

Upgrade IOE / LOE

Name: (Last, First MI)		
Certificate Number		
Start Date	Date Complete	
Upgrade IOE	LOE	
Flight Time	Take Off / Landings	
Name Of Check airman:		
Satisfactory	Unsatisfactory	
Incomplete	Reason:	
Signature of Check airman:		
HS 125	BE 400	BE200
4-Exceeds Standard 3-Meets Standard 2-Borderline Standard 1-Below Standard		
A. Performance		
1. APG		
2. Part 25		
3. Terps-SID, ODP		
4. Structural Limits		
5. TOFL		
6. Brake Energy / Turn Around		
7. Contaminated Data		
8. 91 vs 135		
B. APG		
1. Splitting the FMS		
2. Inserting Special Departure Proc.		
3. No S.D.P. Procedures		
4. Required Call Outs		
5. Syncing FMS's		
C. Fuel Profiles		
1. Climb		
2. Cruise		
3. Long Range Cruise		
4. Descent		
5. Single Engine Taxi		
6. APU operations if applicable		
D. Systems		
1. Powerplant		
2. Electrical		
3. Hydraulics		
4. Flight Controls		
5. Pressurization		
6. Fuel		

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E. Policies and Procedures		
1. Uniform		
2. Professional Appearance		
3. Nav Set Up		
4. Flight Duty / Rest		
5. Hotel Policy		
6. Alcohol Policy		
7. Fuel Requirements		
8. Special Use Airports		
9. Aircraft Cleaning		
10. Crewmember Travel Arrangements		
11. Customer Service		
12. Catering		
F. SOP's		
1. Flows		
2. Use of Checklists		
3. Verbal/Response		
4. Challenge/Response		
5. Use of Automation		
6. Call Outs		
7. Approach Windows		
8. SMO Noise Abatement Proc.		
9. Standard Noise Abatement		
10. Flight/Approach Profiles		
G. GOM		
1. Operational Control		
2. Duties and Responsibilities		
3. W/B, Average Weights, Plotter		
4. Cat 1 Approach Min		
5. Alternate Airport IFR WX mins C055		
6. IFR Take Off mins C0057		
7. Terminal Visual Flight Rules C077		
8. IFR Lower Than Standard T/O Mins		
9. Fueling Procedures		
10. Passenger Briefings		
11. Eligible on Demand		
12. DAAP		
13. Crew Briefings		
14. Aircraft Ground Icing Procedures		
15. EFB Procedures		

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H. Flying Abilities		
1. FMS Knowledge		
2. TOLD CARDS		
3. Cockpit Setup		
4. Engine Start/Limits		
5. Taxi		
6. Cruise		
7. Descent Calculations		
8. Visual Approach		
9. Precision Approach		
10. Non Precision Approach		
11. Landings		
12. Short Field Operations		
13. Overall Flying Ability		
14. CRM		
I. Professionalism		
1. Appearance		
2. Uniform		
3. Attitude		
4. Judgment		
5. Decision Making		
6. Punctuality		
7. Stress Management		
8. Interaction with CSR's and Tracking		
J. Special Emphasis		
1. VNAV descents/ALT deviations		
2. Noise Abatement Departures		
3. Ipads Maintenance & Management		
4. FOS Mobile		
5. Emergency Procedures		
6. Aircraft Cleanliness		
K. Additional PIC Responsibilities		
1. Flight Planning (fltplan.com)		
2. Flight, Duty, Rest Limitations		
3. Expense Logs		
4. FOS		
5. Flight Release		
6. Duty Release		
7. Program Managers		
L. International Procedures		
1. Customs Paperwork		
2. Universal/Colt Releases		

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[illegible]