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THE MANUAL

The Standard Operating Procedures (SOP's) have been prepared to provide aviation personnel with necessary information and instruction to guide and assist them in the safe operations of aircraft and the proper discharge of their duties.

All aviation personnel will comply with the prescribed policies, procedures, standards and limitations for company aviation operations. Familiarity with the essential provisions of this manual is mandatory for all flight department personnel. In the event of a conflict between this manual and any other regulation the most restrictive will apply.

A copy of the Standard Operating Procedures will be carried on board each aircraft.

Waivers

The manual promulgates policies, standards, procedures and guidelines to be used within the flight department. These have been developed through a thorough, collaborative and evolutionary process to ensure that they will be applicable over a wide range of operations and situations. However, if these directives do not permit the completion of a valid mission, waiving the directive may be considered.

When it is desired to alter a stated policy, standard or procedure the person wishing to do so will develop a risk assessment of the desired action, taking into account all relevant factors. This risk assessment will be presented to the Managing Director or Chief Pilot with a recommendation. If the action is found to be desirable and of sufficiently low risk it may be authorized. The action and decision will be recorded in the waiver log.

If a stated policy, standard or procedure is violated the person responsible for that violation will verbally report it to Managing Director or Chief Pilot within 24 hours, stating the circumstances under which the deviation took place.

Updates

The manual is designed to reflect existing policies, procedures and standards used by the flight department. To this end the manual will continuously be kept up-to-date, reflecting changes to department operations and policies.

The Chief Pilot is responsible for ensuring that the manual is kept current and that all personnel have received changes to the manual in a timely manner.

Interim changes will be issued via email; department employees are responsible for ensuring that these changes are inserted in the manual correctly and expeditiously. Record of changes will be entered on the following page.

1 STANDARD OPERATING PROCEDURES - GENERAL

1.1 Purpose

The purpose of Standard Operating Procedures (SOP's) is to enhance the performance and predictability of every flight by having a mutual understanding among flight crewmembers of aircraft operational procedures. SOP's form a communication system among crewmembers, making the resulting actions uniform and familiar.

SOP's are not a substitute for the airplane flight manual. However, SOP's arranges items and procedures to ensure that the aircraft and resources are used efficiently with the goal of flight safety. The procedures ensure that all flights are operated in accordance with company guidelines.

1.2 Scope

It is important to note the SOP's cannot possibly anticipate all possible situations. Therefore, the judgment of the PIC and flight crew is the Final Authority as to the best course of action as the situation dictates.

1.3 Terms & Definitions

PF	Pilot Flying the aircraft and responsible for aircraft control
PNF	Pilot Not Flying the aircraft
PIC	Pilot in Command
SIC	Second in Command
Missed Approach	Procedure used in event an Instrument Approach Procedure (IAP) is terminated prior to landing.
Go Around	The procedure used in the event a Visual Approach is terminated prior to landing.
Escape	The recovery/avoidance procedure for EEGPWS “TERRAIN” warning
Maneuver	or “WINDSHEAR” warning.
Abnormal/ Non-Normal Condition	Condition that the potential for damage to the aircraft or other property and/or harm or injury to persons to occur, and/or an unsafe situation to exist, unless corrective action is taken. The corrective action may be in the form of an Abnormal Procedure checklist or other necessary steps taken by the flight crew.
Abnormal Procedure	An abnormal procedure is one requiring the use of special systems, and/or the alternate use of regular systems or other crew actions which if followed, will maintain an acceptable level of airworthiness or reduce operational risk resulting from a failure condition or other non-normal situation.
Emergency Condition	An emergency condition is one in which the potential for aircraft damage, property damage or harm to persons exist or is imminent. An emergency condition usually requires immediate corrective action to be taken. The corrective action may be in the form of an Emergency Procedure checklist or other necessary steps taken by the flight crew.
Emergency Procedure	An Aircraft emergency procedure is one requiring the use of special systems and/or the alternate use of regular systems, or other crew action necessary to protect the occupants and the airplane from serious or critical harm. Usually, these procedures require immediate action.

1.4 Flap Settings

All references to wing flap setting shall adhere to the following convention:

Falcon 50EX:

- Flaps in zero position - “CLEAN WING”
- Slats Extended only - “SLATS ONLY”
- Flaps in 20° degree position - “Flaps 20”
- Flaps in 48° degree position - “Flaps 48”

1.5 Lighting

These SOP’s contain guidance on the use of aircraft lighting in certain situations such as crossing an active runway and “Position and Hold”. However, crews must consider any adverse effects to safety that lights will have on ground personal and other pilots. In such cases it is permissible to not use landing lights or strobes when they may adversely affect the vision of others.

The following lighting configurations will be used as indicated:

<u>CONDITION</u>	<u>LIGHTS ON</u>
APU Running	Navigation (NAV)
Engine Starting	NAV, anti-collision
Taxiing	NAV, anti-collision, Taxi
Crossing active Runways	NAV, anti-collision, Taxi, Strobes
Holding in Position on active runway	NAV, anti-collision, Taxi, Strobes, Landing
- when cleared for takeoff	NAV, anti-collision, Taxi, Strobes, Landing
Flight Operations below 18,000 ft.	NAV (NAV/Logo at night), anti-collision, Strobes, Landing
Flight Operations above 18,000 ft.	NAV, anti-collision, Strobes

2 CHECKLIST

2.1 Checklist protocol

During all Operations, the PF is responsible to call for the appropriate checklist.

With the exception of the “Brake Check” and aircraft lights, there shall be no movement of any switches during the taxi phase until they are called for in the checklist.

To the extent possible, switch position will be selected by the PNF in order to allow the PF to monitor aircraft progress and maintain maximum situational awareness. It is recognized that this is not possible in all cases (i.e. Brake Check), and in these situations, it is acceptable for the PF to select and verify the affected switch.

If there is an unexpected delay in calling for a checklist the PNF should remind the PF that the checklist has not been completed.

Standard “callouts” are provided in these SOP’s for calls and/or responses that are in addition to, or differ from, those listed in the checklist. For checklist items without a specific “callout” listed in the SOP’s it is assumed the proper “callout” will be the published checklist response.

Items in **BOLD** type on paper checklist or identified by an asterisk (*) on electronic checklist will always be read using the challenge and response method. For other normal checklist segments, the PNF will read the checklist item aloud, accomplish the item or ensure its accomplishment and read the appropriate response aloud.

If a checklist is interrupted or stopped by a crew member for any reason, the person stopping the checklist shall state “Hold the checklist at” and state the item where it is being stopped. The checklist will be resumed at that item as soon as possible by calling “Continue the _____ checklist at” and state the item where the checklist was stopped. Where there is not the opportunity to state the item by name, such as after a radio call, the effort should be made to remember the last item completed and return to the checklist there after the interruption. Where there is uncertainty about where the checklist was stopped, the pilot reading the checklist should return to the checklist at a point where he is certain will avoid missing items that have not been previously checked.

2.2 Use of Electronic Checklist

Aircraft cockpit normal operating checklists are provided in both paper and electronic formats. Electronic checklists will be used when current, complete and operationally functional.