

TRAINING DIRECTOR: The Training Director is directly responsible to the Chief Pilot and assists in the training of flight and ground crewmembers. The Training Director may serve as a Management Designee if he/she is trained in accordance with FAR Part 119.69(d), meets the requirements of Operations Specifications Paragraph A008 (6) (b), and is listed in the General Operations Manual. Specific duties and responsibilities are as follows:

1. Advising the Chief Pilot on crewmember training status.
2. Directing and coordinating the training of all flight and ground crewmembers, and ensuring crewmember standardization.
3. Conducting interviews for the purpose of hiring flight and ground crewmembers.
4. Preparing and maintaining pilot records, flight schedules, reports, and correspondence pertaining to operations and activities.
5. Assisting in designating sufficient Company Instructors and Check Airmen to ensure standardized training, evaluation, and operations.
6. Ensuring all pilots maintain current SFRA route qualifications and receive proficiency checks as required by the FAA and the company.
7. Acting as a check pilot, when needed, to ensure all flight crew members conform to standard procedures as outlined in FARs and company policies.
8. Maintaining a high level of knowledge of the FAA regulations, General Operations Manual, Operations Specifications, Company Training Manual, Flight Manuals and any other instructions and documents pertaining to Training Director duties.

Selected duties listed above may be delegated to other personnel, but the Training Director retains responsibility for any delegated function.

LEAD PILOT / ASSISTANT LEAD PILOT: The Lead Pilot / Assistant Lead Pilot is directly responsible to the Chief Pilot and assists in the supervision of flight and ground crewmembers. The Lead Pilot / Assistant Lead Pilot may act for the Chief Pilot during absence of the Chief Pilot. The Lead Pilot / Assistant Lead Pilot may serve as a Management Designee if he/she is trained in accordance with FAR Part 119.69(d), meets the requirements of Operations Specifications Paragraph A008 (6) (b), and is listed in the General Operations Manual. Specific duties and responsibilities are as follows:

1. Assisting in the training and standardization of flight and ground crewmembers.
2. Assisting in the coordination of operations and training activities with appropriate departments or agencies.
3. Assisting in the interviewing of prospective flight and ground crewmembers.
4. Assisting in the prompt reporting, filing, and follow-up action on required reports.
5. Assisting in the preparation and maintenance of pilot records, flight schedules, and correspondence pertaining to operations.
6. Assisting in assimilating and assigning aircraft / pilots to specified missions roles and tasks.
7. Assisting in the maintenance of current aircraft checklists.
8. Assisting in the maintenance of current aircraft flight kits.
9. Assisting in the dissemination of any information to flight crew members pertaining to weather, routes, airports, NOTAMS, company policies, or other data that would impact flight operations.
10. Acting as a check pilot, when needed, to ensure all flight crew members conform to standard procedures as outlined in FARs and company policies.
11. Assisting in ensuring all pilots maintain current SFRA route qualifications and receive proficiency checks as required by the FAA and the company.
12. Assisting in the scheduling of aircraft to available pilots and establishing duty hours for pilots.

13. Assisting in coordination with Customer Service during the day to monitor the pace and flow of business to ensure the company's assets are properly placed and employed.
14. Assisting in coordination with Customer Service to determine near future aircraft / pilot requirements.
15. Assisting in the coordination of the scheduling of aircraft for maintenance and return to service.
16. Acting as coordinator for maintenance issues between pilots and maintenance.
17. Assisting in answering all questions pertaining to maintenance issues, aircraft performance, flight, weather, or any other issues involving flight operations.
18. Assisting in the monitoring of daily operations and coordinating changes when necessary due to unscheduled maintenance, late arriving groups, increased demand for business, or weather issues.
19. Assisting in obtaining the necessary diplomatic clearances prior to departure for all flights penetrating the border of a country listed in the Operations Specifications.
20. Acting as the weekend supervisor, if required, continuing to act as Lead Pilot / Assistant Lead Pilot, but also assuming responsibility for all company operations. In this capacity the Lead Pilot / Assistant Lead Pilot will have authority to work with the various department heads to direct the assets of the company to meet requirements and is the final authority should any dispute arise.
21. Maintaining a high level of knowledge of the FAA regulations, General Operations Manual, Operations Specifications, Flight Manuals, and any other instructions and documents pertaining to Lead Pilot / Assistant Lead Pilot duties.

Selected duties listed above may be delegated to other personnel, but the Lead Pilot / Assistant Lead Pilot retains responsibility for any delegated function.

COMPANY CHECK AIRMAN: The Company Check Airman reports directly to the Chief Pilot / Director of Training / Lead Pilot and acts as representative of the Administrator. Specific duties and responsibilities are as follows:

1. Conducts flight qualification evaluation of pilots involved in various training.
2. Conducts flight checks from both left and right pilot seats to ensure competence in handling normal, abnormal, and emergency maneuvers.
3. Takes safety measures from either seat in the event of an emergency likely to develop during a flight check.
4. Maintains a high level of knowledge of the FAA regulations, Operations Manual, Operations Specifications, Flight Manuals, Company Training Manual, and any other instructions and documents pertaining to Company Check Airman duties.
5. Submits a quarterly Check Airman Activity Report to the FAA.
6. Promptly notifies the FAA of any Un-satisfactory evaluations.
7. Submits additional forms, records, and reports as required by the FAA.

COMPANY FLIGHT INSTRUCTOR: The Company Flight Instructor reports directly to the Chief Pilot / Director of Training / Lead Pilot. Specific duties and responsibilities are as follows:

1. Conducts flight / ground training of pilots involved in various training according to the Company Training Manual.
2. Prepares pilots to be able to effectively perform the tasks necessary to act as PIC according to the General Operations Manual.
3. Conducts flight training from both left and right pilot seats to ensure competence in handling normal, abnormal, and emergency maneuvers.
4. Takes safety measures from either seat in the event of an emergency likely to develop during flight training.
5. Maintains a high level of knowledge of the FAA regulations, Operations Manual, Operations Specifications, Flight Manuals, Company Training Manual, and any other instructions and documents pertaining to Company Flight Instructor duties.
6. Signs forms, records, and reports required by the Company Training Manual.
7. Assists the Chief Pilot/Training Director with the implementation of revisions to the Company Training Manuals.

PILOT IN COMMAND: The Pilot-in Command reports directly to the Chief Pilot. The Pilot-in-Command is directly responsible for, and is the final authority as to, the operation of the aircraft they command. Specific duties and responsibilities are as follows:

1. Maintaining thorough knowledge of all applicable FARs (to include NTSB 830) and this Operations Manual and how they apply to specific operations being conducted.
2. Maintaining a thorough knowledge of the contents of the approved Rotorcraft Flight Manual for aircraft in which they are qualified.
3. Conducting a thorough and comprehensive pre-flight inspection of an assigned aircraft, documenting this inspection in the logbook with his/her signature and ensuring the following items are checked:
 - a. Mechanical and structural soundness.
 - b. Required emergency equipment is on board, current and functional.
 - c. All certificates and passenger briefing materials are on board.
 - d. Adequate fuel is on board.
 - e. Flight Manual, checklists, appropriate charts, company forms, and when required by FAR the Operations Manual are on board.
4. Ensuring that all required inspections have been complied with when an aircraft is returned to service.
5. Monitoring required inspections / maintenance actions during daily operations to ensure no item is over flown.
6. Conducting in-flight equipment checks (trend/power checks).
7. Conducting a thorough and comprehensive post flight inspection including the completion of aircraft logs and company paperwork in a neat and legible manner.
8. Complying with weight and balance procedures.
9. Complying with fueling procedures.
10. Complying with passenger briefing requirements.
11. Complying with the limitations and procedures outlined in the Rotorcraft Flight Manual, the General Operations Manual or other company policies and procedures.

12. Submitting (through Operations) required reports concerning deviations from regulations or accidents/incidents.
13. Supervising the loading, distribution, and movement of passengers and cargo about their assigned aircraft.
14. Supervising the fueling of the assigned aircraft.
15. Ensuring an appropriate flight plan has been filed for every flight.
16. Possessing on their person a current First or Second Class Medical Certificate and a valid Commercial or Airline Transport Pilot Certificate when engaged in flight activities.
17. Ensuring recency of experience as required by FAR.
18. Complying with the GCNP SFRA procedures.
19. Declining or discontinuing any mission or flight should the airworthiness of the aircraft, its performance capabilities, weather, pilot ability, physical or mental state or any other factor, (perform "IMSAFE" check) that may adversely impact safety come into question.
20. When operating away from home base on charters, exclusive use contract, or other missions, the Pilot-in-Command (PIC) may accept and conduct flight operations as long as each flight meets the Standard Operation Criteria outlined in the General Operations Manual. If Standard Operation Criteria cannot be met, the PIC must contact the DO or another A006 Manager in order to receive approval to initiate, conduct, or terminate the flight.
21. Maintains currency on work related subjects and company procedures by referring to the approved company website and the pilot reading file located in the pilot break room.
22. Complying with Flight Time Limitations and Rest Requirements as specified in FAR 135.365/267.

DIRECTOR OF SAFETY: The Director of Safety is directly responsible to the President / CEO and works in concert with the Director of Operations / General Manager(s) for the overall implementation and supervision of the company's air and ground safety programs and policies. The Director of Safety may serve as a Management Designee if he/she is trained in accordance with FAR Part 119.69(d), meets the requirements of Operations Specifications Paragraph A008 (6) (b), and is listed in the General Operations Manual. Specific duties and responsibilities are as follows:

1. Coordinates safety training for Flight Operations members and Safety Committee members
2. Advising and assisting management in the establishment and development of Papillon's SMS.
3. Assisting management in the collection of information relative to the presence of hazards in the aviation environment and company environment. In this capacity, he will manage the Hazard Reporting system as it applies to aviation and ground operations.
4. Identifies and evaluates safety problem areas.
5. Acting as Facilitator of the Safety Committee. In this capacity he/she will involve members of the Committee in identifying and prioritizing safety issues within their areas of operation; encourage and assist Committee members in becoming "safety conscious" within each functional area.
6. Assists Flight Operations supervisors in the fostering of good safety practices and safety training.
7. Investigates Flight Operations incidents and accidents with the purpose of preventing of future accidents.
8. Maintaining a record of aeronautical occurrences, including mishaps during aircraft operations, maintenance, and ground support activities.
9. Investigating, analyzing, and identifying trends of aeronautical occurrences and hazard reports. Recommend appropriate accident prevention actions and strategies to management.
10. Maintaining appropriate organizational aviation safety records and accident, incident, and aviation hazard statistics.
11. Conducting a comprehensive safety audit of all components of Papillon's operations on a prescribed schedule assigned by the president.
12. Preparing and maintaining on file a copy of the Safety Inspection Report Form used in conducting internal safety inspections.
13. Maintaining records of periodic inspections, corrective actions and investigations.
14. Obtaining appropriate training and education related to the Director of Safety's function.
15. Attending meetings of and represent Papillon's interests at various industry and regional safety organizations.
16. Representing Papillon, either verbally or in writing, to all interested parties for the promotion of safety.
17. Assist in conducting risk assessments on identified hazards.
18. Providing every department a copy of the SMS to be available to all employees and issuing changes to the document.
19. Ensuring Papillon provides training to all personnel with regards to the SMS.

PASSENGER BRIEFING (FAR 135.117)

Before each takeoff each pilot in command (PIC) of an aircraft carrying passengers shall ensure that all passengers have been briefed on:

1. Smoking
2. Use of seat belts
3. Location and means for opening the passenger entry door and emergency exits
4. Location of survival equipment
5. If the flight involves extended over water operation, ditching procedures and the use of required flotation equipment
6. If the flight involves operations above 12,000 feet MSL, the normal and emergency use of oxygen
7. Location and operation of fire extinguishers
8. Approaching and exiting the helicopter safely

When conducting operations at the Grand Canyon South Rim Base, Grand Canyon Helicopters Base, Boulder City Base, Las Vegas Base, Page Base, and Grand Canyon West Base this briefing may be given by utilizing the Papillon Helicopters/Grand Canyon Helicopters *"Video Briefing System"* and/or orally given by a qualified ramp attendant or customer service agent that has successfully completed the *Non-Crewmember Training Program (Reference Appendix F)*. When completed, the attendant giving the briefing will place a sticker on each person who was briefed. Pilots will verify that this briefing was conducted by directly asking the passengers if they have received their briefing and visually checking for stickers.

"Qualified Ramp Attendant" means, for the purpose of this paragraph, any individual employed by Papillon Airways, Inc., who has received training from a company instructor on the following subject areas:

1. Their duties and responsibilities
2. The appropriate provisions of FAR Part 135 and this manual.
3. The demonstration and use of seat belts, fire extinguishers, emergency exits, and any other equipment or procedures given in the passenger briefing.
4. The contents of the special assistance briefing and the procedure for seat assignments of special assistance passengers.
5. Heliport safety including fuel procedures, movement about helicopters, use of heliport fire extinguishers.

Note: A detailed Non-Crewmember Training Program is contained in Appendix F.

Briefing cards will be available for each passenger to review. These Briefing Cards will be located in each aircraft the company operates.

Sample Briefing Cards for each aircraft are in Appendix C.

PASSENGER HANDLING PROCEDURES - FLIGHT LINE

SOUTH RIM (INCLUDING GRAND CANYON HELICOPTERS)

1. Aircraft seat assignments are determined by weight and balance in ALPRO or EXCEL. If the PIC determines that a change in seating should be done, a new manifest indicating the change must be printed, or the PIC may pen-change the current manifest to reflect the change(s).
2. Flight line personnel will ensure that all passengers have been briefed prior to escorting them to the flight line.
3. Flight line personnel will then escort passengers to their flight line gate. When the pilot is ready for his/her aircraft to be loaded, the flight line personnel will ensure that all passengers remove their head gear and are securely holding onto any loose items. Flight line personnel will escort passengers to the assigned aircraft after receiving “thumbs up” from the PIC.
4. Once at the aircraft, flight line personnel will load passengers in their assigned seats and ensure that all safety equipment is in proper use.
5. Flight line personnel will ensure that no passengers move past the rear baggage compartment.
6. When the aircraft returns to the heliport, flight line personnel will meet the aircraft and disembark the passengers. Flight line personnel will ensure that all head gear has been removed and that passengers hold onto any loose objects. Passengers will be directed to the nearest flight line exit gate.

BOULDER CITY

1. Aircraft seat assignments are determined by weight and balance in ALPRO or Excel. If the PIC determines that a change in seating should be done, a new manifest indicating the change must be printed, or the PIC may pen-change the current manifest to reflect the change(s).
2. After manifests are printed and passengers are briefed, a sticker indicating that the briefing has been completed is then placed on each passenger. It is the ultimate responsibility of the PIC to ensure that passengers have been briefed. Additional briefings, if needed, will be conducted by the PIC at the aircraft.
3. When the PIC is ready to board his/her passengers he/she will pick up the manifest at the Back Gate in the terminal.
4. While the PIC is escorting passengers to the aircraft, he/she will maintain complete control of the passengers at all times.

5. Once at the aircraft, the PIC will board passengers according to the manifest and will ensure that all safety equipment is in proper use.
6. Upon return to the airport following the flight, the PIC will maintain control of the passengers and escort them back to the terminal.

LAS VEGAS OPERATION

1. Aircraft seat assignments are determined by weight and balance in ALPRO or Excel. If the PIC determines that a change in seating should be done, a new manifest indicating the change must be printed, or the PIC may pen-change the current manifest to reflect the change(s).
2. The PIC will notify appropriate company personnel when the aircraft is ready to board and will remain by his/her aircraft until the passengers are delivered to the aircraft by company ground transportation.
3. Once the passengers have been delivered to the aircraft, the PIC will ensure that all safety briefing requirements have been met and will conduct additional safety briefings as required.
4. Upon return to the airport after the flight, company personnel will provide ground transportation for the passengers back to the terminal.

GRAND CANYON WEST AND PAGE BASES

1. Aircraft seat assignments are determined by weight and balance in ALPRO, Excel, or by using the Alternate Weight and Balance Form. If the PIC determines that a change in seating should be done, a new manifest indicating the change(s) must be printed, or the PIC may pen-change the current manifest to reflect the change(s).
2. Flight line personnel will ensure that all passengers have been briefed prior to escorting them to the flight line.
3. Flight line personnel will then escort passengers to the flight line and will ensure that all passengers remove their head gear and are securely holding onto any loose items. After receiving a "thumbs up" from the PIC, flight line personnel will then escort passengers to the assigned aircraft.
4. Once at the aircraft, flight line personnel will load passengers in their assigned seats, and will ensure that all safety equipment is in proper use.

PILOT BRIEFINGS

FLIGHTS CONDUCTED WITHIN LOCAL TOUR AREA

For its Part 135 Operation Papillon Airways, Inc. will exclusively use approved sources of weather information issued by the US National Weather Service (NWS), a source approved by the NWS, or a source approved by the FAA administrator.

For flights conducted within the Local Tour Area, the Director of Operations (DO), Chief Pilot, Director of Utility Operations, or a Management Designee will determine the weather based on information obtained by an approved source.

Pilot weather briefings will be conducted as part of the daily *Morning Safety Briefing* and the weather information will be posted on the bulletin board in the pilot break room.

The pilot weather briefings will include:
Adverse weather advisories (SIGMET/AIRMET)
Current weather (METAR)
Terminal forecasts (TAF)
Area forecast (FA)
Winds and temperature
PIREPS, if available
NOTAMs (L,D,FDC)

The following phone number and/or website will be used for pilot weather briefings:

1-800-WX-BRIEF (992-7433)
www.1800wxbrief.com

NOTAMs (L,D,FDC) will be part of the daily morning safety briefing and will be obtained through:

1-800-WX-BRIEF (992-7433)
www.1800wxbrief.com

Note: According to Section 2 of the GOM, in the absence of the Director of Operation (DO) the person exercising operational control and the Management Designee (when applicable) will be announced to all departments during the Morning Safety Briefing and the name and title posted on the bulletin board in the pilot break room.

FLIGHTS CONDUCTED OUTSIDE LOCAL TOUR AREA

Pilots will obtain a pilot briefing for all flights conducted outside the local tour flying area. The briefing will include:

Adverse weather advisories (SIGMET/AIRMET)
Current weather (METAR)
Terminal forecasts (TAF)
Area forecast (FA)
Winds and temperature
PIREPS, if available
NOTAMs (L,D,FDC)

The following phone number and/or website will be used for pilot weather briefings:

1-800-WX-BRIEF (992-7433)
www.1800wxbrief.com

NOTAMs (L,D,FDC) will be part of the pilot safety briefing and will be obtained through:

1-800-WX-BRIEF (992-7433)
www.1800wxbrief.com

Part 135 VFR operations may be conducted using pilot observations when other reports are not available.

WEATHER LIMITATIONS

No company aircraft will be operated in a way that violates weather limitations specified in the applicable Rotorcraft Flight Manual.

No company aircraft will knowingly be flown into areas of lightning or known icing conditions.

No company aircraft is to deliberately penetrate a thunderstorm or thundershower, which are at best very difficult to determine. The best rule is to avoid all areas of intense precipitation with particular attention to forecast severe thunderstorm and tornado areas.

No company aircraft will knowingly take off with frost adhering to the rotor blades, windshields, any instrument system or control surface.

Pilots will avoid areas of known/visible lightning by 5 NM, if possible.

The following parameters shall be used as guidelines in determining whether internal load and passenger carrying operations should be suspended:

1. Winds: 30-35 kts. steady, Gust Spread: 20 kts. or greater
2. Ceiling: Below 200 feet AGL
3. Visibility: Less than 1 mile
4. Turbulence: moderate to severe

Note: The decision to temporarily suspend operations will be made by the Director of Operations, Chief Pilot, or a Management Designee, based on the above criteria and PIREPS.

No pilot will ever be criticized for not flying in such conditions if they feel that the situation is beyond their limits of controllability or their comfort level.

FLIGHT CREW LIMITATIONS (FAR 135.263)

The company will not assign a flight crew member, and no flight crew member may accept an assignment to any duty with the company during any required rest period. Deviations to flight and duty time limitations is not permitted.

Time spent in transportation, not local in character, that the company requires of a flight crew member and provides to transport the crew member to the airport at which he/she is to serve on a flight as a crew member or from an airport at which he has completed an assigned flight to his home station, is not considered part of the rest period.

A flight crew member is not considered to be assigned for duty during flight time in excess of flight time limitations, if the flights to which he/she is assigned would normally terminate within the limitations, but due to circumstances beyond the control of the company or the flight crew member (such as adverse weather conditions), are not at the time of departure expected to reach their destination within the planned flight time.

**FLIGHT TIME LIMITATIONS AND REST REQUIREMENTS: SCHEDULED
OPERATIONS (FAR 135.265)**

- A. No certificate holder may schedule any flight crew member, and no flight crew member may accept an assignment, for flight time in scheduled operations or in other commercial flying if that crew member's total flight time in all commercial flying will exceed:
 - 1. 1,200 hours in any calendar year
 - 2. 120 hours in any calendar month
 - 3. 34 hours in any 7 consecutive days
 - 4. 8 hours during any 24 consecutive hours for a flight crew consisting of one pilot
 - 5. 8 hours between required rest periods for a flight crew consisting of two pilots
- B. Except as provided in Paragraph C of this section, no certificate holder may schedule a flight crew member, and no flight crew member may accept as an assignment, for flight time during the 24 consecutive hours preceding the scheduled completion of any flight segment without a scheduled rest period during that 24 hours of at least the following:
 - 1. 9 consecutive hours of rest for less than 8 hours of scheduled flight time
 - 2. 10 consecutive hours of rest for 8 or more but less than 9 hours of scheduled flight time
 - 3. 11 consecutive hours of rest for 9 or more hours of scheduled flight time
- C. A certificate holder may schedule a flight crew member for less than the rest required in Paragraph B of this section or may reduce scheduled rest under following conditions:

1. A rest required under Paragraph B (1) of this section maybe scheduled for or reduced to a minimum of 8 hours if the flight crew member is given a rest period of at least 10 hours that must begin no later than 24 hours after the commencement of the reduced rest period.
 2. A rest required under Paragraph B (2) of this section may be scheduled for or reduced to a minimum of 8 hours if the flight crew member is given a rest period of at least 11 hours that must begin no later than 24 hours after the commencement of the reduced rest period.
 3. A rest required under Paragraph B (3) of this section may be scheduled for or reduced to a minimum of 9 hours if the flight crew member is given a rest period of at least 12 hours that must begin no later than 24 hours after the commencement of the reduced rest period.
- D. Each certificate bolder shall relieve each flight crew member engaged in scheduled air transportation from all further duty for at least 24 consecutive hours during any 7 consecutive days.

**FLIGHT TIME LIMITATIONS AND REST REQUIREMENTS: UNSCHEDULED ONE
AND TWO PILOT CREWS (FAR 135.267)**

- A. No certificate holder may assign any flight crew member, and no flight crew member may accept an assignment, for flight time as a member of a one- or two-pilot crew if that crew member'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
- B. Except as provided in Paragraph (C) of this section, during any 24 consecutive hours the total flight time of the assigned flight when added to any other commercial flying by that flight crew member may not exceed:
1. 8 hours for a flight crew consisting of one pilot
 2. 10 hours for a flight crew consisting of two pilots
- C. A flight crew member's flight time may exceed the flight time limits of Paragraph (B) of this section if the assigned flight time occurs during a regularly assigned duty period of no more than 14 hours and:
1. If this duty period is immediately preceded by and followed by a required rest period of at least 10 consecutive hours of rest;
 2. If flight time is assigned during this period, that total flight time when added to any other commercial flying by the flight crew member may not exceed
 - i. 8 hours for a flight crew consisting of one pilot; or
 - ii. 10 hours for a flight crew consisting of two pilots; and

3. If combined duty and rest periods equal 24 hours
- D. Each assignment under Paragraph (B) of this section must provide for at least 10 consecutive hours of rest during the 24 hour period that precedes the planned completion time of the assignment.
- E. When a flight crew member has exceeded the daily flight time limitations in this section, because of circumstances beyond the control of the certificate holder of flight crew member (such as un-forecast adverse weather conditions), that flight crew member must have a rest period before being assigned or accepting an assignment for flight time of at least:
 1. 11 consecutive hours of rest if the flight time limitation is exceeded by not more than 30 minutes;
 2. 12 consecutive hours of rest if the flight time limitation is exceeded by more than 30 minutes, but not more than 60 minutes; and
 3. 16 consecutive hours of rest if the flight time limitation is exceeded by more than 60 minutes
- F. The certificate holder must provide each flight crew member at least 13 rest periods of at least 24 consecutive hours each in each calendar quarter

Note: In the interest of assuring that Papillon Airways, Inc. pilots do not inadvertently exceed the flight time and rest requirements of FAR Part 135.267, the following clarification is made:

1. Commercial flight time is flight time for which a pilot receives remuneration
2. For single pilot crew operations, flight time including all other commercial flight time, may not exceed 8 hours, and the duty day may not to exceed 14 hours [135.267 (c)]
3. Should any pilot exceed 8 hours of single crew flight time due to circumstances beyond the pilot's or the company's control, it must be during a regularly assigned duty period not to exceed 14 hours

Note: Should a pilot be flying for more than one FAR Part 135 operator, all flight times for each of these companies must be reflected in the other's respective pilot records. All flight times flown by company pilots for remuneration must be reported and recorded within this company's flight records within 7 days after completion of such flights.

CREW SCHEDULING PROCEDURES

Papillon Airways Inc. complies with *Flight Crew Limitations* in the following manner:

Pilot schedules are published by the Chief Pilot for each month and posted on the *Papillon Pilot Website* prior to the start of the month. The schedule shows the crewmembers' regular work days as well as established days off for the month to come. Crewmembers on their days off are not required to maintain contact with the company by means of pagers, cell phones, home phones etc.

If the company is in need of additional pilots, it can attempt to contact crewmembers not on duty. This contact will be initiated by the Chief Pilot or the Lead Pilot in his absence. It is wholly the pilot's prerogative as to whether he/she accepts the offer of additional work.

Note: Crewmembers are under no obligation during their scheduled days off to work if so requested by the company.

Crewmembers will not be scheduled for duty days exceeding 14 hours and each crewmember will receive a rest period of at least 10 hours during a 24 hour period.

Pilots on exclusive use contracts with BLM, USFS, NPS, etc. operate under the guidelines of the *Office of Aviation Services* (OAS). Their guidelines also stipulate a duty day not to exceed 14 hours.

During the assigned duty day no individual pilot is scheduled, nor may he/she accept flights in excess of 8 hours of flight time.

Each crewmember will be scheduled to receive a minimum of 13 rest periods of at least 24 consecutive hours in each calendar quarter.