 53498
N506MT	S/N 53511
N507MT	S/N 53512
N508MT	S/N 53326
N509MT	S/N 53281
N511MT	S/N 53563
N601MT	S/N 53428
N63744	S/N 53226

Date Approved: 12/30/03

Approved By: _____
For F.A.A. Principal Maintenance Inspector

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