

**SOP Manuals Outline:**

- 1.0 Administration
  - 1.1 Mission
    - Objective
    - Purpose of the Flight Department
    - Company Flight Operations Manual
    - Compliance
  - 1.2 General Policies
    - Regulatory Violations
    - Smoking
    - Consumption of Alcohol on Company Aircraft
    - Alcoholic Beverages/Drugs
    - Medical Fitness
    - Interaction with Media/Press
    - Insurance
  - 1.3 Organization
  - 1.4 Duties and Responsibilities
    - CEO
    - Flight Department Manager
    - Senior Captain
    - First Officer
    - Chief of Maintenance
  - 1.5 Personnel
    - Appearance
    - Collateral Duties
    - Use of Part-Time Personnel
    - Record keeping
  - 1.6 Flight Crew
    - Crew Assignment
    - Qualifications
    - Training
    - Contract Pilots
    - Pilot Currency
    - Flight Crew Duty Time
    - Physical Condition
    - Medical Requirements
    - Crew Evaluations
    - Standard Operating Procedures
  - 1.7 Aircraft
    - Aircraft List
    - Single Pilot Operations
  - 1.8 Crisis Planning
    - Accidents and Incidents
    - Reports
    - Data Collection
    - Accident/Incident Reporting Form
      - Subpart A
      - Subpart B
- 2.0 Operations
  - 2.1 Aviation Safety

- 2.2 Operational Control
- 2.3 Flight Following
- 2.4 Security
  - Security Planning
  - Hangar and Ramp Security
  - Aircraft Security
- 2.5 Basic Flight Operations
  - Scheduling
  - Crewmembers at Stations
  - Flight Plans
  - Flight Log and Passenger Manifest
  - Operational Reports
  - Maintenance Test Flights
  - Positioning Flights
  - Aircraft Noise Policy
- 2.6 Passenger Relations
  - Policy
  - Crew Duties-Passenger Boarding
- 2.7 Limitations Airports
  - Weather
  - Aircraft Operating Limitations
  - Wind
  - Runway Conditions
  - Instrument Approaches
  - Handling Hazardous Materials
- 2.8 Abnormal Operations
  - Emergencies
  - Terrorist/Hijacking
  - In-flight Personnel Emergencies
  - Emergency Procedures
- 2.9 International Operations
  - Flight Department
  - Maintenance Department
  - Crew Members
  - Security
- 3.0 Maintenance
- 3.1 Maintenance Policy Maintenance Expense
  - Inspection of Work Performed
  - Determination of Airworthiness
  - Duty Time Limitations
  - Aircraft, Powerplant and Accessory Reference Materials
  - Maintenance Scheduling
  - Record keeping
- 3.2 Unscheduled Maintenance
  - Maintenance Away from Home Base
  - Contract Maintenance

- 3.3 Aircraft Parts
- 3.4 Aircraft Fueling Operations
- 3.5 Maintenance Test Flights
- 3.6 Aircraft Cleaning
- 4.0 Appendices
- 4.1 Telephone Numbers
  - Flight Department
  - Company Personnel
- 4.2 Associations
- 4.3 Government Agencies
- 4.4 FAA Reference Materials
- 4.5 NBAA Material

FLY RVSM