

A.4.8 Second in Command (SIC)

The Second-In-Command (SIC) is responsible for assisting the PIC in conducting the flight safely, and in compliance with all regulations and policies.

Specific responsibilities and duties of the SIC include but are not limited to the following:

- Completing company and/or flight related duties assigned by the PIC.
- Be responsible for customer care and service.
- Be responsible for the loading and unloading of the aircraft to be assisted by the PIC as time and his duties and responsibilities permit.
- To bring safety of flight items to the PIC's attention as soon as possible.
- Accomplishing all assigned duties of senior management.
- Completing any required company forms that are not required to be prepared by the PIC.

A.4.9 Director of Flight Control

Specific responsibilities and duties of the Director of Flight Control include but are not limited to the following:

- Flight following.
- Radio communications with aircraft.
- Flight Risk Assessment filing.
- Recognizing HazMat and complying with company HazMat policy and procedures.
- Aircraft, flight crew, ramp, counter, and operations personnel scheduling.
- Monitor pilot flight and duty time records.
- Fare quotations.
- Flight schedule development.
- Flight statistics
- Postal service regulations.
- Communications systems.
- Regular communication reports to the ADO.

A.4.10 Dispatcher

Operations personnel, as referred to in this manual, are also known as dispatchers. Prior to service, they must have received training and be knowledgeable of the General Operations Manual, Operation Specifications, Minimum Equipment List, and Operational Control policies and procedures of SeaPort Airlines, Inc..

Specific responsibilities and duties of the Dispatcher include but are not limited to the following:

- Schedule flights and assist pilots in flight preparation by gathering and disseminating pertinent information for all stations regarding weather or runway conditions and any information deemed necessary for the safety of flight.
- Ensure that the pilot is qualified and current in the assigned aircraft.
- Monitor pilot flight and duty time records to ensure they are in compliance with FAR 135.263, .265, .267, as applicable.
- Monitor pilot status board to ensure pilots meet the requirements of FAR 135.293, .297, and .299, as applicable.
- Monitor pilot status board to ensure pilots' medicals are current.

- Monitor and update aircraft status to ensure mandatory inspections and MEL times are not exceeded.
- Aircraft flight following.
- Recognizing HazMat and complying with company HazMat policy and procedures.
- Assist the PIC as necessary to ensure that all items required for flight preparation are accomplished prior to each flight.
- Notify the DO or the ADO as appropriate of any aircraft emergencies or accidents, and comply with the emergency procedures section of this manual.
- Perform all duties in compliance with this manual and all applicable FAR's.

A.4.11 Director of Safety

Specific responsibilities and duties of the Director of Safety include but are not limited to the following:

- Safety Program administration.
- Emergency Response Plan revisions.
- Accident / Incident investigations.
- Safety Hazard Report investigating and recommendations.
- Safety audit.
- Chairs Safety Committee meetings.
- Regular communication reports to the President on safety related issues.

A.4.11.1 Assistant Director of Safety at Assigned Bases

SeaPort Airlines, Inc. reserves the right to leave this position vacant at base locations served by a higher management position. Specific responsibilities and duties of the Assistant Director of Safety include but are not limited to the following:

- Maintaining the Safety Program at their respective hub.
- Acting as chairperson and recorder at Safety Committee meetings.
- Providing safety training for new and recurrent employees.
- Monthly reporting to the Director of Safety.
- Assist the Director of Safety with safety related tasks.
- Maintaining a safety awards program at their respective hub.
- Maintaining documentation as required.
- Advising the Safety Committee on ways to improve the Safety Program.
- Distributing aviation safety information at their respective hub.

A.4.12 Director of Systems Operation Control

The Director of SOC is responsible for oversight of all operations in the SOC. This includes, but is not limited to, the planning, organizing, directing, controlling and staffing of all company flight operations. She/he reports directly to the President. The Director of SOC is responsible for overall flight control and keeps all interested persons informed of potential operations, planned operations and operations in progress. She/he supervises personnel involved within the SOC and functions of flight control with emphasis on mission objectives. Establishes and maintains appropriate training, procedures, routines, and equipment to ensure efficient conduct with applicable FAR's, Operations Specifications, SeaPort Airlines, Inc. Manuals, company policy and directives.

L.2 Airport Aeronautical Data

SeaPort Airlines, Inc. will obtain current aeronautical airport data from a subscription to Jeppesen Sanderson publications and/or the National Aeronautical Charting Office (NACO). Each crewmember of a two pilot crew will reference charts from the same publisher. SeaPort Airlines, Inc. will incorporate training on NACO and/or Jeppesen charts with flight training during preparation for all required checks.

L.3 Weather Reports and Forecasts

SeaPort Airlines, Inc. will use weather sources approved by the FAA for all flight planning and any other service that has been specifically approved by the FAA for IFR operations.

The following services have been approved for IFR/VFR operations:

- FAA FSS
- DTC DUAT
- CSC DUATS
- Aviation Weather Center
- FltPlan.com

SeaPort Airlines, Inc. may use the following weather sources for VFR only operations in Alaska:

- Web Cams
- Word of mouth information from company pilots and operations personnel current on the subject.
- Word of mouth information from any other available source.

Weather observations made and furnished to pilots to conduct IFR operations at an airport must be taken at the airport where those IFR operations are conducted, unless the FAA issues OpsSpecs allowing the use of weather observations taken at a location not at the airport where the IFR operations are conducted.