

Promech Air
Ketchikan, AK
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ANC15MA041

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

ATTACHMENT 11

PM Air LLC General Operations Manual Excerpts

17 Pages

1.4 OPERATIONAL CONTROL

Operational Control means the exercise of authority over initiating, conducting or terminating a flight.

PM AIR, LLC at all times retains full responsibility of Operational Control of all company flights, both Part 135 and Part 91. This responsibility is not transferable, and cannot be superseded by any other contract or agreement. Pilots who fail to adhere to company procedures may be acting contrary to the FAR's and may be subject to enforcement action by the FAA. The only flights not conducted under the authority of PM AIR, LLC are pilot aircraft rental flights, which have been approved by the Director of Operations and coordinated with the Flight Schedulers.

The following personnel have full Operational Control authority at PM AIR, LLC:
With respect to control for all flights, maintenance, and business practices in accordance with FAR 135.

President—Marcus Sessoms	Chief Pilot—Evan Phillips
Director of Operations—Clark Hassell	Director of Maintenance—Bob Grace
Assistant Chief Pilot—Carl Zink	

Operational Control responsibilities may be delegated to other trained and qualified personnel. The following personnel have limited Operational Control at PM AIR, LLC:

- Flight Schedulers—Flight Schedulers are authorized to initiate flights and terminate flights. Flight Schedulers shall be trained and qualified and a current list of Flight Schedulers shall be kept on a white board in the Dispatch Office.
- Pilots—Pilots are authorized to conduct and terminate flights. A current list of Pilots (with certificate numbers) shall be kept on a white board in the Dispatch Office.

Initiating Flights—Flights are typically initiated by PM AIR, LLC's Flight Schedulers, but may also be initiated by any of the 4 Management Personnel listed above in the event that a Flight Scheduler is not available (ex. Holiday, Emergency etc.) Pilots shall not initiate a flight on their own accord.

Conducting and Terminating Flights—Flights are conducted in joint agreement and coordination between the Pilot and Flight Scheduler. **Both** the Pilot and Flight Scheduler must agree that the flight can be conducted safely before a flight may be launched. During the flight both the Pilot and Flight Scheduler will monitor and reassess the conditions to ensure that the flight can continue safely. **Either** the Pilot or Flight Scheduler can terminate a flight when they are not confident that the flight can continue safely. The Pilot and Flight Scheduler will work together to decide whether the flight should divert to a new location, or return to where it took-off from, but ultimately the pilot has the final decision in this matter. It is worth repeating that it takes the concurrence of both the Pilot and Flight Scheduler to launch and continue a flight, but either may decide to terminate the flight.

Pilot Qualification—Before each flight, Flight Schedulers (or Management Personnel) will verify that the pilot is qualified for a flight by referencing the Pilot Status Whiteboard hanging in the dispatch office. The Chief Pilot will be responsible for keeping the information on this whiteboard current.

Aircraft Qualification—Before each flight, Flight Schedulers (or Management Personnel) will verify that the aircraft is airworthy and listed on Ops Specs paragraph D085 by referencing the faxed Aircraft Status Sheet hanging in the dispatch office. The Director of operations will be responsible for keeping the information on the Aircraft Status Sheet current, faxed and posted in the dispatch office.

Essential Elements of Operational Control- PM AIR, LLC will use the system described or referenced below and shall be used by PM AIR, LLC during operations under 14 CFR Part 135 to provide operational control for its flight operations.

The following items are essential elements of operational control and are required to be components of the operational control system used by PM AIR, LLC:

- (1) Crewmember Requirements: All of PM AIR, LLC crewmembers are direct employees during every aspect of the Part 135 operations. PM AIR, LLC is accountable for the actions and inactions of these persons during all of its aircraft operations.
- (2) Aircraft Requirements: All of PM AIR, LLC aircraft are either owned or leased and will remain in PM AIR, LLC possession during all of its 135 flights.
- (3) Exclusive Aircraft Use Requirements for Part 135 Operations: At least one aircraft that meets the requirements for at least one kind of operation authorized in PM AIR, LLC operations specifications will remain in the PM AIR, LLC exclusive legal and actual possession and will not be listed on any other Part 119 certificate holder's operations specifications.
- (4) Use of Other Business Name(s)(DBAs): PM AIR, LLC will only operate aircraft under Part 135 using the name PM AIR, LLC and will not allow or create any circumstance that would enable any other entity to conduct a flight for compensation or hire under Parts 119, 121 135 as if that entity were PM AIR, LLC.
- (5) Aircraft Operation Agreements/Other Arrangements: PM AIR, LLC will not wet lease aircraft, and will maintain operational control over all aircraft listed in its operations specifications.

3.4 SAFETY MANAGEMENT

The Director of Operations promotes and encourages safety in all areas and ensures instructions pertinent to safety are properly observed. She/he monitors the education and training of all flight and ground support personnel that are involved in flight operations.

3.5 SAFETY AWARENESS AND COMMUNICATIONS

Communication of safety related information is an important part of our focus on safety. The following elements are ways we disseminate safety information:

1. PM AIR, LLC General Operations Manual
2. Safety Bulletin Boards
3. Accident / Incident and Hazard Reporting
4. NOTAMS

3.6 SAFETY REPORTING

Any employee who witnesses an unsafe condition or procedure is responsible to report the unsafe condition/procedure to his/her immediate supervisor, or if his/her supervisor is unavailable, then report to the Director of Operations. Supervisors must ensure that all employees assigned to them are aware of this requirement. The goal of this reporting is to eliminate any hazardous or unsafe condition before it causes an accident. Safety concerns brought to the attention of PM AIR, LLC management will, upon request, be kept in strict confidence.

Incident / Accident Reports

The Incident / Accident Report provides a means for employees to report an incident or a mechanical malfunction as described in paragraph 3.10 E. It is mandatory for any employee that is involved in an incident and/or aircraft/vehicle accident, to complete a PM AIR, LLC Incident / Accident Report Form.

3.7 AIRCRAFT INCIDENT / ACCIDENT NOTIFICATION

The incident / accident report will be completed and pertinent information given by telephone to PM AIR, LLC Operations as soon as possible in the event of the following:

1. An aircraft accident.
2. Engine failure or shutdown during flight.
3. Flight control system malfunction or failure.
4. Inability of the pilot to perform normal flight duties as a result of injury or illness.
5. Failure of structural components of a turbine engine, excluding compressor and turbine blades and vanes.

6. In-flight fire.
7. Aircraft collide in flight.
8. Damage to property, other than the aircraft, estimated to exceed \$25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.
9. An aircraft is overdue and is believed to have been involved in an accident.

If any of the following events occur, the Director of Operations, or his/her designee, must complete a written FAA form 8070-1 Service Difficulty Report and mail/deliver it to the Juneau FSDO. The 8070-1 must be received by the Juneau FSDO within **72 hours of the occurrence of any of the following events (note that a report that is due on Saturday or Sunday may be mailed or delivered on the following Monday and one that is due on a holiday may be mailed or delivered on the next work day):

1. Inflight fire (must report whether related fire-warning system functioned properly).
2. Inflight fire (in aircraft with no related fire-warning system).
3. False fire-warning during flight.
4. An exhaust system that causes damage during flight to the engine, adjacent structure, equipment, or components.
5. An aircraft component that causes accumulation or circulation of smoke, vapor, or toxic or noxious fumes in the crew compartment or passenger cabin during flight.
6. Engine shutdown during flight because of flameout.
7. Engine shutdown during flight when external damage to the engine or aircraft structure occurs.
8. Engine shutdown during flight due to foreign object ingestion or icing.
9. A propeller feathering system fails or ability of the system to control overspeed during flight fails.
10. A fuel or fuel-dumping system that affects fuel flow or causes hazardous leakage during flight.
11. Aircraft structure that requires major repair.
12. Cracks, permanent deformation, or corrosion of aircraft structure, if more than the maximum acceptable to the manufacturer or the FAA.
13. Aircraft components or systems that result in taking emergency actions during flight (except action to shut down an engine).
14. Any other failure, malfunction, or defect that has endangered or may endanger the safe operation of the aircraft.

(Note that "during flight" for the above events means from the period from the moment the aircraft leaves the surface of the earth on takeoff until it touches down on landing.)

The written report is required whether or not the FAA was previously notified by telephone. An incomplete 8070-1 may be submitted, but must be amended when the information becomes available.

3.8 PROCEDURES FOR REPORTS AND STATEMENTS

1. Each person who witnesses an accident shall make a statement as to the facts and circumstances concerning the accident and submit the statement as soon as possible to PM AIR, LLC Operations on the "Incident / Accident Report" form.
2. The Pilot in Command will also make a written report utilizing the "Incident / Report" form to the company.
3. The Director of Operations or her/his designee will ensure that NTSB Form 6120.1 is filed with the NTSB and the Federal Aviation Administration FSDO within 10 days after an accident or 7 days if an overdue aircraft is still missing.
4. The Director of Operations or her/his designee will include a statement from the pilot, if physically able at the time the report is submitted, setting forth the facts, conditions and circumstances relating to the accident or incident as they appeared to him/her. If the pilot is incapacitated, he/she shall submit the statement as soon as he/she is physically able.

3.9 RESPONSIBILITY FOR REPORTS

In the event of a forced landing or accident to any aircraft being operated by the company, the pilot-in-command, if not incapacitated, shall be responsible for seeing that the proper reports and notifications are made. If the pilot is incapacitated, the Chief Pilot shall be responsible for the reports.

3.10 DEFINITIONS

- A. **Aircraft Accident** means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.
- B. **Substantial Damage** means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin, ground damage to propeller blades and damage to landing gear, wheels, tires, floats, flaps, engine accessories, brakes or wing tips are not considered "substantial damage"
- C. **Fatal Injury** means any injury that results in death within 30 days.
- D. **Serious Injury** means any injury which:
 1. Requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received
 2. Results in a fracture of any bone (except simple fractures of fingers, toes or nose)
 3. Causes severe hemorrhages, nerve, muscle or tendon damage
 4. Involves any internal organ
 5. Involves second or third degree burns, or any burns affecting more than five percent of the body surface.

- E. **Incident** means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations. An incident is an unplanned event that results in damage that is less than serious, or injury less than that needing medical attention, other than minor first aid. A situation involving an aircraft and or personnel which has the potential of resulting in an accident is also classified as an aircraft incident. An Incident Report must be completed for any of the following incidents:
1. Injury to personnel that requires hospitalization of less than 48 hours.
 2. Precautionary landing.
 3. Ground damage to the skin of the aircraft.
 4. Ground damage to the propeller blades.
 5. Damage to the aircraft floats.
 6. Near mid-air collision.
 7. Heater failure in winter.
 8. Electrical failure, including dead battery.
 9. Hydraulic failure.
 10. Damage done to the aircraft by the pilot, passengers or ground personnel including, but not limited to the following:
 - Broken or missing windows
 - Damage done when loading cargo
 - Damage to equipment such as life jackets, etc.
 11. Any condition that could lead to a hazard or incident that may cause injury, damage or loss of revenue to PM AIR, LLC or its customers.

3.11 INCIDENT / ACCIDENT REPORT FORM COMPLETION PROCEDURES

- A. Incident / Accident:
1. In the event of an incident/accident as described in paragraph 3.10, the employee will fill out the Incident / Accident Report Form.
 2. After the form has been completed with the appropriate information, the report will be forwarded to the employee's supervisor for review. The supervisor will review the report and forward it within 24 hours to the Director of Operations for appropriate action.
- B. Mechanical Malfunction:
In the event of a mechanical malfunction, check the Mechanical block [x] and the pilot will complete as much information as is appropriate.

3.12 PRESERVATION OF AIRCRAFT WRECKAGE, MAIL, CARGO AND RECORDS

1. Posting of Guard. The person responsible for notification and required reports shall make necessary arrangements to post and keep a guard at the scene of the accident, if deemed necessary, where accident is near civilization or otherwise readily reachable by outside parties until such time as the aircraft is released by both the NTSB/FAA and the insurance adjusters. The local law enforcement officials may be contacted for this purpose.

3.34 COMMUNICATIONS - GENERAL

PM AIR, LLC maintains its own FM ground stations, and all Company aircraft are equipped with an FM radio.

When necessary, PM AIR, LLC pilots will use the FAA Flight Service Station communications network to have messages relayed from the aircraft to PM AIR, LLC's Flight Followers.

Communications between Company aircraft and the following facilities will normally be direct via appropriate radio frequencies:

- a. Flight Service Station
- b. FAA Control Tower (during a charter to Juneau)

In the event that communications with the appropriate station is impossible due to weather or other conditions, communications shall be established through the alternate FAA communications stations and shall be handled through such stations until such time as communications with the appropriate station is re-established.

3.35 PERMISSIBLE MESSAGES

Radio communications shall be kept to a minimum so as to avoid radio congestion.

The types of messages that will normally be permitted are as follows:

- a. Emergency messages requesting medical aid for the protection, safety and health of passengers and/or pilots.
- b. Messages requesting information as to possible flight interruption and/or delay in so far as it will affect all passengers on board.
- c. Personal messages or message concerning a request for information from a single passenger will not normally be permitted.

Radio communications during the critical phase of flight will be kept to a minimum. However, due to terrain restrictions, some radio communications can only be made during the critical phase of flight.

3.36 REQUIRED RADIO REPORTS

It is the responsibility of the Pilot to transmit actual time off the water, at points enroute, revised estimated time of arrival (ETA), and actual time of landing at destination or alternate to the appropriate PM AIR, LLC base.

The Pilot shall utilize the Company FM radio or any alternate means to advise PM Air, LLC base of their arrival/departure times.

If the flight is operated in an area where communications cannot be maintained, the Pilot will establish with PM Air, LLC base the location, date, and estimated time for reestablishing radio or telephone communications.

Within five minutes of landing (radio reception may require an earlier call), at an intermediate or final destination, the Pilot will communicate arrival times to the Company. PM Air, LLC base will, if not informed 30 minutes after the ETA of the flight's arrival, initiate a communications check with the destination of intended landing or ATC facility to ascertain the whereabouts of the flight.

With failure to establish communications within the original flight plan ETA plus one hour, the Company will notify the FAA, FSS to report an overdue flight.

See Chapter 6 for overdue and/or unreported aircraft procedures.

3.37 PROCEDURES AND PHRASEOLOGIES

To maintain professionalism in Pilot radio contacts, standard procedures and phraseologies as outlined in the FAA Airman's Information Manual will be used for all radio communications.

3.38 IRREGULARITIES

If someone becomes aware of an unsafe situation that would affect the safety of the aircraft, they should notify either the Pilot or PM AIR, LLC Operations as soon as possible.

3.39 PROHIBITED DRUGS

PM AIR, LLC will not knowingly use the services of anyone using prohibited drugs.

Training:

Each employee performing a function listed in Appendix I of FAR Part 121 and their supervisor will be provided the training as required by this Part.

Each contractor used by PM AIR, LLC to perform a function listed in Appendix I of FAR Part 121 will furnish PM AIR, LLC with proof of compliance with this Part.

Testing:

All employees performing functions listed in Appendix I of FAR Part 121 will be tested as required by this Part.

3.40 MISUSE OF ALCOHOL

Each employee performing a function listed in Appendix J of FAR Part 121 will be tested as required by this Part.

4.10 REPORTING IRREGULARITIES

A report of an irregularity of FAA communication facilities shall be made by PM AIR, LLC aircraft to the most appropriate FAA communications facility and PM AIR, LLC flight followers as soon as practical after they are encountered.

4.11 RESTRICTION OR SUSPENSION OF OPERATIONS

When a condition exists, including landing areas that are a hazard to safe operations, operation of Company aircraft will be restricted or suspended until the condition has been corrected. Potential hazards that may constitute an unsafe operation area are as follows:

- A. Adverse weather: Conditions prevailing at the point of departure, enroute or at the destination.
- B. Communication radio/electronics failure.
- C. Area of departure or arrival with:
 - 1. Limited access
 - 2. Obstructions
 - 3. Work in progress
 - 4. Lack of passenger or aircraft security
- D. Fuel and oil facilities that provide contaminated fuels
- E. Mechanical failure:
 - 1. Component failure
 - 2. Lack of equipment for maintenance service

The Pilot will notify the Company, by the most expeditious means, of the hazard(s) involved, the method of correction and the estimated time involved in correcting the hazard(s).

4.12 OPERATION OF AIRCRAFT UNDER VISUAL FLIGHT RULES

No PM AIR, LLC aircraft will be released for flight under visual flight rules unless the enroute ceiling and visibility as indicated by available weather forecasts or reports, or combination thereof, are and will remain at or above applicable weather minimums for VFR operation at the landing area(s).

4.13 FLIGHT IN HAZARDOUS METEOROLOGICAL CONDITIONS

When a flight encounters, or anticipates encountering hazardous meteorological conditions, such as icing, hail, thunderstorms, severe turbulence, etc., the pilot will exercise his/her best judgment in conducting the flight to minimize such hazardous conditions.

When hazardous or potentially hazardous meteorological conditions are encountered during flight, the Pilot will communicate such information to the appropriate FAA Communications Station as soon as practical after conditions are encountered.

EMERGENCY

6.1 PURPOSE

This chapter provides guidelines and procedures for PM AIR, LLC employees when handling emergency situations.

6.2 EMERGENCY PROCEDURES - GENERAL

It is impossible to outline in detail the procedures for every emergency, so we will attempt to outline procedures and general policies that will help the Pilot and other PM Air, LLC employees to arrive at the best possible solution to a particular situation.

For any in-flight emergency, the Pilot will use the emergency checklist for that aircraft.

PM AIR, LLC publishes an emergency response manual. This manual provides guidance for operations personnel in the event of an aircraft emergency. This manual is distributed to each PM AIR, LLC base of operations.

6.3 EMERGENCY AND/OR HAZARDOUS SITUATIONS

The occurrence of any of the following situations constitutes an emergency or hazardous situation, which will be declared by either the Pilot of the flight or the aircraft flight follower:

- a. The flight is unable to establish a definite position.
- b. The flight is 60 minutes or more overdue, and has not contacted the appropriate ground communications station.
- c. Failure or malfunctioning of the aircraft or any component or system thereof, which interferes with its safe operation.
- d. Fire aboard the aircraft.
- e. Communications or navigation facilities impaired to the point where orientation and let down procedures are difficult or impossible.
- f. Engine failure or fire.
- g. Emergency landings, including medical emergency landing.
- h. Hijacking.
- i. Bomb Threat.

Not all possible emergency or hazardous conditions can be listed. Good sound judgment must prevail.

6.4 PILOT EMERGENCY AUTHORITY

The Pilot is responsible for the safety of the aircraft and the passengers any time the aircraft is in motion.

During an emergency or hazardous situation the Pilot may follow whatever course of action he/she considers necessary or desirable under the particular circumstances.

Under such authority, the Pilot may deviate from prescribed operational procedures and methods, weather minimums, the authorized route, etc., to whatever extent he/she deems necessary for the safety of passengers, cargo or the aircraft.

When the Pilot has exercised his/her authority under this section, he/she will, as much as possible, keep the PM AIR, LLC flight followers advised regarding the progress of the flight. When the situation is such that the flight may again proceed according to normal operational procedures, he/she will terminate the emergency and will inform the Company.

Under circumstances where the Pilot has exercised his/her authority under this section, if able he/she will submit in writing, a full report to the Director of Operations after completion of the flight. The Director of Operations will submit a completed report to the FAA Flight Standards District Office charged with overall inspection of the certificate holder within Ten (10) days. Reference FAR Part 135.19.

6.5 RESPONSIBILITY OF PILOT

The Pilot is in full command of the aircraft and has the final decision in all matters pertaining to the proper conduct and safety of the flight.

6.6 OVERDUE AND/OR UNREPORTED AIRCRAFT

In the event that a Pilot has not reported his/her arrival at a destination or intermediate airport or landing area for more than 30 minutes, or a flight is unreported over a designated or requested reporting point for more than 30 minutes past the last filed ETA over such reporting point, the procedures outlined below shall be followed by the Director of Operations (or her/his authorized representative).

- a. Attempts shall be made to contact the flight over the normal channels of communication or by calling the intermediate or destination landing area.
- b. If contact with the flight cannot be established within 30 minutes under the procedures outlined in paragraph (a) above, the Director of Operations (or her/his authorized representative) shall notify the FAA FSS and request them to attempt to contact the flight through the facilities of the FAA communications stations throughout the area in which the flight may possibly be located. The Director of Operations (or her/his authorized representative) shall furnish to FSS, all available information as to the approximate location of the flight and any other information deemed pertinent.
- c. If contact with the flight cannot be established within 1 hour after ETA under either of the procedures outlined above, and no word has been heard from the flight, the FAA shall be notified by the Director of Operations (or her/his authorized representative) and request made for initiating search and rescue.
- d. Notify the nearest field office if the NTSB if an accident is suspected.

- e. A record shall be kept of all notifications given and information received from FAA facilities and other sources regarding flight information and search and rescue operations.

6.7 EMERGENCY LANDING AND EVACUATION PROCEDURES

In the event of an emergency, and the Pilot has evacuated the aircraft, the first question should be, "Did everyone get out?" Every pilot should know the number of people on board his/her aircraft prior to departure.

If there are any hazardous materials on the aircraft, firefighters and rescue personnel need to know the type, quantity, and location of the hazardous materials.

In the event of an emergency situation arising while on the water, or due to a forced landing, the plane should be beached, if possible, and the passengers and Pilot should deplane immediately if there is any possibility of a hazard existing by remaining on board. Pilots should take first aid kits, fire extinguishers, or any other items that may help once outside of the aircraft.

Emergency deplaning shall be supervised at all times by the Pilot.

Emergency operating, landing, and evacuation procedures peculiar to the particular type of aircraft will be found in the Flight Training Manual for that aircraft. Information describing emergency exits and emergency equipment locations are in these manuals.

Emergency procedures in case of a forced landing

Immediately after the aircraft has come to a stop, if the aircraft lands upright and is floating properly, try to maneuver it to the nearest shore and secure to the shore prior to evacuating.

- a. Evacuate the aircraft. Take along warm clothing and other equipment. If possible, ensure ELT is transmitting. Direct passengers to meet at a specified spot.
- b. Stay away from aircraft until the engine has cooled and spilled fuel has evaporated. Keep passengers together and prohibit smoking.
- c. Check for injuries and render first aid.
- d. Prepare signaling devices and have ready for immediate use.
- e. Build a fire. Relax and take stock of the situation calmly.
- f. Get a radio operating.
- g. Assign duties to passengers.
- h. Prepare a shelter.
- i. Collect wood or oil for fire.
- j. Examine surroundings, look for landmarks, and try to locate position on a chart.

6.8 POSTING A GUARD AFTER AN ACCIDENT

Reference: Chapter 3 paragraph 3.12 for detailed procedures.

6.9 LEAVING THE SCENE OF A FORCED LANDING

In most cases, your flight should be over a well-known route in a relatively limited area. This allows for search and rescue personnel to find you in a relatively short period of time. While it is best to stay where you are with the aircraft, this decision still rests with the Pilot. Abandon the location only if you know of an immediate danger that exists by staying there.

If you must travel, do it only by day, and only if you are in excellent physical shape.

6.10 ACCIDENT REPORTING PROCEDURES - GENERAL

Reference: Chapter 3 paragraph 3.7 for detailed procedures.

6.11 ACCIDENT REPORTING PROCEDURES - RESPONSIBILITY

In the event of a forced landing, or accident to any aircraft, the Pilot, if not incapacitated, will make reports and notification of the accident to the Director of Operations (or her/his authorized representative).

In the event that the pilot is unable to make the report, the Director of Operations (or her/his authorized representative) upon receiving notice of the accident, will immediately notify the NTSB at its branch office nearest the scene of the accident, and will make arrangements for posting guards and notifying insurance companies.

6.12 HIJACKING

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED]

[REDACTED]

6.13 BOMB AND SABOTAGE THREATS

[REDACTED]



6.14 MEDICAL EMERGENCY LANDING CHECKLIST

A medical emergency shall include unconsciousness, suspected heart attack, diabetic coma, profuse bleeding, or any other suspected life-threatening condition. The Pilot shall be advised whenever a medical emergency exists.

The following check list should be used:

1. Seek assistance and advise if qualified medical personnel onboard.
2. Survey the scene. Is it safe?
3. Unconscious victim
 - a. Implement A-B-C Procedures (Airway - Breathing - Circulation)
 - b. Control bleeding.

- c. Check for medical history identification.
- d. Request Medical Emergency equipment upon landing.
- 4. Conscious victim
 - a. Interview.
 - b. Confirm and monitor breathing.
 - c. Confirm and monitor pulse.
 - d. Control bleeding.
 - e. Request Medical Emergency equipment upon landing.

A medical emergency is sufficient reason for an emergency landing. The final decision shall rest entirely with the Pilot. The selection of the emergency landing area shall take into consideration the existence of medical facilities adequate for the medical emergency.

Notify Company that you are declaring an emergency due to a passenger medical condition. Let Company know if you are going to proceed to the planned destination.

6.15 DEATH ENROUTE

Only a medical doctor can declare a passenger dead. All life saving efforts should be continued until a doctor onboard or via the radio has declared them dead. In the event of death of a passenger enroute, a medical emergency no longer exists. The decision for the next landing remains with the Pilot.

6.16 FIRE CLASSIFICATION & PROCEDURES FOR FIRE FIGHTING

Class of Fires

Class "A" Class "A" fires occur in ordinary combustible materials such as wood, cloth and paper. Use: Water or other non-flammable liquid (soda pop, coffee, etc.) is the most commonly used extinguishing agent. The ABC dry chemical and Halon 1211 extinguishers may also be used.

Class "B" Class "B" fires occur in the vapor-air mixture over the surface of flammable liquids such as gases, gasoline and lubricating oils. Combustion inhibiting agents must be used. Use: Halon 1211 or dry chemical extinguishers are effective agents in extinguishing this type of fire.

Class "C" Class "C" fires occur in electrical equipment where non-conducting extinguishing agents must be used. Use: Halon 1211 or dry chemical extinguishers are effective agents in extinguishing this type of fire.

Preflight checks include:

1. Seal intact and pin in place
2. PSI reading in the green band
3. Nozzle is secure

4. Securely bracketed in place
5. Current inspection recorded on tag

Operation:

1. Break seal by twisting pin and pulling out and away from extinguisher
2. Hold upright and squeeze silver handles together to initiate flow
3. Use sweeping motion at base of flame

There are two major causes of fire inside of an aircraft. One cause is passengers smoking and not properly discarding matches or butts. The second cause is electrical fire in an aircraft panel.

The first problem has been reduced due to the fact that smoking is not allowed on any of our flights.

In older aircraft, electrical fires are a possibility. In either case, fires should be fought aggressively.

Should a fire occur outside the aircraft, while on the water, the engine will be shut down and passengers evacuated immediately.

- a. The Pilot will determine the best choice of exit.
- b. If the airplane is taxiing when the fire is noticed, the Pilot should bring the airplane to a full stop as soon as possible, shut down the engine then evacuate the passengers through the most accessible exits.

Procedures for firefighting in flight:

- a. Determine class of fire and select appropriate fire extinguisher
- b. Advise Company and passengers
- c. Don Protective Breathing Equipment
- d. Prepare fire extinguisher then get near the fire area
- e. Sweep extinguishing agent across the base of the fire
- f. Monitor fire area for remainder of flight.

6.17 PROHIBITION ON INTERFERENCE WITH PILOTS

No person may assault, threaten, intimidate, or interfere with a pilot in the performance of the pilot's duties aboard a company aircraft. Pilots will contact company flight followers, Flight Service Stations, or other ground facilities, as necessary, to request law enforcement officials

meet them at the next point of intended landing, if any passenger or other person interferes with the pilot.