

Attachment 7

**Operations / Human Performance
Group Chairman's Factual Report**

DCA01MA034

**Avjet Operations Manual
PIC Responsibilities**

Maintenance Away From Home Base

Whenever it becomes necessary to obtain maintenance services away from home base the Pilot in Command will notify the duty maintenance technician and Director of Maintenance who will coordinate the required services. They will concur on the maintenance to be contracted in accordance with the procedures established in the maintenance section of this manual. Prior to the next flight, the pilot in command shall transmit via fax to Avjet Maintenance Department the aircraft discrepancy log complete with corrective action and signature of the certificated mechanic. All paperwork associated with such services shall be carried by the Pilot in Command to the home base and delivered to maintenance personnel.

Duties and Responsibilities Of Crew Members

Teamwork:

Avjet aircraft crews must function as teams. Crew coordination with all members of the crew is essential at all times, including preflight, in-flight and post-flight operations. A positive, constructive attitude and professional communications with other Avjet and vendor personnel must be maintained at all times.

Reporting for duty:

Crewmembers will be considered on duty one hour prior to scheduled departure and off duty 1/2 hour after actual arrival. These times will be used in the computation of duty time.

Avjet Corporation customers frequently arrive at the aircraft prior to scheduled departure time. It is imperative that the flight crew is prepared for departure.

Pilot In Command:

1. The Pilot In Command is responsible for the safe and efficient conduct of the flight assignment. He will exercise operational control of all flights to which he is assigned and is the final authority for the conduct of the flight.
2. The Pilot In Command will plan flights, obtain weather information, determine fuel loads, compute center of gravity, determine suitability of airport and navigational facilities, and determine the maintenance status of the aircraft prior to each flight.
3. He/She is responsible for the securing of the aircraft after each flight to include arranging hangar storage if he/she deems it necessary or he is instructed to do so by the company management.
4. He/She is responsible for maintaining a complete working knowledge of all aircraft systems which he/she is authorized to operate to include all emergency systems and procedures associated with the aircraft.
5. He/She will ensure that the flight is conducted in complete compliance with all Federal, Local and Company regulations and policies.
6. He/She will record all aircraft discrepancies as they occur on the Aircraft Discrepancy Log and report these discrepancies to the Director of maintenance as soon as possible. Except when arriving