

**Docket No. SA-540**

**Exhibit No. 2 D**

**NATIONAL TRANSPORTATION SAFETY BOARD**

**Washington, D.C.**

Hageland GOM Excerpts-Weight and Balance-Manifests

(3 Pages)

# Attachment 3

To Operational Factors Specialist Factual Report

ANC17MA001

Hageland GOM Excerpts

Weight and Balance

Manifests

## Section 4 Weight and Balance Procedures

### A. Authorized Weights

The PIC shall determine the weight and center of gravity (CG) of the loaded aircraft using the following weights:

1. Beginning weights and CG figures from the aircraft seat chart.
  - The maintenance department provides the current empty weight and CG for each applicable seat configuration on a seat chart retained in each aircraft flight can.
2. Actual weights of crewmembers, cargo, baggage, stowed seats and for each passenger, the asked weight plus 10 pounds or the actual passenger scale weights.
3. Standard fuel and oil weights.
  - Avgas 100LL      6.0-lbs/gal
  - Jet A \*            6.8-lbs/gal

*\*Note: Cessna C208; add 0.1 lb. per gallon of fuel for each 25°F decrease in temperature below 60°F, per the POH.*

- Aviation Oil      7.5 lbs. /gal (Included in Basic Operating Wt.)

### B. Calculation Procedures

Before each departure the PIC shall:

1. Log the seat configuration for each segment on the Flight Log.
2. Determine that the weight and CG of the loaded aircraft is within limits using:
  - The CeeGee calculator wheel, or
  - A method consistent with the procedures in the POH.
3. Ensure the weight & balance section of the Flight Log is completed for each flight segment:
  - The total weight of the loaded aircraft
  - Maximum allowable takeoff weight for that flight
  - The center of gravity of the loaded aircraft
  - The center of gravity limits
  - The number of passengers
  - Weight of loaded cargo
  - Aircraft registration, crew position and names, and the origin and destination

### C. Weight & Balance Record Keeping

The DO shall ensure retention of the written weight and balance figures for 30 days. [14 CFR §135.63]

## 6. Flight Policies

### General

#### Section 1 Passenger & Revenue Manifest

##### A. Description and Initiation of the Revenue Manifest

- The base Departure control agent (DCA) shall prepare a revenue manifest listing passenger's full names, body weights, baggage weights, and cargo for each flight originating from the base.
- The village agent (VA) shall create a village manifest listing each passenger's full names, body weights, baggage weights, and any cargo with indicated weights for all scheduled flights originating from the village. The VA manifest shall be provided to the PIC and a copy retained by the agent.
- In the event the VA does not provide a village manifest, the PIC is responsible to enter the passenger's names, body weights, baggage weights, and cargo information onto the revenue manifest issued by the DCA.
- Passenger's weights shall be actual weight or asked weights plus ten (10) pounds. Baggage weights shall be actual weights.

##### B. PIC Responsibilities for Revenue Manifest

- PIC shall ensure that a revenue manifest is complete each time passengers are enplaned. PIC shall keep an accurate copy of the manifest on the airplane until the trip is completed.
- Prior to departure, the PIC shall verify the passenger's name, body weight, baggage weights, and cargo weights, in order to keep the information current. The passengers, baggage and cargo information shall be used to compute the aircraft's weight and balance data.
- When within radio range of the base or through a radio relay, the PIC shall forward the base the ETA, the number of souls onboard, and any changes made to the initial routing.
- At the conclusion of the flight, the PIC shall deliver the revenue and village agent manifests to the DCA or lead ticket agent.

##### C. PIC Responsibilities at completion of the day:

- Inform maintenance of the status of the aircraft and write-up the airplane if discrepancies exist.
- Close out the log sheet and fax the original maintenance/flight log sheet (white copy) to Maintenance Control Center (MCC) in Palmer. **DO NOT SEPARATE THE TOP "MAINTENANCE" PORTION FROM THE BOTTOM "LOAD MANIFEST" PORTION OF THE FLIGHT LOG.**
- Log onto <https://flightlog.ravnavalaska.net> and enter all pertinent maintenance and flight data for flights completed throughout the day. Ensure the passenger data is captured for