



Operations Manual – Volume 2 (OM2)

Aircraft Operations

Edition 3, Revision 0, 15SEP18

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Table of Contents

Table of Contents	0-i
List of Figures	0-viii
List of Tables	0-ix
Amendment Record	0-x
List of Effective Pages	0-xi
Document Change Request Form	0-xii
Distribution List.....	0-xiii
Abbreviations and Acronyms	0-xiv
Definitions – Crew	0-xiv
Definitions – General	0-xiv
Definitions – Aircraft Performance	0-xiv
Definitions – Airspeed Terminology	0-xiv
Definitions – Meteorological Terminology	0-xiv
Definitions – Weight and Balance Terminology	0-xiv
Conversion Table	0-xiv
Group Chief Executive Statement	0-xiv

UNCONTROLLED WHEN PRINTED

0	Preliminary	0-1
0.1	Volume Title.....	0-1
0.2	Cautions and Notes	0-1
1	General	1-1
1.1	Flight Authorisation and Prohibitions	1-1
1.1.1	Flight Authorisation and Operations Control	1-1
1.1.2	Charter Substitution for RPT	1-1
1.1.3	Documents to be Carried on Flights	1-1
1.1.4	Aircraft Flight Manual (AFM).....	1-2
1.1.5	Minimum Flight and Cabin Crew	1-2
1.1.6	Rostering in Accordance with Flight and Duty Time Policy	1-2
1.1.7	Authorities and Responsibilities of Pilot In Command.....	1-4
1.1.8	Carriage of Flight Attendants.....	1-4
1.1.9	Prohibited and Conditional Activities	1-4
1.1.10	Carriage of Passengers in Seats at which Dual Controls are Fitted	1-4
1.1.11	Carriage of Goods in Cockpit and Passenger Compartments	1-5
1.1.12	Carriage of Persons In Lawful Custody	1-5
1.1.13	Starting and Ground Running of Engines.....	1-5
1.1.14	Persons Approved to Taxi Aircraft.....	1-6
1.1.15	Persons Permitted to Operate Flight Controls.....	1-7
1.1.16	Intoxicated and/or Offensive Passengers.....	1-7
1.1.17	Entry to Flight Deck/Cockpit	1-8
1.1.18	Carriage and Discharge of Firearms	1-8
1.1.19	Use of Other AOC Holder's Resources	1-8
1.1.20	Carriage of CASA Personnel.....	1-8
2	Standard Operating Procedures.....	2-1
2.1	Flight Planning and Preparation	2-1
2.1.1	Planning and Briefing Materials.....	2-2
2.1.2	Planning Systems	2-2
2.1.3	Notice to Airmen (NOTAM).....	2-2
2.1.4	Route and Aerodrome Briefing	2-2
2.1.5	Planning Altitudes and Flight Levels	2-2
2.1.6	Restricted and Prohibited Areas.....	2-2
2.1.7	Minimum Safe Altitude (MSA)/Lowest Safe Altitude (LSALT).....	2-2
2.1.8	Aircraft Performance Limitations	2-3
2.1.9	Point of No Return/Alternate and Critical (Equi-Time) Point Calculations ..	2-3
2.1.10	Extended Diversion Time Operations (ETDO)	2-3
2.1.11	ASEA Operations	2-3
2.1.12	Suitable Aerodromes	2-3
2.1.13	Rescue and Fire Fighting (RFF) Requirements	2-3

UNCONTROLLED WHEN PRINTED

2.1.14	Alternate Aerodromes	2-3
2.1.15	Airspace Classification Requirements	2-4
2.1.16	Flights Over Water	2-4
2.1.17	Emergency Locator Transmitters	2-5
2.1.18	Bird/Animal Avoidance Procedures	2-5
2.2	Fuel Policy	2-5
2.2.1	Minimum Planning Requirements	2-6
2.2.2	Fuel Usage Monitoring	2-6
2.2.3	Block Fuel	2-6
2.2.4	Alternate Fuel	2-6
2.2.5	Variable Reserve	2-7
2.2.6	Fixed Reserve	2-7
2.2.7	Holding Fuel	2-7
2.2.8	Contingency Fuel	2-7
2.2.9	In-flight Replanning	2-7
2.2.10	Fuel Load Weight and Balance	2-7
2.2.11	Quantity Measurement	2-7
2.2.12	Fuel Type and Quality Checks	2-8
2.2.13	Post Fuelling Quantity Cross-Check	2-8
2.2.14	Water Contamination	2-8
2.2.15	Fuel Anti-Freeze Procedures	2-8
2.2.16	Ignition Hazard Management	2-8
2.2.17	Fuel Spillage	2-9
2.2.18	Conditions for Flight to Remote Islands	2-9
2.2.19	EDTO	2-9
2.2.20	Engine Oil Management	2-9
2.3	Refuelling Considerations	2-9
2.4	Ground Handling	2-10
2.4.1	Ground Organisation – Structure and Responsibilities	2-10
2.4.2	Load Control	2-10
2.4.3	Standard Passenger Weights	2-10
2.4.4	Carriage of Infants and Children	2-10
2.4.5	Carriage of Passengers with Special Needs	2-10
2.4.6	Carriage of Live Animals	2-10
2.4.7	Documentation	2-10
2.4.8	Refusal to carry Passengers or Cargo	2-10
2.4.9	Policy for Offloading Passengers or Cargo	2-10
2.4.10	Movement Airside/Passenger Boarding	2-10
2.4.11	Engine Start and Ground Operating Procedures	2-11
2.4.12	Standard Marshalling, Towing and Parking Procedures	2-11
2.5	General Crew Procedures and Briefings	2-11
2.5.1	Cabin Safety Procedures	2-11
2.5.2	Use of Checklists	2-11
2.5.3	Handover and Takeover Procedures	2-11

UNCONTROLLED WHEN PRINTED

2.5.4	Standard Pilot Calls	2-11
2.5.5	Augmented Crew Procedures	2-11
2.5.6	Sterile Cockpit.....	2-12
2.5.7	Crew Incapacitation In flight	2-12
2.6	Collision Avoidance.....	2-12
2.6.1	SSR (Transponder) Procedures	2-12
2.6.2	Ground Proximity Warning System (GPWS).....	2-12
2.6.3	Airborne Collision Avoidance System (ACAS/TCAS).....	2-12
2.6.4	Automatic Dependent Surveillance Broadcast (ADSB).....	2-12
2.6.5	Aircraft Altitude Alerting System	2-12
2.6.6	Flight Management Systems (FMS).....	2-12
2.6.7	Weather Radar	2-12
2.6.8	Maintenance of Look-Out and Use of External Lights.....	2-12
2.6.9	Bird/Animal Avoidance	2-13
2.7	Navigation.....	2-13
2.7.1	Navigation Policy	2-13
2.7.2	Altimetry – Standard Altitude and Flight Levels.....	2-13
2.7.3	Navigation Tolerances and Position Fixing	2-13
2.7.4	Identification of Navigation Aids	2-13
2.7.5	Flight Management System Databases and Navigation Criteria.....	2-14
2.7.6	Global Navigation Satellite System/Area Navigation (GNSS/RNAV).....	2-14
2.7.7	Systems Pre-flight Checks	2-19
2.7.8	RVSM and Operations in Transoceanic Airspace	2-19
2.7.9	Required Navigation Performance (RNP)	2-19
2.7.10	Navigation (Journey Logs).....	2-19
2.8	Communications	2-21
2.8.1	Radio Frequency Switching Procedures	2-21
2.8.2	Air Traffic Control Clearances	2-22
2.8.3	Position Reporting	2-22
2.8.4	Communications at Non-Controlled Aerodromes.....	2-22
2.8.5	Pre-flight Radio Check.....	2-23
2.8.6	Datalink.....	2-23
3	Flight Conduct.....	3-1
3.1	Pre-Departure Procedures	3-1
3.1.1	Pre-Flight Administration	3-1
3.1.2	Flight Despatch and Return Procedure	3-1
3.1.3	Pre-Flight Actions (including Daily Inspection)	3-2
3.1.4	Equipment for VFR Flight (including NVFR).....	3-2
3.1.5	Equipment for IFR Flight.....	3-2
3.1.6	Crew Baggage	3-3
3.1.7	Exits and Passageways.....	3-3
3.2	Departure Procedures	3-3

UNCONTROLLED WHEN PRINTED

3.2.1	Push-Back, Tow and Taxi	3-3
3.2.2	Lighting	3-3
3.2.3	Initial Climb Procedures	3-3
3.2.4	Take-Off Minima	3-4
3.2.5	Instrument and Visual Departures (Controlled Airspace)	3-4
3.2.6	Instrument and Visual Departures (Class G/Non-Controlled) Aerodrome Procedures	3-4
3.3	En-Route and Descent Procedures.....	3-4
3.3.1	Lowest Safe Altitude (LSALT)	3-4
3.3.2	Supplemental Oxygen	3-4
3.3.3	Diversions due to Weather	3-4
3.3.4	Descent Procedures	3-5
3.3.5	Standard Terminal Arrival Routes/Procedures	3-5
3.3.6	Cosmic Radiation Exposure	3-5
3.4	Approach and Landing Procedures.....	3-5
3.4.1	Pre-Landing Checks	3-5
3.4.2	Approach and Landing Precautions	3-5
3.4.3	Stabilised Approaches	3-5
3.4.4	Visual Approaches	3-6
3.4.5	Instrument Approach Procedures	3-6
3.4.6	Missed and Baulked Approaches	3-6
3.4.7	Circuit and Landing Procedures	3-6
3.4.8	Final Approach and Threshold Speeds	3-6
3.4.9	Low Visibility (including Autoland) Procedures	3-6
3.4.10	Post-Flight Actions	3-6
3.4.11	Noise Abatement/Restrictions	3-7
3.4.12	Enhanced, Synthetic Vision and Head-Up Devices	3-7
3.5	Adverse Weather Operations	3-7
3.5.1	Cold Weather Operations	3-7
3.5.2	Flight in Icing Conditions	3-8
3.5.3	Hot Weather Operations	3-8
3.5.4	Thunderstorm/Hail/Turbulence Avoidance	3-8
3.5.5	Windshear	3-8
3.5.6	Landing on Wet or Contaminated Runways	3-8
3.5.7	Volcanic Ash	3-9
3.5.8	Single-Engine IFR in Adverse Conditions	3-9
4	Special Operations	4-1
4.1	Special Operations	4-1
4.1.1	Land and Hold Short Operations (LAHSO)	4-1
4.1.2	Extended Diversion Time Operations (EDTO)	4-1
4.1.3	Approved Single-Engine Aeroplane Operations	4-1
4.1.4	Low Flying Operations	4-1

UNCONTROLLED WHEN PRINTED

4.1.5	Water Operations (Floating Hull and Float-Equipped Aircraft).....	4-1
4.1.6	Mercy Flights including Helicopter Water Rescue Operations	4-1
4.1.7	Other Aerial Work	4-1
4.1.8	Exemptions from CAR 1988	4-1
4.1.9	General Provisions	4-2
4.2	Emergency Procedures	4-2
4.2.1	Declaration of Emergency	4-2
4.2.2	Crew Coordination during Anomalous, Abnormal or Emergency Situations.....	4-4
4.2.3	Emergency Checklists	4-4
4.2.4	Emergency Change of Altitude	4-4
4.2.5	Communication Failure	4-4
4.2.6	Continuation of Flight with One Engine Inoperative (Drift Down).....	4-4
4.2.7	Navaid Failure.....	4-4
4.2.8	Air Crew Incapacitation.....	4-4
4.2.9	Serious Illness aboard Aircraft.....	4-4
4.2.10	Passenger Control in Abnormal Situations.....	4-4
4.2.11	Survival Equipment.....	4-6
4.2.12	Action in the Event of Unlawful Interference	4-6
4.2.13	Interception of Civil Aircraft.....	4-6
5	Aircraft Administration	5-1
5.1	System of Maintenance and Defect Reporting	5-1
5.1.1	Test Flights	5-1
5.1.2	EDTO/RNP	5-1
5.1.3	ASEA	5-1
5.1.4	Autoland.....	5-1
5.1.5	Ferry Flights with Inoperative Engines	5-1
5.1.6	CASA Authorisations	5-1
5.1.7	Maintenance Control Manual.....	5-1
5.1.8	Maintenance Releases and Associated Procedure.....	5-1
5.1.9	Procedure after item Entered onto MR.....	5-2
5.1.10	Pilot in Command Daily Checks	5-2
5.1.11	Schedule 8 Maintenance	5-3
5.1.12	Lightning, Bird and Animal Strikes	5-4
5.1.13	Oil Uplift	5-4
5.1.14	Permissible Unserviceability.....	5-6
5.1.15	AD Monitoring	5-7
5.1.16	Aircraft Despatch	5-7
5.1.17	Permitted Locations.....	5-7
5.1.18	Defect Reporting.....	5-7
5.2	Uncontrolled Handbooks (AFM and POH Controlled Externally)	5-8
5.3	Weight Control of Aircraft	5-9

UNCONTROLLED WHEN PRINTED

6	Specific Aircraft Type Procedures	6-1
6.1	Aircraft Types - All	6-1
6.1.1	Manual Sub-Volume and Aircraft Type Names	6-1
6.1.2	Use of POH, AFM, OM and Operational Differences	6-1
6.1.3	Normal Operations and Supplementary Procedures	6-1
6.1.4	Checklists and Memory Items	6-1
6.1.5	Crew Complement and Duties	6-2
6.1.6	Permissible Unserviceability	6-2
6.1.7	Performance	6-2
6.1.8	Weight and Balance	6-2
6.1.9	Operating Limitations	6-2
6.1.10	Emergency and Abnormal Procedures	6-2
6.1.11	Emergency Evacuation Procedures	6-2
6.2	Turbine Powered Aircraft	6-2
7	Operational Forms	7-1
7.1	Forms	7-1
8	Additional Information	8-1
	Index	8-1

UNCONTROLLED WHEN PRINTED

List of Figures

Figure 2-1 Navigation Journey Log (VFR) Form 2-032.....2-20

Figure 2-2 Navigation Journey Log (IFR) Form 2-0332-21

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List of Tables

Table 5-1 Oil Uplift – Sample Record Format	5-5
Table 7-1 Forms Related to Volume 2 (OM2)	7-1

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Amendment Record

DCR Number	Edition/ Revision No	Revision Date	Amended By	Date of Insertion
DCR-000	Ed 1/Rev 0	12MAR16	ORIGINAL Issue	12MAR16
DCR-000	Ed 1/Rev 1	03JUN16	MFT	03JUN16
DCR-001	Ed 2/Rev 0	15APR17	APTA	15APR17
DCR-001a to DCR-0046	Ed 2/Rev 1	20OCT17	APTA	20OCT17
DCR-047 to DCR-095	Ed 2/Rev 2	30APR18	APTA	30APR18
DCR-096 to DCR-134	Ed 3/Rev 0	15SEP18	APTA	15SEP18

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List of Effective Pages

List of Effective Pages Chapter Number	Edition Number / Revision Number and Date	Page(s)
Volume 2 (OM2)		
0	Ed 3/Rev 0 / 15SEP18	0-i to 0-xiv and 0-1 to 0-2 (plus Cover Page and Reverse, not numbered).
1	Ed 3/Rev 0 / 15SEP18	1-1 to 1-2
2	Ed 3/Rev 0 / 15SEP18	2-1 to 2-24
3	Ed 3/Rev 0 / 15SEP18	3-1 to 3-10
4	Ed 3/Rev 0 / 15SEP18	4-1 to 4-6
5	Ed 3/Rev 0 / 15SEP18	5-1 to 5-10
6	Ed 3/Rev 0 / 15SEP18	6-1 to 6-2
7	Ed 3/Rev 0 / 15SEP18	7-1 to 7-4
8	Ed 3/Rev 0 / 15SEP18	8-1 to 8-4

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Document Change Request Form

Refer to Operations Manual, Volume 1 (OM1).

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Distribution List

Copy Number (or 'E' for Electronic)	Edition/ Revision No	Revision Date	Issued To	Date of Issue
E	Ed 2/Rev 0	15APR17	(Refer FSM)	15APR17
E	Ed 2/Rev 1	20OCT17	(Refer FSM)	20OCT17
E	Ed 2/Rev 2	30APR18	(Refer FSM)	30APR18
E	Ed 3/Rev 0	15SEP18	(Refer FSM)	15SEP18

NOTE:

In the above table, the 'E' indicates electronic distribution via Company Server or FSM. As new personnel may be issued access to the electronic copy during Induction, a list will be maintained in FSM as to who has access to the electronic copy. Paper copies, if issued, will be listed above along with a 'Copy Number' preceded by the letter 'P' (for 'Paper') and a number, followed by the name of the custodian.

To facilitate changes to the distribution of electronic copies and paper copies following issue of access or paper version, reference should be made to FSM and/or an OSO may be issued to list the new holder(s).

The Distribution and availability as well as other version control information is provided in each Volume and/or BPM including the Exposition as per CASR Part 142.350.

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Abbreviations and Acronyms

Refer to Operations Manual, Volume 1 (OM1).

Definitions – Crew

Refer to Operations Manual, Volume 1 (OM1).

Definitions – General

Refer to Operations Manual, Volume 1 (OM1).

Definitions – Aircraft Performance

Refer to Operations Manual, Volume 1 (OM1).

Definitions – Airspeed Terminology

Refer to Operations Manual, Volume 1 (OM1).

Definitions – Meteorological Terminology

Refer to Operations Manual, Volume 1 (OM1).

Definitions – Weight and Balance Terminology

Refer to Operations Manual, Volume 1 (OM1).

Conversion Table

Refer to Operations Manual, Volume 1 (OM1).

Group Chief Executive Statement

Refer to Operations Manual, Volume 1 (OM1) of this Exposition.

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0 Preliminary

0.1 Volume Title

This Volume is a component of the Company Operations Manual and is known as Operations Manual, Volume 2 (OM2) – Aircraft Operations. This Volume along with other components of the Operations Manual (OM) identified below, including the Base Procedures Manual(s) constitute the Company CASR Part 141 and Part 142 Exposition.

Due to the content of Chapter 0 across all OM Volumes being identical, reference should be made to OM1 as only the Chapter 0 content that is specific to OM2 will be displayed in this Chapter.

0.2 Cautions and Notes

This page has been included to provide information about the use of cautions and notes. These symbols or 'icons' may be utilised if/when necessary throughout OM1, OM2, OM3, OM4, OM4A and OM5 and associated documents such as BPMs and the Forms Manual.

CAUTION

A caution immediately precedes an operating procedure or maintenance practice which, if not correctly followed, could result in damage to or destruction of equipment or corruption of data.

NOTE

A note immediately precedes or follows an operating procedure, maintenance practice or condition that requires highlighting.

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1 General

1.1 Flight Authorisation and Prohibitions

All flights shall be formally authorised. The initial request for the flight shall come from the Group Head of Operations (HOO) but the HOO may delegate flight authorisation to a subordinate or a group of subordinates (individually) such as appropriately trained and qualified Flight Instructor(s) on an individual or group basis. In respect of the above, the Flight Instructor(s) who are delegated this authority shall be limited to APTA Instructor's only of any Grade (i.e. Grades 1, 2 and 3).

1.1.1 Flight Authorisation and Operations Control

All flights are to be authorised by the Head of Operations (HOO) or his/her nominated delegate.

1.1.2 Charter Substitution for RPT

Reserved.

1.1.3 Documents to be Carried on Flights

All technical data on Company operated aircraft will be found in the Pilot Operating Handbook which must be read in conjunction with this manual.

Any Pilot operating any aircraft under the Company's Air Operator Certificate shall operate that aircraft in accordance with the Pilot's Operating Handbook/Aircraft Flight Manual.

Company Pilots are to ensure that they have a copy of the Pilot Operating Handbook/Aircraft Flight Manual on board the aircraft during every flight in addition to any other mandatory documents required for the type of operation being conducted under the regulations (CAR 139), which include but are not limited to:

- All required navigations maps and charts, ERSA navigation equipment for the safe conduct of the flight including any required for possible diversions;
- Flight Crew Licence and a current Medical Certificate;
- Loading documentation (if applicable);
- A current Maintenance Release;
- A Trip Record;
- The Aircraft Flight Manual; and
- Certificate Registration and Certificate of Airworthiness (if operations conducted partly or wholly outside Australian territory).

Reference Pilot Operating Handbooks can be found in the Company Reference Library.

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1.1.4 Aircraft Flight Manual (AFM)

The Pilot in Command of a Company aircraft is to comply with all requirements, procedures and limitations specified in the approved Aircraft Flight Manual. Where the approved Aircraft Flight Manual conflicts with other publications the approved Aircraft Flight Manual takes precedence.

The following performance limitations must only be calculated using information obtained from the approved Aircraft Flight Manual:

- Take-off weight limitations.
- Landing weight limitations.
- Take-off distance required.
- Take-off climb performance.
- Landing climb performance.
- Landing distance required.

When considering take-off weight limitations, approved declared conditions may be used instead of actual pressure height and temperature when determining both the take-off distance and take-off climb requirements. Either the forecast temperature and pressure or approved declared conditions (but NOT a combination of both) may be used when determining the landing distance required.

The current version of the Aircraft Flight Manual must be carried on board aircraft operated by the Company at all times. Specific requirements in relation to currency of the AFM are contained in Operations Manual, Volume 1 (OM1) – specifically, Chapter 2.

1.1.5 Minimum Flight and Cabin Crew

The Company only operates aircraft requiring a single Pilot.

No aircraft operated by the Company require Cabin Crew to be carried.

1.1.6 Rostering in Accordance with Flight and Duty Time Policy

NOTE 1

Notwithstanding anything contained in this section, a Pilot shall not fly, and the Company shall not require that person to fly, if either the Pilot is suffering from, or, considering the circumstances of the particular flight to be undertaken, is likely to suffer from, fatigue or illness which may affect judgement or performance to the extent that safety may be impaired.

NOTE 2

Please note that a definition of Duty and Duty Time is contained at the end of this subsection.

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Duty and flight time limitations for all commercial operations will be in accordance with the current (as at July 2015) CAO 48.1, sub-section 1:

Duty and Flight Time Limitations (see definition of Duty and Duty Period below) are to be observed by all Company personnel conducting commercial operations, including flying training by Instructors. Importantly Duty time with regard to rostering is considered to start 45 minutes minimum prior to flight or commencement of duty and 15 minutes minimum after completion of the flight or on completion of duty for rostering purposes. The actual flight and duty times are to be recorded in the flight and duty time records in the Flight School Manager (FSM) automated programme.

Flight time is limited to:

- 8 hours in 1 tour of duty
- 30 hours in 7 consecutive days
- 100 hours in 30 consecutive days
- 900 hours in 365 consecutive days

A tour of duty is limited to 11 consecutive hours, and 90 hours in 14 consecutive days.

Flight time in any given tour of duty, and the duty time itself, may each be extended by 1 hour provided additional rest periods are taken as specified in the Order, ie. 8 hours flight time extended to 9, and 11 hours consecutive duty time extended to 12 hours. For VFR operations a tour of duty of 15 hours may be planned provided a rest period of 4 consecutive hours is available to the Pilot during the tour of duty and additional rest periods are taken at the completion of the tour of duty.

It is the Company's intent, that wherever possible, private operations will adhere to the specified limitations. At the Head of Operation's discretion, flight times may be extended on private operations, but only after consultation and agreement with the Pilot concerned, having considered all aspects of pilot fatigue and adequate rest facilities. Company Pilots are not permitted to exceed the limitations specified above without prior knowledge and approval of the Head of Operations.

For the purpose of establishing flight and duty times, it should be noted that both flight & duty times are accrued when conducting private flights, so therefore calculations of flight and duty time limitations made under the provisions of section 48.1 of the CAOs shall take into account any flight and duty time performed in the course of private operations.

The Company recognises that on occasion a Pilot may be operating for more than one organisation. The FSM programme must reflect all Flying activities carried out for any organisation PRIOR to re-commencing any flying activity for APTA so that the APTA regime is compliant.

NOTE:

Any special requirements for Private Flying that are location specific will be detailed in the applicable Base Procedures Manual (BPM).

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Duty

Any task that a person who is employed as an FCM is required to carry out, associated with the business of an AOC or Approval Holder.

Duty Period

A period of time that commences when an FCM is required by an AOC or Approval Holder to report for duty and ceases when the FCM is free of all duties.

1.1.7 Authorities and Responsibilities of Pilot In Command

Refer to Chapter 0 of Volume 1 (OM1).

1.1.8 Carriage of Flight Attendants

Reserved.

1.1.9 Prohibited and Conditional Activities

Prohibited and/or conditional activities conducted are limited to:

- Simulated Instrument Flight (in accordance with CAR 153);
- Training Flights (in accordance with CAR 249); and
- Asymmetric Engine Simulation (in accordance with CAO 82).

Procedures for these activities are contained within the Operations Manual, Volume 4A (OM4A).

1.1.10 Carriage of Passengers in Seats at which Dual Controls are Fitted

As per CAO 20.16.3, Passengers are permitted to be carried in seats at which dual controls are fitted, provided that the PIC provides adequate instruction, as per requirements for Briefing of Passengers listed below, to that person to ensure that the controls are not interfered with in flight and there is satisfactory communication available at all times between the Pilot and that person.

Prior to the passengers boarding the aircraft on flights where life jackets are required, the PIC shall brief the passengers on the proper use of life jackets by demonstrating the method of donning and inflating a life jacket. If life rafts are also required to be carried, then their proper use shall also be demonstrated.

Briefing of Passengers

Prior to take-off, the PIC shall ensure that all passengers receive an adequate oral briefing, covering the following items:

- Not smoking anywhere in the aircraft at any time;
- Proper use and adjustment of seat belts which are required to be worn at all times;
- Location and proper operation of emergency exits;

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- Location of life jackets, floatation devices, first aid kits and fire extinguishers, and if required, survival kits and life rafts;
- Requirement of a passenger occupying a control seat, not to interfere with the controls during the flight;
- Operation of ventilation system (only if applicable);
- Proper stowage of hand luggage;
- Brace position;
- ELT (including portable when carried – see 2.1.17);
- Seat backs must be upright for take-off and landing; and
- Use of oxygen if required.

Smoking

Smoking is not permitted at any time on board aircraft operated by the Company.

Stowage

In accordance the responsibilities of the PIC outlined in Volume 1 of the Operations Manual (OM1), Chapter 0, the PIC must ensure that all occupants are properly secured in their seats whenever the aircraft is in motion or in any phase of flight and other items of equipment or baggage are stowed and secured in an appropriate stowage area.

Personal Electronic Devices (PEDs)

APTA permits use of mobile telephone equipment in flight ONLY in the case of an emergency.

However, use of other PEDs may be authorised as required from time to time via the applicable Base Procedures Manual.

Electronic Flight Bag (EFB)

Please refer to 'LVAC EFB Training Manual'.

Passenger Manifest

Should a Passenger Manifest be required, a sample will be contained in the applicable Base Procedures Manual.

1.1.11 Carriage of Goods in Cockpit and Passenger Compartments

Reserved.

1.1.12 Carriage of Persons In Lawful Custody

Reserved.

1.1.13 Starting and Ground Running of Engines

So as to permit the rapid evacuation of persons from the aircraft in emergency, any items of ground equipment must be available where

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applicable, until such time as the aircraft moves under its own power – such equipment must remain behind ‘equipment limit lines’ where applicable.

Further, the Pilot shall remain at the controls (in the ‘control seat’) at the time that the engines are started until the time the engines are stopped and engines shall not be started until the Pilot is satisfied that the operation of the engine or any controls will not pose a safety risk to any person outside the aircraft.

In circumstances where the engine is started for the purposes of maintenance or other related ground test activities, the engine shall only be started by the Pilot or an appropriately trained and licensed engineer who has been approved under the regulations to taxi the aircraft as outlined in 1.1.14.

The Company does not operate aircraft for which manipulation of the propeller is required for engine start. However, should such a situation arise then the Pilot may only perform this activity if he or she is satisfied that no other person is suitably qualified and/or if a person other than the Pilot is to manipulate the propeller, then the Pilot shall satisfy him/herself that the person is suitably qualified to do so and is aware of the correct procedure.

1.1.14 Persons Approved to Taxi Aircraft

Aircraft may be taxied only by the holder of a valid Pilot Licence endorsed for the type (and for solo flights prior to the issue of an RPL, an approval must be endorsed in the Student’s records stating he/she is competent to taxi the specific aeroplane type) or a LAME or appropriately trained and certified personnel pursuant to Parts 61 and/or 64 of the Civil Aviation Safety Regulations 1998 (CASR).

When taxiing in confined areas or in strong wind conditions the Pilot shall request assistance from a person outside the aircraft whenever any doubt as to the safety of the aircraft exists. The assistant(s) will position themselves at the wingtips and/or direct the Pilot by hand signals in accordance with CAO 20.3 (refer to Standard Hand and Marshalling Signals in Volume 4A of the Operations Manual – OM4A).

Aircraft are not to be taxied at a speed or speeds in excess of that at which the aircraft is under full control. Taxiing speed should at no time exceed a fast walking pace on tarmac areas or in the vicinity of other aircraft and/or affixed installations.

During night flying operations Pilots of all aircraft are to confine their taxi speed to not more than a fast walking pace.

CAUTION

Aircraft are not to be taxied in or out of hangars.

Pilots are not to rely on the aircraft brakes for the prevention of accidents and are to take all necessary precautions to safeguard the aircraft they are operating. Pilots shall ensure brakes are checked for correct operation prior to leaving and upon entering the parking area(s).

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CAUTION

UNDER NO CIRCUMSTANCES attempt to taxi any aircraft out of soft ground when the nose wheel of the tricycle gear aircraft becomes 'bogged down'. Stop the engine and seek assistance to move the aircraft manually.

Avoid taxiing with the wing of an aircraft over any ground markers or similar obstructions.

Exercise extreme caution in taxiing over loose stones or gravel. Hold up the elevator and keep the aircraft moving freely with minimum RPM in order to avoid propeller damage.

The above information is also contained within Volume 4A (OM4A) for guidance to Student Pilots.

NOTE:

A Company Pilot undergoing induction is permitted to taxi an aircraft for the purposes of maintenance, prior to completion of his/her induction, provided there is no airborne component of the operation.

1.1.15 Persons Permitted to Operate Flight Controls

A person shall not operate the controls of a Company aircraft in flight unless that person is the Pilot rostered for that flight or is a Pilot undergoing instruction on a training flight where passengers are not carried and the Pilot providing the instruction is appropriately qualified for the instruction being provided.

1.1.16 Intoxicated and/or Offensive Passengers

CAR (1988) 309(2) gives power to air crew during flight. The Pilot In Command has also been given powers under the Crimes (Aviation) Act 1991, to arrest without warrant any person onboard who commits an offence against the Crimes (Aviation) Act 1991 (refer also to 1.1.7).

The power of arrest should only be used after a serious offence has been committed. All other offences labelled as disorderly or disruptive should be dealt with by the powers set out in CAR (1988) 309(1).

Arrest and restraint of a passenger is a serious outcome and must only be used as a last resort.

Offences against the Civil Aviation Act 1988 and Civil Aviation Regulations include:

- Boarding an aircraft while Intoxicated (CAR (1988) 256(1));
- Offensive/Disorderly Behaviour (CAR (1988) 256AA);
- Interfering with a Crew Member (Civil Aviation Act (1988) 24(1)(a));
- Committing an act that threatens the safety of the aircraft or persons onboard (Civil Aviation Act (1988) 24(1)(b)).

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1.1.17 Entry to Flight Deck/Cockpit

Reserved.

1.1.18 Carriage and Discharge of Firearms

Firearms and/or Ammunition shall not be carried on any Company Aircraft.

Firearms

Reserved.

Ammunition

Reserved.

1.1.19 Use of Other AOC Holder's Resources

As the Company's operations sometimes necessitates the utilisation of another Operator's or AOC Holder's resources, but the specific arrangements vary by operational location, reference should be made to the relevant Base Procedures Manual for detailed information on the requirements to be followed when this situation arises.

1.1.20 Carriage of CASA Personnel**General**

The Civil Aviation Safety Authority (CASA) may authorise its personnel, such as but not limited to, Flying Operations Inspectors (FOIs) or Flight Examiners to undertake examinations, inspections or checks of the ability of an aircraft crew, the operation of an aircraft or its equipment or of the ground organisation provided by the Operator for aircraft administration.

Prior to the flight, it is essential that any CASA Personnel clearly agree with the Company Pilot which of them has command responsibility, in accordance with Volume 1 and Volume 4A (OM1 and OM4A).

CASA personnel on board the aircraft other than for purposes outlined in above shall be subject to the normal passenger rules, regulations and restrictions.

Where CASA personnel are on board a Company aircraft for the purpose of carrying out a Company operations check, he or she may occupy a normal passenger seat, subject to the conditions set out below.

Conditions of Carriage of FOI

Flying Operations Inspectors and/or Flight Examiners shall be admitted on board an aircraft for the purpose of crew examinations under the following conditions:

- On an appointed day acceptable to both the operator and CASA for carrying out such a test. Normally seven (7) days notice is required/customary;

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- An immediate demand from the officer of his/her intention to travel, if his/her carriage does not mean the off-loading of a passenger or of cargo being carried in the aircraft on the flight concerned;
- On immediate demand from the officer of his/her intention to travel irrespective of whether his/her carriage in the aircraft results in the off loading of passenger(s) or of goods if the officer considers the circumstances of the case so warrant in the interests of flight safety.

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2 Standard Operating Procedures

2.1 Flight Planning and Preparation

The Pilot in Command shall ensure that, prior to the commencement of any flight, or route segment, all Company required documentation has been completed, and that all information appropriate to the intended flight has been obtained and studied. The Pilot in Command shall specifically ensure that:

- An appropriate route is selected, consistent with safety and ATC requirements and available facilities; and having regard for weather, navigational accuracy and suitable en-route emergency airfields.
- Adequate fuel plus mandatory reserves and oil have been calculated.
- The equipment and radios required for the particular operation are installed in the aircraft and serviceable.
- The gross weight of the aircraft does not exceed limitations.
- The centre of gravity of the aircraft is located within limits.
- The aeronautical maps and charts applicable to the route to be flown and any alternative route which may be flown on the particular aircraft are current and readily accessible to the flight crew.
- The take-off and landing distances available are adequate and comply with the requirements of the approved Performance Charts, as applicable. Refer also to any Company OSO (Operational Standing Orders) which may be applicable from time to time.
- The operating licences of the crew are carried, together with a current medical certificate, appropriate to the particular aircraft type and operation and a photographic ID.
- The current weather reports and en-route, departure and destination forecasts issued by AirServices Australia are valid and satisfactory for the type of operation; and declared conditions are used where appropriate.
- The necessary flight and navigational documents and equipment are readily available.
- All relevant NOTAMS pertaining to the proposed flight have been obtained and assessed prior to departure.

On flights where a Flight Plan is needed to be submitted, the PIC shall ensure that a flight plan is submitted to Air Traffic Services, and flight details are left with home base in the office (if possible).

Refer to Operations Manual, Volume 1 (OM1), Chapter 0.

During a transit stop the PIC should, whenever practical, obtain updated weather and NOTAM documents via the most appropriate means.

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2.1.1 Planning and Briefing Materials

Refer to 2.1 above. The Company does not hold 'Flight Notes'.

2.1.2 Planning Systems

No automated system is utilised for the Company's Flight Planning, Flight Planning activities are conducted in accordance with the applicable Base Procedures Manual.

2.1.3 Notice to Airmen (NOTAM)

The PIC is responsible for obtaining any relevant Head Office and/or route specific NOTAMs so that the content shall be taken into consideration during Flight Planning as noted above and so that they are available to inform operational decisions as a result of the information contained within.

The PIC should refer to NAIPS (National Aeronautical Information Publication Service) for relevant and up-to-date NOTAMs.

Each Pilot should have a login for NAIPS in order to access the above information and/or the Company may maintain a generic logon available to all Pilots.

2.1.4 Route and Aerodrome Briefing

The PIC must obtain area and location (departure, destination and enroute aerodromes) information such as weather forecasts and NOTAMS that are relevant from NAIPS.

The PIC must also consult ERSA for departure, arrival and enroute aerodrome information to verify suitability for the operation taking into account aircraft operational requirements.

The PIC must study the maps and charts appropriate to the intended route and taking into account features such as terrain, airspace classification, designated prohibited, restricted and danger areas.

2.1.5 Planning Altitudes and Flight Levels

All flights should be planned in accordance with the hemispherical altitudes and levels specified and detailed in the AIP.

Special consideration is required where a combination of weather and terrain inhibits flying at an altitude or level required by the AIP.

2.1.6 Restricted and Prohibited Areas

Company policy is that all flights should be planned taking due consideration of any restricted or prohibited areas specified and detailed in the AIP.

2.1.7 Minimum Safe Altitude (MSA)/Lowest Safe Altitude (LSALT)

Company policy is that all flights under the IFR and NVFR should be planned taking due consideration to all charts, approach plates and other relevant information specified and detailed in the AIP.

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2.1.8 Aircraft Performance Limitations

Company policy is that holding patterns and instrument approaches shall be flown in a manner so as to not exceed any relevant speed restrictions specified in the AIP. All turns executed while flying holding pattern or instrument approach shall not exceed the lesser of bank angle 25° or Rate One.

2.1.9 Point of No Return/Alternate and Critical (Equi-Time) Point Calculations

No specific Company routes exist that require this calculation to be performed however, the PIC of any IFR or NVFR flight over water should make the required calculations.

These calculations may be made for any other IFR or NVFR operation at the discretion of the PIC.

2.1.10 Extended Diversion Time Operations (ETDO)

Reserved.

2.1.11 ASEA Operations

Reserved.

2.1.12 Suitable Aerodromes

Refer to Operations Manual, Volume 3, Chapter 1 (General).

2.1.13 Rescue and Fire Fighting (RFF) Requirements

Reserved.

2.1.14 Alternate Aerodromes

Alternate aerodromes for all IFR and NVFR operations are to be nominated and planned in accordance with the AIP and day VFR where an alternate is required due to alternate minima.

In the event that an unscheduled landing is made due to weather, the Pilot in Command should consider the following when selecting an alternate landing area:

- Refuelling facilities;
- Accommodation facilities;
- Communication facilities;
- Availability of ground transport;
- Suitable protection for aircraft.

When planning to depart from an aerodrome where meteorological conditions are below the approach minima, thereby precluding a return to the aerodrome in case of an emergency, the PIC shall consider the following:

- Distance to nearest suitable alternate;

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- Local topographical information en-route – i.e. LSALT in relation to any high ground; and
- Any other factors that may have a bearing on being able to conduct a safe landing within a reasonable period of time after experiencing an emergency.

Where flights are planned under the VFR that do not specifically require the nomination of an alternate, the PIC shall nevertheless, as part of the planning for that flight, take note of other aerodromes or ALAs in proximity to the route to be flown for diversion due to weather or any other emergency situation.

2.1.15 Airspace Classification Requirements

Company policy is that all aircraft must have serviceable communication and surveillance equipment available to meet the requirements set out in Civil Aviation Regulation 99A and Civil Aviation Order 52 as well as associated information and detail contained within the AIP relevant to the planned operation.

Where communication and transponder equipment does not meet the requirements of a specific type of airspace or aerodrome the PIC shall not, except in an emergency, operate within that airspace or to that aerodrome.

2.1.16 Flights Over Water

There is no limitation or restriction for flights overwater provided that the requirements in this sub-section are met as well as the requirements stated in the AIP in relation to the carriage and competence of Crew with emergency equipment and procedures and the operational pre-requisites for overwater flights.

The PIC is to ensure that emergency equipment carried or installed in Company aircraft meet relevant requirements and are in a serviceable condition.

The Company will ensure that appropriate emergency equipment is both serviceable and available to meet all Company operational requirements.

Minimum Emergency Equipment to be carried

Flotation Equipment for Overwater Flights:

- Company aircraft shall be equipped with approved life jackets for all single-engine over water flights where the distance from land is greater than the distance at which the aircraft could reach land in the event of the engine failing and for twin-engine flights proceeding further than 50 nm from a suitable landing area. The number to be carried is one life jacket for each occupant.
 - Life jackets shall be stowed in the aircraft so that one life jacket is readily accessible to each occupant within easy reach of their seats. Life jackets shall be worn by each occupant when a single-engine aircraft is flying at or below 2,000 feet, and not within gliding distance of a suitable landing area.

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- Life rafts complying with appropriate standards, sufficient to accommodate all occupants, shall be carried on Company aircraft engaged on over water flights in which the distance from land is equal to 30 minutes at normal cruising speed or 100 miles, whichever is less.

2.1.17 Emergency Locator Transmitters

For flights operating more than 50 nm from base:

- 1 x emergency locator transmitter operating on 406 MHZ.
- Where the carriage of life rafts is required:
 - 1 x portable emergency locator transmitter operating on 406 MHZ; and
 - A supply of pyrotechnic signals.

Operations within or through a designated remote area:

- 1 x HF radio, or
- 1 x emergency locator transmitter (ELT) operating on 406 MHZ, as well as a SARTIME.

In cases where a 'Portable ELT' is carried, the Pilot shall ensure the passenger(s) are briefed in its correct operation as noted in 1.1.10.

2.1.18 Bird/Animal Avoidance Procedures

The PIC shall ensure that any animal hazard specified for any aerodrome listed in the ERSA is taken into consideration particularly during take-off and landing and that specific attention is applied where a known hazard exists.

For operations to ALAs or other remote aerodromes, the PIC must attempt to obtain prior information regarding bird, wildlife or livestock hazards and if this information is unobtainable, should exercise due caution particularly during take-off and landing.

Where appropriate, a precautionary inspection may be conducted prior to landing.

All Bird/Animal Strikes must be reported to the ATSB using the appropriate Form, refer to Operations Manual, Volume 5 (OM5).

2.2 Fuel Policy

Company policy in respect of fuel planning is as follows:

- Wherever practical, Company aircraft should depart with fuel tanks full.
- Company Pilots are to consult the appropriate Aircraft Flight Manual and/or Pilot Operating Handbook to determine the oil and fuel specifications for a particular aircraft.
- Only specified fuels and oils are to be used in Company aircraft.

For detailed information, refer to the applicable Base Procedures Manual.

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2.2.1 Minimum Planning Requirements

The PIC is responsible for ensuring that sufficient fuel is on board for the duration of the intended operation plus 45 minutes reserve.

The flight duration must include any planned holding due to weather forecast or known traffic holding as contained in ERSA.

In addition, for flights under the IFR or NVFR, appropriate fuel must be carried to allow for diversion to required alternate(s) and for Day VFR where an alternate due to weather is required.

For simulated charter flights, for training purposes an additional 15% flight fuel may be added.

For planning purposes, either of the following are acceptable to utilise but NOT a combination of both:

- The block fuel usage rates, as published from time to time by the Head of Operations or his/her delegate and featured in the applicable Base Procedures Manual.
- The fuel usage rates contained in the POH.

2.2.2 Fuel Usage Monitoring

The MAO will monitor fuel usage via data collected within FSM monthly. If there is unexpected variance from expected figures the MAO will advise the HOO and the HOO will investigate and amend the planned fuel rates for the relevant aircraft. Any changes to fuel consumption data will be communicated to personnel utilizing an OSO.

2.2.3 Block Fuel

The Company will publish from time to time, block fuel calculations that can be utilised for flight planning purposes. Block Fuel is the recommended Cruise Fuel Rate figure derived from the fuel tables located in the applicable Base Procedures Manual.

The block fuel usage rate is specific to aircraft type(s) and is derived from historical fuel use data and the current rates are specified in the applicable Base Procedures Manual due to the different aircraft that may be in operation at each Base. Only the current BPM published data is valid.

The data is reviewed on a regular basis.

If no other information relating to fuel usage rates is available, flights are to be planned in accordance with the appropriate performance tables contained in each respective Pilot Operating Handbook, with fuel usage rates calculated at a base power setting of either approximately 65% or 75% in the cruise, and 45% when holding.

2.2.4 Alternate Fuel

For flights where an alternate is required, sufficient fuel shall be carried to reach that alternative in accordance with the above planning requirements.

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2.2.5 Variable Reserve

Company operations do not require variable reserve to be carried, however, for training purposes, simulating charter operations, variable reserve of 15% of planned flight time may be included in fuel calculations, but MUST be ADDED to the above fuel calculations stated in 2.2.4.

For Students undertaking PPL Training, the 15% variable reserve can be utilised but is not mandatory.

2.2.6 Fixed Reserve

All aircraft should land with 45 minutes of fuel reserve in tact.

2.2.7 Holding Fuel

Sufficient fuel is to be carried on flights where weather conditions require holding as follows:

- INTER – 30 minutes holding.
- TEMPO – 60 minutes holding.

Additionally, where ERSA stipulates a holding requirement due to traffic congestion, that stipulated additional fuel is to be added to the fuel load.

2.2.8 Contingency Fuel

Reserved.

2.2.9 In-flight Replanning

An accurate enroute fuel log is to be maintained by the PIC to facilitate in-flight planning should a diversion or other route change be required.

2.2.10 Fuel Load Weight and Balance

An accurate weight and balance check should be carried out for the Zero Fuel Weight (ZFW) and the calculated Take-Off Weight (TOW), including the fuel load and the calculated Landing Weight.

Should the calculated TOW exceed the MTOW or the calculated LW exceed the MLW, the PIC is responsible for managing the payload and fuel load to ensure the aircraft limitations are not exceeded.

2.2.11 Quantity Measurement

No Pilot is to operate an aircraft until the fuel quantity has been verified and noted accurately on fuel record section of the flight sheet.

For anything other than full fuel tanks, where a calibrated dip stick is located in each aircraft this may be utilised to verify the fuel quantity onboard.

Where aircraft are fitted with fuel tank tabs and that quantity can be assured by reference to the POH, tabs may be used as an acceptable method of assessing fuel quantity.

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CAUTION

Where a 'dip stick' is utilised, this must be cross referenced/cross-checked with the fuel quantity gauges in the aircraft and the fuel quantity calibration card or in accordance with any alternative procedure as may be provided in the applicable Base Procedures Manual from time to time.

2.2.12 Fuel Type and Quality Checks

For grades of fuel and oil used refer to the POH or AFM for the specific aircraft. Aircraft shall be refuelled with approved aviation fuels and lubrication oils only.

No fuel other than that specified in the AFM or POH for the specific aircraft being operated is to be utilised without the written permission of the HOO.

Prior to the use of any unauthorised fuel, the HOO shall ensure that the owner of the aircraft and his/her maintenance provider is contacted and authority is obtained.

2.2.13 Post Fuelling Quantity Cross-Check

Refer to 2.2.11.

2.2.14 Water Contamination

Prior to the first flight of the day and following any refuelling activity, the fuel tanks are to be drained in accordance with the POH and checked for water contamination (or other contaminant).

The flight shall not proceed until the water has been drained from the tanks and fuel loaded being verified as free of any water or other contaminants.

If it is not possible to remove water or any other contaminants, the flight is not to proceed and the maintenance organisation responsible for the aircraft is to be contacted immediately.

2.2.15 Fuel Anti-Freeze Procedures

Reserved.

2.2.16 Ignition Hazard Management

During refuelling operations flight personnel shall ensure that the relevant parts of CAO 20.9 (Starting and Ground Operation of Engines) are observed and that the correct grades of fuel and oil are used. When refuelling away from base, this responsibility rests with the PIC.

No person will be permitted to smoke or expose naked flame within 15 metres of an aircraft while the aircraft is being refuelled.

The aircraft should also be 'earthed' utilising the earthing cable supplied with the refuelling equipment.

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2.2.17 Fuel Spillage

In the event of fuel spillage the Head of Operations or his/her delegate is to be contacted immediately, the airport fire fighting service and the airport authority are also to be contacted to ensure that appropriate fuel spill cleanup actions are taken for which the aerodrome operator is responsible.

2.2.18 Conditions for Flight to Remote Islands

Reserved.

2.2.19 EDTO

Reserved.

2.2.20 Engine Oil Management

The PIC is responsible for checking oil quantity and quality prior to flight.

Although the regulations require only the first flight of the day to be checked, Company Policy is that oil quantity be checked prior to all flights, whether or not the flight in question is the first flight of the day.

Where the quantity falls below the quantity specified as the minimum in the POH, the PIC is responsible for adding the appropriate grade of oil to the engine.

Any oil uplift should be recorded on the Maintenance Release and on the aircraft trip sheet.

2.3 Refuelling Considerations

Civil Aviation Order (CAO) 20.9 outlines the requirements and considerations for refuelling operations.

All APTA Pilots must be familiar with these requirements.

Pilots should note that APTA has additional requirements over and above the Regulatory Requirements:

- APTA does not permit 'drum refuelling'.
- Regulations prohibit passengers from being on board an aircraft during refuelling operations. APTA Policy is that no person shall be on board an aircraft during refuelling operations. 'Persons' refers to and includes passengers and Crew.
- APTA prohibits the use of Personal Electronic Devices (PEDs) within fifteen (15) metres of a refuelling operation.
- APTA does not permit passengers within fifteen (15) metres of a refuelling operation. Note that this requirement relates to passenger(s) and not members of the Operating Crew.

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2.4 Ground Handling

2.4.1 Ground Organisation – Structure and Responsibilities

Reserved.

2.4.2 Load Control

Reserved.

2.4.3 Standard Passenger Weights

Actual weights of all occupants including crew are to be used in the weight and balance calculations for all aircraft operated by the Company.

2.4.4 Carriage of Infants and Children

Reserved.

2.4.5 Carriage of Passengers with Special Needs

Reserved.

2.4.6 Carriage of Live Animals

Carriage of live animals is not normally permitted, however should the need arise to do so, specific procedures will be promulgated in the relevant Base Procedures Manual.

2.4.7 Documentation

Company operations do not require the production of loading documentation such as Loadsheets however, for simulated charter training exercises, these documents may be issued although they are not required to be stored or retained.

2.4.8 Refusal to carry Passengers or Cargo

Reserved.

2.4.9 Policy for Offloading Passengers or Cargo

Reserved.

2.4.10 Movement Airside/Passenger Boarding

No passenger shall enter the tarmac or movement area of an aerodrome unless accompanied by the PIC of the aircraft or an approved employee of the Company.

Passengers are to remain in the terminal area until called for boarding of the aircraft, when they will be accompanied by the PIC.

On arrival at the destination the PIC is to accompany the passengers off the tarmac area prior to unloading any baggage.

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2.4.11 Engine Start and Ground Operating Procedures

Refer to 1.1.13 of this Volume (OM2).

2.4.12 Standard Marshalling, Towing and Parking Procedures

Refer to Operations Manual, Volume 4A for Standard Marshalling signals and associated information.

2.5 General Crew Procedures and Briefings

The PIC is responsible for ensuring that Company procedures are followed in-flight relating to Crew and Passenger conduct.

2.5.1 Cabin Safety Procedures

Refer to 1.1.10 of this Volume (OM2).

2.5.2 Use of Checklists

Refer to the relevant Base Procedures Manual for Philosophy and Use of Checklists.

2.5.3 Handover and Takeover Procedures

Where two Pilots occupy control seats in an aircraft it is imperative that there be no doubt as to who is the 'Pilot Flying' (PF) and the 'Pilot Monitoring' (PM) at any given time.

Accordingly, the following procedure shall be followed:

- Handover of control from one Pilot to another must always be conducted in a positive manner. To minimise confusion or operational risk, the PF must not relinquish control until the PM has advised that he/she has taken control of the aircraft.
- The standard phraseology to be used for handover/takeover procedures is: "You have control" and "I have control".
- In non-normal situations or when required, the PIC must initiate the takeover procedure.
- If correct responses are not achieved from control inputs, control should be handed over to the other Pilot.
- In critical phases of flight, the PIC must be in a position to enable rapid takeover of controls.

2.5.4 Standard Pilot Calls

Reserved.

2.5.5 Augmented Crew Procedures

Reserved.

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2.5.6 Sterile Cockpit

Reserved.

2.5.7 Crew Incapacitation In flight

Reserved.

2.6 Collision Avoidance

The PIC is responsible for maintaining separation from other aircraft.

2.6.1 SSR (Transponder) Procedures

Where required for operation in a specific class of airspace or at a specific type of aerodrome and prior to departure, the PIC is responsible for ensuring that the aircraft is fitted with a serviceable transponder unit capable of mode 'Charlie'.

The PIC is responsible for ensuring the assigned or standard 'squawk' code is entered into the transponder and the transponder is set to mode 'Charlie' prior to lining up on the runway for take-off.

2.6.2 Ground Proximity Warning System (GPWS)

Reserved.

2.6.3 Airborne Collision Avoidance System (ACAS/TCAS)

Reserved.

2.6.4 Automatic Dependent Surveillance Broadcast (ADSB)

Reserved.

2.6.5 Aircraft Altitude Alerting System

Reserved.

2.6.6 Flight Management Systems (FMS)

Reserved.

2.6.7 Weather Radar

Reserved.

2.6.8 Maintenance of Look-Out and Use of External Lights

The PIC is responsible in all phases of flight to maintain an active look-out for other traffic.

To aid visibility to other traffic, appropriate aircraft lighting shall be used after consideration of light and other meteorological conditions.

Anti-collision beacons where fitted and navigation lights are to be turned on immediately prior to engine start and to remain on until the engine is stopped.

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The aircraft taxi and/or landing lights may be used at any time during taxi to ensure visibility to other aircraft or to Air Traffic Services (i.e. ATC, Tower, Ground Controller, etc.) on the airfield.

Landing lights should be utilised in accordance with the POH and the appropriate checklist, if applicable.

Caution should be exercised when utilising non-LED (Light Emitting Diode) landing lights as older style lighting equipment has a tendency to overheat, shortening the life of the globe(s) and their use during other than approach should therefore be kept to a minimum.

PICs are responsible for ensuring where practical, that strobe lights where fitted, are activated prior to lining up on a runway for take-off.

Pilot's should give due consideration to the effect of any external aircraft lighting (other than anti-collision beacon) that may affect other aircraft either airborne or taxiing.

For any additional locally based procedures for specific Base(s) refer to the applicable Base Procedures Manual (BPM).

2.6.9 Bird/Animal Avoidance

Refer to 2.1.18.

2.7 Navigation

2.7.1 Navigation Policy

Company policy is that navigation conduct shall be as per the AIP-ENR and specifically those sections that deal with navigation requirements.

All necessary navigation equipment should be carried on board.

2.7.2 Altimetry – Standard Altitude and Flight Levels

The Company policy in regards to Standard Altitude and Flight Levels requires the PIC to follow the Altimeter Setting Procedures and Pre-Flight Checks and associated altitude and flight level procedures contained in the AIP (AIP-ENR 1.7).

2.7.3 Navigation Tolerances and Position Fixing

Company policy in relation to Navigation Tolerances and Position Fixing requires the PIC to follow the procedures detailed in the AIP (AIP-ENR 1.7, Section 19 in respect of navigation requirements, VFR and IFR procedures time, track keeping and other related procedures outlined in AIP-ENR 1.7 (Section 19).

2.7.4 Identification of Navigation Aids

The PIC is responsible for the correct selection and monitoring of all navigation aids. During the en-route section of a flight the PIC must aurally identify a radio aid.

In the departure and approach phases the Pilot must identify the primary departure and approach aids.

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During the conduct of an NDB instrument approach and prior to descent below the MSA, the PIC must continuously monitor the approach aid to ensure its serviceability during the approach, unless the instrument has a serviceable warning flag, etc.

The approach must be discontinued if the aural identification is lost during the approach as this may indicate a failure of the navigation aid. An attempt should be made to re-intercept the signal and if this is not accomplished then a missed approach and diversion to an alternate must be considered.

2.7.5 Flight Management System Databases and Navigation Criteria

Reserved.

2.7.6 Global Navigation Satellite System/Area Navigation (GNSS/RNAV)

This section details the requirements for the use of Global Positioning Systems (GPS) as an approved en route and area IFR Primary Means Navigation Aid and a navigation aid approved for the purpose of 'GPS Arrivals', and 'DME or GNSS Arrivals' as published in AIP DAP.

A GPS system, fitted and operated in accordance with the provisions of this section within Australian domestic airspace is acceptable for the purpose of:

- Position fixing, as required in AIP;
- Long range navigation in accordance with AIP, including operations on designated RNAV routes;
- Deriving distance information, for en route navigation, traffic information and ATC separation;
- En route IFR descent below LSALT/MSA - GNSS Arrivals;
- En route IFR descent below LSALT/MSA - DME or GNSS Arrivals (substituting GPS derived distance information); and
- Application of RNAV based separation.

GPS must not be used as a Sole Means Navigation System or for instrument approaches other than 'GPS Arrivals' or 'DME or GNSS Arrivals' unless such use is authorised by CASA.

GPS may continue to be used as an en route supplemental navigation aid under the provisions of AIP.

DME Arrival procedures based on DME will be retained.

Approved GPS systems may be used to provide the distance element of International DME Arrival procedures, in accordance with the provisions of this section. These procedures are identified in AIP DAP as 'DME or GNSS Arrivals'.

Except as provided in this section, GPS must not be used to fix position, provide distance information or provide primary navigation unless RAIM is available.

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Definitions

Sole Means Navigation System

A navigation system that, for a given phase of flight, must allow the aircraft to meet all four navigation system performance requirements - accuracy, integrity, availability and continuity of service.

NOTE

This operations manual section does not authorise in any way the use of GPS as a Sole Means Navigation System!

Primary Means Navigation System

A navigation system that, for a given operation or phase of flight, must meet accuracy and integrity requirements, but need not meet full availability and continuity of service requirements. Safety is achieved by either limiting flights to specific time periods, or through appropriate procedural and operational requirements.

Supplemental Means Navigation System

A navigation system that must only be used in conjunction with a sole means navigation system.

Integrity

The quality which relates to the trust which can be placed in the correctness of information supplied by a system. It includes the ability to provide timely warnings to users when the system should not be used for navigation.

Receiver Autonomous Integrity Monitoring (RAIM)

A technique whereby an airborne GPS receiver/processor autonomously monitors the integrity of the navigation signals from GPS satellites.

Approved GPS System

Approval of GPS as a Primary Means IFR Navigation Aid applies only to equipment meeting the United States of America. F.A.A. Technical Standard Order (TSO) C-129 or a CASA approved equivalent. The system installation must be approved and the barometric aiding function must be connected in accordance with the provisions of the TSO.

Operational Requirements

The following operational requirements must be satisfied:

- Operating instructions for GPS navigation equipment must be carried on board.
- GPS navigational equipment must be operated in accordance with the operating instructions and any additional requirements specified in the AFM.

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- In addition to GPS, aircraft must be equipped with serviceable radio navigation systems as specified in AIP.
- GPS must not be used to satisfy any of the alternate requirements of AIP.
- When within rated coverage of ground based navigation aids, the PIC must monitor the ground based system and maintain track as defined by the most accurate ground based radio navigation aid (VOR or NDB) available. If there is a discrepancy between the GPS and ground based system information, the PIC must use the information provided by the ground based navigation system.
- ATC may require GPS equipped aircraft to establish on – and track with reference to – a particular VOR radial or NDB track for the application of separation.

GPS must not be used as a navigation reference for flight below the LSALT/MSA, except as provided in this section or as otherwise authorised by CASA.

Operations without RAIM

GPS systems normally provide three modes of operation:

- Navigation (Nav) Solution with RAIM;
- 2D or 3D Nav Solution without RAIM; and
- Dead Reckoning (DR) or Loss of Nav Solution.

ATS and in particular, ATC separation standards, are predicated on accurate navigation and position fixing. If RAIM is lost the accuracy of the system is assumed not to meet the required standard for both navigation and the application of ATC separation. Accordingly, when RAIM is lost, the following procedures must be adopted:

- Aircraft tracking must be closely monitored against other on board systems.
- In controlled airspace ATC must be advised if:
 - RAIM is lost for periods greater than ten minutes, even if GPS is still providing positional information; or
 - RAIM is not available when ATC request GPS distance or if an ATC clearance or requirement based on GPS distance is imposed; or
 - The GPS receiver is in DR mode or experiences loss of navigation function for more than one minute; or
 - Indicated displacement from track centre line is found to exceed 2nm. ATC may then adjust separation.

If valid position information is lost (2D and DR modes) or non RAIM operation exceeds ten minutes, the GPS information is to be considered unreliable and another means of navigation should be utilised until RAIM is restored and the aircraft is re-established on track.

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Following re-establishment of RAIM, the appropriate ATS unit should be notified of RAIM restoration prior to using GPS information. This will allow ATC to reassess the appropriate separation standards.

When advising ATS of the status of GPS, the phrase “RAIM FAILURE” or “RAIM RESTORED” must be used.

GPS Distance Information to ATC Units

When a DME distance is requested by an ATS unit, DME derived distance information should normally be provided. Alternatively, GPS derived distance information may be provided to an ATS unit unless RAIM is currently unavailable, and has been unavailable for the preceding ten minutes.

Notwithstanding, if an ATC unit has issued a clearance or requirement based upon GPS distance (eg, a requirement to reach a certain level by a GPS distance) the PIC must inform ATC if RAIM is not available.

When a DME distance is not specifically requested or when the provision of a DME distance is not possible, distance information based on GPS derived information may be provided. When providing GPS distance, transmission of distance information must include the source and point of reference – e.g. “105 GPS SY VOR”, “60 GPS CTM NDB”, “267 GPS BREEZA”, etc.

If a GPS distance is provided to an ATC unit, and RAIM is not currently available but has been available in the preceding 10 minutes, the distance report should be suffixed NEGATIVE RAIM – e.g. “26 GPS LT Negative RAIM”.

Databases sometimes contain waypoint information which is not shown on published AIP charts and maps. Distance information must only be provided in relation to published waypoints unless specifically requested by an ATS unit.

Where GPS distance is requested or provided from a NDB, VOR, DME or published waypoint, the latitude and longitude of the navigation aid or waypoint must be derived from a validated database which cannot be modified by the operator or crew.

GNSS Arrivals

Provided that primary azimuth guidance is provided by an associated NDB or VOR, and subject to the restrictions below, GPS systems meeting the requirements of this section may be utilised to conduct en route IFR descent below LSALT/MSA in accordance with the ‘GNSS Arrival’ and ‘DME or GNSS Arrival’ procedures published in AIP DAP.

In addition to the general limitations and restrictions in this section, the following specific restrictions apply to ‘GNSS Arrival’ and ‘DME or GNSS Arrival’ procedures.

- The coordinates of the destination VOR or NDB, to which the descent procedure relates, must not be capable of modification by the Operator or Crew.

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- The database medium (card, chip, etc.) must be current and of a kind endorsed by the receiver manufacturer.
- RAIM must be available before descending below the LSALT/MSA when conducting a 'GNSS Arrival' and 'DME or GPS Arrival'.
- The destination aid (VOR or NDB) nominated in the 'GNSS Arrival' and 'DME or GNSS Arrival' chart must be used to provide primary track guidance during the arrival procedure.
- In the event of a significant disparity between the NDB or VOR track and the GPS track indication, the PIC must discontinue the arrival procedure.

If at any time during the approach there is cause to doubt the validity of the GPS information (eg, RAIM warning), or if RAIM is lost, the PIC must:

- Maintain flight to the Missed Approach Point (MAPT) at the last level at which the pilot was satisfied with the accuracy of the GPS system; or
- Climb to the en route LSALT/MSA, and use an alternative approach, or hold or divert.

NOTE

Where significant aberrations in GPS information are observed, pilots are requested to advise ATS of any suspected errors. If interference is suspected, an interference report should be submitted.

Data Integrity

As a significant number of data errors can occur as a result of manual data entry errors, navigation aid and waypoint latitude and longitude data should be derived from a database, if available, which cannot be modified by the Operator or Crew.

When data is entered manually, data entries must be cross-checked by at least two Crew Members for accuracy and reasonableness or, for single Pilot operations, an independent check (e.g. GPS computed tracks and distances against current chart data) must be made.

Both manually entered and database derived position and tracking information should be checked for reasonableness (confidence check) in the following cases:

- Prior to each compulsory reporting point;
- At or prior to arrival at each en route waypoint;
- At hourly intervals during area type operations when operating off established routes; and
- After insertion of new data – e.g. creation of a new flight plan.

Only data from a validated database may be used for navigation below LSALT/MSA. Manually entered data must not be used for navigation by civil aircraft below the LSALT/MSA unless authorised by CASA.

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2.7.7 Systems Pre-flight Checks

Refer to 2.7.6 above which contains requirements for pre-flight system checks.

2.7.8 RVSM and Operations in Transoceanic Airspace

Reserved.

2.7.9 Required Navigation Performance (RNP)

Reference should be made to CAO 20.91 and applicable appendices.

This is applied by the Company for instrument flight training considering the scope of the operation, equipment and Pilot qualifications applicable for the relevant IFR procedures stated in the AIP, in addition to flight planning requirements for IFR flights, specifically for the submission of notifications via AirservicesAustralia NAIPS Internet Service or facsimile transmission.

The PIC or instructor should make certain that the notification entries appropriately reflect the aircraft and Crew capability and intent with respect to the subject (e.g. PBN: S1, O2, NAV: RNP2).

For local/base requirements refer to the applicable Base Procedures Manual.

2.7.10 Navigation (Journey Logs)

The PIC shall keep a log of such navigational data as is required to enable him or her to determine the geographical position of the aircraft at any time while the aircraft is in flight.

Pilots are therefore required as a minimum to record such times on a navigation log such as the example included below as are necessary to maintain accurate navigation.

The example shown in the applicable Base Procedures Manual meets the requirements of CAR 78.

The below Journey Log(s) (Form 2-032 or Form 2-033 as applicable) are to be utilised for all Navigation Logs in conformance with CAR 78.

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Figure 2-1 Navigation Journey Log (VFR) Form 2-032

VFR Trip Sheet
FORM 2-032 - 15APR17

Sheet _____ of _____

Waypoint checks
C: compass/DG aligned
L: Log
E: engine
A: trimetry/airspace
R: radio (SARTIME)
O: orientation
F: force Landing Field

Engine
S/down S/up TT

Call Sign: _____

Date: _____

VOR Stations
Freq. Ident. NDB Stations
Freq. Ident.

Radio Plan
Name Freq.

Airfield: ATIS Runway Wind QNH Cloud Visibility
Airfield: CTAF: Elevation: Notes:

Airfield: ATIS Runway Wind QNH Cloud Visibility
Airfield: CTAF: Elevation: Notes:

Airfield: ATIS Runway Wind QNH Cloud Visibility
Airfield: CTAF: Elevation: Notes:

Fuel
Climb
Cruise
Alternate
Sub Total
Var Res.
Fixed Res.
Holding
Taxi
Fuel Req'd
Margin
Endurance
LEG
Calc Rate

Minutes
Litres / kg
Minutes
Litres / kg
Minutes
Litres / kg
Minutes
Litres / kg
Minutes
Litres / kg

Divert Checklist
D - Details down
Detail on flight plan, track on charts
Calculate headings, distances, ETI's, SAR
I - Inform flight services
"Flightwatch, ABC, diversion details"
"ABC tracking WING ECH 1800-4500"
"Then per flight plan, no change to SAR"
V - VTC, VNC, WAC
PRD areas, LSALT's, Hemispherical
I - Estimates recalculate accurately
Tracks and bearings, distances, ETI's, endurances
Radio - Radio check
Current radio freq, correct / Next radio freq.
T - TAF
If diverting to new AD, current TAF forecast
NOTAMs, clearances, traffic

FLIGHT PLAN
PSN Position
LS ALT
FL or ALT
TAS
Track Mag
Wind ALT
HEAD Mag
Ground Speed
Dist
ETI
Plan EST
Rev EST
Rev ATA
ATD ATA

Left tank Start Stop
Right tank Start Stop
Unused
Unused

Local Time
UTC
Z
AM/PM

SARTIME
1800 814 931

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Figure 2-2 Navigation Journey Log (IFR) Form 2-033

IFR Trip Sheet

Sheet of

Date:

Call Sign:

FORM 2-033 - 15APR17

		Airfield		VOR Stations		NOB Stations		Top Of Descent		APPROACH CHECKS				MAINS		AUX'S		Unused											
		ATIS	CTAF: Elevation:	Freq.	Ident.	Freq.	Ident.	Q:	h:	T:	IME	Start	Stop	Start	Stop	Start	Stop	Unused	Unused										
Runway								A: (ids (T.I.T))		T:	URN																		
Wind								D: essent call / DG		T:	ONE																		
QNH								S: peed reduced		T:	HRITTLE																		
Cloud								C: hart brief		T:	ALK																		
Visibility								A: udio On																					
								P: all lights/ Pre landings																					
<div style="border: 2px solid red; padding: 10px; transform: rotate(-15deg); display: inline-block;"> <p>WAVE</p> </div>																													
		Airfield		Radio Plan																									
		ATIS		Name																									
		Runway																											
		Wind																											
		QNH																											
		Cloud																											
		Visibility																											
<div style="border: 2px solid red; padding: 10px; transform: rotate(-15deg); display: inline-block;"> <p>WAVE</p> </div>																													
		Airfield		Fix Checklist																									
		ATIS																											
		Runway																											
		Wind																											
		QNH																											
		Cloud																											
		Visibility																											
<div style="border: 2px solid red; padding: 10px; transform: rotate(-15deg); display: inline-block;"> <p>WAVE</p> </div>																													
		Airfield		FLIGHT PLAN																									
		ATIS																											
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		Wind																											
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		Cloud																											
		Visibility																											
<div style="border: 2px solid red; padding: 10px; transform: rotate(-15deg); display: inline-block;"> <p>WAVE</p> </div>																													
		Fuel		PSN		LS		FL of		TAS		Track		Wind		HEAD		Ground		ETI		Plan		Rev		Rev		ATD	
		Climb																											
		Cruise																											
		Alternate																											
		Sub Total																											
		Var Res.																											
		Fixed Res.																											
		Holding																											
		Taxi																											
		Fuel Req'd																											

2.8 Communications

2.8.1 Radio Frequency Switching Procedures

Radio frequency switching is to be conducted by the PIC when required under the general rules and procedures set out in AIP-GEN.

Specifically, the process to be utilised must conform to the following requirements as a minimum:

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- The PIC must ensure that he/she is familiar with all ATS and other Aerodrome frequencies along the intended route;
- The PIC must monitor ATS frequencies along the intended route;
- The PIC shall consult the ERSA and/or the appropriate navigational chart to ascertain the correct frequency(ies) to be monitored and/or utilised for broadcast during the flight.

2.8.2 Air Traffic Control Clearances

Standard radio procedures laid down in the AIP are to be followed at all times.

All Pilots are to have access to the AIP for the purposes of items referred to in this Operations Manual.

A 'listening watch' shall be maintained during all flights by aircraft on the appropriate frequency or as instructed by Air Traffic Control.

During flights within the boundaries of the flying training area this sub-section must be read in conjunction with the Company procedures governing Radio use by Student Pilots for training activities as outlined in Chapter 2 of Volume 4A of this Operations Manual (OM4A).

- Under no circumstances are VFR aircraft to enter Class C airspace without a fully functioning radio. However, Class D airspace may be entered following a radio failure by carrying out the radio failure procedures contained in the ERSA and the AIP.
- IFR category aircraft will be subject to the radio failure procedures in the AIP/ERSA.

For flights originating in controlled airspace, enroute in controlled airspace or landing in controlled airspace, the relevant Airways Clearance (ATC Clearance) is to be requested, obtained and complied with.

In controlled airspace, a 'listening watch' shall be maintained at ALL times on the frequency indicated by ATC.

2.8.3 Position Reporting

Refer to Operations Manual, Volume 3 (OM3), Chapter 1.

2.8.4 Communications at Non-Controlled Aerodromes

Pilots departing from non-controlled aerodromes must:

- Before taxiing, broadcast on the aerodrome frequency, the call-sign, aircraft type, destination intentions and taxiing intentions; and
- Prior to lining up on the runway, must broadcast the aircraft call-sign, the runway identification and immediate intentions following take-off.

Pilots arriving at non-controlled aerodromes must:

- Broadcast on the aerodrome frequency a minimum of 10 nm from the aerodrome, the aircraft call-sign, aircraft type, approach plan including identification of intended runway; and

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- Broadcast when established downwind of the landing runway and when turning base for the landing runway or for straight in approaches, must broadcast when established on final approach at 3 nm from the airfield.

Operations conducted in Class G Airspace for VFR require the PIC to listen to the appropriate VHF frequency and announce if in potential conflict. This includes intercepting broadcasts from other aircraft within the vicinity which are considered to be in potential conflict and to acknowledge by transmitting his/her own callsign and as appropriate; position, actual flight level (altitude) and intentions.

For flights under the IFR, PIC must meet the departure reporting, position reporting, level change, deviation and upon reaching assigned altitude or leaving assigned altitude and entry to the circuit area of non-controlled aerodrome reporting to ATS as detailed in 2.8.3 above.

2.8.5 Pre-flight Radio Check

The PIC shall, in accordance with other pre-flight checks listed in the Operations Manual, perform a pre-flight check of all radios and radio navigation equipment to be used in flight in such a manner to ensure they are functioning correctly.

If checks or test indicate any departure from the permissible limits, or any malfunction not being a permissible unserviceability, the PIC shall not commence the operation and shall report the unserviceability to the Maintenance Manager and HOO and to the maintenance provider contracted to perform maintenance on that aircraft or as a minimum, to the Maintenance Manager so that he/she may make arrangements with the contracted maintenance provider to rectify the unserviceability so that relevant airworthiness requirements are met prior to any operation being conducted.

2.8.6 Datalink

Reserved.

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3 Flight Conduct

3.1 Pre-Departure Procedures

3.1.1 Pre-Flight Administration

Prior to departure, the Trip Record Sheet or similar document is to be completed by the PIC.

3.1.2 Flight Despatch and Return Procedure

The following Procedure is to be carried out to ensure compliance with all regulatory requirements in the despatch and return of flights.

1. Place the booking into FSM. (Avoid “Non-Syllabus Flights” at all costs for students who are actually on a syllabus. If it is necessary to use this type, ensure type – Dual, Solo, Sim is selected. By not selecting one of these types, it will not automatically populate flying hours in the student log book, or the Instructors)
2. Prior to arriving at the ‘Ops Desk’ for despatch, ensure the student records for past flights have been reviewed as well as for which flight the intended flight.
3. The ‘Ops Officers’ on the ‘Ops Desk’ will right click on the booking and print out the Despatch sheet for the Instructor’s and their Student’s signature. Ensure all the information on the sheet is correct taking special care to ensure the lesson dispatched is the one being conducted and it is the correct lesson. (Where multiple flights on the one day are taken with the Student, there is the possibility that an incorrect lesson may have been selected).
4. Return the signed Dispatch form to the ‘Ops Officer’ who will then hand the aircraft keys and “folder” containing the Maintenance Release etc. to the Instructor. The Dispatch form will then be placed in the ‘pigeon hole’ for the relevant aircraft. The Flight Dispatch board automatically tracks the flight so if the flight is running late, advise the ‘Ops Officer’ to adjust the ‘slot time’.
5. Upon return, hand the keys and folder to the ‘Ops Officer’ who will hand the Dispatch Sheet to the Instructor. Complete the details including Landings, Times, Fuel and Oil used and indicate if the aircraft has been returned serviceable. This information will then be entered into the return screen in FSM and will pre-populate the Student records. If the aircraft is unserviceable, the Instructor will be directed to complete an aircraft maintenance request form (where applicable) and will need to also make the correct annotations to the Maintenance Release.
6. The completed Dispatch sheet will be passed to Administration for invoicing and filing.

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7. The Instructor is then able to complete the full Student record – within seven (7) days according to the relevant CASRs – but preferably prior to the Student's next lesson.

3.1.3 Pre-Flight Actions (including Daily Inspection)

A Daily Inspection shall be carried out for the first operation of the aircraft for the day concerned.

On completion of the daily inspection, the Daily Inspection Certificate in Part 3 of the Maintenance Release must be certified by the PIC or a qualified maintenance engineer who conducted the inspection by entering a signature, ARN and date in the appropriate places.

The appropriate daily inspection schedule for each aircraft is identified in its Log Book Statement and current Maintenance Release and a copy of the relevant DI schedule will be kept in each aircraft.

All oil uplifts shall be inserted in the appropriate column of the Maintenance Release and must be entered in the Trip Record Sheet (or similar document) by the PIC, the Form to be utilised can be found listed in Operations Manual, Volume 2 (OM2) (this Volume) in the Forms Chapter.

Daily Inspection Training/Competence

The HOO or his/her Delegate is responsible for ensuring that a Pilot operating Company aircraft (or aircraft operated under the Company's Certificate of Approval) are competent in the conduct of a Daily Inspection.

Pre-flight Checks

A Daily Inspection is required in accordance with the Civil Aviation Regulations 1988 (Cwth) – Schedule 5: CASA Maintenance Schedule, Part 1.

NOTE:

Schedule 5 may not apply to some aircraft.

Specific procedures for this task are contained in the applicable Base Procedures Manual.

3.1.4 Equipment for VFR Flight (including NVFR)

The PIC shall check that as a minimum, the aircraft equipment specified in CAO 20.18 and the AIP (as well as any mandatory equipment listed in the POH which is in addition to that noted in the AFM as required under CAO 20.18) is installed and serviceable on Company aircraft for each VFR flight:

3.1.5 Equipment for IFR Flight

The PIC shall check that as a minimum, the aircraft equipment specified in CAO 20.18 and the AIP (as well as any mandatory equipment listed in the POH which is in addition to that noted in the AFM as required under CAO 20.18) is installed and serviceable on Company aircraft for each IFR flight:

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3.1.6 Crew Baggage

Reserved.

3.1.7 Exits and Passageways

The PIC must ensure that prior to commencing the operation, all aisles and emergency exits are clear and any passageways as applicable to the aircraft being operated are also clear of any obstruction.

3.2 Departure Procedures

3.2.1 Push-Back, Tow and Taxi

Prior to departure of any flight, the PIC shall ensure that:

- The ramp and intended taxi path is clear;
- The aircraft's external surfaces are clear of any deposit which might adversely affect its performance and/or controllability;
- The passenger cabin are secured, all equipment and baggage is properly stowed and that relevant emergency equipment remains easily accessible for immediate use;
- Each passenger occupies a seat or berth with their safety belt/harness properly secured and that passengers have been appropriately briefed;
- The required operating crew are onboard and are in a fit state to perform their duties;
- Flight controls are tested on the ground to the full limit of their travel and such other tests as are necessary to ensure that those controls are functioning correctly;
- Locking and safety devices and pitot covers, are removed and that all hatches and doors are secured; and

Prior to take-off:

- That all crew members occupy their stations.

For specific procedures at each Base which may require modification due to local conditions, refer to the applicable Base Procedures Manual.

3.2.2 Lighting

The PIC shall be responsible carrying out the pre-flight inspection to ensure the lighting required to be fitted to the aircraft for the intended operation is serviceable as required by the regulations.

3.2.3 Initial Climb Procedures

Initial Climb Procedures shall be as specified in the POH with reference to local aerodrome procedures which are published in ERSA.

Any deviation from published procedures are contained in the applicable Base Procedures Manual.

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Notwithstanding the above, the PIC must always operate in a manner which ensures the safe operation of the aircraft.

3.2.4 Take-Off Minima

General

The procedures specified in the AIP will be adhered to at all times.

Low Visibility Procedures

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

IFR Take-Off Minima

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

3.2.5 Instrument and Visual Departures (Controlled Airspace)

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

3.2.6 Instrument and Visual Departures (Class G/Non-Controlled) Aerodrome Procedures

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

3.3 En-Route and Descent Procedures

3.3.1 Lowest Safe Altitude (LSALT)

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

3.3.2 Supplemental Oxygen

Reserved.

3.3.3 Diversions due to Weather

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

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3.3.4 Descent Procedures

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

3.3.5 Standard Terminal Arrival Routes/Procedures

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

3.3.6 Cosmic Radiation Exposure

Reserved.

3.4 Approach and Landing Procedures

3.4.1 Pre-Landing Checks

All Checks required for each phase of flight shall be those contained within the relevant POH for the aircraft being operated and any additional specified in the list of Checklists (Forms) in 7.1 of this Volume (OM2) and featured in the APTA Forms Manual (FM) from time to time.

3.4.2 Approach and Landing Precautions

Refer to the applicable Base Procedures Manual.

3.4.3 Stabilised Approaches

- The aircraft is on the correct flight path;
- Only small changes in heading and pitch are required to maintain that path;
- The aircraft speed is not more than $V_{REF} + 20$ knots indicated airspeed (KIAS) and not less than V_{REF} ;
- The aircraft is in the proper landing configuration;
- Sink rate is maximum 1,000 feet per minute; if an approach requires a sink rate greater than 1,000 feet per minute, a special briefing is to be performed;
- Power setting appropriate for configuration and not below the minimum power for approach as defined by the AFM/POH;
- All briefings and checklists have been performed; and
- Must be established by 300 feet above MDA for straight in IAP or 300 feet AGL in all other cases.

NOTE:

An approach that becomes un-stabilised below these criteria requires an immediate go- around.

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Specific types of approaches are considered stabilised if they also fulfil the following:

- Instrument landing system (ILS) approaches must be flown within one dot of the glide-slope or localiser;
- A Category II or III approach must be flown within the expanded localiser band;
- Visual circling approaches and wings must be level on final when the aircraft reaches 300 feet Above Ground Level.

3.4.4 Visual Approaches

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

3.4.5 Instrument Approach Procedures

IFR Landing Minima

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

3.4.6 Missed and Baulked Approaches

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

3.4.7 Circuit and Landing Procedures

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

3.4.8 Final Approach and Threshold Speeds

Procedures contained in the AOM, POH, AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

3.4.9 Low Visibility (including Autoland) Procedures

Reserved.

3.4.10 Post-Flight Actions

In the first instance, the PIC shall ensure that the appropriate checklist provided for post-flight is followed.

Post-flight includes requirements when departing the runway and a summary of the main requirements are listed below:

- The PIC shall ensure that the flaps are raised after vacating the runway on arrival.

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- The PIC shall ensure that the Aircraft Trip Record and Maintenance Release documentation is completed in accordance with Operations Manual procedures. He/she prohibits erasure of data recorded on a flight data recorder and a cockpit voice recorder (if fitted) in the event of an accident or incident having occurred, which may be subject to mandatory reporting.
- PIC hands over the aircraft to the next Pilot/PIC or to the maintenance personnel (ensuring the Maintenance Manager is advised) or parks, locks or seals and secures the aircraft properly in accordance with local requirements and those stated in the AFM/POH.
- At aerodromes without handling personnel the PIC must ensure the security of the aircraft including any additional security requirements if/when required and communicated by the Head of Operations or other delegated person(s).
- PIC files written occurrence and accident reports as prescribed in the Company Operations Manual, communicating also by telephone or facsimile if necessitated by the urgency of the matter. PIC is to direct the attention of appropriate personnel to technical and operational particulars and problems encountered.
- A copy of the completed/original in-flight flight plan/fuel/nav log to be retained in the student training folder (if appropriate).
- Any person designated for marshalling or parking duties shall use standard hand signals as specified by the CASA (and IATA) and contained in the Operations Manual, Volume 4A (OM4A). The Pilot in Command is to comply with all signals so given, except where he/she considers that to do so would jeopardise the safety of the aircraft or of its passengers or of persons or property on the ground.
- Aircraft parked at the home base are to be secured in the parking spots allocated to specific aircraft.
- All Company aircraft staying away from base overnight are to carry a tie down kit, gust lock and pitot cover.

3.4.11 Noise Abatement/Restrictions

The PIC shall ensure that all published noise abatement requirements and/or Company procedures aimed at achieving compliance with noise abatement requirements are followed except in the case where compliance with such requirements would have an adverse affect on the safety of flight.

3.4.12 Enhanced, Synthetic Vision and Head-Up Devices

Reserved.

3.5 Adverse Weather Operations

3.5.1 Cold Weather Operations

Reserved.

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3.5.2 Flight in Icing Conditions

Reserved.

3.5.3 Hot Weather Operations

Due to the potential detrimental effect on aircraft engine and aerodynamic performance within hot weather conditions, all Pilots shall ensure that take-off and landing performance checks are carried out using data specific to the aircraft type contained in the POH/AFM prior flight.

Depending on the outcome of the above checks, refer to applicable Base Procedures Manual for local requirements and/or special conditions.

3.5.4 Thunderstorm/Hail/Turbulence Avoidance

The PIC is responsible for planning flights to avoid areas of thunderstorms, hail and their associated weather phenomena.

Considerations should include the possibility of diversion, with regard to local airfields, terrain, aircraft endurance, visibility, etc.

3.5.5 Windshear

Windshear is a rapid variation in wind velocity and/or direction along the flight path of the aircraft. As with turbulence generally, on encountering windshear conditions, Pilots should report such conditions to ATC as soon as practicable stating the loss or gain of speed and the altitude at which it was encountered.

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever is the more restrictive.

3.5.6 Landing on Wet or Contaminated Runways

Runway Friction Characteristics

The stopping performance of aircraft is dependent on the available friction between the aircraft tyres and the runway surface, the landing or take-off speed. In some conditions the runway length required for landing or take-off could be critical in relation to the runway length available.

Adequate runway friction characteristics/braking action are mainly needed for three distinct purposes:

- Deceleration of the aircraft after landing or a rejected take-off;
- Directional control during the ground roll on take-off or landing, in particular in the presence of cross-wind, asymmetric engine power or technical malfunctions;
- Wheel spin-up at touchdown.

To compensate for the reduced stopping and directional control capability for adverse runway conditions (such as wet or slippery conditions) performance corrections are applied in the form of:

- Runway length increment;

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- Reduction in allowable take-off or landing weight;
- Reduction of allowable cross-wind component.

Measuring and Expressing Friction Characteristics

When friction measurement is not available but can be only estimated, the pilot is informed only of the estimated braking action reported as 'good', 'medium', 'poor', 'unreliable (nil)' or a combination of these terms. Pilots should treat reported braking action measurements with caution and interpret them conservatively.

Braking Action Reporting

Friction measurements or braking action estimation may be reported:

- In plain language by the tower
- In routine weather broadcasts
- By SNOWTAM.

When necessary, ATC issues the latest braking action report for the runway in use to each arriving and departing aircraft. Pilots should also be prepared to provide a descriptive runway condition report to ATC after landing.

Meteorological Observations

Reserved.

3.5.7 Volcanic Ash

Reserved.

3.5.8 Single-Engine IFR in Adverse Conditions

Reserved.

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4 Special Operations

Reserved.

4.1 Special Operations

Reserved.

4.1.1 Land and Hold Short Operations (LAHSO)

Reserved.

4.1.2 Extended Diversion Time Operations (EDTO)

Reserved.

4.1.3 Approved Single-Engine Aeroplane Operations

Reserved.

4.1.4 Low Flying Operations

Low level flying operations as described by CAR 157 below 500 ft AGL in non-populous area(s) and 1,000 ft AGL in populous area(s) are not permitted for Company aircraft without prior approval.

An APTA Member may conduct Low Level flight training with approval from the HOO. Training must be conducted in accordance with the approved course of training as described in the Low Level training syllabus. This training must be conducted within the approved Low Level Flying area.

Low Level training must only be conducted by a Flight Instructors holding a Low Level Training Approval.

All other Pilots must ensure they remain at least 500 feet AGL at all times.

If a Member/Base is approved to conduct such training it will specified in the applicable Base Procedures Manual.

4.1.5 Water Operations (Floating Hull and Float-Equipped Aircraft)

Reserved.

4.1.6 Mercy Flights including Helicopter Water Rescue Operations

A Mercy Flight shall only be declared and operated by the PIC following consultation with and approval by the Head of Operations and in accordance with the requirements laid out in AIP-ENR.

4.1.7 Other Aerial Work

Reserved.

4.1.8 Exemptions from CAR 1988

Reserved.

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4.1.9 General Provisions

Reserved.

4.2 Emergency Procedures

4.2.1 Declaration of Emergency

The PIC of an aircraft encountering an emergency situation, or experiencing difficulties and requiring assistance, is to make the appropriate declaration at an appropriate time depending on Crew workload.

However, failure to give early notification of a developing problem often gives AirServices and ATS units insufficient time to divert other traffic or to provide adequate Search and Rescue (SAR) or other assistance when needed.

Equipment failure or other communications difficulties could reduce the probability of a delayed message being received, and additional serious problems requiring the Pilot's immediate attention could prevent him/her from compiling and transmitting the appropriate message at a later stage.

Detailed instructions are contained in the AIP and ERSA (EMERG-3) and include reference to the following:

- Distress Messages, Mayday (some examples are: uncontrolled engine/APU/cabin fire, explosive decompression; loss of control; structural failure).
- Urgency message, Pan (some examples are: low fuel state; landing gear not locked down prior to landing, smoke in aircraft; emergency descent).
- Communications failures.
- Navaid(s) failure.

If communication cannot be established on the frequency in use, other VHF, UHF or HF frequencies appropriate to the area should be tried until positive contact is made.

When time is critical, the distress message should be transmitted 'blind' on the frequency in use. If no response is heard, transmission should be made on 121.5 or 406 Mhz, which are continuously monitored by certain ground stations and by international RPT and military aircraft respectively.

In an emergency situation, transponder code 7700 should always be selected ON regardless of aircraft location - some military aircraft and ships can interrogate transponders. The aircraft emergency location transmitter should also be activated unless it interferes with communications on 121.5 or 406 Mhz.

The Emergency Section (AIP/ERSA/EMERG-3) is the appropriate form of declaration in a situation such as navigation difficulties, suspect aircraft performance, or when the safety of a person on board or in sight is involved, and immediate assistance is not required. The foregoing advice regarding communications difficulties also applies to an Urgency message.

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Other difficulties which are not serious enough to warrant an Urgency message should be passed to the appropriate agency on the frequency in use in the normal manner.

However, should such difficulties develop into a more serious situation the transmissions of an Urgency or Distress message is mandatory. A PIC who is unsure of the urgency of a particular problem should not hesitate to declare an emergency, he/she can easily cancel or downgrade his or her declaration when the situation becomes clear.

Emergency Change of Altitude

An emergency change of altitude may be required for various reasons such as — loss of cabin pressure (pressurised aircraft), aircraft fire, engine failure, structural failure, weather (e.g. turbulence, icing), medical problems, etc.

The urgency of the requirement for a change of altitude will depend on the particular circumstances, but the PIC will need to consider the following:

- Survival of crew and passengers. This aspect is particularly relevant to loss of cabin pressurisation at high altitude.
- The altitude required to overcome the problem. In some circumstances this could be higher than cruising altitude.
- Minimum safe altitude (IMC) or proximity of high ground. Diversion to avoid high terrain may be necessary.
- Conflict with other air traffic. If the emergency occurs while flying in a high density air route, a diversion OCTA or towards lower traffic density area may be warranted.
- Structural damage. If structural damage has occurred a high speed rate of descent may not be practicable.
- Rate of descent. This will normally be a compromise between safety, passenger comfort and structural considerations.
- The need for an emergency landing. The location of airfields or suitable terrain will need to be considered.

The relative importance of the foregoing considerations will depend on the particular circumstances. However, it is essential that an appropriate urgency or distress message be transmitted as soon as possible so that airways operations and the ATS unit can divert other traffic and provide other assistance as needed.

By continually considering the factors discussed herein, the PIC will be able to react more rapidly and professionally to an unexpected emergency of this nature thus reducing the danger to themselves and other users of airspace in the vicinity.

In addition to the above general procedures, as noted above, guidance and procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

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4.2.2 Crew Coordination during Anomalous, Abnormal or Emergency Situations

Reserved.

4.2.3 Emergency Checklists

Emergency Checklists covering a variety of emergency scenarios are contained within the POH/AFM. Due to the nature Single-Pilot operations and the inability in some situations to research the manuals during an emergency in flight, Pilots should be conversant with the content of the emergency checklists for the aircraft type being operated in order to carry out vital drills.

4.2.4 Emergency Change of Altitude

Refer to 4.2.1 (above).

4.2.5 Communication Failure

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed.

The PIC shall not let a communications failure distract him from flying the aircraft.

4.2.6 Continuation of Flight with One Engine Inoperative (Drift Down)

Reserved.

4.2.7 Navaid Failure

Refer to 4.2.1 above and ensure that procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed.

4.2.8 Air Crew Incapacitation

As the Company does not operate with more than one Pilot except in the case of training (refer to Operations Manual, Volume 4A – OM4A), procedures necessarily focus on general medical and prevention. These procedures are detailed Operations Manual, Volume 1 (OM1), Chapter 3 (Medical).

However, should it become apparent that there is a possibility the PIC or the Student could become incapacitated, the flight is to be terminated as soon as practicable.

4.2.9 Serious Illness aboard Aircraft

Refer to Operations Manual, Volume 1 (OM1), Chapter 3 (Medical).

4.2.10 Passenger Control in Abnormal Situations

The following information specifies the required procedures to be utilised by the PIC when dealing with passengers under the specific abnormal procedures specified.

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In-Flight

Whenever an in-flight emergency becomes apparent the following procedures should be utilised wherever possible.

The PIC will:

- Carry out checks as per applicable checklist (refer to POH and applicable Base Procedures Manual);
- Brief passengers as follows:
 - "Ensure your seat belt is fastened tightly. Do exactly as I tell you.....";
 - Where time permits, explain the nature of the problem.
- Direct passengers using appropriate instructions and strong tone of voice to maintain calm and prevent panic; and
- Assist and prepare passengers as calmly and firmly as possible for required action.

Ditching

If ditching is anticipated the following procedures should be utilised wherever possible. The PIC will:

- Carry out checklist as per Flight manual checklist;
- If time permits prior to ditching brief passengers on procedure to be followed in accordance with the following briefing:
 - "The aircraft is going to have to be landed onto water.
 - Remove all sharp objects from your pockets and self, pens pencils, etc. Remove glasses.
 - Put Life Jacket on but do not inflate until out of the aircraft.
 - Fasten seat belt and assume the brace/crash position. When the aircraft has come to rest on the water, leave the aircraft. Once out of the aircraft, inflate life jacket."
- If appropriate, select able bodied passengers to assist with life rafts;
- Direct passengers as required to maintain calm and prevent panic; and
- After touchdown carry out evacuation.

Evacuation

In the event that an emergency evacuation of the aircraft becomes necessary the following procedures should be utilised wherever possible.

The PIC will:

- Carry out checklist as per Flight manual checklist;
- If time permits prior to evacuation brief passengers on procedure to be followed;
- Select able bodied passengers to assist evacuation;

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- Direct passengers as required to maintain calm and prevent panic; and
- After touchdown carry out evacuation.

4.2.11 Survival Equipment

Refer to 1.1.10 and 2.1.16.

4.2.12 Action in the Event of Unlawful Interference

Refer to Operations Manual Volume 1 (OM1) (Crimes Act, Aviation).

4.2.13 Interception of Civil Aircraft

Procedures contained in the AIP and any additional information contained in the applicable Base Procedures Manual is to be followed, whichever the more restrictive.

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5 Aircraft Administration

5.1 System of Maintenance and Defect Reporting

Refer to Operations Manual, Volume 2 (OM2 – i.e. this Volume) and Form 2-040 for the relevant aircraft registration).

NOTE:

Under current CASR Part 141 and Part 142 Approval(s), APTA is not required to have a Maintenance Manager. All references to the Maintenance Manager throughout the Operations Manual (OM) are therefore to be taken to mean the HOO for the time being.

5.1.1 Test Fights

Reserved.

5.1.2 EDTO/RNP

Reserved.

5.1.3 ASEA

Reserved.

5.1.4 Autoland

Reserved.

5.1.5 Ferry Flights with Inoperative Engines

Reserved.

5.1.6 CASA Authorisations

Reserved.

5.1.7 Maintenance Control Manual

Refer to Form 2-040 for the relevant Aircraft Registration.

5.1.8 Maintenance Releases and Associated Procedure

All Pilots operating under the APTA AOC are to be aware that all defects noted on any aircraft are to be entered onto the Maintenance Release.

If the Operator or any of its personnel become aware the aircraft is no longer airworthy the defect must be recorded on Part 2 of the Maintenance Release. The defect must be described and the aircraft must be declared no longer airworthy on the Maintenance Release. The Maintenance Release will then 'cease to be in force.'

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The aircraft will be returned to the Registered Operator and not operated by the Company until all maintenance activities have been completed and the Maintenance Release then becomes in force once more.

The MR is how all defects are initially captured. APTA utilises other tracking systems but the MR is the trigger point in all cases. Aircraft owners need to be aware that APTA will have high expectations, and APTA Pilots will have full approval to enter any defects on to the Maintenance Release. The Aircraft Owner needs to respect this procedure, and appreciate that commercial interests of aircraft owners cannot override Safety or Compliance obligations.

All defects of any nature are entered onto the Maintenance Release with sufficient detail to assist the AMO to accurately identify the issue. These entries can be made by all pilots using APTA aircraft without the consent of APTA personnel.

In the interests of accurate preliminary diagnosis, consultation with APTA personnel, wherever practical should be undertaken. If unable to consult APTA personnel, the entry must be entered onto the MR. Nothing replaces the entry onto the MR, although supplementary means of communication can be utilised after the entry is made. All Pilots should be aware of the potential implications of not passing all pertinent information to another Pilot for an aircraft that he/she will be flying regardless of their legal obligations.

After entry onto the MR, the information can then be transferred to Flight School Manager (FSM). FSM contains detailed information with respect to the Aircraft and all scheduled and unscheduled maintenance. FSM may contain further detailed information and will include action taken. All Pilots with pertinent information are approved to make entries on to FSM, in support of information on the MR.

5.1.9 Procedure after item Entered onto MR

The Pilot making the notification will also notify the Maintenance Provider.

These notifications will be checked daily and arrangements made for maintenance. Any periods of unserviceability and therefore unavailability will be entered onto the Flight School Manager system.

APTA through its Maintenance Manager and/or Maintenance Administration Officer will manage non-scheduled maintenance items.

Every item will be notated on to the Maintenance Release and APTA personnel will arrange for the required maintenance.

5.1.10 Pilot in Command Daily Checks

The Pilot in Command (PIC) will be responsible for daily checks as per the AFM and/or POH for all fuel and loading calculations and completion of the Maintenance Release, as well as responsibility for keeping the aircraft clean and tidy, oil at the correct level, tyres at the correct pressure, and tied down when applicable. The PIC will also be required to sign the MR once satisfied that the aircraft is safe to operate and complies with its legislative requirements.

Any Company Pilot who accepts an aircraft from a maintenance check shall confirm that appropriate entries and certifications have been made for the

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completion of any maintenance required as listed on Part 1, or for endorsements of defects on Part 2, of the Maintenance Release; and ensure that a Daily Inspection has been completed prior to release from the maintenance organisation. The Pilot concerned must sign the MR once the Daily Inspection has been satisfactorily completed.

Company Pilot(s) must record defects on the aircraft Maintenance Release as soon as practicable but prior to the next operation. While any defect shall be entered on the Maintenance Release by the PIC operating the aircraft, Private Hirers or Student Pilots conducting Solo flights must discuss the defect and the recording of the defect on the Maintenance Release with the Head of Operations, the Maintenance Manager or a Flight Instructor as soon as practicable after landing.

It is a requirement for the Pilot In Command to ensure that the AFM is present on board prior to every departure.

Any operation where the PIC suspects that an aircraft has potentially exceeded a limit specified in the POH (or AFM), including but not limited to; overweight landing, excessive G Forces, exceeding speed limitations, etc. must be reported immediately to the Head of Operations. In accordance with CAR 248, the information tendered must be complete and detailed and referenced to the data published in the AFM/POH with respect to aircraft limitations.

When requested/required by the AMO, the Maintenance Manager (HOO) is responsible for arranging post-maintenance check flights in consultation with the Maintenance Organisation.

5.1.11 **Schedule 8 Maintenance**

CAR Schedule 8 allows certain maintenance activities to be carried out when necessary by a licensed Pilot, however, Pilot(s) shall not carry out maintenance unless specifically authorised to do so by the Head of Operations and/or the Maintenance Manager.

The following maintenance activities, listed below are the only maintenance activities permitted to be performed by Pilot(s) with the above authorisation and a Pilot is only permitted to perform these activities if the Pilot has received instruction from a qualified and authorised person (such as an appropriately trained and certified engineer):

- Removal or installation of landing gear tyres, but only if the removal or installation does not involve the complete jacking of the aircraft.
- Repair of pneumatic tubes of landing gear tyres.
- Servicing of landing gear wheel bearings.
- Replacement of defective safety wiring or split pins, but not including wiring or pins in control systems.
- Removal or refitting of a door, but only if:
- No disassembly of the primary structure or operating system of the aircraft is involved; and

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- If the aircraft is to be operated with the door removed — the aircraft has an AFM and the AFM indicates that the aircraft may be operated with the door removed.
- Replacement of side windows in an unpressurised aircraft.
- Replacement of seats, but only if the replacement does not involve disassembly of any part of the primary structure of the aircraft.
- Repairs to the upholstery or decorative furnishings of the interior of the cabin or cockpit.
- Replacement of seat belts or harnesses.
- Replacement or repair of signs and markings.
- Replacement of bulbs, reflectors, glasses, lenses or lights.
- Replacement, cleaning, or setting gaps of spark plugs.
- Replacement of batteries.
- Changing oil (record oil uplift on the oil uplift sheet, photocopied from the page of this sub-section featuring the 'Oil Uplift – Sample Record Format' table) filters or air filters
- Changing or replenishing engine oil or fuel.
- Lubrication not requiring disassembly or requiring only the removal of non-structural parts, or of cover plates, cowlings and fairings.
- Replenishment of hydraulic fluid.
- Application of preservative or protective materials, but only if no disassembly of the primary structure or operating system of the aircraft is involved.
- Removal or replacement of equipment used for agricultural purposes.
- Removal or replacement of glider tow hooks.
- Carrying out of an inspection under Regulation 42G of a flight control system that has been assembled, adjusted, repaired, modified or replaced.
- Carrying out of a daily inspection of an aircraft.

5.1.12 Lightning, Bird and Animal Strikes

All Lightning Strikes must be reported to the Head of Operations and recorded on the Maintenance Release.

All Bird and Animal Strikes must be reported the Head of Operations and recorded on the Maintenance Release.

5.1.13 Oil Uplift

Recording of oil uplifts onto the Maintenance Release is an important requirement as it assists Engineers in assessing the condition of the Engine and assists in diagnosis of potentially developing issues.

All Pilots must ensure that all oil uplifts are recorded on the MR.

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All oil uplifts should also be reported through FSM. There are some limitations on the FSM system on occasions where a Pilot is away from the home base, so the FSM system is not a replacement for the MR but rather a supplemental resource.

Upon taking Oil it must be recorded on the Recording Chart – ‘Oil Uplift – Sample Record Format’ – which is shown below and may be photocopied and utilised for the purpose. The person completing the table should ensure that all columns are completed and reconcile the ‘Quantity Remaining’ to ensure that there are no anomalies.

Each Pilot should ensure that they are using the correct grade of oil. Each Pilot is also required to ensure that an aircraft will need to be sitting on level ground for approximately one hour to obtain the most accurate reading. In situations where there is less than one hour between flights, the Pilot should expect a slight overreading as oil will not have fully settled. The Pilot should also exercise caution on flights with a quick turnaround as the risk is that an adequate quantity of oil measured soon after landing may not constitute a sufficient level for a departure one hour later.

Table 5-1 Oil Uplift – Sample Record Format

Date:	Aircraft Registration	Quantity Taken	Quantity Remain	Entered into FSM	Signed

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5.1.14 Permissible Unserviceability

For the type of aircraft operated by the Company, MMEL/CDL does not apply and all unserviceability's must be reported to the contracted maintenance provider for action and reported in accordance with the written reporting process and procedures.

Some defects, however, may be deferred if applicable operational limitations are applied.

Defects Away from Home Base

Should the defect occur away from main base, the PIC must contact the Maintenance Manager to discuss the defect, who will in turn after consultation with the maintenance organisation and the Head of Operations, advise the PIC of subsequent action as applicable.

Pre Flight Checks

No Company aircraft may depart on a flight until the following procedures have been completed:

- Pre-Flight Pilot Briefing and Flight Planning Instructions as specified in the Operations Manual are completed.
- Pre Flight inspection of the aircraft, subsequent to a Daily Inspection as laid out in the relevant Pilot Operating Handbook (POH) including a check that the aircraft has a valid Maintenance Release with sufficient hours and calendar time remaining for the intended flight and that its nationality and registration markings are correctly and clearly displayed; and
- Pre-Take-off checks, which must include, but are not limited to, the following:
 - Flight controls are tested on the ground to the full limit of their travel and such other tests are carried out as necessary, to ensure that those controls are functioning correctly;
 - Locking and safety devices are removed and that hatches, doors and tank caps are secured;
- If the second control seat is unoccupied, the PIC shall ensure that the safety harness and any other articles or equipment which may interfere with the controls are safely secured and if the second control column is readily detachable, it shall be removed;
- All external surfaces are completely free from frost and ice;
- All flight instruments that are possible to test are tested so as to ensure that they function correctly;
- All gyroscopic flight instruments are correctly set and un-caged;
- All radios and radio navigation equipment to be used in flight are functioning correctly;
- All checks and tests required by the Operations Manual and the relevant AFM/POH are completed;
- All aisles and emergency exits are clear;

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- The required operating crew are on board and are in a fit state to perform their duties;
- All relevant Air Traffic Control requirements are complied with;
- Fuel quantities on the aircraft must have been assessed by two different methods; and
- The aircraft is safe for flight in all respects.
- If any of the foregoing inspections, checks or tests indicates any departure from the permissible limits or any malfunction not being a permissible unserviceability, the PIC shall not commence the flight. If he/she has commenced the take-off run, the PIC shall:
 - Abandon the take-off or take such other action as he/she considers appropriate to ensure the safety of the aircraft and of persons on board the aircraft.
 - Keeping Aircraft clean and tidy, oil at the correct level, tyres at the correct pressure and aircraft safely secured when not in use.

5.1.15 AD Monitoring

As an Operator we have a responsibility to ensure that an aircraft is not operated while an AD has not been complied with. This is an area that requires careful monitoring. A reasonable expectation is that the AMO will have entered ADs onto the Maintenance Release. Therefore, the monitoring of ADs listed on the MR will be the responsibility of the Pilot in Command.

5.1.16 Aircraft Despatch

When operating an aircraft under the APTA AOC, all, aircraft need to be signed out in accordance with our own despatch procedure in FSM. Accurate data entry is crucial to compliance requirements.

In the event that any Special Flight Permits/Permissible Unserviceability's/exemptions/exceptions and exclusions are applicable. The person responsible in order of availability would be the Maintenance Manager, Maintenance Administration Officer/HOO/CEO. The initial procedure would be for the APTA representative to contact their Airworthiness Inspector for guidance and assistance in this area.

5.1.17 Permitted Locations

The Operator will not operate the aircraft in any location or for any use that is excluded from the terms of the insurance. It is important that any limitations are written into the agreement that governs the use of each aircraft operated by the Company.

APTA shall not be held responsible for any loss of income due to aircraft unserviceability, weather, or for any other reason,

5.1.18 Defect Reporting

Part 4B of CAR 1988, deals with reporting of defects on Australian aircraft or components.

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Regulations 51, 51A, 51B and 52 of CAR 1988 state that those who own, operate or maintain Australian aircraft must advise CASA (in accordance with Regulation 52A of CAR 1988) of the existence of any:

- Major defect related to an aircraft;
- Defect discovered while complying with an AD or a direction given by the Authority under Regulation 38 of CAR 1988; and
- Defect in an aircraft or an aircraft component that if installed in an aircraft would affect its safety or result in a danger to person or property.

Recording Defects

In accordance with CAR50 the Registered Operator, Operator or PIC of an aircraft is required to record a defect or major damage on the MR. After the damage is recorded, it becomes the responsibility of whomever uses the aircraft to assess whether the defect or damage needs to be rectified prior to flight. The PIC may also consider if the aircraft can be flown in accordance with CAO 20.18.

5.2 Uncontrolled Handbooks (AFM and POH Controlled Externally)

NOTE:

The term 'Uncontrolled Handbooks' is utilised by CASA to refer to documents whose written content is not 'controlled' by the Operator however, such documents must be maintained in an up-to-date condition in accordance with the regulatory requirements and amendments issued by the controlling authority (usually the Manufacturer).

Aircraft Flight Manuals (AFMs) are maintained by the maintenance provider and aircraft owner.

The aircraft is not to be operated until a current AFM is present on board.

The relevant Pilot Operating Handbook (POH) provides basic information for Pilots operating a particular type and model of aircraft however the information is not specific to an individual airframe and as such, is not to be utilised for operational reference.

Only the AFM, which is specific to each airframe and must be carried (and retained) on board the specific airframe at all times, is to be utilised as a reference. Currency of AFM is controlled by the contracted maintenance provider and/or aircraft owner. The Company Operations Manual (OM) may refer to the AFM when detailing instructions and policy dictated by the Australian Regulatory Framework.

Should the Company or any of its representatives or Pilots become aware of the following:

- Any direction issued by CASA relating to the AFM; and

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- Any modifications to the aircraft that would require amendment of the flight manual; and
- Any instructions in relation to the flight manual from the holder of a type certificate, supplemental type certificate or modification/repair design approval that applies to the aircraft; and
- Should such person(s) suspect that the AFM is not current;

He/she must:

Report this to the Maintenance Administration Officer or to the Head of Operations (HOO) who will advise the maintenance provider and/or aircraft owner/registration holder as soon as practicable for rectification and ensure that the aircraft is not operated by the Company until such rectification has taken place through the normal aircraft serviceability process. The Maintenance Manager must be kept informed at all times.

5.3 Weight Control of Aircraft

The Registered Operator for each aircraft shall maintain, or arrange for the approved personnel required to maintain, the weight control currency of each aircraft in accordance with the manufacturer 's maintenance and/or weight control requirements and the requirements of CAO 100.7.

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6 Specific Aircraft Type Procedures

6.1 Aircraft Types - All

Due to the variance of aircraft and number of airframes within a specific aircraft configuration operated by the Company, where registrations/airframes may not be listed on the Company Certificate of Approval (refer to Operations Manual, Volume 1 – OM1 for current Approval Certificates), the actual airframes may differ depending on the operation and the manufacturer as Company operations are conducted utilising aircraft listed on other operator's Approvals or AOCs.

Therefore, to ensure consistency and assure appropriate procedures are utilised for the aircraft being operated, the operating procedures to be utilised shall be based on the POH for the specific aircraft utilised on Company operated flights if/when there is no Company approved checklist or published procedures available.

The only specific procedures that may be listed here, when applicable, are those where the manufacturer's limitations are subject to reduction as a result of the Australian Civil Aviation framework, as specified in the Civil Aviation Act 1988 (Cwth), the Civil Aviation Safety Regulations 1998 (Cwth) and the applicable CARs, CASRs, CAOs and other Instruments and guidance material promulgated by CASA from time to time, thus, the POH must be read in conjunction with relevant regulatory requirements to ensure the regulatory requirements take precedence.

Some of the sub-headings below, while they refer to this subheading, may also be covered in other Volumes of the Operations Manual (Comprising OM1, OM2, OM3, OM4, OM4A and OM5) where applicable.

Individual Pilots are responsible for ensuring that they are competent in the operation of any aircraft type they intend to fly however, the Company may require that a Check Flight or an Aircraft Endorsement Questionnaire be completed by each Pilot if/when deemed necessary.

6.1.1 Manual Sub-Volume and Aircraft Type Names

Refer to 6.1 above.

6.1.2 Use of POH, AFM, OM and Operational Differences

Refer to 6.1 above.

6.1.3 Normal Operations and Supplementary Procedures

Refer to 6.1 above.

6.1.4 Checklists and Memory Items

Refer to 6.1 above and the applicable BPM Forms in 7.1 for generic items applicable to all aircraft types/airframes.

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6.1.5 Crew Complement and Duties

Additional Crew Members may be carried over and above the single Pilot applicable to normal operations by the Company, in accordance with procedures outlined in the applicable Base Procedures Manual.

6.1.6 Permissible Unserviceability

Refer to the applicable Form 2-040 for the applicable Aircraft Registration and to the information contained in 5.1.14.

6.1.7 Performance

Refer to 6.1 above.

6.1.8 Weight and Balance

Refer to 6.1 above.

6.1.9 Operating Limitations

Refer to 6.1 above.

6.1.10 Emergency and Abnormal Procedures

Refer to 6.1 above.

6.1.11 Emergency Evacuation Procedures

Refer to 6.1 above.

6.2 Turbine Powered Aircraft

The Company does not currently operate Turbine Powered Aircraft.

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7 Operational Forms

7.1 Forms

This Chapter contains a list of Forms that are applicable to this Volume and Forms listed are thus controlled by this Volume. Personnel should carefully check the related Form prior to use to ensure that the correctly dated form is selected and utilised in accordance with the information shown below.

Table 7-1 Forms Related to Volume 2 (OM2)

Form Number	Name or Purpose	Effective Date
2-001	8KCAB Checklist (VH-UPG) (v3)	20OCT17
2-002	Cessna C152 Checklist	20OCT17
2-003	Cessna C172M Skyhawk Checklist	20OCT17
2-004	Cessna C172N Skyhawk Checklist	20OCT17
2-005	Cessna C172P Checklist	20OCT17
2-006	Cessna C172P Operating Procedures	15APR17
2-007	Cessna C172R Checklist	20OCT17
2-008	Cessna C172R Emergency Checklist	15APR17
2-009	Cessna C172SP Skyhawk Checklist Aircraft (VH-FPV)	20OCT17
2-010	Cessna C182S Skylane Checklist	20OCT17
2-011	Cessna C182T G1000 Skylane Checklist	20OCT17
2-012	Cessna C206G Stationair Checklist	15APR17
2-013	Cessna C206 Operating Procedures	15APR17
2-014	Cessna U206F Operating Procedures	15APR17
2-015	Cessna U206G Operating Procedures	15APR17
2-016	Cessna C210L Centurion Checklist	15APR17
2-017	Piper PA28 Warrior II Checklist	20OCT17

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Form Number	Name or Purpose	Effective Date
2-018	Piper PA28R-201 Arrow III Checklist	15APR17
2-019	Piper PA28R Arrow III Checklist	15APR17
2-020	Piper PA28R Arrow IV Operating Procedures	15APR17
2-021	Piper PA44 Seminole Checklist	15APR17
2-022	Piper PA44 Emergency Checklist	15APR17
2-023	Piper PA34-200T Seneca Checklist	15APR17
2-024	Piper PA34-200T Seneca II Operating Procedures	15APR17
2-025	Piper PA34-200 Seneca III Operating Procedures	15APR17
2-026	Partenavia PN68 Checklist	15APR17
2-027	Partenavia PN68C Operating Procedures	15APR17
2-028	Partenavia PN68 Emergency Checklist	15APR17
2-029	Beechcraft BE55 Baron Operating Procedures	15APR17
2-030	Beechcraft BE95 Checklist	15APR17
2-031	Beechcraft BE95 Travelair Operating Procedures	15APR17
2-032	Navigation Journey Log (VFR)	15APR17
2-033	Navigation Journey Log (IFR)	15APR17
2-034	Non-Company Flying Request (FSD Only)	20MAR18
2-035	Piper PA28-181 Archer II Checklist	20OCT17
2-036	P68C Vulcanair Checklist (VH-TAV)	20OCT17
2-037	Piper PA28-161 Warrior III Checklist	20OCT17
2-038	Gulfstream Aero Commander 500S Checklist	30APR18
2-039	Aircraft Owner Agreement	30APR18
2-040	Aircraft Hire Agreement	15SEP18

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Form Number	Name or Purpose	Effective Date
2-041	Aircraft Induction & Removal Checklist	15SEP18
2-042	Oil Uplift Form	15AUG18
2-043	Lycoming Service Instruction	15SEP18

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8 Additional Information

The following provides a keyword index of this Volume for easy reference.

Index

- Adverse Weather Operations, 3-7
- Aerial Work, 4-1
- Air Crew Incapacitation, 4-4
- Air Traffic Control Clearances, 2-22
- Aircraft Flight Manual (AFM), 1-2
- Aircraft Performance
 - Limitations, 2-3
- Airspace Classification
 - Requirements, 2-4
- Alternate Aerodromes, 2-3
- Alternate Fuel, 2-6
- Altimetry – Standard Altitude and Flight Levels, 2-13
- Approach and Landing
 - Procedures, 3-5
- Approved GPS System, 2-15
- ASEA Operations, 2-3
- Bird/Animal Avoidance
 - Procedures, 2-5
- Block Fuel, 2-6
- Briefing of Passengers, 1-4
- Cabin Safety Procedures, 2-11
- Carriage and Discharge of Firearms, 1-8
- Carriage of CASA Personnel, 1-8
- Carriage of Flight Attendants, 1-4
- Carriage of Infants and Children, 2-10
- Carriage of Live Animals, 2-10
- Carriage of Passengers in Seats at which Dual Controls are Fitted, 1-4
- Charter Substitution for RPT, 1-1
- Checklists and Memory Items, 6-1
- Circuit and Landing
 - Procedures, 3-6
- Collision Avoidance, 2-12
- Communication Failure, 4-4
- Communications, 2-21
- Communications at Non-Controlled Aerodromes, 2-22
- Conditions of Carriage of FOI, 1-8
- Contingency Fuel, 2-7
- Crew Complement and Duties, 6-2
- Data Integrity, 2-18
- Declaration of Emergency, 4-2
- Departure Procedures, 3-3
- Descent Procedures, 3-5
- Ditching, 4-5
- Diversions due to Weather, 3-4
- Documentation, 2-10
- Duty, 1-4
- Duty Period, 1-4
- Emergency Change of Altitude, 4-3, 4-4
- Emergency Checklists, 4-4
- Emergency Procedures, 4-2
- Engine Oil Management, 2-9
- En-Route and Descent
 - Procedures, 3-4
- Equipment for IFR Flight, 3-2
- Equipment for VFR Flight, 3-2
- Evacuation, 4-5
- Exits and Passageways, 3-3
- Extended Diversion Time Operations (ETDO), 2-3
- Final Approach and Threshold Speeds, 3-6
- Fixed Reserve, 2-7
- Flight Authorisation and Prohibitions, 1-1
- Flight Planning and Preparation, 2-1
- Flights Over Water, 2-4
- Fuel Anti-Freeze Procedures, 2-8
- Fuel Load Weight and Balance, 2-7
- Fuel Policy, 2-5
- Fuel Spillage, 2-9
- Fuel Type and Quality Checks, 2-8

UNCONTROLLED WHEN PRINTED

General Crew Procedures and Briefings, 2-11	Notice to Airmen (NOTAM), 2-2
Global Navigation Satellite System/Area Navigation (GNSS/RNAV), 2-14	Operational Requirements, 2-15
GNSS Arrivals, 2-17	Operations without RAIM, 2-16
GPS Distance Information to ATC Units, 2-17	Passenger Control in Abnormal Situations, 4-4
Ground Handling, 2-10	Passenger Manifest, 1-5
Handover and Takeover Procedures, 2-11	Personal Electronic Devices (PEDs), 1-5
Holding Fuel, 2-7	Persons Approved to Taxi Aircraft, 1-6
Hot Weather Operations, 3-8	Persons In Lawful Custody, 1-5
Identification of Navigation Aids, 2-13	Persons Permitted to Operate Flight Controls, 1-7
Ignition Hazard Management, 2-8	Planning Altitudes and Flight Levels, 2-2
In-flight Replanning, 2-7	Point of No Return/Alternate and Critical (Equi-Time) Point Calculations, 2-3
Initial Climb Procedures, 3-3	Position Reporting, 2-22
Instrument Approach Procedures, 3-6	Post Fuelling Quantity Cross-Check, 2-8
Interception of Civil Aircraft, 4-6	Post-Flight Actions, 3-6
Intoxicated and/or Offensive Passengers, 1-7	Pre-Departure Procedures, 3-1
Landing on Wet or Contaminated Runways, 3-8	Pre-Flight Actions, 3-2
Lighting, 3-3	Pre-Flight Administration, 3-1
Low Flying Operations, 4-1	Pre-flight Radio Check, 2-23
Low Visibility (including Autoland) Procedures, 3-6	Pre-Landing Checks, 3-5
Lowest Safe Altitude (LSALT), 3-4	Preliminary, 0-1
Maintenance of Look-Out and Use of External Lights, 2-12	Prohibited and Conditional Activities, 1-4
Mercy Flights, 4-1	Push-Back, Tow and Taxi, 3-3
Minimum Emergency Equipment to be carried, 2-4	Quantity Measurement, 2-7
Minimum Flight and Cabin Crew, 1-2	Radio Frequency Switching Procedures, 2-21
Minimum Planning Requirements, 2-6	Restricted and Prohibited Areas, 2-2
Minimum Safe Altitude (MSA)/Lowest Safe Altitude (LSALT), 2-2	Rostering, 1-2
Missed and Baulked Approaches, 3-6	Route and Aerodrome Briefing, 2-2
Movement Airside/Passenger Boarding, 2-10	Smoking, 1-5
Navaid Failure, 4-4	Specific Aircraft Type Procedures, 6-1
Navigation, 2-13	SSR (Transponder) Procedures, 2-12
Navigation (Journey Logs), 2-19	Standard Marshalling, Towing and Parking Procedures, 2-11
Navigation Policy, 2-13	Standard Passenger Weights, 2-10
Navigation Tolerances and Position Fixing, 2-13	Standard Terminal Arrival Routes/Procedures, 3-5
Noise Abatement/Restrictions, 3-7	Starting and Ground Running of Engines, 1-5
	Stowage, 1-5

UNCONTROLLED WHEN PRINTED

Suitable Aerodromes, 2-3
System of Maintenance and
Defect Reporting, 5-1
Systems Pre-flight Checks, 2-
19
Take-Off Minima, 3-4
Thunderstorm/Hail/Turbulence
Avoidance, 3-8

Turbine Powered Aircraft, 6-2
Use of Checklists, 2-11
Use of Other AOC Holder's
Resources, 1-8
Variable Reserve, 2-7
Visual Approaches, 3-6
Water Contamination, 2-8
Windshear, 3-8

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