

SeaPort Airlines
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**NATIONAL TRANSPORTATION SAFETY BOARD
WASHINGTON, D.C.**

ATTACHMENT 4

SeaPort Airlines GOM Section B.1(9)

2 Pages

SeaPort Airlines, Inc.

This section contains procedures for ensuring compliance with aircraft weight and balance limitations.

B.1 Weight and Balance Procedures (ref. 135.23(b))

It is the responsibility of the PIC to determine that the aircraft is loaded in compliance with the applicable weight and balance limitations of the aircraft and all cargo and carry-on baggage is carried in compliance with FAR 135.87.

One small personal item, as defined in AC120-7E, such as a purse, briefcase, computer and case, camera and case, diaper bag, or an item of similar size is allowed in the passenger cabin, at a crewmembers discretion, provided that it is either secured in an unoccupied seat using the seat belt or restrained by the passenger with a strap that is attached to or goes around the arm or shoulder of the passenger and is verified secured by a crewmember. The item is not allowed to be placed on the floor.

Other items, such as coats, umbrellas, reading material, food for immediate consumption, and infant restraining devices, are allowed to be carried on the aircraft and not counted against the personal item allowance.

The following procedure will be used to determine the weight and center of gravity of the loaded aircraft.

1. The PIC will verify weight and center of gravity of the loaded aircraft by using a computer calculated (excel) Flight Manifest, the use of a SeeGee center of gravity wheel or the manually calculated using the appropriate form for the aircraft type and configuration. The basic empty aircraft weight and moment on either the manual form or computer calculated Flight Manifest shall be verified by the PIC with the weight and moment in the aircraft's logbook.
2. The PIC will insure that the weight and balance data appropriate to the specific aircraft configuration of passengers, passenger/cargo, and all cargo is utilized so that the aircraft is loaded within the appropriate weight and balance limitations.
3. Each PIC performing seat removal/installations shall make an entry containing the following information into the Seat Removal Log (Form K5SRL) if applicable:
 - a. Pilots signature, Type, and certificate number
 - b. Date
 - c. Description of change
4. The weight of each passenger will be determined by weighing each passenger or asking his or her weight. Ten (10) Pounds shall be added to the passenger's "Asked Weight." If the weight that is given is understated, a reasonable estimate of the passenger's actual weight plus 10 pounds can be used.
5. The actual weight of the crew and their baggage will be used.
6. The weight of all checked baggage will be determined by actually weighing each item.
7. The weight of all carry-on items, including personal items will be determined by actually weighing each item.
8. Cargo weight will be determined by actual weighing each item or may be taken from the bill of lading. If the bill of lading appears to be in unreliable, then the item will be weighed. If several items are included in one package, the total weight of the package may be used.

9. If the PIC has determined the total weight and center of gravity for a flight are within the flight envelope using a computer printed Flight Manifest or the manual form, she/he will take a copy upon the aircraft to assist in the loading of passengers and baggage. If using the SEE GEE calculator, the gross weight and index will be recorded on the Daily Trip Sheet or Flight Report (Form K5DTS or K5FLTRPT).

B.2 Weight and Balance Control

The DOM will:

1. Ensure that if additions or exchanges of aircraft equipment are performed that a current Form 337, if required, is placed in the aircraft permanent records.
2. Ensure that each aircraft operated by the company has a current and accurate weight and empty weight center of gravity report.
3. Will investigate all weight changes in aircraft to ensure that the aircraft loading information is current, accurate, and up-to-date.

The CP will insure that each aircraft has adequate materials for the crew to determine the current weight and balance condition before flight. She/he will also insure that the crew complies with the load manifest requirements.

B.3 Flight Manifest

If a Flight Manifest is prepared, a printed or electronic copy will be carried in the aircraft to its destination.

The Flight Manifest will include:

1. The number of passengers
2. The total weight of the loaded aircraft
3. The maximum allowable takeoff weight for that flight
4. The center of gravity limits
5. The center of gravity of the loaded aircraft
6. The registration number of the aircraft

B.3.1 Disposition of the Flight Manifest

If a Flight Manifest is prepared it must be available for inspection prior to departure and upon arrival. The Flight Manifest may be discarded if no request for the manifest is made upon arrival.