NATIONAL TRANSPORTATION SAFETY BOARD

Office of Aviation Safety
Washington, D.C. 20594

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Attachment 11 – Miami Air Flight Operations Manual [Excerpts]

OPERATIONAL FACTORS/HUMAN PERFORMANCE

DCA19MA143

Flight Operations Manual [FOM]

Publication No. MAISYS-00000-00180-01 Revision No. 005

Flight Monitoring Tools

1 Flight Monitoring Tools

The primary means for monitoring fuel status and flight time remaining is the Aircraft Flow Board which contains tail numbers, flight numbers, scheduled/actual departure and arrival times, and any delayed or cancelled flight information. Actual OOOI (Out/Off/On/In) times will be relayed to Dispatch via SATCOM (if available), VHF (ARINC), HF (ARINC or Stockholm Radio), and SITA/AFTN. Dispatchers will insure the Aircraft Flow Board is updated with the latest times. The Ground Ops Coordinator will enter the times into the AIMSCrew Tracking System. Dispatchers will use the information on the Aircraft Flow Board to keep abreast of flight time remaining and specific aircraft position.

2 The primary means for monitoring the enroute, destination, and alternate weather and airfield status is the Jeppesen FliteManager Alert Program. The Dispatch manual provides specific details on the use of FliteManager and other secondary means for monitoring.

[END OF DATA MODULE]

Crosswind and Tailwind Component Limits

1 Crosswind and Tailwind Component Limits

No landing will be attempted with a tailwind when the braking action is reported as anything less than "Good".

2 For tailwind landings, a critical tailwind is stated on the landing weight page. If the tailwind exceeds this figure, a weight penalty is stated in the adjoining column. By applying this penalty, a landing may be made with a tailwind above the critical tailwind (but never exceeding max tailwind limit).

3 Headwind computations for takeoff are used only after consultation with the Captain. Headwind component is computed on the basis of the reported steady wind.

[END OF DATA MODULE]

International Flights

1 [121.645 “b”]

Any flight that originates or terminates outside the 48 contiguous United States and the District of Columbia is considered an International Flight.

NOTE: Flights between the 48 contiguous United States and the US. Virgin Islands, Alaska, Hawaii, and the Commonwealth of Puerto Rico are considered international.

2 For operations outside the 48 contiguous United States and the District of Columbia, the minimum fuel required for dispatch or release will be computed as follows:

- To fly to and land at the airport to which it is dispatched or released (Including takeoff, climb, enroute, descent, approach, and landing.) [FLT 3.3.3.II];
- Thereafter, to fly for a period of 10% of the total time required to fly from the airport of departure to, and land, at the airport to which it was dispatched or released;
- After that, to fly and land at the most distant alternate airport specified in the Flight Release, if an alternate is required; and
- After that, to fly for 30 minutes at holding speed at 1,500 feet above the alternate airport under standard temperature conditions.

3

Table 1: International Fuel Requirements Table

1	2	3	4	Required Fuel
Fuel to Destination	10% of time en route Consumption at the last Cruise altitude	Fuel to Alternate	30 minutes holding speed at 1500” above the alternate	(1) + (2) + (3) + (4)

4 International Flights-No Available Alternate

[121.645 “c”][“C067”]

For international operations with no available alternate the minimum fuel required for dispatch or release will be computed as follows:

- Fuel to fly and land at that airport to which it is released.
- Thereafter, to fly for at least two hours at normal cruising fuel consumption.

6 Stabilized Approach

[FLT 3.11.59]

The approach profiles contained in the Flight Crew Training Manual are intended as guidelines for configurations during approaches. Weather and traffic conditions may require deviations from the standard profiles.

7 However, no later than 1000 feet AFL, the airplane must be:

- Fully configured with the landing checklist complete.
- At a sink rate of no greater than 1000 feet per minute*.
- Stabilized at the proper approach speed.
- Trimmed for zero control forces and;
- Engines spooled up.
- On glideslope
-

* momentarily exceeding 1000 feet per minute is permitted as long as the rate of descent is immediately reduced to at or below 1000 feet per minute.

8 Pilots should be alert for higher than normal descent rates as an indication of possible windshear. On any runway which has operating vertical descent guidance equipment (PAPI, VASI or ILS glide slope) the aircraft will be flown at or above the glide slope until 200 feet AFL. “Duck Under” approaches are not authorized.

9 It is critical to flight safety that both the PF and the PM should be able to call for a go-around if either pilot believes an unsafe condition exists. The crew will comply with the following:

1. Either the PF or the PM may make a Go-Around callout, and
2. The PF's immediate response to a Go-Around callout by the PM is execution of a missed approach.

10 **If the aircraft is not stabilized by 1,000 feet AFL or at any point thereafter, a Missed Approach is MANDATORY.** [FLT 3.11.60]

11 Straight-In Approach

The fact that straight-in minimums are not published does not preclude landing straight-in, using authorized circling minimums, if the straight-in runway is in sight in sufficient time to make a normal landing. Under such conditions, and when ATC has cleared the aircraft for landing on the straight-in runway, a circling approach should not be accomplished even though straight-in minimums are not published. If a circling approach is desired, advise ATC.

12 Circling Approach

[“C075”]

Miami Air flights may accept a clearance for a circling approach providing the ceiling and visibility are at or above 1000 feet and 3 miles respectively. If the “D” category circling minima for the approach in question is higher than 1000 feet and 3 miles, the higher minima apply. Flight Crews will use an MDA of 1000’ (HAA), or the MDA of the charted Category “D” circling minimums, whichever is higher.

Preflight Preparation

1 Preflight Preparation

[121.315 “a”, 121.315 “b”, 121.315 “c”]

Prior to flight, the Captain is responsible for reviewing [FLT 3.5.1]:

- The Aircraft Logbook and the MEL/CDL to determine the airworthiness of the aircraft.
- The Flight Plan for proper routing, fuel planning, and possible enroute turbulence.
- Weather information to include departure, enroute, destination, and alternate airports.
- NOTAMS
- Aircraft performance to include departure, enroute, destination, alternate airports.
- Weight and Balance Form.

Cockpit preparation and exterior inspection will be conducted in accordance with the Aircraft Operating Manual as directed by the Captain. A complete inspection will be conducted on originating flights. A ground check of all communication and navigation equipment necessary for the flight will be accomplished prior to each originating flight and whenever a crew or aircraft change occurs.

2 The pilot conducting the preflight exterior inspection shall wear a high visibility vest during this and any other required duties on the ramp.

3 The Purser will advise the Captain that the cabin preflight check has been completed.

4 The Captain and the Purser will coordinate completion of a predeparture security inspection, when required and document the inspection on the Form SEC-500.

4.1 Prior to boarding the aircraft, the identity of the crewmembers should be verified by an authorized air carrier representative (The Purser is responsible for performing this duty for all other crewmembers, the Captain will check the Purser’s ID). Upon arrival at the aircraft and prior to boarding passengers, the crew may assume responsibility for the security of the aircraft from another Miami Air employee or agent if the aircraft has been continuously monitored and an aircraft search has been conducted as required. If the aircraft has been unattended or a required search has not been conducted, a search will be conducted by the crew as stated on the SEC-500 checklist form (this section has been changed).

NOTE: SEC-500 is not required for D.O.D. flights or flights in support of the D.O.D.

5 The Captain and Purser should discuss the location of passengers known to be carrying firearms; and, passengers requiring special care or handling.

6 The Flight Attendants should pass a verbal passenger count to the cockpit as soon as possible after passengers have boarded. The Captain may not depart the blocks until he/she has been advised by the Purser that the cabin is ready (all carry on luggage has been stowed, the passengers are seated, the girt bars are armed and the Passenger Manifest is on board, if required).

7 The Captain will be responsible for keeping the passengers informed of all delays exceeding five minutes. In cases of “creeping delays,” updated information will be provided at least every fifteen minutes.

8 For extended overwater routes (more than 50 NM from the nearest shoreline), it is the Captain's responsibility to ensure that all required emergency equipment is aboard. The Captain will ensure that the required overwater passenger briefing is completed prior to the overwater portion of the route by informing the Purser of the necessity for the briefing. The flight attendants will perform the briefing. [121.573]

9 The proper management of cockpit resources includes the use of aircraft checklists. Approved cockpit check procedures are provided for each aircraft type. These procedures include the necessary safety items to be checked before during and after all phases of flight, and in abnormal and emergency situations to ensure compliance with the aircraft certificate of airworthiness and the operating manual. Flight crews must have the checklists readily available in the cockpit and must follow them when operating the aircraft [FLT 3.11.19]. To minimize the number of lengthy interruptions during the reading of the checklist, all system checks and control positioning should be done prior to reading the checklist, whenever possible.

10 The Captain will review the aircraft logbook noting previous discrepancies and MEL items. MEL items will be checked to be sure that they are acceptable for the flight and any associated crew procedures will be reviewed.

11 The Captain will also determine that the Aircraft Preflight Transit (PT) Check is current and the flight “as scheduled” will be completed by 2359Z of the fourth day after the check was completed. Example: If a PT check was completed at 0600Z on the 1st then the flight must be complete by 2359Z of the 4th.

12 The Captain is responsible to ensure that the aircraft is properly serviced.

13 Except in an emergency, passengers will be boarded or deplaned only when the aircraft is parked at an approved gate or hardstand.

14 Flight Control (In coordination with the Duty Officer and the Sales Department) will decide whether or not a flight will be delayed to accommodate late arriving passengers or baggage. The flight crew should provide pertinent information to Flight Control to assist them in making that decision.

15 Information regarding gate holds, ATC delays, curfews or weather should be communicated to Flight Control as soon as possible.

16 The emergency exits must be armed prior to aircraft movement. Coordination with the Purser is required to ensure that the exits are disarmed if the aircraft is returned to a gate or hardstand and a door is opened. Emergency lights must be armed or turned on during taxiing, takeoff and landing.

[END OF DATA MODULE]