

OPERATIONS MANUAL

CARIBBEAN FLYING BOATS, INC.-V.I.

OPERATIONS MANUAL

RECORD OF REVISIONS

THIS SHEET MUST BE IN THE FRONT OF THE MANUAL AND WILL NOT BE REMOVED AT ANY TIME

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17.			37.			57.		
18.			38.			58.		
19.			39.			59.		
20.			40.			60.		

CHAPTER 1

MANUAL

CHAPTER 1

Manual

	<u>Pages</u>
1. General	1-1
2. Purpose	1-1
3. Revisions	1-1
4. Manual Distribution	1-2

TABLE OF CONTENTS

Chapter 1	<u>Manual</u>
Chapter 2	<u>Operations Specifications</u>
Chapter 3	<u>Company Organization</u>
Chapter 4	<u>Ground Operations</u>
Chapter 5	<u>Flight and Operating Procedures</u>
Chapter 6	<u>Maintenance</u>
Chapter 7	<u>Accident and Emergency Procedures</u>
Chapter 8	<u>Other Procedures and Policy Instructions</u>

## 1. GENERAL

- A. The Caribbean Flying Boats Operations Manual is divided into several chapters according to the general division of the subject matters. Each chapter is further divided into sections. An index to all chapters is given in the front of the manual, and indexes to the contents of each chapter is found at the beginning of each chapter.
- B. The chapter number followed by the page number of that chapter is found at the top right hand corner of each page.
- C. The FAA approved Airplane Flight Manual for each type of equipment operated by the company, while not physically included herein, is, by this reference, incorporated in and made a part of the Operations Manual.

## 2. PURPOSE

- A. The purpose of this manual is to furnish information and instructions to operational personnel by which they may be guided in company policies and procedures. The manual has been indexed for easy reference.
- B. Copies of this manual are available to all operational personnel, and it is the responsibility of all such personnel to familiarize themselves thoroughly with applicable material contained herein.
- C. It is realized that no manual can set forth exact procedures for every conceivable set of circumstances and, therefore, good judgment and discretion must be exercised under conditions not covered in the context.

## 3. REVISIONS

- A. From time to time, certain parts of the manual will be revised and new material will be added. The loose leaf form of binding and the system of indexing will facilitate substitution and addition of pages in their proper places. All new or revised pages will be dated and will bear a revision number.
- B. All operational personnel concerned will receive pertinent revised pages, and will be responsible for promptly incorporating them in his manual and recording its entry on the revision sheet found at the beginning of this manual.

#### 4. MANUAL DISTRIBUTION

A. The following Caribbean Flying Boats personnel will be issued copies of the company Operations Manual and will be responsible for knowledge of its contents insofar as it applies to their area of authority:

1. President and General Manager
2. Maintenance Manager
3. Operations Manager
4. Chief Pilot
5. All flight crew personnel

In addition, one copy of this manual will be maintained at each of the company's stations which will be the responsibility of the senior agent on duty.

B. It will be the responsibility of the Operations Manager to see that the manual and its revisions are promptly and properly distributed.

CHAPTER 2

OPERATIONS SPECIFICATIONS

CHAPTER 3

COMPANY ORGANIZATION



CHAPTER 3

Company Organization

Pages

- |                                      |           |
|--------------------------------------|-----------|
| 1. Company Organizational Chart      | 3-1       |
| 2. Listing of Key Personnel          | 3-2       |
| 3. Responsibilities of Key Personnel | 3-3 - 3-5 |

COMPANY ORGANIZATIONAL CHART

PRESIDENT & GENERAL MANAGER

VICE PRESIDENT

OPERATIONS MANAGER

CHIEF PILOT

PILOTS

RAMP SUP.

LINEMEN

MAINTENANCE MANAGER

STOCKROOM

MECHANICS

MECHANICS HELPERS

2. LISTING OF KEY PERSONNEL

President and General Manager ..... Charles F. Blair  
Vice President ..... R. R. Scott  
Operations Manager ..... Phillip T. Smith  
Chief Pilot ..... Phillip T. Smith  
Maintenance Manager ..... Victor Pinheiro

### 3. RESPONSIBILITIES OF KEY PERSONNEL

#### A. President and General Manager

The President is the Chief Executive Officer of the company. He will be responsible to the Board of Directors for the management of the company in its entirety.

#### B. Operations Manager

He plans, directs and coordinates all flight and ground operations; initiates, develops and implements operational policies, programs and procedures and keeps the President informed on all items of significance relative to Operations.

He provides management and organizational advice on operations to the General Manager and makes recommendations regarding staffing and basing of operational personnel and equipment.

He directs the activities of all operational personnel and has overall responsibility for recruiting, hiring, firing of all pilot and other operational personnel.

He maintains liaison on operational matters with the FAA on local and regional levels. When necessary, he brings pertinent FAA "Notices of Proposed Rulemaking" to the attention of the President.

He directs and coordinates the writing and revising of the Operations Manual.

Coordinates and implements additions, renewals and amendments to the Operations Specifications.

Issues or approves all pilot bulletins or other operational memos.

Reviews, evaluates and strengthens training programs developed and conducted by the Chief Pilot.

Handles all pertinent operational correspondence.

Establishes and maintains coordination between the Operations Department and other departments within the company. Maintains familiarity with the operation of all stations. Reports findings and makes recommendations to the President.

Has operational responsibility for company aircraft accident reporting to appropriate government agencies.

Represents the company on operational matters in dealing with Government, industry and community groups.

C. Maintenance Manager

The Director of Maintenance is directly responsible to the General Manager. He will have full authority over all maintenance personnel maintenance plans and programs and purchasing.

He has full responsibility for maintaining the company aircraft in an airworthy condition at all times.

He is responsible for all aircraft records and engine records and for compliance with the current Federal Aviation Regulations pertaining to maintenance, AD Notes and all other pertinent regulations.

He will coordinate with other departments in the scheduling of company aircraft for inspections, overhaul, etc.

He is responsible for the acceptance or rejection of all work done on company aircraft and equipment by maintenance contractors, and is responsible for seeing that all necessary forms are obtained from such maintenance contractors for all such work done.

He acts as maintenance liaison officer between the company and the Federal Aviation Administration.

He records all daily flights in log books assigned to each aircraft.

He maintains and keeps current an aircraft status board.

He makes sure that all inspections and change dates are brought to the attention of the mechanics and inspectors, and keeps an up-to-date record of: (a) all mechanics employed by the company; (b) all weight and balance information and (c) aircraft components.

D. Chief Pilot

The Chief Pilot is directly responsible to the General Manager. He is in charge of all pilot personnel and is responsible for their qualification and training.

His duties and responsibilities are as follows:

Establishes flight and ground training programs for flight personnel; sees that all pilots are familiar with the operations manual and that they conduct all flights in accordance with the provisions of that manual and with current and pertinent FARs.

He is in charge of all pilot records and is responsible for seeing that these records are kept current.

Conducts flight checks and sees that all pilot personnel maintain adequate proficiency so that they may perform the duties to which they

D. Chief Pilot - (cont.)

are assigned.

Is constantly on the alert for discrepancies and/or hazards of any nature observed or reported which might have an adverse effect on safe operations and reports same to the General Manager.

Furnishes flight personnel with navigational aids, revised route charts, and issues instructions in bulletin form on flight procedures and practices.

CHAPTER 4

GROUND OPERATIONS

## CHAPTER 4

### Ground Operations

	<u>Pages</u>
1. General	4-1
2. Keeping Public Away from Aircraft During Ground Operations	4-1
3. Servicing Aircraft	4-1 - 4-3
4. Hand Signals for Taxiing Aircraft	4-4 - 4-5
5. Handling of the Aircraft at the Docks	4-6 - 4-7
6. Preflight Grooming of Aircraft	4-7
7. Loading Procedures	4-8 - 4-17

## 1. GENERAL

This Chapter is for the guidance of ground operations personnel at all stations. Compliance with instructions shall be the responsibility of:

- A. Ramp Supervisors and the crew members under their supervision.
- B. Ticket and Cargo Supervisors and their Agents, as applicable.
- C. Pilots in Command when ground operations are not performed by authorized Company Ground Personnel, or when performing such functions themselves or by their crews.

## 2. KEEPING PUBLIC AWAY FROM AIRCRAFT DURING GROUND OPERATIONS

- A. It is important from a safety standpoint that precautions are taken to keep unauthorized personnel off the ramps at all times. Extra cautions shall be exercised when aircraft are taxiing and turning on the ramps or when the aircraft are being fueled.
- B. Precautions should also be taken to avoid having passengers aboard unattended aircraft because of the danger of inadvertently tripping switches, smoking, etc.
- C. It is primarily the responsibility of the Ramp Supervisor to control the parking of cars, position of passengers waiting to board the aircraft, reclaim their baggage, etc., so that the public is kept away from the proximity of the aircraft. At all times, however, flight crews, ramp crew members and agents should be on the alert for straying passengers who should be tactfully requested to step back until the flight is called.

## 3. SERVICING AIRCRAFT

### A. Fueling Operations

- 1. All fuel used in the company aircraft will be free of contamination and will be of the grade recommended for the aircraft. The Operations Manager or his agent, shall be responsible for seeing that one hundred octane fuel is used in all aircraft, and that it is properly stored in tanks or trucks. The pilot, or his agent, shall see that there is no contamination present in the gasoline being used for the fueling of his aircraft and that the aircraft is properly fueled in accordance with all pertinent safety regulations.
- 2. The following procedures shall be followed at all times by ground personnel:

- a. Storage - Fuel shall be stored either in trucks or underground tanks which are clearly marked as such and on which will be posted "No Smoking" signs.
- b. Fire Extinguishers - There will be at least one fire extinguisher stationed at all times by the fuel pump. Personnel shall be instructed in its use by the Ramp Supervisor.
- c. Isolation - There shall be no passengers or unauthorized personnel aboard the aircraft to be fueled or within fifty feet of it. No cars, trucks or other aircraft are to be in the area of fueling. All unnecessary equipment is to be moved to a safe distance away from the aircraft.
- d. Authorized Personnel - Authorized personnel will consist of two fuelers and the pilot of the aircraft being fueled. One fueler shall be stationed on the wing, and the other at the pump and shall be prepared to use the fire extinguisher if necessary. Both fuelers shall be prepared to stop fueling operations at any time.
- e. Before Fueling - Fuel will be checked for contamination in accordance with instructions on page 4-2A. If contamination is present, fueling operations will be suspended. The fueling hose is to be carefully brought to the aircraft and its head is to be tightened to insure that there are no leaks caused by loose fittings. Pilot is to specify the number of gallons to be pumped into each tank. In his instructions, he is to allow for sufficient fuel to carry him for at least thirty (30) minutes additional to the scheduled flights between fuelings. The tanks shall never be completely filled as a precaution against spillage.
- f. Ground Wires - There will be a ground wire running from the fueling hose to be attached to the cowl of the aircraft to insure against sparks caused by static electricity. These will be replaced once monthly by the gasoline company and checked daily for serviceability by the Ramp Supervisor or his designated agent.
- g. Smoking - There shall be no smoking within fifty feet of the aircraft being fueled and no smoking at any time within fifty feet of the fuel storage area.
- h. Rain - If it is raining, an additional fueler shall be required to hold the parasol and to otherwise insure that no rain interferes with fueling procedures. In the event of a thunderstorm, all fueling procedures will be suspended until such time as it is felt safe to resume them.

### 3. SERVICING AIRCRAFT

#### A. Fueling Operations

##### 2e. Before Fueling (cont.)

- (1) Upon arrival of the truck with aviation gasoline, let it stand idle for 10 minutes.
- (2) Climb to the top of the tank-truck and check that the tank is full to the arrow and that the color of the gasoline is green.
- (3) Connect a ground wire from the truck to the aviation tank where the fuel is to be discharged.
- (4) After the 10 minute idling period mentioned above, draw a small amount of gasoline from each of the truck faucets. A clean pail or a clear can is suitable. Observe the sample taken to detect if there is any water in the bottom of the pail or can.
- (5) If there is any water or rust present, continue drawing the water and product from the faucets until no water comes out.
- (6) If no water is present, connect the hoses and proceed to discharge the product into the storage tank.
- (7) After all product is discharged, climb in top of tank-truck again to check that the compartments are empty.
- (8) After receiving the fuel into the storage tank, do not refuel an airplane until:
  - (a) 10 minutes have elapsed and
  - (b) the tank has been "sticked" with a measuring stick and water finding paste placed in the lower three inches of the stick.
  - (c) If any water is detected in the tank, remove it before refueling.
- (9) A daily check must be made for water in the tank and from the dehydrator filter.
- (10) A daily record of the water checks will be kept by the ramp supervisor in a notebook which will be available for inspection by FAA officials at all times.

- i. In Case of Leak - Emergency shut-off valve shall be used immediately, and operations are to be suspended until leak is repaired or otherwise deemed harmless.
- j. Spillage - In the event that spillage does occur, the area of the spill will be thoroughly hosed down by fueling personnel with hose which is stationed near fuel pump.
- k. After Fueling - Fueler is to recheck amount of fuel in each tank with dip-stick. He will then install the caps properly and make sure that the caps are secure.
- l. Fuel Log - A fuel log, stating the number of gallons pumped into each aircraft, is to be kept current and accurate by the Ramp Supervisor. Entries shall be made after each fueling.

### 3. Use of Fire Extinguishers

#### a. To use CO<sub>2</sub> extinguishers:

1. Pull locking pin.
2. Squeeze hand lever to release CO<sub>2</sub>.
3. Direct discharge at base of flame, or if fire is inside cowl or carb air valve, direct CO<sub>2</sub> into area through access door until fire is completely extinguished and cooled. Continue discharge after fire has been extinguished to achieve cooling and to prevent reflash, especially where flammable fluids are involved.

#### B. Engine Oil

1. Checking oil quantity shall be accomplished by means of a dip stick each time the aircraft is refueled.
2. Add oil in quantities of one or more full gallons to bring the quantity up to but not over the normal operating quantity.

#### C. Hydraulic Fluid

1. Each time an aircraft having hydraulic systems (other than brake systems) are fueled, the quantity of hydraulic fluid in the tank shall be checked, and, if found to be less than the minimum specified in the applicable Airplane Operating Manual, sufficient fluid of the proper type shall be added to bring the quantity up to the normal operating quantity.

#### 4. HAND SIGNALS FOR TAXIING AIRCRAFT

##### A. General

Ground operations personnel at all stations shall assist pilots when necessary in maneuvering taxied aircraft in and out of loading zones or parking areas on land. Personnel giving hand signals should assure that the plane will clear all obstructions, such as boarding steps, baggage and cargo to be loaded, ramp carts, etc., and, in close quarters, should there be any possibility of insufficient clearance, the pilot should be signalled to stop until the obstruction in question is removed.

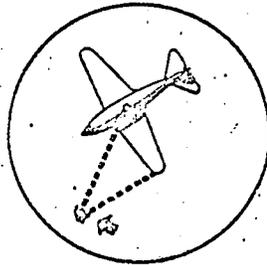
##### B. Position of Signalman

The signalman, when directing the movement of aircraft, will at all times assume and maintain a position from which the eyes of the pilot are visible. Such position will be on a line extending directly forward from the left wing tip, except when this is rendered inadvisable by special situations. For the signals to be used, refer to page 5 of this chapter.

##### C. Night Operations

In the event that a signalman is required at night, he will station himself in a lighted area and will execute the signals as required. In the absence of a suitable lighted area, the signals shall be executed by using a flashlight, one to be held in each of the signalman's hands. Signals used when using flashlights shall be identical with the ones described except that the 'Emergency Stop' signal shall be made by crossing the beams of the flashlights in front of the face of the signalman. Care will be exercised throughout to avoid the flashing of lights in the eyes of the pilot.

### HAND SIGNALS



SIGNALMAN'S POSITION



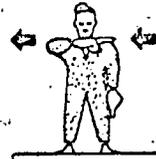
STOP



COME AHEAD



EMERGENCY STOP



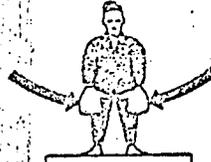
CUT ENGINES



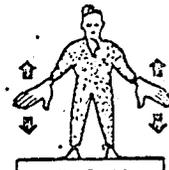
START ENGINES



PULL CHOCKS



INSERT CHOCKS



SLOW DOWN



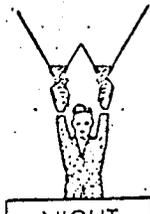
ALL CLEAR (O.K.)



LEFT TURN



RIGHT TURN



NIGHT OPERATION

## 5. HANDLING OF AIRCRAFT AT THE DOCKS

Ground personnel shall assist in the docking tie-up. The following is an outline of the proper techniques.

### A. Docking

1. Be sure that the conditions are right for docking before taxi approach of the aircraft. Check wind, floating debris and other obstructions, proximity of other aircraft and boats, availability of tie-up lines, assuring that the boat used for docking procedures is in readiness, that the dock is clear of passengers and baggage and that the dock is not slippery, etc. If not ready for docking, wave off aircraft. Obtain extra help, if necessary.
2. Don't allow the bow or wing float to ram the dock. Be prepared to fend off bow or lift dockside wing at the last minute.
3. Don't cause bow to ram dock by pushing backwards on wing float or strut of forward moving plane. Slow plane down gradually while attempting to hold bow out.
4. If necessary to touch propellers, always stand clear of line of rotation. If necessary to move propeller, always pull from the trailing edge.
5. When putting lines on moving plane, don't secure slack line to strut so as to cause a sudden stop. Slow down aircraft gradually by snubbing on strut. This is particularly important when the aircraft is moving faster than usual.
6. Don't push, pull, hold or lift on control surfaces. The best place to hold a plane is generally on the wing strut or the float.
7. When departing from dock, don't cut plane loose until pilot indicates that he is ready. When wind or rough water could present a hazard to a drifting plane, don't cut loose until engine is started.
8. When moving planes in strong winds, keep lines on plane and use cleats to control.
9. Always check clearances before moving aircraft. Check particularly wing tips, props and rudders.

### B. Tie-Up

1. Be sure that aircraft is tied up securely after docking. Do not use frayed lines or loose cleats.
2. If any wave motion is present or anticipated, allow sufficient slack in line. If plane is to be left unattended for any length of

time, also use spring lines and make sure wing floats and hull are cushioned against shock and chafing. Tires make good cushions for wing floats; if there is any possibility of the tires being displaced, they should be lashed on securely.

6. PREFLIGHT GROOMING OF AIRCRAFT

A. It is very important from both a public relations as well as a sanitary standpoint that aircraft interiors are kept as clean, neat and dry as possible at all times. Although company aircraft are cleaned daily, they should also be checked between flights so that each new group of passengers has a clean, fresh-looking aircraft to board.

B. Preflight Grooming shall consist of the following:

1. Empty and close ashtrays and cross seatbelts.
2. Pick up papers, trash, magazines, etc.
3. Use deodorizing spray or ventilate as necessary.
4. Clean oil smears or caked salt from windshields, windows, and blisters as necessary.
5. Close doors, windows, hatches, when raining.

## 7. LOADING PROCEDURES

### A. Loading Responsibilities

1. The Pilot in Command and Second in Command under his direction shall be responsible for:
  - a. Proper loading of the aircraft in accordance with the prescribed weight and balance procedures.
  - b. Giving ramp crew instruction or supervision as necessary to accomplish proper loading.
  - c. Notifying check-in of any unusual load distribution.
  - d. Accurate preparation of weight and balance forms when not performed by Agents.
2. The Ramp Supervisor and the crew members under his direction are responsible for:
  - a. Compliance with instructions in the Operations Manual
  - b. Compliance with the Pilot's instructions.
  - c. Notifying pilot of load distribution and particularly of any unusual loading conditions.
3. Cargo Agents are responsible for:
  - a. Weighing and accurately manifesting all cargo.
  - b. Consulting with Check-In fifteen minutes prior to the departure of each flight on anticipated cargo for that flight, and available space.
4. Check-In Agent is responsible for:
  - a. Notifying Cargo of space available for cargo.
  - b. Accurate preparation of weight and balance form when not performed by flight crews.
  - c. Verbally informing flight crews of the number of passengers about to board the aircraft in order to insure proper passenger loading.
  - d. Maintaining a file of all weight and balance manifests prepared at that station for a period of one year.
5. The Maintenance Department is responsible for:

- a. Seeing that each aircraft is reweighed at least once in each 36 month period at an FAA approved weighing station and in accordance with pertinent FARs and accepted good practise.
- b. Preparing and maintaining current and accurate records of all aircrafts' weight and index figures and keeping company personnel informed of any changes.
- c. Revisions of Weight and Balance sections of the Airplane Operating Manuals when required.

B. Preparation of Weight and Balance Forms

1. Instructions

a. General

A book containing all information necessary for the preparation of the weight and balance forms is to be kept in the Ticket Office at all times. It shall be the responsibility of the Ticket Office Supervisor or the Senior Agent on Duty to see that this is done and that revisions are incorporated as required.

A weight and balance manifest shall be prepared for each flight prior to the departure of that flight. The Agent shall show the manifest to the Pilot in Command for his approval and place it in a file, where it shall be stored for a period of one year.

In the event that it is necessary to compute the weights of fuel and oil, a weight of six pounds per gallon shall be entered for fuel and seven and one half pounds per gallon of oil.

Actual weights will be used at all times in Weight and Balance computations for the Gooses until further notice.

## b. Form WB-1 - Grumman G21A

1. Enter information required at the top of the page: Date of flight; Aircraft N-number; Scheduled Departure Time (and Destination, if necessary). Enter the operational weight and index of the aircraft in the spaces marked A and E on the manifest. For this information, refer to the appropriate box printed on the manifest.
2. As each passenger checks in, record his name and weight in the columns marked 2A and 2B on the sample manifest. Note on a separate piece of paper the weight of his baggage.
3. Leave the "Address" column blank. The agent's copy of the tickets checked in for that flight will contain this information and will be attached to the manifest.
4. After all passengers have checked in, renumber them according to weight. The heaviest passenger will be number one; the next heaviest, number two; etc.
5. Refer to the index graph for that aircraft in order to compute the index for each passenger. If, for example, the passenger you renumbered number three weighs 160 pounds, his index will be 5.5 on 48A, 003, 77A or 77V. It will be 4.9 on 40R.
6. List the indexes for each passenger in the appropriate column. (marked 6A on the sample manifest.)
7. Total passenger weights and indexes and enter these figures in the spaces marked B and F on the sample manifest.
8. Check-in Agent shall check with Cargo for total weight of cargo being loaded and will combine that total with the total baggage weight.
9. Up to 300 pounds of baggage and cargo may be carried in the nose of the aircraft, the usual location of most of the cargo and baggage. Compute the baggage index from the Baggage Index Scale. 200 pounds loaded in the nose, for example, would have an index of -13. Total weight and index of all cargo and baggage will be entered in the space marked C and G on the sample manifest.

10. Total all weights and indexes and enter these totals in the spaces marked D and H on the sample manifest. The total weight, or gross weight, may never exceed 8,000 pounds. Refer to C.G. envelope for the index limits. If, for example, the flight's total weight is 7,805 pounds, the index for that flight could be no more than 258 and no less than 160.
11. If a passenger or extra cargo is checked in after the manifest has been completed, add the extra weight and index in the spaces marked J and K on the sample manifest and compute new totals, making sure that the aircraft is still loaded within its limitations.
12. Show the manifest to the pilot upon completion for his approval and sign as authorized.
13. Keep manifest and attached tickets on file.

C A R I B B E A N F L Y I N G B O A T S

4-12

MANIFEST

DATE	A/C	TIME	FROM	TO

NOTE: When actual name and address not indicated above - See attached tickets.

GRUMMAN G-21A

Maximum Gross Weight - 8,000 pounds  
 \* Maximum Gross Weight - 9,200 pounds

Index Limits: From \_\_\_\_\_ To \_\_\_\_\_

All A/C Basic Operating Weights & Indexes include:		
	<u>Weight</u>	<u>Index</u>
Empty A/C Weight	according to a/c	
Oil	45 lbs.	-6
Fuel	281 lbs.	+8.5
Pilot	170 lbs.	-8

AIRCRAFT OPERATING WT. & INDEX

<u>A/C #</u>	<u>WEIGHT</u>	<u>INDEX</u>
N 3284	6121	+130.9
N 3283	6227	+137.3
N 703A	6276	+128.6
* N 8229	6934	+147.1

THIS FLIGHT WEIGHT AND BALANCE

	<u>Weight</u>	<u>Balance</u>
O. P. Wt.	_____	_____
Pax	_____	_____
Baggage	_____	_____
Total	_____	_____
Correction (add or subtract for last-minute change)	_____	_____
Corrected Take-Off Totals	_____	_____

(- Fwd;  
+ Aft)

CARIBBEAN FLYING BOATS

4-13

INDEX UNITS

AIRCRAFT

283

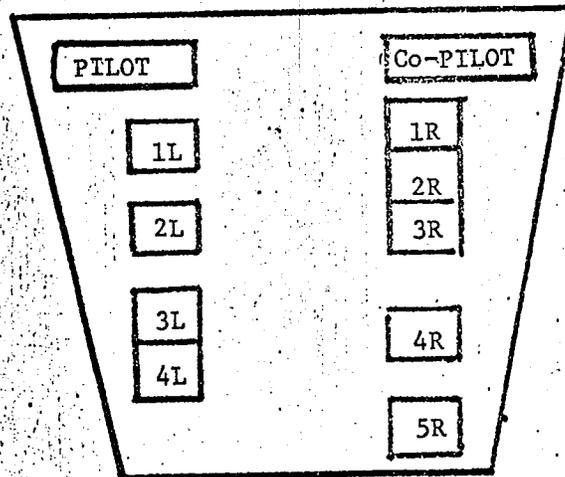
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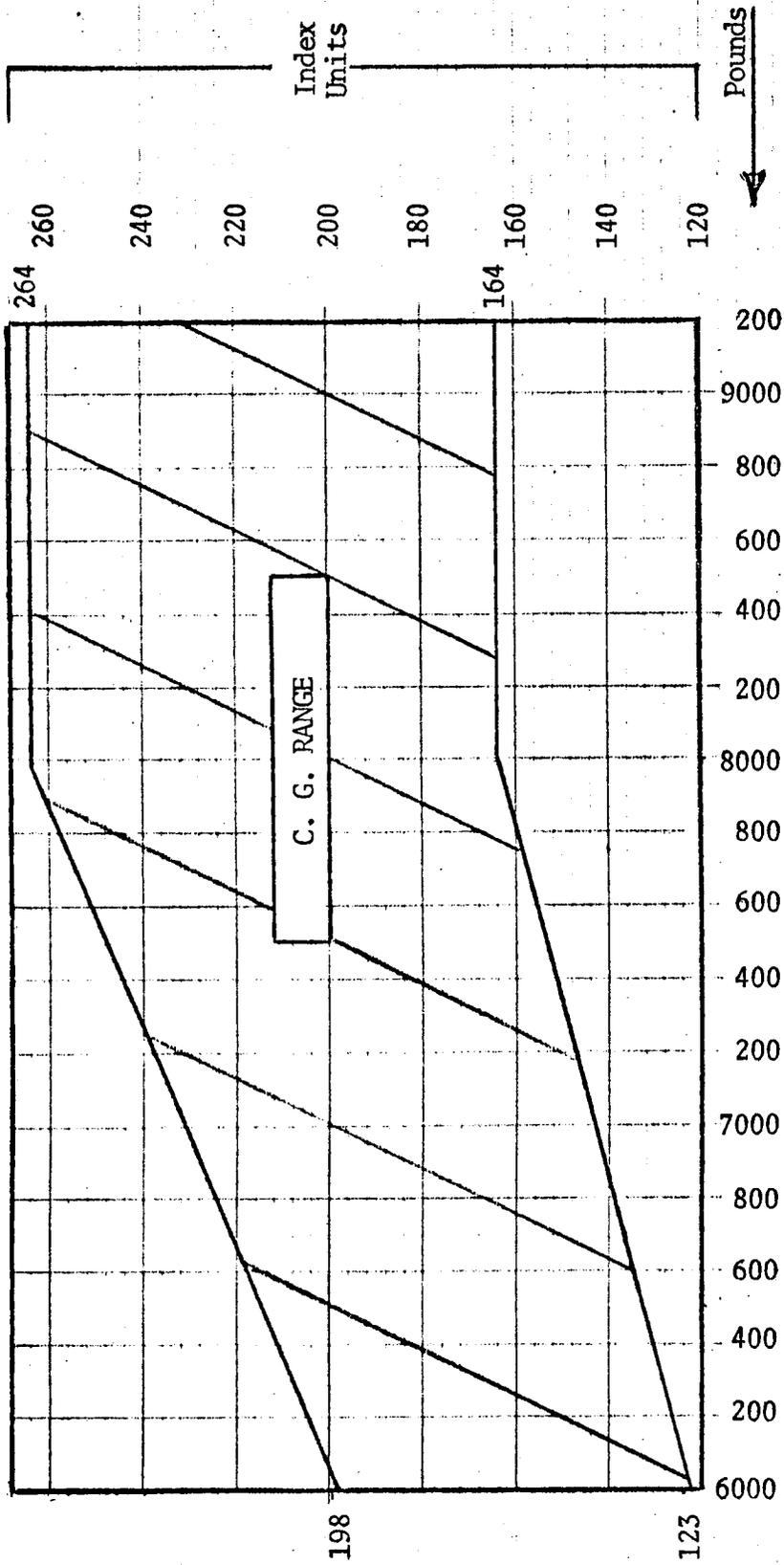
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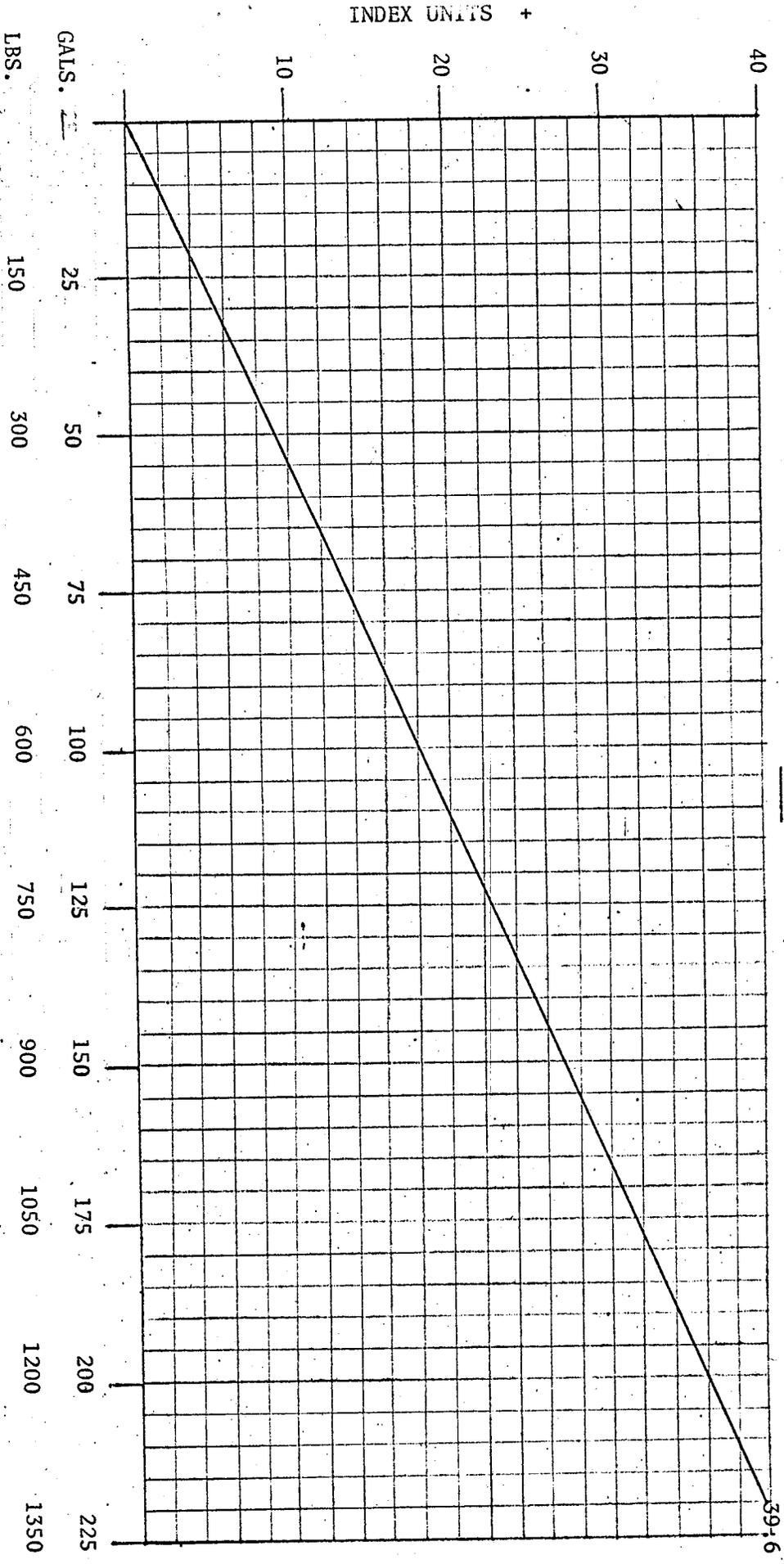
		100	110	120	130	140	150	160	170	180	190	200	210	220
0	Pilot	.5	.6	.6	.7	.7	.8	.8	.9	.9	1.0	1.0	1.1	1.1
1	co Pilot	.5	.6	.6	.7	.7	.8	.8	.9	.9	1.0	1.0	1.1	1.1
2	1R	3.0	3.3	3.6	3.9	4.2	4.5	4.8	5.1	5.4	5.7	6.0	6.3	6.6
3	1L	3.4	3.8	4.1	4.5	4.8	5.2	5.5	5.9	6.2	6.6	6.9	7.2	7.6
4	2R	5.2	5.7	6.2	6.8	7.3	7.8	8.3	8.8	9.4	9.9	10.4	10.9	11.4
5	2L	6.4	7.1	7.7	8.4	9.0	9.7	10.3	11.0	11.6	12.2	12.9	13.5	14.2
6	3R	7.4	8.1	8.9	9.6	10.4	11.1	11.8	12.6	13.3	14.1	14.8	16.0	16.8
7	3L	9.3	10.2	11.2	12.1	13.0	14.0	14.9	15.8	16.7	17.7	18.6	19.5	20.5
8	4R	10.4	11.4	12.5	13.5	14.6	15.6	16.6	17.7	18.7	19.8	20.8	21.8	22.9
9	4L	11.1	12.2	13.3	14.4	15.5	16.7	17.8	18.9	20.0	21.1	22.2	23.3	24.4
10	5R	13.5	14.8	16.2	17.6	18.9	20.3	21.6	23.0	24.6	25.7	27.0	28.4	29.7



CENTER OF GRAVITY ENVELOPE FOR GRUMMAN G-21A N-8229



Center of gravity index units must fall within above envelope for each gross weight indicated.

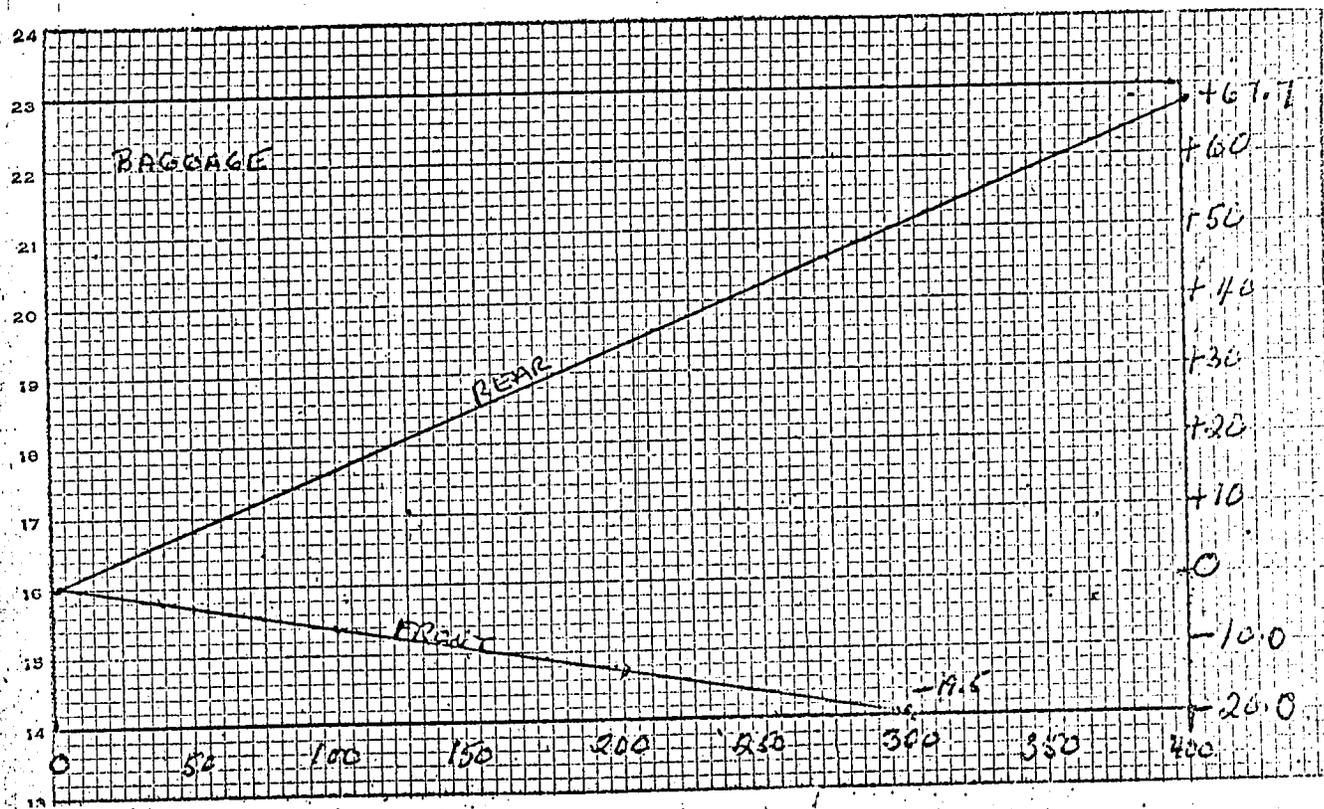


FUEL

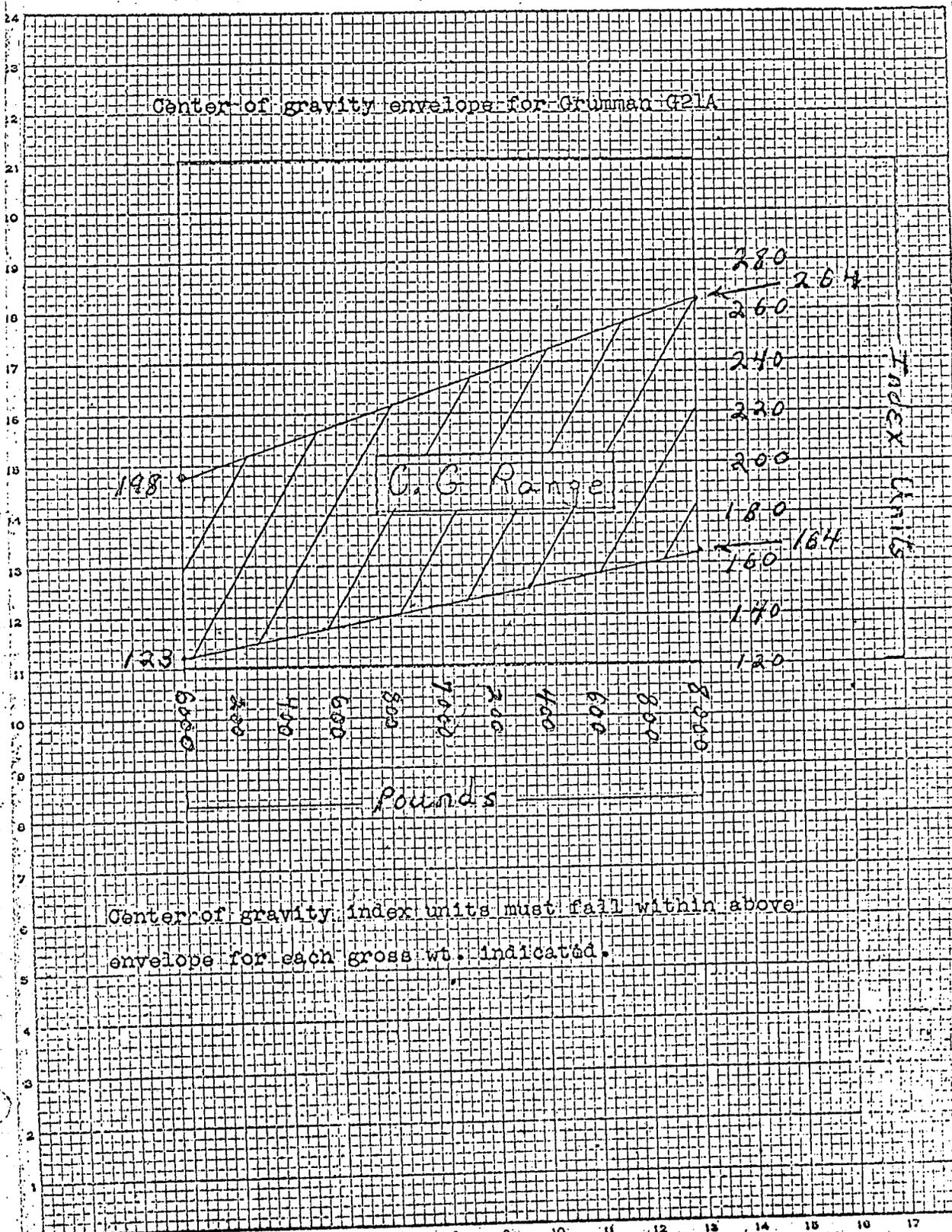
INDEX UNITS +

GALS. 25 50 75 100 125 150 175 200 225  
LBS. 150 300 450 600 750 900 1050 1200 1350

# BAGGAGE INDEX



Center of gravity envelope for Grumman G21A



CHAPTER 5

FLIGHT AND OPERATING PROCEDURES

## CHAPTER 5

### Flight and Operating Procedures

	<u>Pages</u>
1. General	5-1
2. Pilot Classification	5-1
3. Flight Responsibility	5-1 - 5-2
4. Responsibility of the Pilot in Command - General	5-2
5. Responsibility of the Second in Command - General	5-2
6. Responsibility of the Flight Attendant/Steward - General	5-2
7. Preflight Procedures	5-2 - 5-4
8. Use of Aircraft Check-Lists	5-4
9. Use of Seatbelts	5-4
10. Smoking	5-5
11. Station Instructions	5-5 - 5-6
12. Communications	5-6 - 5-7
13. Flight Plans	5-7
14. Visual Observance During Flight	5-8
15. Turns	5-8
16. Descents	5-8
17. Take-Off and Landing	5-8

CHAPTER 5 (cont.)

Flight and Operating Procedures

	<u>Pages</u>
18. Departing From and Approaching the Ramp	5-8 - 5-9
19. Approaching the Dock	5-9
20. Water Approaches where Ramp or Dock is not Available	5-9 - 5-10
21. Operating under Adverse Conditions	5-10 - 5-14
22. Remaining Overnight (RON)	5-14 - 5-16

## 1. GENERAL

This chapter involves flight operating procedures and guidelines for the guidance of airplane crews. The material cannot cover every conceivable set of circumstances which might be encountered, but it does give guidelines, suggestions and precautions designed to assist crew members in making decisions when conducting a flight. Specific operating procedures, applicable to the individual types of aircraft flown by the company, will be found in the respective Airplane Operating Manuals.

## 2. PILOT CLASSIFICATION

Only a qualified Captain shall be assigned as Pilot in Command. Either a qualified Captain or First Officer may be the Second in Command. Regardless of classification, the pilot occupying the left hand cockpit seat shall be considered the Pilot (or Pilot in Training for training flights), and the pilot occupying the right hand cockpit seat shall be considered the Co-Pilot (or Instructor in training flights).

## 3. FLIGHT RESPONSIBILITY

The Pilot, or Captain, shall have full responsibility for the flight and final authority during the flight. He shall not allow himself to be influenced by any passenger to originate or continue a flight when he feels that it is not completely safe to do so.

### A. Manipulation of Controls

No person other than a qualified Antilles Air Boats Captain or Co-Pilot shall be permitted to manipulate the controls during flight except as listed below:

- a. Authorized FAA or CAB personnel who are engaged in checking flight operations.
- b. Pilot personnel properly qualified on the aircraft and authorized to operate the aircraft by the Operations Manager.
- c. Pilots in Training when accompanied by the Training Pilot.

Only qualified Antilles Air Boats Captains will be permitted to fly from the left seat in the cockpit of company aircraft while passengers are being carried except as follows:

- a. When accompanied by the Chief Pilot or the Training Pilot and
- b. When authorized by the Operations Manager and endorsed by the Chief Pilot.

### B. Compliance with Regulations

All flight personnel shall be held responsible for the compliance with the following regulations insofar as they apply to their area.

of operation:

1. Federal Aviation Regulations; CAB Regulations
2. Airway Traffic Control Procedures
3. NOTAMS
4. Applicable Coast Guard Regulations
5. FCC Regulations
6. Customs and Immigration Regulations
7. Applicable harbor and airport regulations
8. Company procedures and policies

Applicable regulations are available in the Operations office or in the Pilots' ready room in St. Thomas.

4. RESPONSIBILITY OF THE PILOT IN COMMAND - GENERAL

The Pilot in Command shall be in command of the aircraft and its crew and is solely responsible for the safe and efficient conduct of the flight and for the proper operation of the aircraft in accordance with appropriate company and Government regulations and policies. He shall be responsible for the appearance and condition of the crew and shall guide them in the proper handling of their duties. He will also perform any paperwork required of him in connection with his area of operation.

5. Unassigned

6. Unassigned

7. PREFLIGHT PROCEDURES

It will be the responsibility of the Pilot in Command to see that the following preflight procedures and policies are complied with before each flight. He shall be required to report to duty a minimum of thirty minutes prior to flight time of his first morning flight.

- A. All items required for the pilot's personal equipment and for the company flight kit are to be checked and accounted for prior to

the departure of each flight. All such items are to be current valid and in order.

1. The contents of the Company Flight Kit are as follows:
    - a. Aircraft Check-List
    - b. Airplane Operating Manual
    - c. Company Operations Manual
    - d. Area Aeronautical Charts
    - e. Approach charts
    - f. Harbor charts.
    - g. Very Pistol
  2. The required personal equipment for each pilot is as follows:
    - a. Valid Airman's Certificate
    - b. Valid Medical Certificate
    - c. Restricted Radio Use Permit
    - d. Navigational computer
    - e. Device for measuring distance on charts
    - f. Pencils or pen.
- B. He must familiarize himself with the latest weather reports and forecasts pertinent to the flight as posted on the pilots' bulletin board or available from Operations.
  - C. He must check with the Ticket Office for last-minute changes in schedules and check as necessary the proposed route of flight to insure the safe operation of the aircraft enroute and on the landing areas to be used.
  - D. He must familiarize himself with any changes in the enroute procedures and the approach and landing procedures involved in the flight as necessary and as posted in the Pilots' Ready Room.
  - E. He must conduct a preflight walk-around inspection of the aircraft, using the check-list available in the Airplane Operating Manual and according to the best accepted practice.
  - F. He must check to see that the required emergency equipment is aboard and is properly stowed and accessible. There must be at least one life vest for each passenger and flight crew member.
  - G. He must check to see that there are breakaway safeties on the handles of the emergency escape hatches.
  - H. He must check to see that sufficient ashtrays are aboard. If there are not enough ashtrays and there is no time to procure them, he will instruct the passengers not to smoke during the flight and shall notify Maintenance of same on the aircraft log sheet.
  - I. He must see that a sufficient supply of air-sickness bags are easily accessible aboard the aircraft.

- J. He must check the aircraft log books to ascertain that the aircraft has been released for flight. He notes any carry-over items on the maintenance discrepancy sheet.
- K. He must make sure that the correct amount of fuel and oil have been put aboard the aircraft.
- L. He must check the aircraft for proper loading and for the weight distribution of the baggage. When necessary, he will instruct the ramp personnel in the loading of the aircraft.
- M. He must test all flight controls to their full limits before take-off and make sure that all instruments and radio equipment are functioning properly.
- N. He must check for proper brake operation before taxiing.
- O. He must make sure that proper passenger announcement has been given before take-off. The passenger announcement shall include at least the following:
  - 1. Duration of flight.
  - 2. Location of life vests.
  - 3. Location and operation of emergency exits on the aircraft.
  - 4. That there is to be no smoking during take-off and landing.

#### 8. USE OF AIRCRAFT CHECK-LISTS

An aircraft check-list, appropriate to the type aircraft flown, is to be carried with the pilot as a part of his flight kit. This check-list has been designed to eliminate confusion in the cockpit during taxi, climb, cruise, descent and landing. The abbreviated check-list, posted in each aircraft, is to be read as appropriate to each phase of flight operation, including 'before starting' and 'engine shut-down.'

#### 9. USE OF SEATBELTS

Seat belts are to be used with one exception\* in all of the following instances:

- 1. During take-off
- 2. While landing
- 3. During periods of turbulence and rough air

No passenger over two years of age or extra crew members will be accommodated without an approved seat and seat belt. Crew members must have seat belts fastened at all times while in the cockpit.

\* Infants of under two years must be held securely by the accompanying adult. It is not advisable to fasten a seat belt around the body of an infant.

10. SMOKING

There will be no smoking by anyone, including flight crew members, during takeoff and landing.

11. STATION INSTRUCTIONS

The following precautions, policies and suggestions pertain specifically to the stations indicated:

A. ST. THOMAS

1. Avoid parking or turning the aircraft on the water side of the ramp.
2. Upon entering the control zone, notify the ATC tower at Harry S. Truman Airport.
3. Stay clear of the boats in the marina.
4. Do not taxi on the step or take off in Haulover Cut. Land in the Cut only when the wind is from the northeast quadrant.
5. On landing approaches to the southeast, maintain an altitude of at least 100 feet over Veterans Drive and 50 feet over the ramp.
6. When the wind is from the northeast quadrant, take off as far to the west or southwest as possible.
7. If the main harbor is too rough, land in Crown Bay and taxi in

B. ST. CROIX

1. Do not start the aircraft on the back end of the ramp. If necessary, have the aircraft pushed manually to the normal starting place at the front end of the ramp.
2. Avoid taxiing on the step in Christiansted harbor.
3. Stay well clear of the boats anchored in the harbor while taking off and landing.
4. As much as possible, land short in the harbor and taxi to the ramp.
5. Whenever the St. Croix ramp is blocked by an aircraft, any aircraft on the water will wait west of the ramp well clear of the marina until the ramp has been cleared.

C. TORTOLA - WEST END

1. In taxiing up the ramp, make sure that both main wheels are on the line indicating the proper turn-around position before attempting your turn-around maneuvers.
2. The ramp at West End is sometimes inaccessible because of low tides. At any time that you are waved away from the ramp, you will taxi to the buoy and prepare to deplane your passengers by boat.

3. Before the take-off run, get the aircraft as far back into the harbor as possible.

D. ST. JOHN

1. Take off only after taxiing out of the harbor.
2. In the case of a St. Thomas - St. John run, flights will be routed no closer than one quarter of a mile off the shore of St. John.

E. FAJARDO

1. Park your aircraft parallel to the shore.
2. Do your engine run-up after entering the water.

12. COMMUNICATIONS

A. Flight Following System

1. The flight following system is maintained by inter-station teletype and telephone and insures the monitoring of the progress of each flight with regard to its departure and arrival times at the points of origin and destination.
2. Pilots will notify nearest ATC tower and request that they relay any messages regarding problems or emergencies which they might encounter. If a telephone is available, the pilot will notify Operations, or the nearest AAB station, himself. Telephone numbers of the AAB stations are as follows:
  - a. St. Thomas - 774-1776; OPERATIONS - 774-4578
  - b. St. Croix - 773-1776
  - c. St. John - 774-1605
  - d. Tortola - 494-2347
  - e. Fajardo - 863-1420

B. Radio Communications

1. All pilots shall contact the St. Thomas control tower before taking off or entering the STT control zone.
2. Aircraft approaching St. Thomas from the west may contact the tower for permission to vector the approach over the airport runway straight into the landing area.
3. If, for any reason, a pilot finds that he must travel south of Culebra, or in any way through the warning or restricted area, he may do so only after contacting 'Big Mary' for permission and instructions.
4. In the event that a pilot must fly within the five-mile control zone of Beef Island's tower, he must contact that tower.

5. Local radio frequencies are posted in all aircraft.
6. Generally, avoid switching frequencies on the Alpha/200s.  
As much as possible, leave the selector at 120.1.

### 13. FLIGHT PLANS

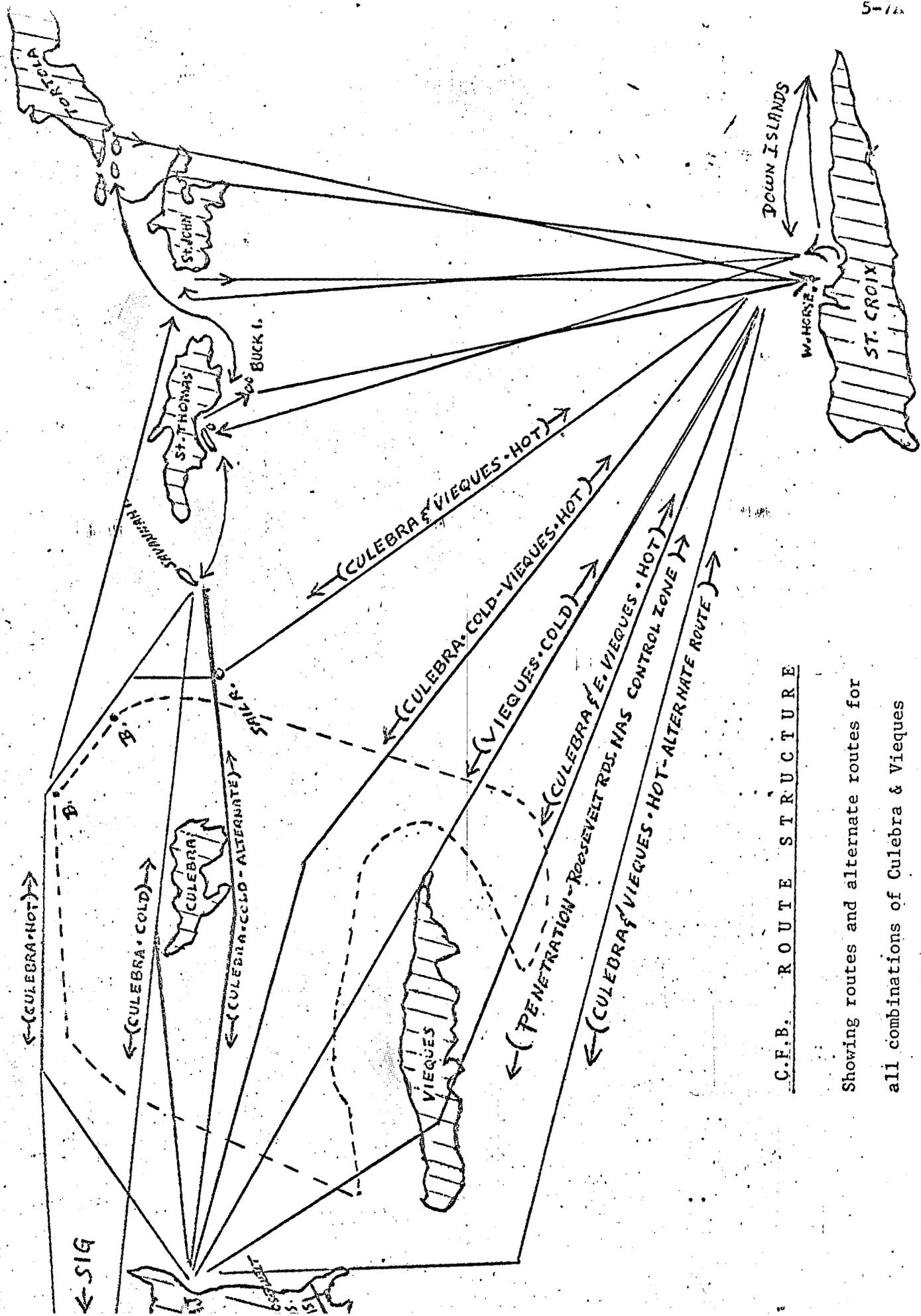
#### A. Altitudes

1. Southbound and eastbound - 1,000 feet (marginal VFR - 700 feet)
2. Northbound and westbound - 1,500 feet (marginal VFR - 500 feet)
3. Marginal VFR altitudes may also be flown in good weather when your gross weight is less than 7,000 pounds.
4. Between St. Croix and Fajardo, and also down island routes, may be flown eastbound at 2,000 feet and westbound at 2,500 feet at pilot's discretion.
5. Exceptions:
  - a. Between St. Thomas, St. John & Tortola: 500 feet
 

	<u>Eastbound</u>	<u>Westbound</u>
b. Between St. Thomas, Fajardo & San Juan:	600 feet	800 feet
  - c. Control Zones: (If no radio contact--fly at 200' or below)
    - (1) St. Thomas Control Zone  
(STT - Savanna Island) 300 feet    400 feet
    - (2) San Juan/Isla Grande Control Zones  
(SIG - Loiza River) 300 feet    400 feet

#### B. Headings

1. St. Thomas to St. Croix - 174°
2. St. Thomas to Tortola - 093°
3. St. Thomas to Fajardo - 313°; intersect Route 2, ten nautical miles north of Culebra; 274° on Route 2 for approximately 15 nautical miles; turn to 235°.
4. St. Croix to Tortola - 009°
5. St. Croix to Fajardo - 330° to Route 2 ten nautical miles north of Culebra; 275° on Route 2 for approximately 15 nautical miles; turn to 235°.
6. St. Croix to St. John - 003°
7. St. Thomas to Isla Grande - Same as St. Thomas to Fajardo, then north of Puerto Rico coastline to Isla Grande.
8. St. Croix to Isla Grande. Same as St. Croix to Fajardo, then north of Puerto Rico coastline to Isla Grande.



C.F.B. ROUTE STRUCTURE

Showing routes and alternate routes for all combinations of Culebra & Vieques range activity.

14. VISUAL OBSERVANCE DURING FLIGHT

- A. The pilot will keep a constant watch for other aircraft at all times.
- B. All climbs and descents will be made with a succession of gentle "S" turns, allowing clear visibility both above and below the aircraft to insure that no other aircraft is on a converging flight path.
- C. While passenger comfort is a major factor to be considered in determining both frequency and degree of bank in these "S" turns, it must be remembered that FAA Regulations impose on the pilot the duty of avoiding other aircraft during VFR conditions. This duty can be discharged only by exerting every reasonable effort to be sure that the flight path of the aircraft is clear of all other aircraft which might present a hazard to the safety of the flight.

15. TURNS

- A. Except in emergency situations, no turns may be made at less than 50 feet of altitude.
- B. Except in emergency situations, no turns may be made which exceed ten degrees (10°) bank.

16. DESCENTS

- A. Descents of 300 feet per minute shall be made from altitudes up to 5,000 feet.

17. TAKE-OFF AND LANDINGA. Water

- 1. Rights of Way as established in FAR 91.69 shall apply at all times.

B. Land

- 2. Landings made on land shall be made only when absolutely necessary. Refer to specific Airplane Operating Manuals for procedures.

18. DEPARTING FROM AND APPROACHING THE RAMP

- A. Avoid taxiing at more than 1,000 RPM when approaching and departing from the ramp.

- B. Double check landing gear position before ascending or departing from the ramps.
- C. Avoid use of power when descending the ramps.

19. APPROACHING THE DOCK

- A. Pilots will not commence a water approach to the dock until the Ramp Supervisor, or his agent, is present on the dock and has indicated that he is ready and able to assist in the docking of the aircraft.
- B. In high winds or rough water, the pilot must be sure that there are sufficient ramp personnel at the dock to handle the docking operation safely and efficiently.

20. WATER APPROACHES WHERE RAMP OR DOCK IS NOT AVAILABLE

- A. At points where no suitable docking or ramp facilities are available, pilots may load and unload by means of a small craft whenever feasible. Whenever, in the opinion of the Pilot in Command, an approach to a dock or a ramp would be hazardous because of obstructions, high winds, rough water or insufficient personnel for safe docking operations, he should wait off-shore in a safe position and indicate that small craft is to be used to disembark passengers and cargo. He will moor or anchor the aircraft as applicable.
- B. Whenever no ramp, dock or small craft is available, the Pilot in Command may elect to 'beach' the aircraft, but only under suitable conditions. It is desirable to have a beach or shoreline free of rocks and snags, and water smooth enough to prevent the pounding of the hull of the aircraft. With a sufficiently steep slope to the shore, it is possible to nose directly in, although, generally, it is better to float in backwards with the water or approach from the side. When taxiing in shallow water with the Gooses or the PBYS, the landing gear should be extended. Taxiing out of the water and onto the beach should only be attempted when the beach is smooth, firm and free of obstructions.
- C. In the event that it is necessary to load or unload from a boat larger than a Whaler or other small craft in open water, direct contact with the boat should be avoided. In most cases, the pilot should wait for a small boat to be lowered over the side of the larger boat and used to complete the transfer operation. If direct

contact must be made with a large boat, the approach should be made upwind or against the current to the stern of the boat. Loading and unloading should be accomplished over the bow of the aircraft.

21. OPERATING UNDER ADVERSE CONDITIONS

A. Inoperative or Unserviceable Equipment During Flight

The Pilot in Command shall determine whether the flight can continue when equipment becomes inoperative or unserviceable. His decision shall be guided by the seriousness of the problem and the proximity of the nearest company landing area.

B. Flight in Hazardous Meteorological Conditions

1. General

When a flight encounters or anticipates encountering hazardous meteorological conditions, such as severe turbulence, thunderstorms, etc., the pilot shall exercise his best judgement in so conducting his flight as to minimize such hazardous conditions. If, in his opinion, a deviation from the prescribed route is necessary or advisable, such deviations from route will be in accordance with the procedures outlined elsewhere in this manual. In addition, if hazardous or potentially hazardous meteorological conditions are encountered during flight, the knowledge of which the Captain considers essential to the safety of other flights, he shall communicate such information to the nearest FAA facility. The following turbulence definitions were drawn up by the NACA sub-committee on Meteorological problems and are currently used by transport pilots:

- a. Light Turbulence - A turbulent condition during which occupants may be required to use seat belts, but objects in the airplane remain at rest.
- b. Moderate Turbulence - A turbulent condition in which occupants require seat belts and occasionally are thrown against the belt. Unsecured objects in the aircraft will be moved about.
- c. Severe Turbulence - A turbulent condition in which the aircraft is momentarily out of control. Occupants are thrown violently against the belts and back into the seat. Objects not secured in the aircraft are tossed about.
- d. Extreme Turbulence - A rarely encountered turbulent condition in which the aircraft is violently tossed about and is practically impossible to control. May cause structural damage.

## 2. Procedures When Encountering Below Minimum Weather Enroute

If the Pilot in Command of a VFR flight encounters below minimum weather enroute, or, if because of any meteorological conditions, actual or anticipated, he believes that it would be a safer course of action not to continue the flight as planned, he may elect to execute any of the following plans, as appropriate, provided that he reports his intentions and actions in accordance with the procedures prescribed in the Manual and the FARs.

- a. Alter the routing to the extent necessary to remain in VFR conditions.
- b. Circle until conditions improve, provided that a suitable landing area is available and that the fuel on board continues to meet minimum requirements.
- c. Land and hold in a safe landing area until conditions improve provided that he anticipates improvement shortly and that adequate time is allowed to proceed to a suitable station during daylight hours for overnighing.
- d. Land and taxi through the area of below minimum weather provided that the area is determined to be local either by current weather reports or by being within taxiing distance of an AAB station; that the Pilot in Command can positively identify his position at all times; that water conditions remain suitable for landing and take-off while taxiing.

### C. Low Visibilities and Ceilings

Low visibility in the Company operating area is primarily caused by fog or rain. Haze and smoke are negligible factors. The following general considerations are offered for the guidance of pilots flying VFR in addition to those outlined above:

1. Low visibility and ceilings combined with glassy water present hazardous conditions unless following a shoreline, since, otherwise, no horizon can be seen. A 180 degree turn, when following shorelines under such conditions, should be made toward the shore. The aircraft may also be landed and the turn made on the water.
2. Circling between squalls while looking for openings or waiting for the squalls to pass should only be done when a suitable landing area is available.
3. At those times when below minimum weather is very possible, pilots should, at all times, have clearly in mind some course of action in the event that below minimum weather is encountered. The Pilot

in Command should decide beforehand in such cases whether he will land or turn, and, if a turn is to be made, in which direction, thus decreasing the possibility of being required to make a quick decision. Such action is particularly necessary when flying with a strong tail wind or in a narrow channel at low altitudes. Under no circumstances should the pilot place himself in such a position that he cannot make a safe normal landing straight ahead, or, make a 180 degree turn by visual reference and return to a safe landing area.

4. Flying through passes too narrow to permit a 180 degree turn to be made with adequate terrain clearance shall not be done unless it is possible to see clearly through to the other side where a 180 or a landing can be made with safety.

D. Adverse Harbor Conditions

1. Glassy Water

The apparent loss of depth perception over a mirror-like surface under calm wind conditions, especially with poor visibility, can make landings hazardous unless the following precautions are observed:

- a. Land close and parallel to the shoreline, or a boat or floating object, and allow considerably more room than usual for the approach.
- b. Check the glide at an altitude of not lower than fifty feet by leveling out and slightly opening the throttle.
- c. Allow the nose to come up to the landing position gradually, applying just enough power to allow the airplane to settle slowly.
- d. Regulate the rate of descent with power until contact with the water is made.

2. Rough Water

Under the general heading of rough water are included high waves caused by the wind, swells caused by the current or a combination of both. The decision whether or not to take off or land rests entirely with the Pilot in Command who must take into consideration the degree and nature of the roughness, the wind direction and velocity, equipment damage or failure. The danger in landing or taking off in rough water lies in the tendency of the aircraft to react in one or more of the following ways:

- a. the aircraft may bounce from a wave or swell and start to

porpoise which, if not corrected immediately, can result in complete loss of control and the possible destruction of the aircraft.

- b. The aircraft may catch a wing float in a wave, resulting in the loss of the wing float or in the water looping of the aircraft.
- c. The aircraft may hit a swell or wave with the bow of the hull or the floats, low enough to cause the aircraft to make the aircraft make an inverted flip in the water.

In the case of any rough water landings or take-offs during which the aircraft might have sustained damage, the Pilot in Command shall take the following precautions:

- a. Make a visual check of the aircraft for damage at the first opportunity.
- b. A written report must be made on the incident, describing it in full, to insure a complete maintenance inspection upon the return to the aircraft to St. Thomas.

The following rough water suggestions should be borne in mind by all pilots:

- a. Water surfaces are generally rougher than they appear from the air.
- b. Long ground swells found in the open sea present the greatest danger of all and are often difficult to judge from the air.
- c. Waves caused by boat wakes can be hazardous, and all those but those caused by small boats should be crossed at slow speeds.
- d. Rough water take-offs can be shortened by the use of flaps. Half flaps should be applied, but only after the aircraft is on the step.
- e. Rough water landings generally should be made with full flaps.

F. Take-Offs and Landings on the Water - High Winds

1. As in the case of rough water, water landings and take-offs under gusty conditions should be accomplished in the calmer areas available, such as Crown Bay in St. Thomas, even if it necessitates taxiing to and from the ramp area.
2. Water landings and take-offs under gusty wind conditions should

be accomplished as much as possible directly into the wind, and, when landing towards the shore, consideration should be given to the possibility that take-offs under the same conditions might necessitate either taxiing away from the shore into an area of rough water or taking off downwind.

3. When taxiing crosswind on the water under severely gusty conditions, extreme caution should be exercised. Under such conditions, the water surface should be watched carefully, and, when a gust is anticipated, the bow of the aircraft should be turned into the wind until the gust has passed.
4. In all water operations under gusty conditions, the flight controls should be firmly held to prevent erratic and violent movement caused by the wind.

F. Take-Offs and Landings on Land - High Winds

1. All taxiing under strong wind conditions shall be done in a slow and cautious manner.
2. The flight controls should be firmly held to prevent whipping against the stops. On the PBYS, the co-pilot shall assist the pilot in this.

22. REMAINING OVERNIGHT (RON)

A. Normal RON

1. Whenever it becomes evident that an aircraft shall, of necessity, remain away from its scheduled point of termination overnight, the Pilot in Command shall notify the Operations Manager as soon as possible of the location and cause for the RON, and shall stand by for possible instructions.
2. Any expenses which the Pilot in Command believes to be absolutely necessary for the safety of the aircraft may be charged to the Company as well as any expenses necessary for passengers and flight crew. Overnight expenses, however, must be kept to a minimum, and the General Manager must be notified immediately upon the return to the point of origin of the nature and amount of these expenses.
3. When remaining overnight at an airport, or at a point equipped with a usable seaplane ramp or dock, the Pilot in Command shall be responsible for the performance of the following precautions prior to leaving the aircraft for the night:
  - a. If the aircraft is to remain in the water, it shall be securely tied to the dock or a bouy. If the aircraft is on land, it shall be properly parked on the apron or ramp.

- b. Wing and tail surfaces shall be well clear of obstacles, and the aircraft shall be so positioned as to render it free of possible damage.
- c. All aircraft switches shall be turned off, except as may be required to provide lights when lights are required. Aircraft equipped with water rudder, such as the Cessna, shall have the water rudder secured in the UP position. Control surfaces shall be locked.
- d. All doors, windows, hatches, and ventilators shall be closed, and, if possible, locked.
- e. The aircraft running lights or other supplementary lights shall be used when deemed necessary, such as when the aircraft is tied to a buoy near a boat channel.

B. RON When There is a Storm Warning

When there is a possibility of a storm with high winds and seas, the Pilot in Command shall be responsible for the performance of such of the following additional precautions as the particular situation may require:

1. Securely tie down the aircraft heading into the wind. Secure to fixed tie-down rings or cable with 3/4" rope, or its equivalent, which shall be tied to either the wing floats in the down position, or to the landing gear. The rope shall be laced through the float strut. Keep the tension tight on the ropes.
2. Set the parking brakes and chock the wheels fore and aft.
3. If tied to a dock, be sure that the dock is secure and tie extra lines to the wing floats, pontoon strut fittings or spreader bars. Lash a tire to the wing float for cushioning and use extra bumpers to protect the hull.
4. Post a guard or arrange for periodic checks.

C. Forced RON Where no Seaplane Dock or Ramp is Available

If a flight is forced to RON at a point not equipped with suitable docking or parking facilities, the Pilot in Command should inform the Operations Manager through the ATC tower, if possible, before landing. If unsuccessful in establishing contact, periodic attempts to notify should be made after securing the plane and continued throughout the night, or until contact has been made. The following suggestions are made for guidance:

1. Select the most suitable spot for harboring the aircraft. If any choice is available, look for the following before making a selection:

- a. a sandy beach
  - b. some kind of mooring facilities
  - c. protected water for anchoring.
2. Unless there is an evident probability of high winds, a mooring may be preferable to beaching if a regular boat mooring or buoy is available and can be used.
  3. If no mooring is available and beaching is not advisable, the nature of the bottom and the depth of the water should be determined before dropping anchor, since there is always the possibility of the anchor dragging and the aircraft being blown ashore. If the conditions of the bottom cannot be determined from the local residents, a check may be made by dropping the anchor, pulling it up again and examining any foreign matter which might remain on the anchor. Mud and sand usually hold quite well, but a rocky bottom is undependable. With regard to the depth of the water, the slope of the anchor line should be one in five, or more. The longer the line, the better the holding power of the anchor, but consideration must also be given to the possibility of a wind change during the night allowing the aircraft to drift into obstacles. The anchorage should be far enough from shore and obstacles to permit the aircraft to swing completely around in a circle, the radius of which is equal to the length of the anchor line.
  4. It is possible to moor between two mooring points. The lines may be run either from the bow and stern or from the wing float struts, depending on the direction of the wind. Again, due allowance must be made for tide changes.
  5. If it has been decided to beach the aircraft overnight, a clear spot free of sharp rocks should be selected and the aircraft should be backed in by means of lines from the shore. The wheels should be extended to protect the hull, but, unless the beach is firm and relatively smooth, it is not advisable to taxi in or out of shore. The aircraft should be floated and pulled up far enough to allow for incoming and outgoing waves, and, in the event of high winds, it should be staked down and the wing floats blocked up to prevent rocking or blowing over.
  6. Whatever disposition is made of the aircraft, the controls should be locked or lashed in the neutral position and the Pilot in Command should determine the advisability of either remaining with the aircraft or designating some reliable person to do it for him.

23. STT APPROACH AND DEPARTURE (See 11, STT Station Instructions)

The landing areas in St. Thomas are West Gregerie Channel (Option 1), Haulover Cut (Option 2) and the Charlotte Amalie Harbor (Options 3 and 4). All approaches to these areas will be via Crown Bay and West Gregerie Channel, unless indicated otherwise by instructions. Use of these landing areas will be controlled by Operations. For information on landing option in use, pilots will check status boards posted in the STT and STX ticket offices. At all other stations, pilots should ask the agent on duty. The landing option will sometimes change while a pilot is enroute. If, on arrival, the pilot has reason to seriously question his last option instructions, then he should divert to a more practical option. The pilot should also divert to another option when in the interest of flying safety: rain showers, etc. However, when a pilot uses a landing option other than the option specified, he can expect to explain his reasons for doing so.

A. Approaches and Landings

1. OPTION ONE (West Gregerie Channel)

- a. The primary landing area. Use of this option will not require any control from Operations. When this is the specified landing area, pilots will not receive any instructions.
- b. Land to the right of the pylon and stay on the step at 55 MPH. Taxi comfortably close to shoreline and intercept swell pattern when abeam the northeast point of Water Island. Then parallel the swell pattern toward Careen Hill. Continue in this manner with a gentle right turn toward Haulover Cut to avoid getting closer than 150 feet to the rocks at the base of Careen Hill. If step approach to Haulover Cut or swell pattern is interrupted by heavy boat traffic, then plan to come off the step while you still have good aircraft control.
- c. Option 1 may also be used at any time that Option 2 is the specified landing area.

2. OPTION TWO (Haulover Cut)

- a. When the wind is light, or in the northeast quadrant.
- b. Not available when the wind is in the southeast quadrant in excess of 10 knots (observed - remember that the general wind direction in the harbor is usually 10 to 20 degrees southeast of the direction reported by the STT Control Tower).
- c. Maintain 200 feet altitude and make final approach over the northeast point of Water Island. From this position, you have a clear view through the Cut into the harbor. Also, you can be seen by departing aircraft.

- d. If landing is made impractical by boat traffic in the Cut, pilots may continue their approach around Careen Hill, as indicated on the landing chart, for a southeast landing in the harbor (Option 3)

3. OPTION THREE (Charlotte Amalie Harbor - Landing Southeast)

- a. When a landing in West Gregorie Channel or Haulover Cut is made impractical by wind conditions.
- b. When used from an aborted approach to Haulover Cut. (2-d)
- c. When this is the specified option, pilots arriving from the west may use an alternate approach by overflying the Harry S. Truman Airport. This should be done at an altitude high enough to afford a right turn to the water in case of an emergency. Power should be reduced at a point where the final approach to the harbor can be made with as little noise as possible.

4. OPTION FOUR (Charlotte Amalie Harbor - Landing West)

- a. When there is a strong westerly wind.
- b. Make approach from the south side of Water Island and enter harbor mouth at 300 feet altitude. Favor the east side of the harbor and make base to final turn west of the boat anchorage. Land to the west and plan touchdown with plenty of room for an emergency go-around.

5. RIGHT OF WAY

- a. Aircraft approaching STT from the south will give way to aircraft approaching from the west.
- b. Aircraft approaching STT from the east will give way to all other aircraft.

B. Departures

- 1. Takeoff should begin at a point far enough away from ramp or seawall to keep salt spray to a minimum.
- 2. The Cut area should be checked for landing aircraft just before power is applied for takeoff.
- 3. Takeoffs can be made safely from the Charlotte Amalie Harbor under all conditions, except for a strong northerly wind.
- 4. With strong winds from the north, you should taxi through Haulover Cut and then toward Water Island to a point where you can take off northeast and be airborne before passing through the Cut. When through the Cut, you should favor Hassel Island during your turn south so that you will remain over water with a clear landing ahead

of you at all times for an emergency landing.

5. With strong southerly winds, you should taxi east in harbor in order to take off more aligned with the wind.
6. When Option 4 is specified landing area:
  - a. Departing aircraft will not climb above 200 feet altitude until clear of harbor mouth.
  - b. Aircraft departing on westbound flights will fly wide over the water to the south of Water Island to provide lateral separation from inbound traffic from the west.
7. Aircraft departing southbound to STX will fly direct to Buck Island before taking course to STX to provide lateral separation from descending northbound aircraft.

ST. THOMAS LANDING CHART

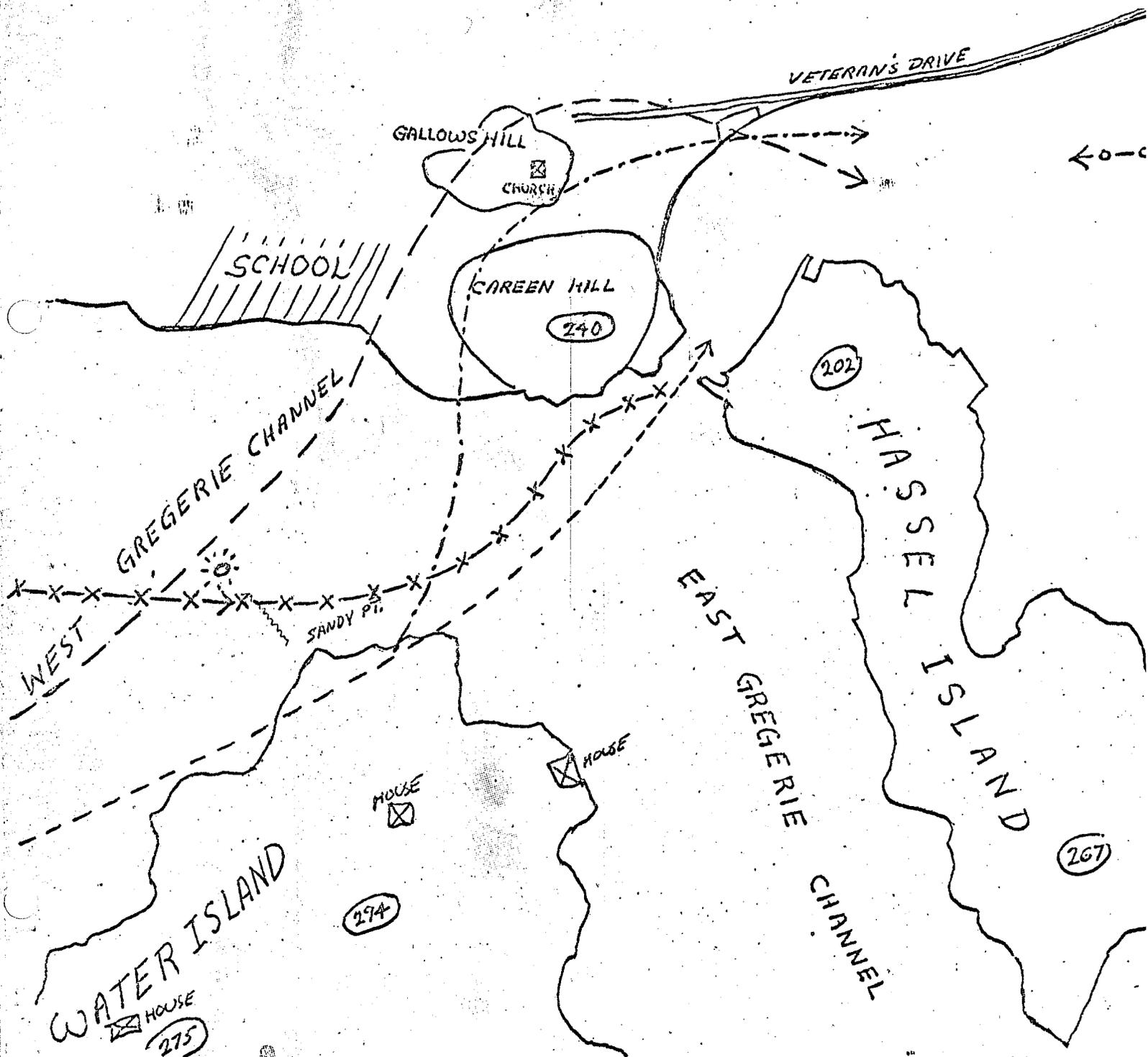
OPTION 1, West Gregerie Channel (x-x-x-x)

OPTION 2, Haulover Cut (-----)

OPTION 3, Charlotte Amalie Harbor - Landing Southeast (-----)

OPTION 3, Diverted from Option 2 (-----)

OPTION 4, Charlotte Amalie Harbor - Landing West (o-o-o-o)



SUBJECT : ARRIVING AND DEPARTING THE SAN JUAN BAY AND THE  
ISLA GRANDE AIRPORT TRAFFIC AREA

EFFECTIVE : 16 AUGUST 1971

1. PURPOSE. The purpose of this agreement is to prescribe the procedures to be used when arriving at and departing from the San Juan Bay and the Isla Grande Airport Traffic Area.
2. SCOPE. The procedures in this letter of agreement are applicable to the operation of aircraft on the seadrome and in the Airport Traffic Area. The seadrome will be considered the water area south of the final approach course for runway nine.
3. DEPARTURE PROCEDURES. All aircraft departing from the seadrome will depart on a heading most aligned into the wind if the velocity exceeds 10 knots. Aircraft departing on an easterly or southeasterly heading will make a turn to the right after airborne and proceed out through the harbor. Aircraft departing on a westerly or northwesterly heading will proceed directly out through the harbor. When crossing the final approach course to runway nine, aircraft will fly over the sandbar and maintain an altitude below 200 feet until West of El Morro Castle and then maintain an altitude at or below 500 feet while in the Airport Traffic Area.
4. ARRIVAL PROCEDURES. All aircraft landing in the seadrome will use the outside traffic pattern at or below an altitude of 500 feet. When North of El Morro Castle, aircraft will descend so as to be at or below 200 feet when crossing the final approach course to runway nine. If a landing is to be made in a westerly or northwesterly direction on the seadrome, aircraft will proceed on a southeasterly heading until over Catano point and then make a left turn for landing.
5. COMMUNICATIONS. Arriving aircraft should contact the Isla Grande Tower immediately after passing the P. R. International Airport. In the event of a loss of communications in flight, arriving aircraft will follow the arrival procedures outlined above. In the event departing aircraft experience loss of communications, the pilot will call the control tower, by telephone, prior to departing the ramp. Controller personnel will authorize, if possible, a no-radio departure to proceed eastbound for the purpose of radio repairs at St. Thomas, V.I.

6. MISCELLANEOUS. All landing and departing clearances will be issued based on known traffic within the Isla Grande Airport Traffic Area. Pertinent traffic information will be issued as necessary. Pilots will be responsible for avoiding surface traffic, bouys and other objects in the water.

Attachments:

ANNEX I - Landing and departure routes



CHAPTER 6

MAINTENANCE

## CHAPTER 6

<u>Maintenance</u>	<u>Pages</u>
1. General	6-1
2. Aircraft Airworthiness	6-1
3. Aircraft Records	6-1 - 6-2
4. Test Flights	6-2 - 6-3
5. Scheduling of Maintenance	6-2 - 6-4
6. Use of Aircraft Flight/Maintenance Log Sheets	6-4 - 6-6

## 1. MAINTENANCE - GENERAL

The Maintenance Department will be responsible for maintaining the company aircraft in a manner and condition which meets the requirements of all relevant FARs.

All maintenance and repair work, whether carried out in company workshops or by contractors will comply with the following:

- (a) Relevant FARs and A.D. Notes;
- (b) Manufacturer's Maintenance and Erection Manuals;
- (c) Manufacturer's Repair Manuals;
- (d) Manufacturer's Bulletins;
- (e) AAB Maintenance Manual for aircraft type;
- (f) Good engineering practice.

All work will be subject to clearance by the inspectors of the company Quality Control System prior to acceptance as meeting company requirements.

A personal record of the training, qualifications, licenses held, etc., will be maintained for each member of the maintenance staff. These records will be filed in the Maintenance Department records office at St. Thomas.

## 2. AIRCRAFT AIRWORTHINESS

All aircraft released by the maintenance department to the operations department will be subject to inspection in the form of at least a pre-flight check prior to this release being effected.

Those items, shown on flight log sheets, which are considered likely to affect airworthiness, will be corrected prior to the aircraft being released for further flight.

To be classified as airworthy, each aircraft must meet the following requirements:

- (a) Carry a valid Certificate of Airworthiness issued by the FAA;
- (b) Be within a current inspection and overhaul cycle as specified in the Company Maintenance Manual;
- (c) Be released for flight by a duly authorized and appropriately licensed member or members of the company maintenance staff;
- (d) Be equipped with the emergency and survival equipment required in relation to the number of passengers carried and specified in that aircraft type manual;
- (e) Be pre-flight serviced in accordance with the requirements of the appropriate portions of this manual.

## 3. AIRCRAFT RECORDS

The Maintenance Department will maintain an accurate and current set of records for each aircraft operated.

The minimum required records will be as listed below:

- (a) Airframe log book;
- (b) Engine log book for each engine installed;
- (c) Propeller log book for each propeller installed;
- (d) 100 hourly and progressive inspection forms for each engine and airframe, as applicable;
- (e) Deferred maintenance forms;
- (f) Aircraft flight logs for each day's operation;
- (g) Preflight check forms;
- (h) Flight test forms;
- (i) Daily fuel and oil records;
- (j) Forms 337 where required;
- (k) Weight and balance records;
- (l) Copies of aircraft registration, airworthiness certificate and radio license.

The aircraft log books and related documents will be maintained in the manner prescribed in Part 43.9 of the FARs.

#### 4. TEST FLIGHTS

Test flights will be carried out following each of the repairs, replacements or overhauls listed below:

- (a) Annual, or completion of cycle, overhaul;
- (b) Engine change;
- (c) Flight control surface change;
- (d) Any repair or modification likely to affect the flight characteristics of the aircraft;
- (e) Where specially ordered by the Director of Maintenance.

Test flights will only be carried out by company pilots nominated by the Chief Pilot as being suitably qualified for this duty.

In any instance where an observer is required for the purpose of recording instrument readings or observing aircraft performance, a mechanic will accompany the flight.

A test flight log sheet will be completed for each test flight carried out and will be filed with the repair or overhaul documents.

#### 5. SCHEDULING OF MAINTENANCE

Each company aircraft will be scheduled for maintenance in accordance with the requirements of the approved aircraft type maintenance manual.

It will be the responsibility of the Director of Maintenance to insure that each and every aircraft is scheduled for each check sufficiently in advance of the check to permit it to be completed within the specified flight time limits.

STATION: \_\_\_\_\_ DATE: \_\_\_\_\_ A/C REG. #: \_\_\_\_\_ A/C SER. #: \_\_\_\_\_

PILOT: \_\_\_\_\_ MECHANIC: \_\_\_\_\_

REASON FOR TEST: \_\_\_\_\_

STATIC MAN. PRESS LEFT: \_\_\_\_\_ RIGHT: \_\_\_\_\_ O.A.T. \_\_\_\_\_

FUEL QUANTITY LEFT: \_\_\_\_\_ RIGHT: \_\_\_\_\_ OIL QUANTITY LEFT: \_\_\_\_\_ RIGHT: \_\_\_\_\_

GROUND RUN	L	R	CRUISE	L	R
	MANIFOLD PRESS.				MANIFOLD PRESS.
RPM			RPM		
C.H.T.			CHT		
OIL PRESS.			OIL PRESS		
OIL TEMP.			OIL TEMP		
FUEL PRESS.			FUEL PRESS		
GENERATOR			GENERATOR		
PROP OPERATION			THROTTLE ALIGNMENT		
MAGS - DROP L			PROP CONT "		
MAGS - DROP R			<u>FLIGHT CONTROLS</u>		
FEATHER CHECK			<u>ELEVATOR</u>		
THROTTLE ALIGNMENT			SLACK [ ] NORMAL [ ] STIFF [ ]		
PROP CONT. "			<u>RUDDER</u>		
<u>TAKE-OFF</u>			SLACK [ ] NORMAL [ ] STIFF [ ]		
MANIFOLD PRESS.			<u>AILERON</u>		
RPM			SLACK [ ] NORMAL [ ] STIFF [ ]		
CHT			<u>TRIM TABS</u>		
OIL PRESS.			<u>ELEVATOR</u>		
OIL TEMP.			SLACK [ ] NORMAL [ ] STIFF [ ]		
FUEL PRESS.			<u>RUDDER</u>		
THROTTLE ALIGNMENT			SLACK [ ] NORMAL [ ] STIFF [ ]		
PROP CONT "					

MIXTURE CONT.	L [ ]	R [ ]	RADIO TX [ ]	RC [ ]	OMNI [ ]
FLAPS	[ ]	[ ]	FLT. INST. OK [ ]	REPLACE _____	
BRAKES	[ ]	[ ]	FNG. INST. OK [ ]	REPLACE _____	
CARB HEAT	[ ]	[ ]	VACUUM INST.	FLAPS _____	

GENERAL APPEARANCE OF A/C: INTERIOR \_\_\_\_\_ EXTERIOR \_\_\_\_\_

REMARKS: SATISFACTORY [ ] CORRECTIVE MAINT. REQUIRED [ ]

PILOT SIG: \_\_\_\_\_

CORRECTIVE MAINTENANCE CARRIED OUT. AIRCRAFT RELEASED TO OPERATIONS.

CHIEF MECHANIC: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_

Deferred maintenance items may not be extended beyond one complete inspection cycle, as specified in the appropriate aircraft type maintenance manual.

## 6. USE OF AIRCRAFT FLIGHT/MAINTENANCE LOG BOOK

The Aircraft Flight/Maintenance Log sheets are printed in two separate sections which, on completion, are to be routed to, and filed by, the Department concerned.

The method of handling each of these log sheet sections is to be as follows:

### 1. Maintenance Section

This section of the sheet will be prepared daily by the maintenance department.

The mechanic completing the pre-flight check will be responsible for ensuring that the log sheet shows "Station of Origin," "Date" and "Aircraft Registration." He will also fill in the "since overhaul" hours which will be extracted from the aircraft log books and not from the previous log sheet. The times at which the next inspection is due will also be extracted from the log book.

All components replaced during each day's operation will be recorded in the "Component Replacement" section of the log. The part name and serial number of parts "off" and "on" will be recorded in the appropriate section.

On satisfactory completion of the pre-flight check, the mechanic concerned will sign the release.

At out-stations where mechanics are not yet available, the Captain making the pre-flight inspection and run up will sign the release for the initial flight. This release may be counter-signed by a mechanic at STT or SIG, whichever is the first port of call.

The Captain terminating the day's flying will sign off below the Defect Report Section after entering any items which require rectification.

When defects are reported, the sheet (both copies) will remain in the log until such time as they are signed off. All defects will be signed off prior to release of the aircraft to Operations.

If a defect which is not a "no go" item cannot be rectified, the reason will be entered together with the deferred maintenance docket number and signed.

The Maintenance Department will compute the total day's flying time which will then be entered on the log sheet together with the "Time Since Overhaul." The Director of Maintenance will ensure that each day's figures are transferred to the appropriate airframe and engine log books.

2. Accounts/Operations Section

This section of the log will be completed by the pilot, or pilots, operating the particular aircraft during each day's flying.

One sheet will be used for each day's flying. Under no circumstances will a second day's operations be recorded on the one sheet.

Each flight stage will be entered showing the point of departure and destination together with the time off, time on, elapsed time and the number of passengers carried.

Each pilot will enter his name and landing credits in the space provided at the bottom of the sheet.

The Maintenance Department records clerk will detach this sheet, together with the Maintenance log, after the daily flight time and T.S.O. have been entered. The Accounts/Operations Section will be routed to the Operations Office in St. Thomas.

Both sections of the log sheet will be forwarded to St. Thomas Maintenance on the first flight on the day following the recorded operations.



CHAPTER 7

ACCIDENT AND EMERGENCY PROCEDURES

## CHAPTER 7

### Accident and Emergency Procedures

	<u>Pages</u>
1. General	7-1
2. Emergency Authority	7-1
3. Emergency Telephone List	7-2
4. Flight Unaccountably Unreported and Overdue	7-2
5. Fire in Flight	7-2 - 7-3
6. Forced Landing - Airplane Crews	7-3
7. Emergency Landings - Ground Personnel	7-3
8. Emergency Equipment	7-4
9. Accidents	7-4 - 7-5
10. Accident Reporting	7-5 - 7-6
11. Preservation of Wreckage	7-6
12. Press Releases	7-6
13. Location and Addresses of Local FAA Offices	7-7
14. Location and Address of NTSB Area Office	7-7

## 1. GENERAL

- A. Any known or suspected condition which jeopardizes the safety of an aircraft or its occupants, either in flight or on the ground, shall constitute an emergency. This chapter prescribes the procedures to be followed in the handling of such emergencies. The procedures outlined under these emergency conditions are intended as a general guide and should not be considered inflexible. Safety shall be the prime consideration in determining the course of action.
- B. Specific emergency procedures relating to the component parts or systems of the various aircraft are covered in the individual Airplane Operating Manuals.
- C. An emergency is usually a sudden and unexpected occurrence creating a situation in which quick action and judgement is required. In order that immediate action can follow pre-planned and efficient lines, prior training is necessary. Therefore, it is of the utmost importance that the procedures outlined in this chapter as well as those in the Airplane Operating Manuals are learned and practised thoroughly so that they can be performed almost automatically in an emergency.

## 2. EMERGENCY AUTHORITY

- A. The Pilot in Command is authorized to follow any course of action which he believes necessary in an emergency situation which, in the interest of safety, requires an immediate decision and/or action. He may, in such situations, deviate from prescribed methods, procedures or minimums to the extent required in consideration of safety. When such an emergency authority is exercised, the Pilot in Command shall keep Operations fully informed, by the most expedient means available to him, of the progress of the flight. The Pilot in Command shall submit a written report of any such deviation through the Operations Manager to the FAA within 10 days after the completion of the trip.
- B. If an emergency situation develops at one of the stations which requires an immediate decision and/or action or, if a station becomes aware of an enroute emergency before Operations, that station shall notify the General Manager, his Assistants and/or Operations by the most expedient means available. In the unlikely event that none of the above are available, the Station Manager or the Ticket Office Supervisor shall follow any course of action which he considers necessary under the circumstances.

### 3. EMERGENCY TELEPHONE LIST

- A. An emergency telephone list shall be established and maintained by the Station Manager or the Ticket Office Supervisor at each station. This list is to include telephone numbers of Company Officials, local numbers such as FAA, Coast Guard, Police, Fire Department, Hospital, local Doctors, as well as any other numbers which might be necessary in the event of an emergency.

### 4. FLIGHT UNACCOUNTABLY UNREPORTED AND OVERDUE

- A. If a flight is unaccountably unreported and overdue for more than five minutes, Operations will notify the FAA control tower in St. Thomas or St. Croix and ask that they attempt to establish contact.
- B. If no contact is made, readily available airplanes will be diverted to check likely areas between the last known position of the aircraft and its point of intended landing.
- C. If, after one hour, the aircraft is still unaccountably missing:
1. Operations will notify the Coast Guard Station, the area office of the FAA in San Juan, and through them, the Miami branch of the NTSB.
  2. An air search will be conducted, using, as deemed necessary, company aircraft, aircraft of other operators, private planes, etc.
  3. Public information will be disseminated through one Company Official. Other personnel are to be warned not to give out information except as directed.
  4. Alert Coast Guard for possible rescue assistance, as deemed necessary, and form a rescue team of company personnel.

### 5. FIRE IN FLIGHT

The following procedures are to be used in the event of a fire in flight:

- A. Attempt to locate source of fire.
- B. If electrical, shut off master switch.
- C. If accessible, douse with fire extinguisher.
- D. If engine, follow procedures outlined in Airplane Operating Manual.
- E. Contact nearest facility and advise of fire.
- F. Proceed to nearest safe landing area and land.

- G. Stop aircraft as soon as possible and deplane passengers, making sure that they get clear of aircraft.
- H. Report details to Maintenance and Operations. Operations will notify the San Juan Area Office of the FAA by telephone.

6. FORCED LANDING - AIRPLANE CREW

A. Before crash or forced landing on land or rough water:

- 1. Warn Passengers
  - a. If time permits, don flotation vests (water)
  - b. Tighten seat belts
  - c. "NO SMOKING" - On
- 2. Call nearest Tower to advise Operations of position.
- 3. Cut Master Switch. If time permits, turn off ignition and fuel lines.

B. After landing

- 1. Assist passengers in unfastening seat belts and, if on water, in putting on flotation vests.
- 2. Open emergency exits and direct passengers to nearest suitable exit.
- 3. Evacuate passengers, and, if on land, direct away from aircraft.
- 4. Work quickly---but keep calm and avoid panic.

C. Specific crew assignments for emergency evacuation are in specific Airplane Operating Manuals.

7. EMERGENCY LANDINGS - GROUND PERSONNEL

Any controlled landing under conditions jeopardizing the safety of the aircraft and its occupants constitutes an emergency landing. Single-engine landings, water landings with damaged hulls, floats, etc., are examples of emergency landings. When time permits and as required by circumstances, the following procedures should be followed:

- A. Notify the General Manager, his Assistant or Operations for advise.
- B. Alert appropriate emergency facilities, such as fire truck, ambulance, crash boat (or another seaplane), etc. .
- C. Alert traffic in area via FAA tower, as necessary.

8. EMERGENCY EQUIPMENT

A list of emergency items and their locations and instructions for their use can be found in the specific Airplane Operating Manuals.

9. ACCIDENTSA. General

1. Accidents will involve one or more of the following:
  - a. Damage to aircraft, minor or major.
  - b. Injury to persons (crew, passengers, others), minor or major.
  - c. Damage to property (company or other), minor or major.
2. Because details and conditions surrounding accidents are so variable, detailed instructions are beyond the scope of this Manual. Certain general procedures are outlined as guidance.

B. Procedures when Airworthiness and Seaworthiness not Affected

1. When damage to aircraft is minor and airworthiness and seaworthiness are not affected, the flight, at the discretion of the Pilot in Command, may be continued to completion or base where repairs can be made. Upon return to main operating base, the Pilot in Command should make a full report on the "Squawk" sheet.

C. Procedures when Airworthiness or Seaworthiness are Affected

1. When damage to aircraft affects airworthiness or seaworthiness, and when time permits, the Pilot in Command should use whatever means available to him to communicate with the Manager, his Assistant or the Operations Manager, who, with appropriate Maintenance personnel and the Pilot, will determine the best course of action. When time does not permit, the Pilot in Command shall act in the manner he judges best under the circumstances.

D. Injury to Persons

1. Injured persons should be provided with necessary medical attention at the earliest possible moment. First aid should be given when delay in receiving medical attention is likely. First aid kits are provided on each aircraft.

2. The Personnel Manager should be notified immediately of any injury. She, in turn, will notify appropriate persons or agencies. No unauthorized personnel will, publicly or privately, state that the Company will assume liability in connection with the injury or accident.

E. Damage to Property

1. Company property lost, damaged or destroyed should be reported to the Personnel Manager immediately
2. Any property not belonging to the Company which is damaged, lost or destroyed should also be reported immediately to the Personnel Manager in writing with complete details. No unauthorized personnel will publicly or privately commit the Company to liability with respect to damaged, lost or destroyed property.

10. ACCIDENT REPORTING

A. Accident, Inflight Hazards, and Overdue Aircraft Notification and Reporting Requirements

1. Immediate notification by the Pilot in Command or a Company Official, as applicable, to the FAA Flight Standards District Office in San Juan shall be given when:
  - a. as a result of the operation of a Company aircraft, any person (occupant or non-occupant) receives fatal or serious injury, or any Company aircraft receives substantial damage or structural failure.
  - b. Company aircraft is involved in an in-flight collision with another aircraft.
  - c. Any of the following in-flight hazards are experienced on Company aircraft:
    1. Fire
    2. Flight Control system malfunction or failure
    3. Inability of Pilot to perform his normal flight duties as a result of injury or illness.
  - d. Company aircraft is overdue and is believed to have been involved in an accident.

2. This report shall include the following insofar as possible:
  - a. Location, time, and date of the accident
  - b. Number of persons involved
  - c. Nature and extent of injuries to each injured person
  - d. Aircraft make, model, and identification number, including registration number.
  - e. Names of all crew members
  - f. Name of operating company
  - g. Brief description of circumstances surrounding the accident.
- B. A written report to the CAB shall be filed by the Vice President of Operations on the prescribed form and as required in the CAB regulations, PART 320:
  1. within ten days after an occurrence which requires notification.
  2. when, after seven days, an aircraft is still missing.
  3. upon the request of an authorized CAB representative.

#### 11. PRESERVATION OF WRECKAGE

- A. No aircraft wreckage or records pertaining to an accident shall be disturbed, removed, or destroyed except:
  1. When specific permission is granted by authorized CAB representatives.
  2. When necessary to give assistance to persons injured or trapped in wreckage.
  3. When necessary to prevent wreckage from further serious damage, or when necessary to protect the public from injury.
- B. Procedures for recording of original position and conditions of wreckage or cargo, when necessary to move wreckage, and requirements for release of wreckage or records for repair, salvage, disposal or any other reason are covered in CAB regulations, PART 320.

#### 12. PRESS RELEASES

Unless authorized by the management, no company employee will make public comment or give out press and radio releases regarding any accident or emergency. In no case, shall a Company employee, without authority from the Management, make public comment regarding the probable cause of the accident or the names of the persons involved.

13. LOCATION AND ADDRESSES OF LOCAL FAA OFFICESA. St. Thomas

Airport Traffic Control Tower and Flight Service Station  
Harry S. Truman Airport  
P.O. Box 1438

774-1836

B. St. Croix

Airport Traffic Control Tower and Flight Service Station  
Alexander Hamilton Airport

773-1425

C. San Juan

Flight Standards District Office  
San Juan International Airport  
Box 29-A, RFD 1  
Loiza St. Station, San Juan

791-0374 or 791-037514. LOCATION AND ADDRESS OF NTSB AREA OFFICE

A. NTSB, Bureau of Aviation Safety  
Miami Field Office  
Miami International Airport  
P.O. Box 1245, Miami, Florida

305-885-2444 or 885-2445

CHAPTER 8

OTHER PROCEDURES AND POLICY INSTRUCTIONS

CHAPTER 8

Other Procedures and Policy Instructions

	<u>Pages</u>
1. General	8-1
2. Flight Crew Reporting for Duty	8-1
3. Flight Crew Stand-By	8-1
4. Flight Crew Scheduling	8-1
5. Flight Crew Time Sheet	8-1
6. Posting of Information Relative to Unusual Weather or Harbor Conditions	8-1
7. Pilots' Bulletins	8-2
8. Authorized Passengers	8-2
9. Authorized Baggage or Cargo	8-2

1. GENERAL

This Chapter concerns such policies, procedures and suggestions relative to Operations not otherwise included in this Manual.

2. FLIGHT CREW REPORTING FOR DUTY

- A. All flight crew members shall report for duty at least one half hour prior to flight time. They shall be clean-shaven and neatly dressed in the required uniform which shall be as follows: white pilot's shirt, navy blue or black shorts or trousers, blue tennis shoes and black socks.
- B. No alcoholic beverage of any kind, including beer, shall have been consumed for a period of twenty-four hours prior to scheduled duty time.
- C. In the event that any crew member becomes ill prior to departure, or, for any other reason, cannot make the flight, he shall report this fact immediately to the Operations Office.

3. FLIGHT CREW STAND-BY

- A. Flight crew shall be on call, or stand-by, as required by Operations and at all times during a hurricane warning period so that he may assist in equipment evacuation. At all times when on stand-by, he must leave word with Operations as to where he can be reached.

4. FLIGHT CREW SCHEDULING

- A. The Operations Manager shall post at each station a flight crew schedule by the first of each month. This schedule shall provide for sufficient rest periods for each pilot as required by the FAA.

5. FLIGHT CREW TIME SHEET

- A. The Operations Manager shall post in St. Thomas a time sheet. It shall be the responsibility of each pilot to log the number of hours flown at the end of each day of flight.
- B. At the end of each month, the Operations Office shall add total hours flown that month to the total hours time sheet maintained in each pilot's file.

6. POSTING OF INFORMATION RELATIVE TO UNUSUAL WEATHER OR HARBOR CONDITIONS

- A. The Operations Manager or his agent shall post on the Pilots' Bulletin Board in St. Thomas any and all information relative to unusual weather or harbor conditions, as soon as such information is received. The information shall then be teletyped or telephone to all other AAB stations.

7. PILOTS' BULLETINS

- A. Pilots' Bulletins will be issued by the Operations Manager as necessary. Copies will be made and distributed to each pilot.

8. AUTHORIZED PASSENGERS

- A. Only passengers authorized by C.F.B., INC.-V.I. shall be aboard Company aircraft.
- B. Non-revenue passengers shall appear in the Passenger Manifest as such.

9. AUTHORIZED BAGGAGE AND CARGO

- A. Only baggage or cargo which has been authorized and properly manifested by the company and meets the limitations as specified in the FAA approved Airplane Operating Manual may be carried aboard AAB aircraft.
- B. An article of over fifty pounds may be accepted as cargo only after the approval of the Operations Manager and the Pilot in Command of the aircraft has been obtained.
- C. Frozen foods or other perishables may only be accepted from Commercial purveyors and may only be accepted upon at least one hour's notice of shipment.
- D. The FAA and the NTSB restrict the transportation of dangerous articles. Antilles Air Boats will not carry any of the following items, unless authorization and instructions are obtained from Operations in advance:
  - 1. Acids and other Corrosive Liquids
  - 2. Compressed Gases
  - 3. Explosives
  - 4. Flammable Liquids
  - 5. Oxidizing Materials
  - 6. Flammable Solids
  - 7. Poisonous Articles