



GENERAL OPERATIONS MANUAL

Revision 47

6/16/2023

0.1 Record of Revisions

Revision Number	Revision Date	Revision Summary
45	2021-07-02	Previous Word document revision.
46	2023-03-22	Formatted to Web Manuals; major re-write of entire manual, including: extensive reorganization of existing content; major updates to trip releases, weight and balance, addition of the SIC PDP.
47	2023-06-16	Expanded language for PRD; Updated on-duty times; expanded communications requirements.

Page	Comment
2-2	Updated language to comply with the Pilot Records database.
2-6	Added policy for pilots coming off HDOs to check in for assignments.
3-20	Revised on duty time to 90 minutes from 60 minutes prior to a flight within North America.
3-29	Revised on duty time to 90 minutes from 60 minutes prior to a flight within North America.
7-1	Revised on duty time to 90 minutes from 60 minutes prior to a flight within North America.
7-2	Added pre-start communication policy.
7-20	Enhanced post-flight communication policy.

0.2 List of Effective Pages

This manual has been accepted by the following FAA personnel:

Approved by:

Date:

Sign:

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0.4 General

The procedures and policies outlined in this manual are intended to ensure compliance with the Code of Federal Regulations (CFR). They are considered crucial for maintaining good operating practices and safety.

No part of this manual should be interpreted as contradicting any Federal Regulations, relevant state or foreign regulations, or the company's Operations Specifications.

In cases where there is a discrepancy between this manual and the CFR, the CFR takes precedence and will be followed.

This manual will be utilized by all flight, ground, and maintenance personnel during operations.

Operations must also adhere to applicable parts of the following:

1. Code of Federal Regulations
2. Department of Homeland Security regulations
3. ICAO Standards (International Civil Aviation Organization)
4. Applicable FAA Approved Aircraft/Rotocraft Flight Manual (AFM/RFM)
5. The company policies and procedures stated in this manual
6. FAA Operations Specifications and Letters of Authorization
7. IS-BAO Standards (International Standard for Business Aircraft Operations)
8. All other applicable federal, state, and local government regulations

In situations where the company policy is more restrictive than a regulatory requirement, the Director of Operations or Chief Pilot has the authority to waive that company policy, provided it is in accordance with the regulatory requirement. Such waivers must be documented in writing and attached to the relevant trip documents.

0.5 Manual Revision

[14 CFR 135.21(e), 135.23]

A. General

The Director of Operations is responsible for maintaining and issuing revisions to this manual.

All company manuals undergo routine reviews and revisions to ensure compliance with regulatory changes, company policies, and procedures.

Users of the manual are encouraged to submit recommendations for improvements at any time.

B. Approval / Acceptance

Revisions to the manual are submitted to the responsible Flight Standards office for review and acceptance.

If no comments or acceptance is received within 30 business days of submission, it is assumed that the revisions are acceptable, and the manual will be distributed.

C. Revision Format

The manual is revised using the Web Manuals program, which allows for easy recording and accessibility of edits. Only authorized representatives are allowed to edit documents.

Each formal revision will include an updated List of Effective Pages and a Revision Summary.

Revised material on each page, except for minor typographical changes, will be indicated by a change bar (||) in the margin opposite the changed text. Relocated or rearranged text will be indicated by a change bar adjacent to the page revision number. The revision number and effective date will be provided on each revised page.

All pages and their associated revision numbers will be listed on the List of Effective Pages.

D. Revision Summary and Change Log

The Preface of each manual will include a Revision Summary and a Change Log.

The author of the revision will update the Revision Summary, which gives a general overview of the changes made.

The Change Log provides a brief description of the specific revised material.

0.6 Distribution

[14 CFR 135.21(b), (c) and (d)]

The Master copy of the manual will be maintained by the Director of Operations and kept at the principal base of operations.

The Director of Operations is responsible for informing and providing the Federal Aviation Administration (FAA) with all revised copies of the manual.

A copy of the most current revision of the manual will be made available to various areas of responsibility within the company, including:

1. Office File (Master Copy)
2. Certificate Holding District Office (CHDO) / Flight Standards District Office (FSDO)
3. Director of Operations
4. Chief Pilot
5. Director of Maintenance
6. Flight Control
7. Each Company Pilot
8. Company Aircraft while performing Part 135 operations

Once approved, the manuals will be posted to JetInsight for distribution. JetInsight is a platform that automates notifications to applicable users when a new manual is posted. Users are required to acknowledge receipt of the manual, and these acknowledgments are retained in the system.

Each user who receives a revised manual is required to read and familiarize themselves with the changes and comply with them, as applicable to their position, no later than the effective date of the revision.

0.7 Manual Management

[14 CFR 135.21(f)]

The Pilot-in-Command is responsible for ensuring that a current copy of the manual is made available for use by ground or flight personnel.

1.1 General

1.1.1 Purpose

Sun Air Jets (SAJ) will utilize this manual as a guideline for their day-to-day operations. The procedures and policies outlined in this manual are regarded as vital for maintaining good operating practices and safety.

It is important to note that no part of this manual is intended to conflict with any section of the Code of Federal Regulations (CFR), state or foreign regulations, or Sun Air Jets' operating certification and operations specifications.

1.1.2 Deviations from the GOM

In certain situations, there may be a need for the company to deviate from its established procedures or policies. The authority to authorize a deviation from policy or procedure lies solely with the Director of Operations.

If the Director of Operations is unavailable, the Chief Pilot may authorize a deviation from policy or procedure, but this authority does not extend to any Federal Air Regulation or state regulation, nor does it override the authority of the Pilot-in-Command (PIC) over a flight.

Whenever a deviation occurs, a risk assessment must be conducted to identify and mitigate any potential risks associated with the deviation.

1.1.3 Official Names Of The Certificate Holder

Sun Air Jets (SAJ) does not operate any aircraft under Part 135 using the name or fictitious name of any other person or entity unless specifically authorized by the FAA in paragraph A001 of the certificate holder's operations specifications.

SAJ does not permit or facilitate any other entity to conduct a flight for compensation or hire under Part 119, 121, or 135 as if that entity were the certificate holder.

1.1.4 Use Of DBAs Or Fictitious Names

Sun Air Jets (SAJ) does not utilize any "doing business as" (DBA) names in a manner that would suggest or represent an entity without an air carrier or operator certificate and operations specifications as having such credentials.

SAJ does not employ fictitious names to conceal the certificate holder's responsibility and accountability for exercising operational control or ensuring the safety of each Part 135 flight operation.

1.1.5 SAJ Aircraft Listed On Other 135 Certificates

Sun Air Jets (SAJ) will not permit any of its aircraft to be listed on the operations specifications of any other certificate holder. Additionally, SAJ's exclusive use aircraft will not be listed on the operations specifications of any other Part 135 certificate holder during the duration of the exclusive use lease.

1.1.6 Wet Leases

Sun Air Jets (SAJ) adheres to the regulations outlined in 14 CFR 119.53(b).

SAJ does not engage in wet leasing arrangements with any person or entity that is not authorized by the Federal Aviation Administration (FAA) to conduct common carriage operations under parts 121 or 135 of the regulations.

A wet lease, as defined, refers to a leasing arrangement where a person agrees to provide an entire aircraft and at least one crew member.

1.1.7 Employees And Agents Of The Air Carrier

Sun Air Jets (SAJ) does not perform operations under Part 135 unless the crew members involved in these operations are direct employees or agents of SAJ.

This requirement applies to all aspects of Part 135 operations, including pre-flight and post-flight duties.

1.1.8 Management Personnel

[14 CFR 135.23(a), 119.69(a)]

All 119 management personnel must be direct employees of Sun Air Jets.

The personnel listed below are authorized to act for Sun Air Jets:

Director of Operations: Edward Fares
855 Aviation Drive
Camarillo, CA 93010
(805) 389-9398

Chief Pilot: Steven Sirk
855 Aviation Drive
Camarillo, CA 93010
(805) 389-9398

Director of Maintenance: Robert Cox
855 Aviation Drive
Camarillo, CA 93010
(805) 389-9398

1.1.9 Responsible Flight Standards Office

The following is the contact information for the responsible Flight Standards office of the Federal Aviation Administration, which is responsible for oversight of the Air Carrier Certificate and its operation:

Van Nuys Flight Standards District Office

16501 Sherman Way
Suite 330
Van Nuys, California 91406
Phone: (818) 267-3300
Fax: (818) 786-9732

1.1.10 Operational Control

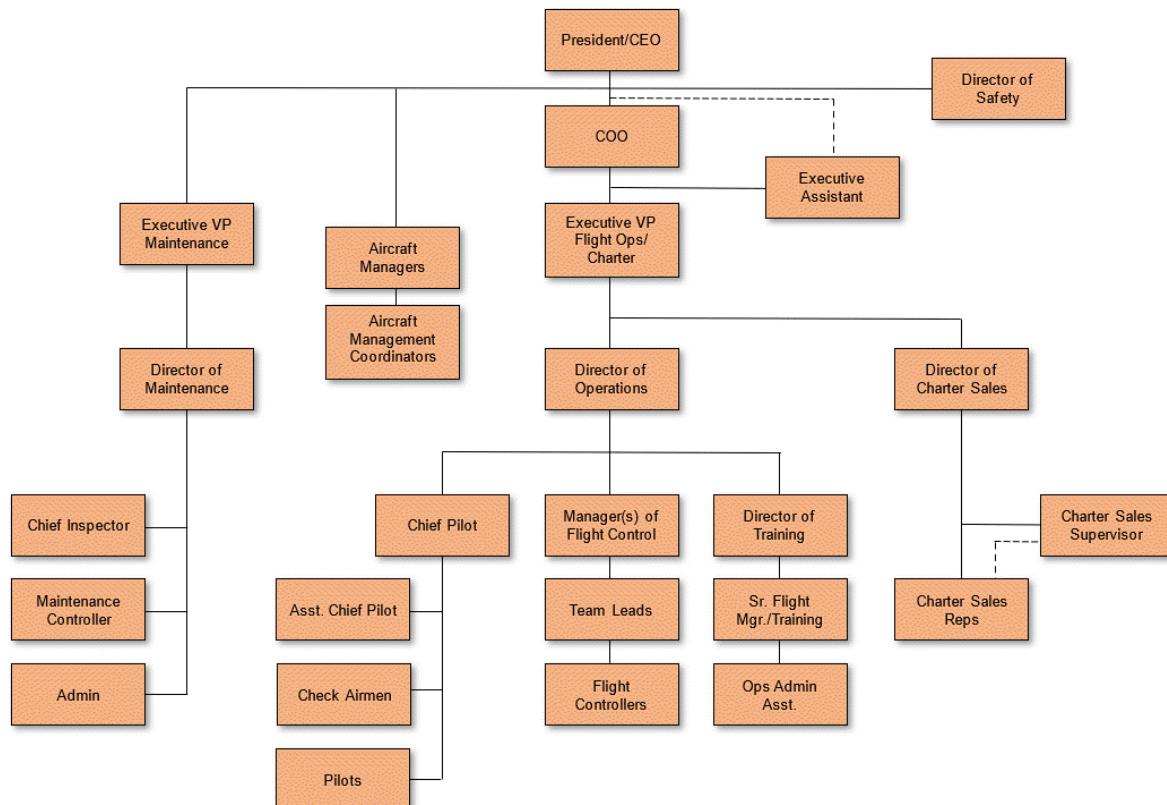
[14 CFR 135.77]

Operational Control refers to the authority and responsibility for initiating, conducting, and terminating a flight. It involves ensuring that all policies and procedures are followed to maintain the safety and compliance of flight operations. In the context of your statement, it implies that the company and specific individuals have the responsibility to oversee and ensure the airworthiness of aircraft and the qualification of flight crew members.

The Director of Operations holds the ultimate responsibility for operational control of flights within the company. However, the Director of Operations may also delegate authority to selected management personnel and their qualified delegates. These designated individuals are trained, qualified, and authorized by the company to assign and release aircraft for revenue service.

The personnel who are authorized to exercise operational control and make decisions related to flight operations should be listed in the Operations Specifications (Op Spec) A006.

1.2 Organizational Chart



1.3 Duties and Responsibilities

1.3.1 Vice President of Flight Operations

The Vice President of Flight Operations will oversee and manage the overall flight operations and charter department, ensuring that all activities are conducted in a legal, safe, and efficient manner. They report directly to the Chief Operating Officer (COO) and carry out various duties to meet regulatory requirements and support the company's operational objectives.

The key responsibilities and tasks of the Vice President of Flight Operations include:

1. Ensuring compliance with aviation safety standards, safe operating practices, and applicable regulatory requirements such as 14 CFR Part 135. They must have a comprehensive understanding of these materials and apply them to Sun Air Jets' operations.
2. Developing strategies and managing the budget to optimize operational costs within the flight operations department.
3. Overseeing the charter and flight operations activities of Sun Air Jets, ensuring their smooth functioning and adherence to operational standards.
4. Having a thorough understanding of Sun Air Jets' Operations Specifications (Op Specs) and General Operation Manual (GOM), as well as relevant maintenance and airworthiness requirements outlined in 14 CFR.
5. Collaborating with the Director of Safety to ensure the Sun Air Jets Safety Management System (SMS) manual is updated and effectively implemented throughout the organization.
6. Working closely with the Director of Operations, Chief Pilot, and Director of Maintenance to ensure the safe, proper, and compliant operation of all aircraft owned and/or operated by Sun Air Jets.
7. Assuming the duties and responsibilities of the Director of Operations in their absence.
8. Initiating the necessary procedures for onboarding new aircraft to Sun Air Jets' Part 135 certificate and managed aircraft.
9. Serving as a member of the Continuing Analysis and Surveillance System (CASS) board, which is responsible for monitoring and improving the safety and quality of flight operations.
10. Taking an active role in fostering positive attitudes towards compliance with regulations and safety practices among Sun Air Jets personnel.
11. Developing budget recommendations for Flight Operations and Sun Air Jets Charter, as well as monitoring divisional spending in these areas.

While the Vice President of Flight Operations may delegate certain functions to other personnel, they ultimately retain responsibility for ensuring the successful execution of these duties within their scope of authority.

1.3.2 Director of Operations

[14 CFR 135.23(a)]

The Director of Operations reports to the Vice President of Flight Operations and Charter, and is responsible for:

1. Exercising Operational Control under 14 CFR 135.77.
2. Establishing and directing the execution of Sun Air Jets plans, policies, operations, personnel and equipment standards.
3. Oversight of the preparation of all flight schedules, reports, and correspondence pertaining to operational activities of Sun Air Jets.
4. Scheduling aircraft into applicable inspections and maintenance and coordinates all flights.
5. Conducting personnel interviews, hiring and discharging of flight department personnel, and directs the training of all flight employees.
6. Authoring, revising, and distributing all company manuals.
7. Authoring, revising, signing, and distributing the Operations Specifications.
8. Ensuring prompt reporting, filing and follow-up action on accident reports to the appropriate FAA agencies.
9. Obtaining the necessary diplomatic clearances prior to departure for all flights into or over foreign countries and those countries listed in the Operations Specifications.
10. When a different model aircraft is added to the existing revenue, requesting from the manufacturer or any other available sources information unique to the safe operation of that aircraft.
11. May act as Director of Safety and perform duties of that job function.
12. Being highly knowledgeable of the Operations Manual, FAA Regulations, Operations Specifications, flight manuals, and other instructions pertinent to his/her duties.

He may delegate functions to other personnel but retains responsibility for these duties.

1.3.3 Director of Maintenance

[14 CFR 135.23(a)]

The Director of Maintenance reports to the Executive Vice President of Maintenance and is responsible for all Sun Air Jets maintenance activities and has full authority to act in these activities. The Director of Maintenance shall meet the requirements of 14 CFR 119.71(e), and is responsible for:

1. Exercising Operational Control under 14 CFR 135.77.
2. Ensuring company aircraft are maintained in an airworthy condition, meeting the aircraft type design and in a condition for safe flight.
3. Ensuring all inspections, repairs, and component changes are accomplished in accordance with manufacturer's instructions or FAA acceptable data.
4. Ensuring compliance with maintenance procedures, airworthiness directives, service bulletins, service letters and applicable Code of Federal Regulations.
5. Adequate staffing of technicians for the workload, disciplining and terminating of maintenance personnel.
6. Ensuring all maintenance technicians are trained and current on the types of aircraft on which they work.
7. Ensuring that all maintenance technicians are certified and supervised according to the requirements specified in the Code of Federal Regulations.
8. Ensuring that the facility, tools, and equipment are adequate for the scope and detail of the work being performed.
9. Coordinating with maintenance contracting agencies when maintenance activities are being performed on Company aircraft.
10. Providing the DO with the current airworthiness status of the aircraft and the forecast downtimes to facilitate maintenance scheduling and ensuring timely deferral of correction of aircraft discrepancies.
11. Maintaining liaison with manufacturer's representatives, parts supply houses, repair facilities and the FAA.
12. Purchasing articles to be used on the aircraft from reputable vendors and to maintain a relationship with the vendors used regularly by Sun Air Jets.
13. Making available to maintenance personnel the necessary aircraft/engine maintenance manuals, overhaul manuals, service bulletins, service letters, airworthiness directives, applicable sections of this manual, and any other required technical data.
14. Maintaining all necessary work records and logbooks, including certification in the aircraft permanent maintenance records that the aircraft is approved for return to service.
15. Maintaining the weight and balance records for all aircraft.
16. Completing the required Service Difficulty Reports (SAJSDR) and Mechanical Interruption Summary (SAJMIS) reports and submits them to the CHDO.
17. Oversight of the Continuous Analysis and Surveillance System making any adjustments to the maintenance and inspection programs to make them more efficient and safer.
18. Supplying the accounting department with a budget and cost analysis of the maintenance department, and to provide financial data regarding the aircraft and their operation.
19. Performing other duties as assigned.

He may delegate functions to other personnel, but retains the responsibilities of these duties.

1.3.4 Accountable Executive (AE)

Sun Air Jets' Accountable Executive has the authority and responsibility to set safety policy, demonstrating commitment to objectives, requirements, approval of the commitment of resources, as well as implementing processes and ensuring desired outcomes are met.

The AE has overall responsibility for and control of the resources required to finance, implement and enforce policies and procedures. These responsibilities can be delegated to other managers. The AE understands that he/she is not relieved of the ultimate responsibility.

Should the AE choose to delegate these responsibilities, he/she realizes that there must be a well-defined process within the management system to ensure coordination and communication. All our operations will function as a system and not as isolated entities. Our organization demonstrates clear lines of accountability from the AE into the systems of each operational area. Our system of accountability demonstrates that safety, security and quality initiatives are implemented on behalf of and supported by the AE. Our system of accountability is defined as part of senior management and included in the respective job descriptions. Authority and responsibility for ensuring safe, secure operations is clearly defined.

Those Managers who are responsible for operations have the authority to establish policy, make financial decisions, provide adequate resources, resolve safety, security and quality issues and take action to ensure their particular operation functions within the system.

1.3.5 Director of Safety

The Director of Safety reports directly to the President / CEO (Accountable Executive) on all safety issues, and shall also serve all levels of the department as an advisor on safety matters.

The Director of Safety is tasked with the overall responsibility for development and implementation of the Flight Department Safety Program, and is responsible for:

1. Developing and implementing safety programs for Department personnel to ensure a safe and healthful work environment.
2. Advising management of recognized hazards and unsafe / unhealthful working conditions.
3. Periodically assessing Safety Program effectiveness and compliance.
4. Updating Safety Program as necessary to maintain regulatory compliance.
5. Coordinating and administering the Emergency Response Plan.
6. Performing annual facility safety audits.
7. Performing hazard assessments for the purpose of recommending engineering controls, administrative controls, and personal protective equipment.
8. Evaluating available training resources, as well as advising management concerning training requirements, methods, and sources.
9. Assisting management as necessary in the event of a governmental safety and/or health inspection.
10. Disseminating safety-related information.
11. Process Hazard and Incident Reports to identify and eliminate or mitigate workplace hazards.
12. Performing other duties as assigned.

1.3.6 Chief Pilot

[14 CFR 135.23(a)]

The Chief Pilot reports to the Director of Operations. The duties are as follows, *but will remain the responsibility of the Director of Operations:*

1. Exercising Operational Control under 14 CFR 135.77.
2. Maintain qualification and currency as PIC in at least one aircraft used in the Sun Air Jets operation.
3. Directing the training activities of flight crew members or may assign to the Director of Training these duties.
4. Coordinating operations policies and training activities.
5. Advising the appropriate personnel of the status of flight operations and the training of the flight crew members and is responsible for crew member standardization.
6. Preparing and maintaining proficiency records, flight schedules, reports and correspondence pertaining to operations activities.
7. Maintaining current aircraft check lists.
8. Submitting to the CHDO all reports required pertaining to flight crew.
9. Designating sufficient check pilots to ensure all flight crews conform to standard procedures as outlined in applicable FAA Regulations and Sun Air Jets policies and ensuring all pilots maintain current route qualifications and receive proficiency checks as required by the FAA and Sun Air Jets.
10. Scheduling aircraft to the available flight crew members and establishes personnel duty hours.
11. Maintaining a subscription to the aircraft flight manual revision service and/or manufacturer bulletins for each make and model of aircraft used by Sun Air Jets. He will:
 - a. Evaluating the all revisions to determine their applicability to Sun Air Jets operations.
 - b. Based upon that information, disseminating new information and operating procedures into the aircraft-training program as appropriate.
12. May act as Director of Training in a fleet less than fifteen (15) fixed-wing aircraft.
13. All record keeping requirements of 14 CFR 135.63.
14. Performing other duties as assigned.

He may delegate functions to other personnel, but retains the responsibilities of these duties.

1.3.7 Assistant Chief Pilot

The Assistant Chief Pilot will report directly to the Chief Pilot and will assist the Chief Pilot and the Director of Operations with administrative assignments as necessary.

1.3.8 Check Airmen

Check Airmen report to the Chief Pilot, and are responsible for:

1. Performing evaluations, training, and standardization as individually approved by the FAA.
2. Serving as an example of our high Sun Air Jets standards to all operations personnel.
3. Performing other duties as assigned.

1.3.9 Director of Training

The Director of Training reports to the Director of Operations, and is responsible for:

1. Adequate and timely training of all operations personnel and for all corporate training.
2. Creating and maintaining training materials and presentations.
3. Conducting training classes.
4. Ensuring the proper development and maintenance of all training manuals.
5. Maintaining pilot and maintenance training records.
6. Performing other duties as assigned.

1.3.10 Pilot in Command (PIC)

The Pilot in Command reports to the Chief Pilot, is designated for that flight by the company, and is responsible for:

1. Exercise operational control of a flight after release from Flight Control.
2. Promoting a high level of situational awareness within the crew, and addressing the role of individual crew members and the distribution of workload among the crew. Conflicts and doubts about safety – related issues are to be resolved promptly.
3. Being in complete command of the aircraft, which means he has authority over all assigned crew members on the flight from the time they report for duty until termination of the flight. His orders will receive prompt compliance from other crew members. If they differ from written procedures or other instructions, other crew members should bring any order that differs from written procedures to the attention of the pilot in command. If time permits, crew members may ask questions, state recommendations and test some resolution. If an order still stands, all crew members will comply without question. All crew members should balance assertiveness with tact. The issue is what is right; not, who is right.
4. Ensuring a flight will not be commenced if a flight crew member is incapacitated from performing duties by any cause such as injury, sickness, fatigue, or the effects of any psychoactive substance.
5. Ensuring the flight will not be continued beyond the nearest suitable aerodrome when flight crew members' capacity to perform functions is significantly reduced by impairment of faculties from causes such as fatigue, sickness or lack of oxygen.
6. The security of the aircraft during its operation, checking and assessing weather and all applicable NOTAMs where available, determining fuel, oil and oxygen requirements, determining the aircraft weight and balance, ensuring that all flight planning requirements have been met, ensuring that the aircraft is airworthy, duly registered and that the documentation and information are on-board the aircraft. Completing an aircraft pre-flight inspection as per the aircraft flight manual, before each departure, operating the aircraft in accordance with operator procedures and aircraft limitations, completing all post flight duties as specified in the Company GOM, recording flight times and aircraft defects, notifying the nearest appropriate authority by the quickest available means of any accident involving the aircraft, resulting in serious injury or death of any person or substantial damage to the aircraft or property.
7. Completion of the assigned aircraft Flight Log.
8. Ensuring a suspected communicable disease is reported promptly to air traffic control, in order to facilitate provision for the presence of any special medical personnel and equipment necessary for the management of public health risks on arrival. Submitting a report to the designated local authority following an act of unlawful interference, and complete the journey log book or the general declaration.
9. Performing other duties as assigned.

1.3.11 Second in Command (SIC)

The Second in Command reports to the assigned Pilot in Command, is designated for that flight by the company, and is responsible for:

1. Reporting to the aircraft immediately following the crew brief or meeting the incoming aircraft in the event the aircraft arrives after the brief.
2. Assisting the Pilot in Command in preflight planning.
3. Maintaining the recording of the flight log, flight times, block times, fuel burns, ATC clearances and any other pertinent information.
4. Advising the Pilot in Command of any and all deviations from established policies, procedures and/or regulations that could adversely affect operational safety.
5. Performing other duties as assigned.

1.3.12 Manager of Flight Control

The Manager of Flight Control reports to the Director of Operations, and is responsible for:

1. Oversight of the Flight Control department and Flight Controllers.
2. Ensuring all accepted trips are scheduled in accordance with the FAA regulations, Company Operations Manual, department guidelines and Company policies and procedures
3. Receiving and fulfilling charter requests on the weekend and after normal business hours.
4. Supporting the scheduling of aircraft in coordination with Maintenance, Charter Sales and Operations.
5. Ensuring each charter is tracked and assignments are made within Company guidelines.
6. Coordinating daily schedules using JIS to ensure each flight segment meets all company and CFR requirements including but not limited to: crew currency, crew qualifications, crew duty requirements, approved affiliates, aircraft airworthiness and certification, and aircraft feasibility. This information is transferred to the FRAT and OpCon Worksheets for review and approval by the individual with Operational Control authority.
7. Flight following for every flight.
8. Performing other duties as assigned.

1.3.13 Senior Flight Operations Coordinator

1. The Senior Flight Operations Coordinator reports to the Director of Training, and is responsible for:
2. Managing the administrative functions of the Flight Operations Department
3. Coordinating the pilot hiring process including advertising and resume reviews
4. Managing the internal and external new hire Pilot Record Database (PRD).
5. Processing NATA pilot background checks.
6. Coordinating and scheduling specific external pilot training with contract training providers.
7. Scheduling internal Sun Air administered pilot training.
8. Maintaining pilot training records.
9. Managing flight operations and training manuals including creation, edits, and approvals.
10. Managing third party pre-audit process including preparing pre-audit materials and coordinating department pre-audit review.
11. Performing other duties as assigned.

1.3.14 Flight Controller

Flight Controllers report to the Manager of Flight Control, and are responsible for:

1. Ensuring all accepted trips are scheduled in accordance with the FAA regulations, Company Operations Manual, department guidelines and Company policies and procedures
2. Ensuring the efficient scheduling of trips by performing the following:
 - a. Receiving and fulfilling charter requests on the weekend and after normal business hours.
 - b. Supporting the scheduling of aircraft in coordination with Maintenance, Charter Sales and Operations.
 - c. Coordinating aircraft availability with charter sales
 - d. Completing the FRAT and OpCon Worksheets.
 - e. Ensuring each charter is tracked and assignments are made within company guidelines.
3. When authorized, release of trips in accordance with this manual.
4. Flight following with customers for each flight.
5. Attending and participating in Company management meetings.
6. Performing other duties as assigned.

1.3.15 Manager of Charter Sales

The Manager of Charter Sales reports to the Director of Operations, and is responsible for:

1. Initiating and building relationships with existing and prospective and on-demand charter clients (i.e., corporate travel departments, corporate aviation departments, specific "vertical market segments" and other high net worth groups or individuals) to generate sales opportunities, developing sales leads, furthering network contacts, and ensuring highest level of customer service.
2. Conducting cold calls and other prospecting activities to generate leads.
3. Attending trade shows, sales calls and networking events to raise awareness of Company and promote product within region.
4. Maintaining current knowledge of new products and services, industry trends, and technical developments that affect target markets
5. Developing and delivering sales proposals and presentations for customers within assigned region on products and services.
6. Establishing and maintaining comprehensive customer data and activities records.
7. Performing other duties as assigned.

1.3.16 Charter Sales Representative

The Charter Sales Representative reports to the Manager of Charter Sales, and is responsible for:

1. Quoting and marketing duties.
2. Performing other duties as assigned.

1.3.17 Manager of In-Flight

The Manager of In-Flight Services reports to the Director of Operations, and is responsible for:

1. Ensuring Cabin Attendants receive:
 - a. Safe food handling training;
 - b. Training on preparing food safely and efficiently in the aircraft galleys;
 - c. Training on operation of aircraft entertainment systems.
2. Maintaining training records for each Cabin Attendant;
3. Authoring and maintaining the Sun Air Jets Cabin Attendant Manual; and
4. Performing other duties as assigned.

1.3.18 Cabin Attendants

Sun Air Jets does not use Flight Attendants. Instead, it uses Cabin Attendants that are not part of the FAA required crew.

Cabin Attendants report to the Manager of In-Flight Services, and to the designated Pilot-in-Command when assigned to a trip.

The Pilot-in-Command is designated by Sun Air Jets and has full responsibility for the safe operation of the aircraft, and authority over all assigned crew members from report time until release from duty.

Cabin Attendants are not authorized and will not perform any safety-related duties, including the Safety Briefing.

The responsibility of the Cabin Attendant is for passenger convenience including serving food and drinks. No authority is granted to them; they will only report any problems they might observe to the assigned PIC.

If a Cabin Attendant is assigned as an Emergency Evacuation Crew Member, they are only authorized to assist the PIC during an evacuation and may direct passenger flow to the available exits.

The Cabin Attendants will be listed on the flight log as a Cabin Attendant in the appropriate space and on the flight release as the "Cabin Attendants."

Cabin Attendants are limited to the same duty time limitations as the flight crew for Part 135 flights.

All Cabin Attendants are required to complete a background check and have training in emergency evacuations including the deployment of overwater equipment. Full-time Cabin Attendants will conduct Emergency Procedures training with their respective flight crew members at least every two years.

1.4 Electronic Records

1.4.1 Definition of Electronic Records

The FAA defines electronic records to the following standards; an electronic record must provide equivalent or better data integrity, accuracy, and accessibility to what would otherwise be provided by a paper record. In general, a record preserves the evidence of an event. It should contain enough information to clearly depict the event that took place. It is the certificate holder's responsibility to address all 14 CFR requirements for their recordkeeping system(s) applicable to their operation(s).

1.4.2 Electronic Record Standards

To be considered complete and valid, an electronic record will contain enough detail to meet the regulatory requirement for the event being recorded. The following provides guidance for the data collected and reported:

1. The type of event that took place (e.g., training, flight data duty records, etc.);
2. For a training event, information that shows compliance with regulatory requirements, such as the name of the course module or subject, the number of hours of instruction, whether the student passed or failed, etc.;
3. When the event took place (e.g., the date and time (where appropriate));
4. Where the event took place (e.g., the station, training facility, maintenance facility, etc.);
5. Who was involved in the event (e.g., crew member, instructor, mechanic, etc.);
6. Aircraft type and registration number for pilot logbook records (when required by regulation);
7. Certification, verification, or authentication of the event, such as a signature, where required by regulation; and
8. Applicable aircraft, airframe, engine, propeller, appliance, component, or part make and model (M/M) for maintenance records, such as life-limited parts and time-in service records.

NOTE: Documents needing signatures will be scanned and re-uploaded.

1.4.3 Electronic Recordkeeping System

The following describes the Sun Air Jets electronic recordkeeping system.

1. JetInsight System (JIS) is the name for the electronic record keeping system.
2. All authorized users will be issued unique login authenticated credentials by the Chief Pilot or designee. For security reasons, users may never share or use another username. All entries and changes are tracked electronically for authentication and audit purposes, including devices and ips addresses. Management will review logs as part of auditing to determine access. All data is protected and secure.

NOTE: The JIS system is Cloud-based and is compliant per AC-120-78A, and has redundant automatic backups.

3. Primary administrators of JIS will authorize certain members the ability to add, edit, and delete data entries.

The Chief Pilot or designee will provide access to FAA Principal inspectors and NTSB representatives (as needed) to have the ability to review data. All changes are tracked for audit purposes. Reports are available in pdf format.

4. Per OpSpecs A025, the following records are maintained in JIS:

- a. Aircraft Flight Logs
- b. Airman training records
- c. Airman qualification records (Checks)
- d. Medial (Class and Date)
- e. Flight time limitation and rest requirement records
- f. Pilot records (Full Name and Ratings)
- g. Pilot recency of experience records
- h. Check airman records
- i. Load Manifest

NOTE: Each pilot's record will contain a release from employment for physical or professional disqualification, when released.

5. The date and result of each of the initial and recurrent competency test and proficiency and route check required by 14 CFR Part 135 and the type of aircraft flown during the test or check will be kept and will be made available for inspection by the FAA.

1.4.4 Quality Control

The Chief Pilot or designee will review the flight logs and pilot duty records monthly. The results of the audit will be recorded in the SMS system noting any discrepancies or anomalies. Training records are tracked monthly, but any discrepancies are tracked separately and will generate a separate corrective action.

1.4.5 Maintenance Support and Backup Measures

The Jet Insight computer system is cloud based and is continual backed up on a separate instance including the database. The system is continual updated and revised as changes occur. A redundant server is running as a backup for records and electronic manuals.

1.4.6 Records Transfer

Aircraft specific records are available as a report in PDF or other computer formats to meet the requirements of 14 CFR part 43 part 135.441.

1.4.7 Persons with Authorized Access

All users have a unique authentication credentials and access is based on the role of the individual user through permissions.

1.4.8 Electronic Authentication

Currently, all records requiring signatures will be printed and hand signed, scanned, then saved as a pdf on the system.

1.4.9 Training Instructions

Reference the Electronic Recordkeeping outline.

1.4.10 Transferring Data

Data will be evaluated if a transfer does occur between systems by an audit process conducted by the Chief Pilot or designee.

1.4.11 Continuity of Records for Maintenance Providers

As part of the audit process the Director of Maintenance will run a report monthly to determine the accuracy of the electronic records maintained by JIS or any maintenance providers electronic system. An aircraft activity report will provide details on hours and cycles to compare against a maintenance provider.

1.4.12 Responsible Person

The Chief Pilot has overall responsibility and may delegate functions to other individuals, but the Chief Pilot retains overall responsibility.

1.4.13 Company Electronic Record Keeping Description

JIS is accessible from any web enabled device. JIS maintains all flight crew member's (by name including certificate number), instructors, and check airman's information to include compliance with required regulations Part 135.63 and Part 135.267. These records are retained for at least 12 months and archived for 5 years. The record keeping system is populated by the direct employees of Sun Air Jets Operational control managers will authorize crew members meeting the legality criteria to be assigned to a revenue flight.

Data is entered directly into JIS by either office staff or by the flight crew member. This is accomplished by logging into the system and entering the applicable data.

1. Preflight data including passenger names are entered into JIS prior to departure.
2. The post-flight data including flight and duty time will be entered into the JIS.
3. Training records and FAA Form 8410's will be scanned and uploaded to the server in the pilot's individual account.

JIS will process the data and store for generation of reports. Sign into JIS for:

1. Duty time
2. Pilot activity
3. Aircraft activity

For compliance with pilot record requirements, the Chief Pilot or designee will sign into JIS on monthly basis to reconcile, medical certificates, flight logs and pilot duty records.

Records are transferable (a disk may be made or hyper-linked) and will be made available as aircraft leave the certificate.

1.4.14 Jet Insight Electronic Manuals

Per OpSpecs A025, the following manuals are maintained in jetinsight.com in pdf:

1. Operations Specifications
2. General Operations Manual
3. General Maintenance Manual
4. Training Manual
5. SMS Manual
6. International records and documents such as "Master Doc" and E-plotting
7. Minimum Equipment List

1.4.15 Electronic Manual Revision Process and Distribution

Revisions will be sent to the responsible Flight Standards office for acceptance or approval. As manuals are accepted or approved the FAA will:

1. Sign the LOEPs or send a letter stating acceptance (preferably via email).
2. The responsible Flight Standards office will extract the LOEPs and scan those pages and forward by email or upload to Jet Insight > Manuals and upload to applicable manual page.
3. Once the LOEPs has been received those pages will be inserted in the respective manual.
4. The manual will then be uploaded to JetInsight for automatic distribution via user's laptops and iPads.

1.4.16 Archive

When data is replaced i.e., a new recorded is uploaded for a pilot file the previous record is automatically archived. As for manuals the previous version is kept for reference but not accessible on JetInsight.

1.4.17 Company Access to Manuals

Approved Company personnel will be given a user name and password for the Jet Insight mobile app on the iPad to allow approved personnel to access the following:

1. Accepted manuals
2. Op Specs
3. Company Bulletins
4. Pilot and Maintenance specific information

1.5 Company Records

1.5.1 Maintenance of Company Records

[14 CFR 135.63]

The Director of Operations will be responsible for maintaining all Sun Air Jets records. All records will be kept at Sun Air Jets principal business office with the following records made available for inspection by the Administrator:

1. Sun Air Jets Operating Certificate
2. Sun Air Jets Operations Specifications
3. A current list of the aircraft used or available for use in operations under Part 135 and the operation for which each is equipped. The list will be kept for at least six months after it is superseded.
4. An individual record of each pilot used in operations under Part 135. That record will be kept for at least twelve months after it is made and will include the following information:
 - a. Full name of the pilot.
 - b. The pilot certificate (by type and number) and ratings that the pilot holds.
 - c. The pilot's aeronautical experience in sufficient detail to determine the pilot's qualifications to pilot aircraft in operation under Part 135.
 - d. The pilot's current duties and the date of the pilot's assignment to those duties.
 - e. The effective date and class of the medical certificate that the pilot holds.
 - f. The date and result of each of the initial and recurrent competency tests and proficiency and route checks required by Part 135 and the type of aircraft flown during that test or check.
 - g. The pilot's flight time in sufficient detail to determine compliance with the flight time limitations of Part 135.
 - h. The pilot's check pilot authorization, if any.
 - i. Any action taken concerning the pilot's release from employment for physical or professional disqualification.
 - j. The date of the completion of the initial and each recurrent phase of the training required by Part 135.
 - k. The Pre-employment Safety verification data obtained from the FAA Airmen Certification System, Accident/Incident Data System, Enforcement Information System databases and Department of Motor Vehicles.

These records will be kept in the office of the Director of Operations or the Chief Pilot under lock and key and may be accessed only by the Director of Operations, the Chief Pilot or Director of Training.

All Sun Air Jets records that are maintained in electronic form will be backed up at the main frame computer at SAJ; as well as disk backups stored in a floor safe at SAJ. SAJ will also have an offsite storage of said information. All pilot records will be scanned and kept in electronic format to be used as a back up to paper files.

In the event that neither the Director of Operations nor the Chief Pilot is available to provide these records on demand to the FAA, the Director of Operations will appoint an individual at his discretion to make available these records.

1.5.2 Corrections To Company Records

When errors have been discovered in any company record (i.e., Aircraft Discrepancy Logs, 8410's, Training Records, etc.) the following procedures will be used to make corrections:

1. In any single block of a preprinted form, a single line will be drawn through the incorrect entry, not obliterating the original entry and the correct information will be entered as close to the original location as practical.
2. The individual making the correction will initial and date the change, and enter "EIE" in close proximity to denote 'Entered In Error.'
3. The use of "White Out", correction tape or correction fluid is not permitted

Digital Flight Logs cannot be corrected. Instead, a separate Correction Log is generated and a brief description of its purpose is added.

2.1 Flight Crew Minimum Qualifications

	PILOT-IN-COMMAND	SECOND-IN-COMMAND
Pilot Certificate	ATP - Category and Class PIC Type Rating	ATP – Category and Class or Commercial / Instrument – Category and Class Type Rating
Total Time	3500	1250
Pilot in Command	2000	500
Turbine	1750	200
Time in Type	200, 100 as PIC	50
Instrument	250	75
Recency of Experience	Per 135.247	Per 135.245

Each Crew Member employed by SAJ must read, speak and understand the English language, and the statement "English Proficient" will be on their airmen's certificate when flying internationally.

The above qualifications may be modified on a case-by-case basis only by the Director of Operations or Chief Pilot.

2.2 Medical Certificates

It is the responsibility of the flight crew member to possess and maintain a current FAA First Class medical certificate.

For operations to/from ICAO destinations, medical certificates will be maintained to ICAO standards.

Immediately after taking the required physical exam, each flight crew member will provide the Records Administrator with a copy of the medical certificate to be included in their individual pilot record. Pilots will email new medical certificate to Sun Air Jets Pilot Records at: PilotRecords@sunairjets.com.

2.3 Pre-employment Records Check – PRD

[14 CFR 111]

2.3.1 General

The Pilot Records Database (PRD) is an FAA database which allows Air Carriers to access a prospective pilot's qualifications, training, certification and enforcement history during the hiring process. All Air Carriers are required to report records to the PRD per [14 CFR Part 111](#).

The PRD contains the required operator and FAA records for the life of the pilot, and contains data on:

- Pilot certificates, ratings and limitations;
- Medical certificate information
- Failed attempts to pass a practical test;
- Accidents and incidents;
- Employment history from air carriers; and
- The date of request for motor vehicle driving records from the National Driver Register.

The purpose of the database is to assist air carriers in making informed decisions regarding pilot employment. The FAA maintains the database solely for hiring purposes and takes measures to protect the personal privacy of individuals.

2.3.2 Responsible Personnel

Sun Air Jets is responsible for designating specific roles within the organization for PRD-related tasks, including:

- Authorized Responsible Person
- Authorized User Contributor
- Proxy Responsible Person
- Proxy Authorized Contributor

The Director of Operations serves as the Authorized Responsible Person. Their contact information is listed in [1.1.8](#)

- [Management Personnel](#).

2.3.3 Data Entry

Sun Air Jets will comply with all reporting requirements listed in 14 CFR Part 111 and submit the following records for each individual employed as a pilot, including:

- Drug and alcohol testing records;
- Training, qualification, and proficiency records;
- Final disciplinary action records;
- Records concerning separation of employment;
- Verification of a motor vehicle driving record search; and
- Historical records.

These records generally must be reported to the PRD within the time set by the FAA upon occurrence of the event causing creation of the record, typically 30 days.

Historical records generated on or after January 1, 2015 will be submitted by June 12, 2023. Historical records preceding January 1, 2015 will be reported by September 9, 2024.

Sun Air Jets may not report pilot records related to a safety event that the entity reported as part of the Aviation Safety Action Program or any other approved Voluntary Safety Reporting Program.

2.3.4 Correcting Erroneous Entries

If Sun Air Jets discovers or is informed that previously reported records in the Pilot Records Database contain inaccurate information, they will correct the record within 10 days of becoming aware of the error. However, if Sun Air Jets disagrees that the record contains an error, they will notify the pilot and inform them that the dispute will be resolved following SAJ's or other reporting entity's dispute resolution procedures.

Sun Air Jets will conduct an investigation to resolve SAJ record disputes in a reasonable amount of time. Once resolved, final disposition of the dispute will be documented in the PRD.

2.3.5 Pre-employment Checks

Before hiring and assigning a pilot to duty, Sun Air Jets must evaluate all relevant information in the PRD.

Sun Air Jets can see a pilot's record only if that pilot has granted consent to that hiring employer. Pilot consent is time-limited and the duration is specified by the pilot. SAJ remains responsible for determining if it is necessary to obtain further information prior to permitting an individual to begin service as a pilot.

SAJ personnel will protect the privacy of the pilot and the confidentiality of the records by ensuring that any information contained in the database is not divulged to anyone not directly involved in the hiring decision.

2.4 Flight Crew Training Requirements

2.4.1 Pilot Training and Checking

All training manuals have been approved or accepted by the FAA. These training programs are kept in the office of the Director of Operations and the Chief Pilot, and in JetInsight.

The Director of Operations, the Chief Pilot, or their designee will schedule all required pilot training.

Ground training for company procedures is completed by SAJ in-house.

SAJ may use outside vendors to complete its aircraft specific ground/ flight training and checking as well as emergency and international training.

Each training provider supplies documentation for such events. Documentation provided by training providers is kept in the pilot's training folder and in JetInsight.

Although a pilot's knowledge is expected to be great, SAJ understands that in today's environment that a pilot cannot remember everything that may be asked on an oral exam. Therefore, during oral examinations, a pilot may refer to any manual that is on-board his aircraft to answer a question.

2.4.2 Limitations on Qualification

No Sun Air Jets pilot may be assigned to more than two aircraft types for the purpose of Part 135 flying.

2.4.3 Flight Training with Passengers Aboard

No emergency or abnormal situations shall be simulated during flight when passengers are being carried.

2.4.4 Drug and Alcohol Training

Initial and recurrent drug training will be conducted by Human Resources and the training record of that event will be kept in the employees HR file. The Director of Operations will be informed when the training is complete.

2.4.5 Food Preparation Training for Cabin Attendants and Flight Crews

SAJ will provide all crew members who serve or handle catering training regarding the safe handling and storage of food. The training shall include instruction on proper temperature control, storage procedures, and techniques for packaging and securing food and beverages in the aircraft. This training may be done in house or by an outside vendor. If this training is completed by an outside vendor, a copy of that training will be kept in the training folder.

2.4.6 Training Records

The Director of Operations, Chief Pilot, Director of Training, or their designee will review all training records for each pilot after completion of a training event. If the records are found to be in order, they will be put into and recorded in the pilots training folder and inputted into JetInsight.

2.4.7 Failure To Complete Training Or Checking

In the event a pilot fails to complete training or qualification, the Director of Operations and Chief Pilot will be notified, and they will determine the most appropriate course of action.

In addition, in the event of a failure of any qualification event, the Director of Operations and Chief Pilot will immediately notify the Principal Operations Inspector.

2.5 Outside Employment

No Sun Air Jets Pilot will accept a contract flight for another company including Flight Instruction without the written permission of the Director of Operations or Chief Pilot. If permission is granted that pilot will report to the company all commercial flying to the company so it can be counted toward total flight and duty times as spelled out in 14 CFR 135.267. This does not apply to ground instruction.

2.6 Contract Crew Members

On occasion SAJ may need the ability to use a contract crew member. If this becomes the case, the following will apply:

1. Contract personnel must be vetted, including a background check or resume review by their staffing agency, prior to use on any SAJ flight;
2. Will complete SAJ Indoctrination;
3. Be trained on the specific aircraft type;
4. Complete all training and checking required for a Part 135 SIC for SAJ;
5. May work for only two other companies concurrently with SAJ;
6. Must report all commercial flying every month to SAJ Flight Control; and
7. Must report previous 24 hours of rest and flight time to Flight Control prior to a SAJ flight.

No contract crew member will serve as PIC unless authorized in writing by the Director of Operations or Chief Pilot.

2.7 On Call Policy

2.7.1 On Call Times

When a crew is placed on On-Call status, the crew will be expected to be ready to have the aircraft airborne within (3) three hours from the initial call from Flight Control.

On-Call status is considered duty time and must be recorded accordingly in JIS.

Standard On-Call duty time:

1. Camarillo – Begins 0600L, ends 2000L
2. Van Nuys / Austin / Outside California – Begins 0900L, ends 2300L

These times may be modified on a case-by-case basis via e-mail notification to the crew.

2.7.2 Flight Control Responsibility

When it is determined that a crew is needed, Flight Control will first attempt to contact the on-call pilots via telephone. Then Flight Control, if unable to make phone contact will email the pilot's email address, in the subject it will say, "URGENT - RESPOND TO FLIGHT CONTROL FOR A FLIGHT ASSIGNMENT" with a CC to the DO and Chief Pilot. If there is no response within 10-minutes, Flight Control will contact the Chief Pilot advising of the delayed response. At this point SAJ will continue to work on crewing the aircraft.

2.7.3 Pilot Responsibility

Pilots On-Call will maintain their cell phones in proper working order, and must maintain phone availability at all times.

Pilots will have a uniform and suitcase with them whenever they are placed on On-Call status, including RONs.

EACH pilot coming off LAST Hard Days Off (HDO) is **required** to call into Flight Control between 1700 & 1800 PST to be advised of any flights that need to be assigned prior to your on-call start time.

If no flight is scheduled / notified your duty time will begin at the times in section **2.7.1 - On Call Times**.

3.1 Aircraft Documents

Prior to each departure the PIC shall ensure that the following documents are on board the aircraft:

A. Basic Paperwork: ARROW

1. Airworthiness Certificate
2. Registration
3. Radio Station License
4. Aircraft Flight Manual
5. Weight and Balance Data (AFM)

B. Additional Paperwork

1. Load Manifest (Part 135)
2. Flight Logs / ADL's
3. Weight and Balance Forms
4. GOM (Check Revisions)
5. GMM
6. Insurance
7. LOA's (RVSM, NAT HLA, RNP)
8. MEL
9. IFR/VFR Charts Checklist
10. Air Carrier Certificate (Sticker & Sheet)
11. EJM Manual
12. TOLD Cards

C. International Paperwork

1. General Declaration (if required)
2. eAPIS (if required)
3. Crew & Passenger Declaration Forms (if required)
4. Overflight Permits (if required)
5. Passports
6. Crew ID's
7. Immunization Records (if required)
8. Customs Bond

3.2 Automation

A. General rules for use of automation:

1. Respond correctly and safely to alert conditions; Prioritize warnings over cautions and prioritize cautions over advisories.
2. Maintain situational awareness at all times. Both pilots should check the flight instruments and flight mode annunciations and verify that the airplane is responding appropriately. Both pilots need to anticipate what needs to be done next and how the airplane should respond.
3. Use the appropriate level of automation for the situation. Hand off a task to automation in the state needed. Engage automation when the workload increases and take over manual control of the airplane when needed.
4. Apply critical thinking and judgment. If indications are not as expected seek verifying information and take appropriate action.

B. Autopilot / Flight Director - When the autopilot is on, the PF makes all mode inputs. When the autopilot is off, the PM makes all mode inputs. The PF must inform the PM when the autopilot is turned on or off. Autopilot engagement should only be attempted when the airplane is in trim, Flight Director commands are essentially satisfied and the airplane flight path is under control.

C. Heading bug - When the autopilot is on, the PF manipulates the heading bug. When the autopilot is off, the PM may manipulate the heading bug at the direction of the PF.

D. Altitude selector - Altitude preselect is always operated by the PM.

All pilots are encouraged to fly the airplane manually, as long as conditions and workload for both the pilot flying and pilot monitoring are such that safe operations are maintained.

Maintaining proficiency in manual flying skills will increase the level of preparedness to respond appropriately to unexpected deviation from planned flight path. Manual flight proficiency will help the crew manage unexpected events when less aircraft automation is available. Additionally, regular practice of manual flight reinforces manual flying capabilities which can help the crew adapt to other situations.

3.3 Checklist Usage

3.3.1 General

Manufacturer's checklists are the only checklists authorized for use.

Checklists will never be done from memory; they will always be completed using a READ AND DO or CHALLENGE AND RESPONSE method. This goes for all checklists, both Normal and Abnormal. Every crew member shall follow the checklist in the performance of their assigned duties. All specific modules are covered in the SAJ approved Training Manual.

3.3.2 Checklist Interruption Procedures

The following procedure will apply when an interruption of the checklist occurs before engine start in which an assigned flight crew member vacates the flight deck.

The flight crew must verify the accomplishment of all items on the checklist up to the point of interruption. If the verification checks reveal any switch, control, knob or lever is incorrect, the full checklist procedure must be accomplished from the beginning to the end; or if the indicator lights, instrument or positioning of switches, controls, knobs or levers are not in agreement with the prescribed positions and is not corrected when positioned properly, action must be taken prior to flight.

3.3.3 Emergencies

In the event of an in-flight emergency regarding the operation of the aircraft, its systems, or power plants, the pilot in command will assure that the emergency procedure will be accomplished as outlined in the aircraft checklist, operator's handbook, of Aircraft Flight Manual.

3.4 Crew Meals

Crew members may be eligible for one (1) crew meal per duty day on a case-by-case basis. **Crew members will need written approval from flight operations or Flight Control.**

Crew meals will be automatically approved under the following conditions:

1. International flights (Only to/from Europe, Hawaii)
2. Any show time at 0600L (local) and earlier.

NOTE: CA's WILL NOT BE AUTHORIZED TO PURCHASE CREW MEALS FOR FLIGHT CREWS.

Once approved, the crew member will pay for their crew meals using personal credit cards or cash and submit for reimbursement through Concur for that trip (**Company AMEX is NOT approved for use on any crew meals**).

Please note that a receipt is **REQUIRED**. Any reimbursement expense submitted with no receipt will NOT be reimbursed (a missing affidavit form is **NOT** allowed).

Each crew member will be approved to submit for reimbursement for crew meals for the actual amount **OR** up to Forty-Five dollars (\$45.00) for an International flight & Twenty-Five dollars (\$25.00) for a domestic flight. Any amount over these will be the responsibility of the crew member.

Concur Crew Meal Reimbursement:

1. Expense Type Trip Expense
2. Transaction Date: Date of Crew Meal purchase
3. Vendor Description: Crew Meal
4. Payment Type: Out-of-pocket
5. Amount: Actual (on receipt) or up to allowable amount
6. Tail Number: Aircraft tail you are flying.
 - a. Trip Type: 91 or 135
 - b. Expense Type:
 - i. 91: Owner RON
 - ii. 135: Per Diem

It is preferable for the crew meals to be consumed at the FBO. If a crew is flying a trip longer than 3-hours during a meal period, they may consume their crew meals while airborne. The fight deck curtain (if available) should be drawn and remain closed while eating.

Meals should only be consumed during the enroute phase of fight, one crew member at a time. In addition, crews should attempt to order different crew meals.

3.5 Crew Scheduling

Flight crew members are required to check their schedule every day to verify their schedule for the following day (or days, in the event of a multi-day or Monday trip).

3.6 Cockpit Voice And Flight Data Recorders

The CVR and FDR shall be operated continuously from the time electrical power is first applied to the time that the aircraft is shut down and electrical power is removed.

No communications may be erased from the CVR or FDR from the time that the electrical power is applied for the purpose of flight.

The CVR and FDR are tools used exclusively for the purpose of investigating an accident or incident. Any information gathered from this equipment is to be used only for that purpose and will not be released to anyone not involved in such investigations.

3.7 Electronic Flight Bags

3.7.1 General

Sun Air Jets will be using the Apple iPad as an Electronic Flight Bags (EFB). The iPad will maintain current Sun Air Jets company manuals, and Jeppesen navigation enroute and approach charts.

3.7.2 EFB Definition

An EFB is any device, or combination of devices, actively displaying EFB applications.

EFBs are characterized by the following:

1. An EFB hosts applications, which are generally replacing conventional paper products and tools, traditionally carried in the pilot's flight bag. EFB applications include natural extensions of traditional flight bag contents, such as replacing paper copies of weather with access to near-real-time weather information.
2. In order to qualify as an EFB application, the failure effect must be considered a minor hazard or have no safety effect.
3. EFB equipment components supporting EFB applications are "installed" when they are incorporated into aircraft type design under 14 CFR part 21, or as a proper alteration under 14 CFR part 43, § 43.3.
4. All other components supporting EFB functionality are considered "portable," regardless of how often they are removed from the aircraft. These portable devices are to be considered PEDs (Personal Electronic Devices) and are subject to regulatory restrictions as such, when they are being used for any function OTHER THAN EFB functions.

3.7.3 Approved Applications

The EFB will be capable of performing operational functions. Applications (apps) that perform these functions will be divided into two categories, Type A or Type B applications. Pilots may not perform customizations or download any applications to the EFB.

Type B applications require FAA approval as their failure may have a minor impact on safety. Type B apps may also replace paper equivalents on the aircraft. The following are the Sun Air Jets EFB Program Catalog of approved applications:

1. JetInsight.
2. ForeFlight/or approved Flight Planning App.
3. Aircraft manufacturer's document applications.
4. Any other application needed for Flight Operations must be approved by the Director of Operations or Chief Pilot.

Type A Applications which have NO impact on safety and may provide general utility such as calculator or conversion functions, and may be used without approval.

3.7.4 Modification of the EFB Program

Modifications to the EFB program are classified as either minor or significant.

Minor modification include:

1. Adding/updating Type A EFB applications.
2. Updating Type B EFB applications
3. Incorporating OS updates.

Note: Type B EFB application upgrades and EFB OS upgrades may incorporate significant changes. The Chief Pilot or designee will review the Apple iOS upgrade before authorizing a pilot to update their iOS system. To date no revision to the Apple iOS has been considered significant change.

Significant Modifications are determined to be greater than minor program modifications require formal FAA review and evaluation before they can be authorized for incorporation into an EFB program. Unlike an evaluation of an initial EFB program application, applications for modifications to an authorized EFB program can be tailored at the discretion of the FAA inspector.

3.7.5 iPad Assignment

The Director of Operations or designee has the authority and responsibility for assigning each pilot a company iPad and back up battery, if needed. The control is maintained by the Director of Operations by tracking iPads through the Foreflight application. Each iPad will need a unique license. Pilots are responsible for maintaining and updating the iPad. Pilots are not permitted to download applications or material not approved by the Director of Operations.

The iPad internal battery is the primary source of power. The backup battery is the alternate source.

Note: Reference Apple Technical Specifications https://support.apple.com/en_US/specs.

iPads will be configured prior to being assigned to a pilot. However, a pilot may configure and iPad per the direction of the Director of Operations.

Each pilot will be assigned a power cord, charger, and case.

Note: All items assigned to pilots must be returned to Sun Air Jets upon termination of employment.

3.7.6 Supporting EFB Applications

All remote antenna connected to the iPad may be used with approved A and B Type app.

External and internal laptop GPS (including ship positioning sensors) antennas are allowed with approved EFBs per A061. Reference AC 120- 76D as revised.

At the beginning of a flight sequence, iPads must be charged to at least 80%. Backup batteries will be charged to at least 80% at the beginning of a sequence (Flight or series of flight for that day).

Operating temperature range between 32° F and 95° F and stored at temperatures between -4 and 113 degrees. An iPad can be damaged and battery life shortened if stored or operated outside these temperature ranges. Avoid exposing iPad to dramatic changes in temperature or humidity. When you're using iPad or charging the battery, it is normal for iPad to get warm. If the interior temperature of iPad exceeds normal operating temperatures (for example, in a hot car or in direct sunlight for extended periods of time), you may experience the following as it attempts to regulate its temperature:

1. iPad stops charging.
2. The screen dims.
3. A temperature warning screen appears, and some apps may close.

Note: If the temperature falls below 32° F or rises above 85° F when the aircraft is secured, the iPad should be removed from the aircraft.

An iPad may not function while the temperature warning screen is displayed. If iPad can't regulate its internal temperature, it goes into deep sleep mode until it cools. Move the iPad to a cooler location out of direct sunlight and wait a few minutes before trying to use iPad again.

3.7.7 Hardware and Power Requirements

The Apple iPad tablet is considered a portable EFB. All models of this hardware type are approved for use.

All hardware associated with any iPad used on the flight deck must be kept up to date and maintained to the original manufacturer's specification, or better. Batteries, hard drives, circuit boards, video screens, etc. have all experienced recalls by their manufacturers at various times. The Director of Operations is responsible to ensure that all iPad hardware is in compliance with all manufacturer services and recalls.

Aircraft that have AC outlets maybe used to power iPads. Backup batteries will not be charged by ships power.

Each pilot will carry, if aircraft required, a Company supplied backup battery. The iPad internal battery is the primary power. Ships power or the provided backup battery is the alternate. Approved Apple iPad backup batteries meeting the specifications 3000 mAh up to 10,000 mAh with either 2 or more ports and equivalent technical specifications are approved reference Apple Technical Specifications.

Note: The Director of Operations is responsible for determining the backup battery will meet technical specifications of the iPad.

Pilots are responsible for charging the EFB to no less than 80% before reporting for duty.

The iPad charger must be approved to meet UN Manual of Tests and Criteria and Approved for the iPad. Reference the www.apple.com (technical specifications power supplies). Charging on the flight deck is permissible except for critical phases of flight. Backup batteries will not be charged by ship's power.

Pilots are responsible for contacting the Director of Operations to report devices unable to hold a charge.

3.7.8 Authorized Software and Requirements

All software associated with the iPad must be kept up to date and maintained to the application's specification. The PIC is responsible to ensure that the operating system software and application software is up to date prior to each sequence flown.

The following operating systems are authorized for the Sun Air Jets portable EFB.

1. Apple iPad OS – Use of the iPad Operating System (iOS) requires all updates be installed prior to use on the flight deck.
2. One of the following PDF readers and browsers must be installed, functional, and used during normal flight operations. These applications are considered Type B apps.
 - a. Safari.
 - b. Adobe PDF App

Note: This requirement does not preclude the crew from using any other PDF readers that are built into JetInsight or ForeFlight, designed for the iPad.

3.7.9 ForeFlight

A complete user guide is available on the ForeFlight iPad application under 'Documents' in the ForeFlight folder.

3.7.10 Security

Each pilot assigned an iPad will be responsible for the use and care of the device.

Pilots should realize that all digital flight manuals (PDF files) assigned to the iPads is the property of Sun Air Jets. These files are not allowed to be shared with a third party.

If a pilot's iPad is lost or stolen, notify the Director of Operations as soon as practicable. This can be accomplished by an email notification to operations@sunairjets.com.

3.7.11 Normal Operations and Maintenance

Each crew member will ensure that their iPad is adequately charged prior to reporting for duty.

Charts and approach plates for known destination and departure airports should be pre-loaded for ease of access.

3.7.12 Monitoring Flight Instruments During iPad Use

A. General

When the Pilot Monitoring is using an iPad on the Flight Deck, the Pilot Flying is required to monitor flight instruments for any deviations that could be caused by radio magnetic interference from using the iPad. If such interference is noted:

1. Fly the aircraft.
2. Attempt to determine the cause for the instrument deviation.
3. If necessary, turn off the iPad.
4. Report the instrument deviation using the SMS Report It Platform.

B. Using the iPad on the Flight Deck

1. iPads are authorized for use in all phases of flight.
2. Pilots will ensure the iPad is secured during operations.
3. Prior to taxi out and after landing for taxi in the Airport 10-9 page should be on each pilot's iPad for situational awareness.
4. During non-critical phases of flight, the iPad may be in sleep mode and stored in a flight deck side pouch.
5. iPads should be charged if at 30% power or less. Charging during critical phases of flight is prohibited.

3.7.13 Use of Own Ship Position

Own-Ship position means allowing the GPS built into many EFBs to display the position of the aircraft in flight or on the ground.

The use of Own-Ship position on any EFB is only authorized when the aircraft's position is also displayed on the aircraft's Primary Flight Displays. The EFB display of aircraft position may never be used as a sole representation of aircraft position in flight or on the ground.

During ground operations, visibility outside the aircraft maybe used as a primary for aircraft position.

The training program will address conflict resolution between primary flight displays and EFB depiction of own-ship position. Emphasis will be placed on the fact that aircraft MUST be maneuvered using primary flight and navigational instruments.

3.7.14 Line Operations Feedback

When EFB issues are encountered, pilots should report the issue using the SMS Report It Platform.

This will allow SAJ to document and address the issue using the SMS.

3.7.15 Abnormal Procedures and Contingencies

A. EFB Unusable

If all or part of the EFB becomes unusable while on a trip (lost, stolen, broken, corrupted file, etc.) the PIC must call the Director of Operations and obtain the applicable paper sections by any means such as fax, web-server or e-mail (then downloaded and printed).

If one EFB becomes unusable the flight may continue, if a hard copy of the Jeppesen approach and landing charts are onboard for the departure, destination and alternate, if applicable.

If both EFBs become unusable the flight may continue if hard copies are onboard. This will include:

1. Jeppesen trip kit for that route of flight.
2. All the paper hard copies that have been replaced by with iPad.

Note: Reference the approved MEL ATA 46.

If in flight and one EFB is determined to be unusable, that EFB will be removed from the flight deck. The flight may continue to the destination with the operative EFB.

If in flight and both EFBs are unusable, the crew will notify ATC and use the EFB Emergency Voice Procedures Checklist Form 185 in order to continue operations to the destination airport. The checklist will be completed by the Pilot Monitoring and turned in the Director of Operations with a completed S-1 Safety Report Form.

B. Loss of Charging

If at any time the crew becomes unable to charge the EFB in flight, whether due to loss of a charging port, or an inoperable charging cable, the crew shall place the EFB in "sleep" mode to preserve battery life until the terminal portion of the flight. When the current flight is finished, the loss of charging ability shall be noted in the "discrepancies" section of Form S-1.

C. Battery Failure or Overheat

If you notice that the iPad battery becomes hot, disconnect the power source immediately, and turn off the iPad.

Never attempt to turn on the iPad with a battery that has overheated.

A thermal runway bag (Fire-Fighter II) will be stowed in the aircraft accessible from the flight deck for the purpose of dealing with any portable electronic device that becomes overheated inflight. The overheated device will be turned off and placed in the thermal bag, and will remain there until the completion of the flight. At the completion of the flight the PIC will notify the Director of Operations of the incident.

D. Battery Fires Caused by Lithium Batteries

The steps for fighting a lithium-type-battery fire:

1. Utilize a Halon, Halon replacement, or water extinguisher to extinguish the fire and prevent its spread to additional flammable materials.
2. After extinguishing the fire, douse the device with water or other non-alcoholic liquids to cool the device and prevent additional battery cells from reaching thermal runaway
3. Do not attempt to pick up and move a smoking or burning device! Bodily Injury may result.
4. Do not cover the device or use ice to cool the device. Ice or other materials insulate the device, increasing the likelihood that additional battery cells will reach thermal runaway.

E. EFB Overheating

In the event of an overheating EFB, the unit should be contained by placing into a galley or lavatory sink which can be stoppered, then the sink should be filled with water to submerge and cool the unit.

Do NOT place an overheating EFB into an ice bin, or cover it with ice to cool.

3.7.16 Evacuation of the Aircraft

In the event of an emergency landing, EFBs shall remain properly secured to ensure they will not interfere with proper egress.

3.7.17 EFB Program Management

Flight Operations will maintain a catalog of EFB Hardware used on each aircraft in the company's fleet. In addition, they will be responsible for including in this catalog software status.

The Administrator or the National Transportation Safety Board (NTSB) will be granted access to retrieve, view, or print the information contained in any EFB upon receipt of a reasonable request. The data will be provided in a usable format.

3.7.18 EFB Training

Training is required prior to being allowed to use the iPad in operations. All pilots will receive ground training in accordance with the EFB with iPad Curriculum in the Sun Air Jets Part 135 training program.

Upon completion of training, all pilots will complete an iPad check out flight with an approved pilot prior to using the iPad during normal operations on their own.

3.7.19 EFB Preflight and Postflight Checklist

A. Preflight

1. Inspect Unit for Damage
2. Power unit on
3. Check battery charge at 80% or higher
4. Check Revision Status
5. Check currency of application data
6. Turn off Sleep Mode and Auto Lock Features
7. Rotation-Freeze
8. Pre-load procedures for Departure and Destination Airports
9. Steps 1-8 for second EFB
10. Check two Chargers (Power Cords) onboard

B. Postflight

1. Return Unit to Default Settings
2. Attach Unit to charger
3. Power unit off
4. Complete Form S-1 in the event of any anomalies

3.7.20 EFB Assistance

If you have any questions or need assistance about the iPad or any EFB issue, please e-mail Flight Operations at operations@sunairjets.com.

3.8 Eligible On-Demand

[OpSpec A057]

A. General

When all regulatory requirements of 14 CFR 135.4(a) have been met, all dual piloted aircraft listed on OpSpecs D085 are authorized for the following:

1. For destination airports when using an approved Destination Airport Analysis Program (DAAP), landing distance requirements are 80% of the effective runway length.
2. For alternate airports, landing distance requirements for Turboprops are 70% of the effective runway length.
3. For alternate airports, landing distance requirements for Turbojets are 80% of the effective runway length.
4. Authorization to conduct an instrument approach at an airport with no weather reporting in accordance with 14 CFR 135.225(b).

B. Crew Requirements

The flight crew must consist of at least two qualified pilots employed or contracted by the certificate holder, with the following minimum experience and ratings:

1. Pilot in Command
 - a. Airline transport pilot
 - b. Applicable type rating
 - c. Minimum of 1,500 hours
2. Second in Command
 - a. Commercial pilot
 - b. Instrument rating
 - c. A minimum of 500 hours

In order to conduct Eligible On-Demand operations, the flight crew will be trained per the Sun Air Jets training program.

C. Crew Pairing

Either the PIC or the SIC must have at least 75 hours of flight time in that aircraft make or model and, if a type rating is required, for that type aircraft, either as PIC or SIC.

D. Limitations

If the Second in Command of a fixed-wing aircraft has fewer than 100 hours of flight time as SIC flying in the aircraft make and model and, if a type rating is required, in the type aircraft being flown, and the PIC is not an appropriately qualified check pilot, the PIC shall make all takeoffs and landings in any of the following situations:

1. Landings at the destination airport when a Destination Airport Analysis is required by 14 CFR 135.385(f); and
2. In any of the following conditions:
 - a. The prevailing visibility for the airport is at or below 3/4 mile.
 - b. The runway visual range for the runway to be used is at or below 4,000 feet.
 - c. The runway to be used has water, snow, slush, ice, or similar contamination that may adversely affect aircraft performance.
 - d. The braking action on the runway to be used is reported to be less than "good."
 - e. The crosswind component for the runway to be used is in excess of 15 knots.
 - f. Windshear is reported in the vicinity of the airport.
 - g. Any other condition in which the pilot in command determines it to be prudent to exercise the pilot in command's authority.

E. Destination Airport Analysis Program

In order to operate under the Destination Airport Analysis Program (DAAP), use of a runway analysis by an approved provider is required.

The PIC will use an approved runway analysis for the runway conditions reported if a reduction of the available runway length is planned beyond the 60% rule.

E. Airport Considerations

Prior to conducting operations into an airport using the EOD authorization, the PIC shall determine:

1. Whether the airport is appropriate for the aircraft, crew and passenger needs;
2. Fuel availability, maintenance availability, and ground transportation;
3. Communications (radio, landline, cell phone) to ensure a method to obtain an instrument clearance, and void time, as well as UNICOM availability;
4. Availability of instrument approaches suitable for the intended operation;
5. Effects of forecast surface winds, including wind shear and turbulence;
6. Impact of the airport layout, any obstructions or abnormal approach features for performance planning; and
7. Effects of operations at uncontrolled airports including use of various wind indicators and their locations at the airport.

At uncontrolled airports, contact a knowledgeable individual familiar with that airport's operation prior to operations.

3.9 Firearms

[14 CFR 135.119]

If any firearms are declared by a passenger, the PIC will ensure that the firearm is unloaded and locked in a secure case. A lock will be provided by SAJ as a locking device and the key held by the PIC during transportation.

The passenger must clear any firearm through Flight Control prior to the trip departing. Any ammunition that the passenger wishes to carry must be packed in the factory box for transportation. The firearms will be under the direct control of the PIC as long as those firearms are on board the aircraft. The PIC will release the firearm back to the passenger at the termination of the flight.

Any authorized LEO may carry a loaded firearm on board an aircraft if he is serving in an official capacity protecting or transporting a passenger. This must first be cleared through Flight Control and have the approval of the Director of Operations. The LEO must identify himself to the PIC and the PIC will brief that LEO as to any other passenger carrying a loaded weapon.

SAJ will not transport any firearms to another country unless Flight Control has acquired the proper clearance from that country through its handler. That clearance will be on board the aircraft and the PIC will be responsible for that paperwork and declaring the firearm at the port of entry. This does not apply to federal LEO's when performing the official duties of the United States Government.

3.10 Fitness for Duty

A. General

Fitness for duty can be impacted by conditions other than fatigue. Illness, stress related to personal issues or other personal situations may contribute to a crew member being unfit to fly.

Crew members must never accept a flight assignment when they believe that their physical or mental condition will affect their ability to perform flight crew duties. Fatigue, sinus problems, drug or alcohol side effects, and unusual mental stress (i.e., death in the family) are some examples of situations that could compromise flight safety. The pilot's self-assessment must be made independent of any sense of urgency or duty and his decision must never compromise safety.

In some cases, such as a medical condition, Sun Air Jets may require documentation from a physician.

B. Notification When Unfit for Duty

When a crew member becomes fatigued or ill to the point of being unfit to fly, it is the responsibility of that crew member to notify Flight Control, the Chief Pilot or the Director of Operations as soon as possible so that the crew member can be replaced. Sun Air Jets encourages crew members to assess their fitness to fly on an ongoing basis prior to a flight assignment and at the first indication that their fitness to fly is compromised, they should contact Flight Control, the chief pilot or the director of operations. This notification is encouraged, and Sun Air Jets will not act upon the responsible notification by a pilot of their inability to perform a flight assignment with any disciplinary action or retribution.

C. Alcohol and Drugs

Crew members will not report for duty:

1. Within 12 hours after the consumption of any alcoholic beverage;
2. While under the influence of alcohol or under lingering effects of consumption; or
3. While using any drug that affects the crew member's faculties in any way contrary to safety.

When available for a trip, all pilots MUST GET RELEASED FROM FLIGHT CONTROL PRIOR TO CONSUMPTION OF ANY ALCOHOLIC BEVERAGE.

D. Fatigue

Sun Air Jets is committed to facilitating and encouraging flight crews to get adequate rest prior to and during duty periods. It is incumbent upon flight crews to plan their activities prior to a flight so that they are adequately rested and fit for duty. It is also the responsibility of Sun Air Jets to provide adequate rest periods prior to flight duty and to provide rest opportunities during long duty periods when practical.

Minimum time crew will be put in rest to address fatigue is 10 hours.

E. Scuba Diving

Flight crew members must allow at least 24 hours between scuba diving and commencing flight duties.

Passengers should be briefed that if they intend to scuba dive, they should allow at least 24 hours after any SCUBA dive for the body to rid itself of excess nitrogen absorbed during diving. If not, decompression sickness due to evolved gas can occur during exposure to low pressure and create a serious inflight emergency.

This waiting period takes into consideration the risk of decompression of the aircraft during flight.

Due to the temporary lowering of oxygen carrying capacity of the blood following a blood donation or other substantial loss of blood, it is recommended that flight crew members do not give blood within 72 hours prior to flight.

F. Blood Donations

Due to the temporary lowering of oxygen carrying capacity of the blood following a blood donation or other substantial loss of blood, it is recommended that flight crew members do not give blood within 72 hours prior to flight.

G. Return to Duty

Sun Air Jets reserves the right to request a physician's return to work document prior to return to duty.

3.11 Flight And Duty Time

3.11.1 Duty Time

A. Definition

Duty time is considered that time when a crew member is assigned specific duties by the company.

These duties may be one or a combination of the following and must be recorded in JetInsight:

1. Flying a 135 trip, including preflight, flight, and post flight activities;
2. Standby duty;
3. Office duties relating to company operations;
4. Ground or flight training for the company;
5. Any 14 CFR 135 drug testing;
6. Assisting maintenance personnel (i.e. APU runs, logbook entries, engine run);
7. Travel, not local in nature, for the purpose of serving as a crew member; and
8. Any other duties the company may assign or require of a crew member.

Ground transportation which is local in nature before or after a trip is NOT considered Duty time.

B. On Duty and Off Duty Times

For trip planning purposes, a crew member is considered on duty:

1. For flights within North America (US, Canada, Mexico, Bermuda, the Caribbean, and Central America)
 - From 90 minutes prior to scheduled departure time until 30 minutes after block in time.
2. For flights outside of North America — From two hours prior to scheduled departure time until 30 minutes after block in time.

Any reductions to the above on and off duty times requires written authorization from the Director of Operations or the Chief Pilot.

Any extensions to the above on and off duty times must be recorded in JetInsight, but may not exceed any duty limitation.

C. Scheduling

Flight Control will ensure that any scheduled duty time for a two-pilot crew will not exceed 14 hours for a two-pilot crew or 18 hours for a three-pilot crew. Three-pilot crews require an onboard rest area with operational approval from the FAA.

Persons with Operational Control will make certain when releasing a trip with four or more time zone changes that the crew has adequate rest prior to the trip with concurrence of the PIC (See Section **3.11.2 - Rest Periods**, Paragraph C).

D. Tail End Positioning Legs

Flights conducted under Part 91 for the purposes of repositioning at the end of a duty day are considered "Tail End Positioning Legs." These may be scheduled to cause the crew to exceed 14 hours of duty.

"Tail End Positioning Legs" are exempt from Part 135 duty and rest requirements and may be conducted under the following provisions:

1. Flights operated under this policy require written approval from the Director of Operations or Chief Pilot.
2. Once requested by the crew, positioning flights operated as "Tail End Positioning Legs" must be approved in writing by the Director of Operations or Chief Pilot.
3. When approving these flights, the Director of Operations or Chief Pilot will consider the following:
 - a. This policy may only be applied to positioning a crew or aircraft;
 - b. Purpose of the flight;
 - c. Any extenuating scheduling circumstances previous to the "Tail End Positioning Leg" which may indicate fatigue factors (e.g. backside of the clock flying, etc.);
 - d. Crew experience in type;
 - e. Weather conditions; and
 - f. Practicality of proposed schedule (e.g. turn times, etc.).
4. Although Part 135 duty time ends 30 minutes after block in time on the last Part 135 leg, rest time cannot begin until 30 minutes after block in time on the Part 91 "Tail End Positioning Leg."

Prior to requesting a "Tail End Positioning Leg," flight crews will ensure they are adequately rested and capable of safely completing the flight.

NOTE: Scheduling will make every effort to avoid using "Tail End Positioning" flight which exceed 14 hours of duty.

E. Unscheduled Changes to a Duty Period

Once the trip begins, the Pilot in Command will ensure the crew does not operationally exceed any flight or duty limitation.

The last leg of a duty day may only be commenced as long as the flight crew determines, prior to takeoff, that the last leg may be flown and completed without exceeding any Duty limitation.

Flight time limitations that are beyond the control of the operator are exempt.

Once airborne, if due to reasons beyond the control of the flight crew, the duty time exceeds any duty limitation, each crew member must receive at least 12 hours of rest prior to being assigned to additional duty.

F. Recording Duty Times

At the conclusion each day, each crew member will enter their Duty Times into their personal Duty Logs in JetInsight.

THIS MUST BE COMPLETED BY THE INDIVIDUAL CREW MEMBER AND CANNOT BE DELEGATED.

Flight Control will then verify the Out/Off/On/In times for each flight leg as well as each crew member's Duty On/Off Times.

JIS will generate an alert for any crew member that would exceed flight and duty limitations. Crew members that generate this type of alert can not be assigned to a trip until that would be in violation of any flight or duty limitation.

The Director of Operations or Chief Pilot must be notified of any JIS alerts pertaining to exceeding flight or duty limitation.

G. Recording Other Duty Time

Any time a pilot comes into the office to perform duties that are not associated with a flight, they will ensure this duty time is entered into JIS in the Crew Duty Log by selecting the duty type "Office" and entering the applicable times as shown below:

The screenshot shows a software interface titled 'Compliance / Log entry / Crew duty logs'. At the top, there are fields for 'Crew:' (set to 'Edward Fares') and 'Month:' (set to 'August 2022'). A button 'New non-trip flight' is visible. Below these, a table header includes columns for 'Date', 'Duty type', 'Duty on', 'Duty off', 'Total duty', 'Total flight', 'Rest', and 'Flight segments'. The main area displays a weekly calendar from Monday to Friday. For Monday, the 'Duty type' dropdown is open, showing options like 'Choose duty ...', 'Flight duty', '24 hour rest', 'Training', 'Office' (which is selected and highlighted in blue), and 'Standby'. To the right of the table, there are buttons for marking the log as complete ('Marked complete: Off') and for adding new flight segments ('+ New non-trip flight').

The person exercising Operational Control will ensure that the duty or flight times will not be exceeded for that day's flying.

H. Recording Duty Time While Training Off-Site

When a pilot is training at any off-company site, that pilot will ensure this duty time is entered into JIS in the Crew Duty Log by selecting the duty type “Training” and entering the applicable times as shown above.

Travel time to any off-company site for training is also considered Duty time and will recorded as above.

If returning to base at the conclusion of training, the crew member has the option to be released from duty upon the completion of the training event.

I. Recording Duty Time for Company Instructors and Check Airmen

All SAJ Flight/Ground Instructors and Check Airmen will enter on and off duty time in the JetInsight App for the times they are acting as Instructors or Check Airmen for SAJ.

J. Regulatory References

§ 14 CFR 135.263 Flight time limitations and rest requirements: All certificate holders.

- (a) A certificate holder may assign a flight crew member and a flight crew member may accept an assignment for flight time only when the applicable requirements of §§ 135.263 through 135.271 are met.
- (b) No certificate holder may assign any flight crew member to any duty with the certificate holder during any required rest period.
- (c) Time spent in transportation, not local in character, that a certificate holder requires of a flight crew member and provides to transport the crew member to an airport at which he is to serve on a flight as a crew member, or from an airport at which he was relieved from duty to return to his home station, is not considered part of a rest period.
- (d) A flight crew member is not considered to be assigned flight time in excess of flight time limitations if the flights to which he is assigned normally terminate within the limitations, but due to circumstances beyond the control of the certificate holder or flight crew member (such as adverse weather conditions), are not at the time of departure expected to reach their destination within the planned flight time.

3.11.2 Rest Periods

A. Definition of Rest Periods

Crew members are free of all duties and responsibilities to the company while in a rest period. Personal activities are unrestricted, with no requirement to be available or to answer a call from Sun Air Jets. Flight crew members are responsible for the next day's assignment following a rest period. This may be accomplished by reviewing JetInsight, or by contacting the Flight Control prior to their next duty period.

B. Scheduling

Each crew member is required to have thirteen (13) 24-hour rest periods in each calendar quarter. These rest periods will be assigned by Flight Operations in JIS as either "HDO" (Hard Day Off) or "SDO" (Soft Day Off).

When the assigned aircraft is out of service due to scheduled maintenance, Flight Operations will issue either "HDO" or "SDO" for that time period. Crew members will not be required to be on standby for this period.

On the first of each month, Flight Control will require all crew members to verify their previous months Duty Log. The pilot will mark the log complete on JetInsight, acknowledging its accuracy.

A review of required rest periods by Flight Operations will be completed to ensure the required rest periods are assigned every quarter. Vacation or sick days may be used to achieve this requirement.

C. Trips With Four or More Time Zone Changes

Persons with Operational Control will make certain when releasing a trip with four or more time zone changes that the crew has had adequate rest prior to the trip with concurrence of the PIC.

Every attempt will be made to provide 14 hours of rest prior to a trip with four or more time zone changes.

The company will provide no less than 24 hours rest after completing a trip with four or more time zone changes.

If the person with Operational Control or the PIC feel that the rest is insufficient, the Director of Operations or Chief Pilot will direct Flight Control to reschedule the flight or replace the crew.

D. Compensatory Rest

1. Two Pilot Crews

When a flight crew member has exceeded the daily flight time limitations in this section, because of circumstances beyond the control of the certificate holder, that flight crew member must have a rest period before being assigned or accepting an assignment for flight time of at least:

- a. 11 hours of rest if the flight time limitation is exceeded by not more than 30 minutes;
- b. 12 hours of rest if the flight time limitation is exceeded by 31 to 60 minutes; and
- c. 16 hours of rest if the flight time limitation is exceeded by more than 60 minutes.

In all cases, the company will provide for no less than 24 hours of rest following a trip with four or more time zone changes.

2. Three Pilot Crews

When a flight crew member has exceeded the daily flight deck duty limitation in this section by more than 60 minutes, because of circumstances beyond the control of the certificate holder, that flight crew member must have a rest period before the next duty period of at least 16 consecutive hours.

In all cases, the company will provide for no less than 24 hours of rest following a trip with four or more time zone changes.

E. Contacting Crew Members During Rest Periods

The company will make every effort NOT to contact crew members when they are in a designated rest period.

1. While a crew member is in designated rest:

- a. A crew member is under no obligation to read or acknowledge e-mails, or text messages.
- b. Flight Control should not communicate anything that cannot wait until the next duty period.
- c. Flight Control will only attempt to contact a crew member via telephone once during their rest without violating, and thus resetting, active rest period. If a second contact with the crew member is made and rest is interrupted, the rest period resets to another ten hours. This will affect all assigned crew members.
- d. The only objective of a phone call during rest (outside an emergency) should be to establish a later duty-on time so that Flight Control can action a revised trip with the crew member once they have completed their designated rest period.
- e. In the event of an emergency, Sun Air Jets will use all available means to contact the crew member to relay any urgent matters that may affect personal, or operational needs as necessary. This means of contact will be deemed interruption of rest and crew will be placed back on rest OR removed from the trip at Sun Air Jets discretion.

2. When a crew member is NOT in designated rest:

- a. Crew members are expected to answer phone calls, e-mails, and text messages.
- b. The company will only attempt to contact crew members via telephone when on duty with urgent duty-on updates.

3.11.3 Flight and Duty Time Limitations for Unscheduled One and Two Pilot Crews

A. Regulatory References

§ 14 CFR 135.267 Flight time limitations and rest requirements: Unscheduled one- and two-pilot crews.

- (a) No certificate holder may assign any flight crew member, and no flight crew member may accept an assignment, for flight time as a member of a one- or two-pilot crew if that crew member's total flight time in all commercial flying will exceed -
 - (1) 500 hours in any calendar quarter.
 - (2) 800 hours in any two consecutive calendar quarters.
 - (3) 1,400 hours in any calendar year.
- (b) Except as provided in paragraph (c) of this section, during any 24 consecutive hours the total flight time of the assigned flight when added to any other commercial flying by that flight crew member may not exceed -
 - (1) 8 hours for a flight crew consisting of one pilot; or
 - (2) 10 hours for a flight crew consisting of two pilots qualified under this part for the operation being conducted.
- (c) A flight crew member's flight time may exceed the flight time limits of paragraph (b) of this section if the assigned flight time occurs during a regularly assigned duty period of no more than 14 hours and -
 - (1) If this duty period is immediately preceded by and followed by a required rest period of at least 10 consecutive hours of rest;
 - (2) If flight time is assigned during this period, that total flight time when added to any other commercial flying by the flight crew member may not exceed -
 - (i) 8 hours for a flight crew consisting of one pilot; or
 - (ii) 10 hours for a flight crew consisting of two pilots; and
 - (3) If the combined duty and rest periods equal 24 hours.
- (d) Each assignment under paragraph (b) of this section must provide for at least 10 consecutive hours of rest during the 24-hour period that precedes the planned completion time of the assignment.
- (e) When a flight crew member has exceeded the daily flight time limitations in this section, because of circumstances beyond the control of the certificate holder or flight crew member (such as adverse weather conditions), that flight crew member must have a rest period before being assigned or accepting an assignment for flight time of at least -
 - (1) 11 consecutive hours of rest if the flight time limitation is exceeded by not more than 30 minutes;
 - (2) 12 consecutive hours of rest if the flight time limitation is exceeded by more than 30 minutes, but not more than 60 minutes; and
 - (3) 16 consecutive hours of rest if the flight time limitation is exceeded by more than 60 minutes.
- (f) The certificate holder must provide each flight crew member at least 13 rest periods of at least 24 consecutive hours each in each calendar quarter.

3.11.4 Flight and Duty Time Limitations for Unscheduled Three Pilot Crews

A. Eligible Aircraft

In order for a Sun Air Jets aircraft to be eligible to conduct a flight with a three pilot crew under 14 CFR 135.269, there must be a rest area forward of the passenger compartment bulkhead that has the capability for a crew member to rest in the horizontal position which complies with AC 121-31.

B. Crew Requirements

Prior to any flight that requires three pilots, the Director of Operations or the Chief Pilot will assign the PIC, the SIC and the Relief Pilot. The crew members will be listed on the release with their duty assignments. The Relief Pilot will be PIC qualified under Part 135 for the type of equipment being flown. There will never be a three-person crew assigned to a flight consisting of only one pilot that is PIC qualified and two pilots that are SIC qualified.

Per the Gulfstream G550 Airplane Flight Manual (AFM), an additional trained crew member is required on all flights of 10-19 passengers. The required pilots cannot serve this function.

C. Recordkeeping Requirements

Attached with the Aircraft paperwork, the Crew Duty and Flight Log Record Form will be filled out and returned to Flight Control. This form will be retained as part of the trip paperwork.

D. Cabin Attendant Awareness

All Cabin Attendants will be advised of the protocols for keeping passengers away from, and minimizing noise levels in and around the crew rest area when operating with an augmented crew..

E. Compliance

Prior to the operational control release the person exercising operational control will talk with the PIC to go over the Flight Deck Duty time that will be assigned for each pilot so that it can be recorded on the release and ensure that each pilot's Flight Deck Duty time does not exceed eight hours in total.

F. Regulatory References

§ 14 CFR 135.269 Flight time limitations and rest requirements: Unscheduled three- and four-pilot crews.

- (a) No certificate holder may assign any flight crew member, and no flight crew member may accept an assignment, for flight time as a member of a three- or four-pilot crew if that crew member's total flight time in all commercial flying will exceed—
 - (1) 500 hours in any calendar quarter.
 - (2) 800 hours in any two consecutive calendar quarters.
 - (3) 1,400 hours in any calendar year.
- (b) No certificate holder may assign any pilot to a crew of three pilots, unless that assignment provides—
 - (1) At least 10 consecutive hours of rest immediately preceding the assignment;
 - (2) No more than 8 hours of flight deck duty in any 24 consecutive hours;
 - (3) No more than 18 duty hours for a three-pilot crew or 20 duty hours for a four-pilot crew in any 24 consecutive hours;
 - (4) No more than 12 hours aloft for a three-pilot crew during the maximum duty hours specified in paragraph (b)(3) of this section;
 - (5) Adequate sleeping facilities on the aircraft for the relief pilot;
 - (6) Upon completion of the assignment, a rest period of at least 12 hours;
 - (7) For a three-pilot crew, a crew which consists of at least the following:
 - (i) A pilot in command (PIC) who meets the applicable flight crew member requirements of subpart E of Part 135;
 - (ii) A PIC who meets the applicable flight crew member requirements of subpart E of Part 135, except those prescribed in §§135.244 and 135.247; and
 - (iii) A second in command (SIC) who meets the SIC qualifications of §135.245.
- (c) When a flight crew member has exceeded the daily flight deck duty limitation in this section by more than 60 minutes, because of circumstances beyond the control of the certificate holder or flight crew member, that flight crew member must have a rest period before the next duty period of at least 16 consecutive hours.
- (d) A certificate holder must provide each flight crew member at least 13 rest periods of at least 24 consecutive hours each in each calendar quarter.

3.11.5 Summary of Flight and Duty Time Limitations

REQUIRED REST PRIOR TO DUTY	MAXIMUM BLOCK TIME (AT THE CONTROLS) ¹	MAXIMUM BLOCK TIME (AS PART OF AN AUGMENTED CREW) ²	MAXIMUM DUTY TIME ^{3, 4, 5}	REQUIRED REST UPON COMPLETION OF DUTY
Two Pilot Operations				
10 consecutive hours, or applicable compensatory rest ⁶	10 hours	N/A	14 hours	10 consecutive hours, or applicable compensatory rest ⁷
Three Pilot Operations				
10 consecutive hours, or applicable compensatory rest ⁶	8 hours	12 hours	18 hours	12 consecutive hours, or applicable compensatory rest ⁸

¹ Includes all commercial flying in any 24-hour period.
² Includes all commercial flying in any 24-hour period; Includes in-flight rest time; Rest area must have operational approval from the FAA.
³ On Duty for flights within North America — Ninety minutes prior to scheduled departure.
⁴ On Duty for flights outside of North America — Two hours prior to scheduled departure.
⁵ Off Duty for all flights — Thirty minutes after block in time.
⁶ Every attempt will be made to provide 14 hours of rest prior to a trip with four or more time zone changes.
⁷ Compensatory rest:

- 11 consecutive hours of rest if the flight time limitation is exceeded by not more than 30 minutes;
- 12 consecutive hours of rest if the flight time limitation is exceeded by more than 30 minutes, but not more than 60 minutes;
- 16 consecutive hours of rest if the flight time limitation is exceeded by more than 60 minutes;
- In all cases, the company will provide for no less than 24 hours of rest following a trip with four or more time zone changes.

⁸ Compensatory rest:

- 16 consecutive hours of rest if the flight time limitation is exceeded by more than 60 minutes.
- In all cases, the company will provide for no less than 24 hours of rest following a trip with four or more time zone changes.

3.12 Fueling Procedures

3.12.1 General

- A. Ground power units and the aircraft's APU will neither be started nor shutdown during fueling.
- B. Aircraft battery switches should not be activated during the fueling except when power is needed to operate fuel valves or fuel transfer pumps.
- C. The aircraft and fuel dispensing units (fuel truck) will be bonded together by the use of wires, plugs or clips to discharge static electricity. These bonds will be attached to base nuts or bolts on the landing gear or other place where a good ground can be accomplished.
- D. A class B or C fire extinguisher must be immediately available.
- E. Verify the fuel source has a functioning water elimination system.
- F. Fueling truck fuel filter(s) dates need to be checked.
- G. Safeguard against rain or snow entering the fuel tanks during over wing refueling.
- H. Tools or other equipment that could produce sparks shall not be used on or in the vicinity of the aircraft during fueling.
- I. When passengers remain onboard during single point refueling, the main cabin door will remain open, no smoking will be allowed, one crew member will be aboard the aircraft able to communicate visually or verbally with the refueler, and passengers must be advised when fueling begins and ends.
- J. In the event of spillage, all pumps and electrical equipment will be shut down. The Fire Department will be notified immediately and refueling may be continued after the arrival of the fire department and after spillage has been washed away.
- K. Aircraft batteries should not be installed or removed during fueling.
- L. Aircraft ground-power units should be located as far away from the fueling points as practicable and neither connected or disconnected during fuel servicing.
- M. Any time fuel quality may be suspect, the flight crew must test the fuel for contamination prior to fueling.
- N. Aircraft will not be fueled while active thunderstorms (lightning is observed) are within 5 miles of the airport.
- O. No over-wing refueling with passengers onboard unless operationally necessary (e.g., non-ambulatory passengers), in which case, documented fueling procedures that provide for an equivalent level of safety must be utilized.
- P. One crew member must be present within the shadow of the aircraft during fueling operations.
- Q. Prior to refueling any SAJ aircraft, a crew member shall verify the proper fuel type to be uploaded. Upon completion of refueling, verify fuel quantity upload is correct per amount requested.
- R. Hot refueling is **only authorized** when necessary due to an equipment deferral in accordance with an FAA-approved Minimum Equipment List and must comply with the following requirements:
 1. Hot refueling must be an operation allowed by the aircraft manufacturer;
 2. One pilot must be at the controls with the engine(s) at idle with the other pilot remaining outside monitoring the operation while maintaining constant line of sight with the pilot on flight deck;
 3. No passengers may be onboard;
 4. Personnel used for hot refueling must have prior experience conducting this operation;
 5. A suitable fire extinguisher must be readily available.

3.12.2 Fuel Spills

In the event of a fuel spill consider the following:

1. Immediately stop fueling;
2. Immediately evacuate passengers;
3. Shutdown the aircraft-stop the APU or GPU and remove electrical power;
4. For all but a small spill, call the fire department. It is better to have them coming before there is a fire than to wait until a fire starts;
5. Send line service personnel to retrieve a spill kit;
6. If the situation warrants, move the aircraft clear of the spill.

3.12.3 Fuel Contamination

Generally major FBO chains, FBOs that fuel airlines and those having a continuous flow of transient aircraft procedures for regular fuel testing. Remote locations, particularly those in less developed countries, pose a potential challenge with respect to fuel quality.

Anytime there is reason to suspect fuel quality, a sample of fuel must be taken from the fuel truck or distribution system prior to upload to the aircraft.

The fuel sample should be inspected for the following:

1. Color – Jet-A fuel should be a straw color
2. Clarity – The fuel should be bright and clear
3. Contaminates – There should be no particle matter or a cloudy appearance in the sample.

If there is a concern that contaminated fuel has been uploaded to the aircraft, a fuel sample must be taken from the aircraft sumps for inspection. Contaminates may take as much as one hour to settle to the sump drains after the aircraft has been fueled. If no contamination is seen in sump samples after one hour, the fuel can be considered safe.

3.13 Hazardous Materials

Sun Air Jets is a “Will-Not-Carry” Operator.

No Hazardous Materials will be accepted for shipping or in baggage.

Reference the Sun Air Jets Hazardous Materials Operations manual for detailed information.

3.14 Hearing Protection

All Sun Air Jets crew members at all times when walking around on the ramp areas where jet engines are operating and during pre-flights shall have adequate hearing protection provided by the company.

3.15 Use Of Jumpseats

When there is a Jumpseat installed in a SAJ aircraft and that Jumpseat is certified for use during take-off and landing, the following persons are authorized to sit in that Jumpseat at the PIC's decision:

1. SAJ certified flight crew member;
2. SAJ certified Flight Tech;
3. SAJ Cabin Attendant;
4. Any FAA inspector with proper 110A identification.

No other personnel may occupy the jumpseat, except for company personnel when authorized in writing by the Director of Operations or Chief Pilot. The PIC will brief any Jumpseat rider on operation of the Jumpseat, its associated emergency evacuation procedures, and sterile cockpit protocol.

3.16 Manipulation Of Controls

[14 CFR 135.115]

Seat Assignments will be based on pilot experience and operations sign off. The initial positions will be PIC in the Left Seat and SIC in the Right Seat.

Over time, with crew experience this will become Pilot Flying in the Left Seat and Pilot Monitoring in the Right Seat.

When new to the aircraft or company, the SIC will only be authorized to sit and fly from the Right Seat only.

At the discretion of Operations along with recommendation from the PIC of the applicable type, the SIC will be authorized to fly from the Left Seat.

3.17 Microphones

All flight crew members for SAJ who are required to be on flight deck duty shall communicate through boom or throat microphones below the transition level/altitude.

3.18 Oxygen

[14 CFR 135.89]

All Sun Air Jets pilots will comply with 14 CFR 135.89 when flying Sun Air Jets Aircraft.

1. Above flight level 250 when one pilot leaves the flight deck, one pilot will don and use oxygen.
2. Above flight level 350, one pilot will don and use oxygen.
3. A flight to be operated at altitudes at which the atmospheric pressure in personnel compartments will be above 10,000 ft (less than 700 hPa) shall not be commenced unless sufficient stored breathing oxygen is carried to supply:
 - a. All crew members and at least 10 per cent of the passengers for any period in excess of 30 minutes that the pressure in compartments occupied by them will be between 10,000 ft. (700 hPa) and 13,000 ft. (620 hPa); and
 - b. All crew members and passengers for any period that the atmospheric pressure in compartments occupied by them will be above 13,000 ft. (less than 620 hPa).
4. A flight to be operated with a pressurized aircraft shall not be commenced unless a sufficient quantity of stored breathing oxygen is carried to supply all crew members and passengers, as is appropriate to the circumstances of the flight being undertaken, in the event of loss of pressurization, for any period that the cabin altitude would be above 10,000 ft. (less than 700hPa).
5. In addition, when an aircraft is operated at flight altitudes above 25,000 ft. or an altitude from which the aircraft cannot descend safely within four minutes to 13,000 ft., there shall be no less than a 10-minute supply of oxygen for all occupants.

3.19 Passenger Handling

3.19.1 General

It will be the PIC's responsibility to ensure the safe loading and unloading of all passengers. He will take into consideration the weather, mental or physical condition of a passenger, and the events surrounding the aircraft at the time of loading or unloading the passengers or baggage.

SAJ is committed to the highest standard of safety. The PIC will ensure after his briefing that all the passengers understand the briefing and the use of the safety equipment on board the aircraft. The PIC should take into consideration the health of each passenger, the mobility of the passengers and the procedures of reporting a health problem of a passenger while on board a SAJ aircraft.

3.19.2 Passenger Confidentiality

Each employee will sign a confidentiality agreement that is presented with the offer letter at time of employment.

3.19.3 Parental Consent For Minors Traveling With One Parent

SAJ requires a completed and notarized Parent or Legal Guardian Authorization Letter from any parent/legal guardian not accompanying a minor traveling between any two Countries.

A copy of this letter will be provided to any vendor flying a flight on behalf of SAJ. The vendor shall agree not to transport unaccompanied minors on flights for SAJ without the written consent of Sun Air Jets.

3.19.4 Customer Coordination

Flight Control will be the primary contact for all questions and answers to the customers that are on a SAJ flight.

Flight Control and the PIC will ensure proper coordination of information regarding any changes to itinerary, including:

1. Duty Time issues.
2. Baggage Constraints.
3. Airport Limitations.
4. Aircraft Capabilities.
5. Weather Considerations.

At any time, the PIC may elect to relay this information through one of the other crew members, however it shall remain his responsibility.

3.20 Passenger Occupancy Of A Pilot Seat

[14 CFR 135.113]

No person may occupy a required pilot seat while the aircraft is in operation other than the Pilot-in-Command, the Second-in-Command, a company Check Airman, or an authorized representative of the Administrator, the National Transportation Safety Board, or the United States Postal Service.

3.21 Position At The Controls

[14 CFR 135.171]

A. Take-off and Landing

All flight crew members required to be on flight deck duty shall be at their stations.

B. Enroute

All flight crew members required to be on flight deck duty shall remain at their stations except when their absence is necessary for the performance of duties in connection with the operation of the aircraft or for physiological needs.

C. Seat Belts

All flight crew members shall keep their seat belts fastened when at their stations.

D. Safety Harness

When safety harnesses are provided, any flight crew member occupying a pilot's seat shall keep the safety harness fastened during the take- off and landing phases; all other flight crew members shall keep their safety harnesses fastened during the take-off and landing phases unless the shoulder straps interfere with the performance of their duties, in which case the shoulder straps may be unfastened but the seat belt must remain fastened. *Note: Safety harness includes shoulder strap(s) and a seat belt which may be used independently.*

E. Cabin Attendant/ Flight Tech

All Cabin Attendants and Flight Techs will be seated with their seat belt secured or, when provided, safety harness fastened during take-off and landing, and whenever the pilot-in-command so directs.

3.22 Ramp Checks

Whenever, in performing the duties of conducting an inspection, an FAA inspector presents an Aviation Safety Inspector credential (FAA Form 110A, or its ICAO equivalent) to a PIC of an aircraft operated by Sun Air Jets, the inspector must be given free and uninterrupted access to the aircraft cockpit/cabin.

However, this does not limit the emergency authority of the PIC to exclude any person from the cockpit/cabin in the interest of safety.

The following additional steps will be followed:

1. Passengers will be deplaned and escorted to a safe holding area.
2. Every effort should be made to notify Flight Control of the inspection.

The PIC must allow TSA, at any time or place, to make any inspections or tests, including copying records, to determine compliance with:

1. 49 CFR 1520, and 1544 and
2. 49 U.S.C. Subtitle VII, as amended.

3.23 Roles And Responsibilities Of The Pilot Flying And Pilot Monitoring

At any point in time during flight, one pilot is the PF and one pilot is the PM.

The PF is responsible for managing and the PM is responsible for monitoring the current and projected flight path and energy of the aircraft at all times.

The PF is always engaged in flying the aircraft (even when the aircraft is under autopilot control) and avoids tasks or activities that distract from that engagement. If the PF needs to engage in activities that would distract from aircraft control, the PF should transfer aircraft control to the other pilot, and then assume the PM role.

Transfer of PF and PM roles should be done positively with verbal assignment and verbal acceptance to include a short brief of aircraft state.

The PM supports the PF at all times, staying abreast of all air traffic control instructions and clearances and aircraft state.

The PM monitors the aircraft and systems states, calls out any perceived or potential deviations from intended flight path, and intervenes if necessary.

3.24 Second in Command Professional Development Program

[14 CFR 135.99]

A. Purpose

This program allows a pilot employed by Sun Air Jets and serving as an assigned Second in Command in a multiengine airplane or single-engine, turbine-powered airplane to log SIC flight time during operations that do not require a second pilot.

However, all Sun Air Jets flights in turbine powered aircraft will be assigned an SIC.

Sun Air Jets has instituted this program to:

1. Provide increased safety in operations conducted with two pilots instead of one pilot;
2. Provide opportunities for beneficial operational experience in a multipilot environment that may not otherwise exist; and
3. Provide a strong foundational experience for a developing professional pilot.

B. Operator Requirements

Sun Air Jets operates this program under the authorization Operations Specification A062 and in accordance with the guidance in AC 135-43 (as revised).

All Sun Air Jets manuals will conform to all regulatory requirements. All operations under this program will utilize Sun Air Jets' Standard Operating Procedures for multipilot aircraft.

C. Aircraft Requirements

This program requires all participating multiengine aircraft or single-engine, turbine-powered aircraft to be equipped in accordance with the guidance in AC 135-43 (as revised).

D. Pilot Requirements

1. Pilot in Command

All PICs operating under this program:

- a. Must have completed Sun Air Jets' PIC mentoring training for PICs operating under the PDP; and
- b. Preferably been fully qualified as a PIC for the air carrier for at least the previous 6 calendar months. Previous experience in type can be used to offset this time requirement at the discretion of the Director of Operations.

2. Logbook Endorsement

At the completion of each flight, the assigned PIC must certify in the assigned SIC's logbook that the flight time was conducted in accordance with § 61.159(c).

The following endorsement to certify each flight: I, [PIC Name], certify that [SIC Name] served as an SIC in accordance with § 61.159(c) on the following flight(s) [Airport Identifier to Airport Identifier] on [Date]. [PIC Signature and Airman Certificate Number].

This can be completed using the Sun Air Jets PDP SIC Endorsement form.

3. Second in Command

All SICs operating under this program are required to meet all the normal Sun Air Jet requirements for:

- a. Airman and medical certification;
 - i. A Commercial Pilot Certificate with an airplane category and appropriate class rating and an instrument rating; and
 - ii. At least a second-class medical certificate.
- b. Part 120 Drug and Alcohol programs;
- c. Sun Air Jets' Second in Command training, testing, and checking requirements;
- d. Instrument currency requirements of 135.245;
- e. Sun Air Jets' Flight and Duty Time requirements;
- f. Sun Air Jets' recordkeeping requirements;
- g. Pilot Records Database requirements.

E. Training Programs

The additional training program for PIC's initial and recurrent training is as follows:

1. Mentoring training as specified in 14 CFR 135.99(c)(4)(ii);
2. CRM training as specified in 14 CFR 135.330 for operations conducted with two pilots; and
3. Training as specified in 14 CFR 135.329(e) for operations conducted with two pilots.

F. Data Collection and Analysis Process

Sun Air Jets will operate a Data Collection and Analysis Process in accordance with the guidance in AC 135-43 (as revised) to continually ensure compliance with the program requirements, identify nonconformance to policies and procedures, and identify opportunities to improve the program.

A PIC assigned to fly with a PDP SIC can use the PDP Data Collection Form to give feedback on performance. Completed form will be submitted to the Director of Safety for review and aggregation. The Director of Safety will send recommendations for improvement of the program to the Director of Operations and the Chief Pilot for implementation.

This program includes:

1. A report for assigned PICs and SICs to provide feedback to management regarding this program and the effectiveness of the training, testing, and checking for the participating SICs and PICs;
2. A Quality Assurance verification during the training, testing, and checking of assigned SICs and PICs or during revenue operations; and
3. Methods for taking corrective action when deficiencies have been identified through either the evaluation process or feedback.

3.25 Standard Operating Procedures

Each crew member will follow the SOPs for their aircraft. SAJ uses both SOP's that are listed in the Training Program Manual and those adopted by a Part 142 contract training provider.

3.26 Sterile Cockpit And General Cockpit Discipline

[14 CFR 135.100]

No flight crew member (including jump seat occupants) may engage in any activity during a critical phase of flight that could distract from or interfere in any way with the proper conduct of those duties. Except in cruise flight, any time the aircraft is being operated below 10,000' MSL, including taxiing, a sterile cockpit will be observed by both crew members. Items such as checklists, or conversation in connection with the safety of the flight, are considered essential items. Distractions and extraneous cockpit conversations that do not apply directly to the operation of the airplane are prohibited during sterile cockpit procedures.

Sterile cockpit procedures also apply when within 1,000 feet of Level off at any altitude.

All cell phones and PDAs will be placed on standby or "airplane mode" prior to commencing ENGINE START CHECKLIST.

Any passenger route information announcements and passenger briefings must be accomplished prior to aircraft movement. After the aircraft enters a critical phase of operation, any communications not essential to the operation of the aircraft are not permitted.

Pilots are to maintain vigilance in monitoring air traffic control radio communications frequencies for potential traffic conflicts with their aircraft especially when operating on an active runway and/or when conducting a final approach to landing.

In the radar environment of an approach and after having received specific landing clearance, pilots may inadvertently relax their vigilance in listening to communications that are not specifically directed to their aircraft. In addition, they may unintentionally reduce efforts to visually scan for aircraft between their position and the intended landing runway. Pilots of an aircraft on an active runway or on final approach to landing should be especially vigilant in listening for information about the runway they currently occupy or expect to occupy. It is essential that pilots monitor the ATC system to the fullest extent possible to detect unsafe practices or conditions that may affect their flight and to take action to protect themselves from dangerous practices or conditions before they result in accidents.

Flight crew members need to maintain:

1. A high state of situational awareness and vigilance in detecting traffic conflicts during ground operations preparatory to takeoff and during flight operations in airport traffic areas, especially when operating in high-density airport environments; and
2. Vigilance in monitoring ATC radio communications frequencies for potential traffic conflicts with their aircraft, especially when operating on an active runway and/or when conducting a final approach to a landing.

4.1 Facility Access Control

Sun Air Jets has state-of-the-art security at its locations in Camarillo and Van Nuys. Keyless entry is provided at every department and only authorized personnel are allowed in these areas. Any access to the areas requires a badge employee to escort a visitor into these areas.

All SAJ employees are issued company ID's which shall be worn at all times while on SAJ property. Security gates with controlled access to the ramp area is monitored by Customer Service personnel, they will verify access and send escorts to any unauthorized persons requesting access to the ramp areas.

Every pilot is responsible for his own aircraft when it is outside the SAJ hangar environment. Each pilot shall ensure that his plane is locked while on the ramp or that a crew member is on or about the aircraft. When away from home base, the pilots will ensure that at all times the crew is not with the aircraft, the plane will be locked and secured, even if a hangar facility is used.

During any maintenance event, access will be given to that maintenance facility, however prior to its next flight the PIC will complete a thorough inspection of the aircraft to ensure that no security threat exists.

4.2 Background Checks

SAJ has in place a list of companies that perform background checks on all of its employees. The check will be for a period of ten years from the date interviewed, and that check will have no limitations when it comes to criminal convictions. In addition to this check, each flight crew member will be fingerprinted and an additional check will be done through NATA for their TSA clearance.

After employment, each employee's name is run daily through the TSA's data-base to ensure that an employee has not been added to that list since the hire date. Each prospective employee will be screened by his or her direct supervisor. Calling references, driving record and possible credit check may be some criteria that are used. These checks shall be kept in each employee's Human Resources file.

4.3 Confidentiality

Each Employee will sign a confidentiality agreement that is presented with the offer letter at time of employment.

4.4 High Risk Countries

Prior to any SAJ outside the United States, a risk assessment will be done by SAJ Flight Operations team. In all cases SAJ will mitigate any risk that the crew or its passengers may have in a given country.

4.5 Reporting Security Breaches

Any time a breach of security or deviation of standard policy is encountered, the encountering employee will submit a report to the ASOC for their recommendations and findings as well as the safety committee.

4.6 Securing Aircraft

When away from home base the PIC will ensure that he communicates with the FBO or ground handler that no aircraft services will be performed on the aircraft unless a crew member is present. This will include but not limited to towing, fueling and ground servicing.

Any time a SAJ aircraft has to be parked away from home the following procedures will be complied with:

1. Proper placement of safety cones around the aircraft.
2. Use of appropriate size wheel chocks for aircraft parked both on the ramp and in hangars.
3. Triple chock the aircraft.
4. If in a hangar, flags will be placed on the static wicks.
5. Prior to going into a hangar, check the height and width of the hangar opening to ensure the aircraft will fit.
6. If parked outside, ensure that the proper lighting exists for aircraft security.
7. Ensure that whether parked outside or in the hangar that the aircraft is locked and secure. Not every location is going to be the same. If a Flight Crew member sees that compliance is not possible with the above-mentioned items, the PIC will call Flight Control and notify them of the shortcomings of the FBO and every effort will be made to correct the deficiency including possible movement of the aircraft to another facility on the field.

If SAJ for any reason uses a contract security service, that service will be approved by the Director of Operations or the Chief Pilot. The following must be verified and adhered to:

1. Contractors are bonded.
2. Contractors are insured and SAJ is listed as additionally insured.
3. Contractor's training program is approved by SAJ.
4. Any person serving must have had a full 10-year background check completed by the contractor and supplied to SAJ. SAJ will have the option to conduct its own background check on any person the contractor may supply.

It will be the responsibility of the Director of Operations to ensure that all contractors are in compliance with these rules and he will have the final authority on any security person boarding any SAJ aircraft.

4.7 TSA Twelve-Five Standard Security Program

4.7.1 Overview

Sun Air Jets has in place the Twelve-Five Standard Security Program administered by the TSA. The TSA training program is part of the SAJ initial Indoctrination for each crew member as well as recurrent training each year. The Director of Operations acts as the Aircraft Operator Security Coordinator (ASOC) with the Chief Pilot acting as the alternate if necessary.

Each PIC assigned to a Part 135 flight will act as the Ground Security Coordinator (GSC) and the In-Flight Security Coordinator (ISC). These roles and responsibilities are defined in the SAJ Twelve-Five Standard Security Program.

4.7.2 Procedures

The security and safety of Sun Air Jets customers and clients is extremely important. Sun Air Jets is responsible for assuring that the following security procedures and measures are in place and followed:

1. The PIC will be assigned the duties of both the GSC and the ISC. The PIC may at his discretion appoint the SIC as the GSC for the trip.
2. SAJ will maintain the appropriate security program approved by the TSA. SAJ and its pilots will comply with all TSA issued Security Directives, Information Circulars and Security Alerts appropriate to SAJ Security Program.
3. Ensure that Flight Control has cleared all passengers through the TSA No-Fly list.
4. Passenger names and itineraries must never be disclosed or discussed with anyone who does not have a specific need to know. Passenger and Aircraft movements are kept strictly confidential.
5. All aircraft will be parked in lighted secure areas when possible. It may become necessary to put an aircraft in a hangar when security is an issue. Anytime that an aircraft cannot be observed by at least one crew member, the aircraft will be locked and security tape put on all external doors and hatches that cannot be locked (EJM and Net Jets flights only).
6. Access to the aircraft is limited to authorized personnel.
7. No baggage other than crew or passenger items will be allowed on the aircraft. The flight crew will ensure that all passenger bags are identified by the passengers prior to putting them on the aircraft.
8. The designated GSC will conduct a security inspection of the aircraft 30 minutes prior to the passengers showing up for departure and remain with the aircraft or maintain visual contact with the aircraft until the passengers are boarded.

4.7.3 TSA Prohibited Items

The TSA's prohibited items brochure is included at the end of this section, or the most current detailed list can be accessed at: [What Can I Bring? A-Z List | Transportation Security Administration \(tsa.gov\)](https://www.tsa.gov/traveler-information/what-can-i-bring-a-z-list).

The PIC will ensure that all passengers are aware of the prohibited items and will conduct a briefing of those items. The PIC will also explain that a violation of this policy may result in a fine or possible prison sentence for any violations.

At any time if the crew discover through bag search or declaration of a passenger that there is a prohibited item, the PIC will arrange with that passenger for a safe alternative means to transport that item.

If, during flight, a TSA prohibited item is discovered, the PIC will contact the Director of Operations (AOSC) for further guidance as to how to proceed with that passenger and prohibited item(s).



Disabling Chemicals & Other Dangerous Items

Item	Carry-on	Checked
Blasting Caps	No	No
Dynamite	No	No
Fireworks	No	No
Flares (in any form)	No	No
Hand Grenades	No	No
Plastic Explosives	No	No
Realistic Replicas of Explosives	No	No

Flammable Items

Item	Carry-on	Checked
Aerosols - Are prohibited with the exception of personal care items or toiletries in limited quantities	No	No
Fuels - Cooking fuels and any flammable liquid fuel is prohibited.	No	No
Gasoline	No	No
Gas Torches	No	No
Lighters - Lighters without fuel are permitted in checked baggage. Lighters with fuel are prohibited in checked baggage unless they adhere to the Department of Transportation (DOT) exemption, which allows up to two fueled lighters if properly enclosed in a DOT approved case. If you are uncertain your lighter is prohibited, please leave it at home.	Yes	No
Lighter Fluid	No	No

Torch Lighters - These items create a thin, needle-like flame that is hotter (reaching 2,500 degrees Fahrenheit) and more intense than those from common lighters. Torch lighters are often used for pipes and cigars, and maintain a consistent stream of air-propelled fire regardless of the angle at which it is held. Torch lighters are prohibited.

Strike-anywhere Matches - Only 1 book of safety (non-strike anywhere) matches are permitted as carry-on items.

Flammable Paints
Turpentine and Paint Thinner
Realistic Replicas of Incendiaries

NOTE: There are other hazardous materials that are regulated by the FAA. For more information visit faa.gov.

Prepare for Takeoff TSA's Prohibited Items List

Item	Carry-on	Checked
Gel-type Candles	No	Yes
Non-Flammable Liquid Gel, or Aerosol (3.4 oz./100.55 ml or less that fit in one, clear, plastic, quart-sized, resealable bag)	Yes	Yes
Flammable Liquid, Gel, or Aerosol	No	No

Snow Globes (unless otherwise prohibited)*	Yes	Yes
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*Screening procedures are governed by federal law and designed to detect threats to aviation security. TSA officers do not search for marijuana or other drugs; however, if an item is found that may violate federal law during security screening, TSA will refer the matter to law enforcement. Whether or not marijuana is considered medical marijuana, Federal law provides no basis to treat medical marijuana differently than non-medical marijuana.

*Snow globes that appear to contain less than 3-4 ounces (approximately tennis ball size) will be permitted if the entire snow globe, including the base, is able to fit in the same one clear, plastic, quart-sized, re-sealable bag, as the passenger's other liquids, such as shampoo, toothpaste and cosmetics.

**Illegal controlled substances: TSA's screening procedures, which are governed by Federal law, are focused on security and are designed to detect potential threats to aviation and passengers. As has always been the case,

if during the security screening procedures an officer discovers an item

that may violate federal law, TSA refers the matter to law enforcement. Law enforcement officials will determine if further action is appropriate.



tsa.gov

TSA Prohibited Items List

The TSA Prohibited Items List is not intended to be all-inclusive and is updated as necessary. To ensure a traveler's security, Transportation Security Officers (TSOs) may determine that an item not on the Prohibited Items List is prohibited.

The final decision rests with TSA on whether to allow any item through security checkpoints.

Travelers are encouraged to check with their airline or travel agent for policies as individual airlines may place additional restrictions on any item.

Please note that some items are illegal in certain states and will be subject to state laws. It is the traveler's responsibility to be aware of state laws in both origination and destination cities.

Please pay careful attention to the "**NOTE**" included at the bottom of each section - they contain important information about restrictions and exceptions.

Sharp Objects

Item	Carry-on	Checked
Box Cutters	No	Yes
Ice Axes/Ice Picks	No	Yes
Knives - Except for plastic or round bladed butter knives	No	Yes
Meat Cleavers	No	Yes
Razor-Type Blades - Box cutters, razor blades, not in a cartridge (excluding safety razors) are prohibited in carry-on.	No	Yes
Sabers	No	Yes
Scissors - Metal with pointed tips and a blade length greater than four inches measured from the fulcrum	No	Yes
Swords	No	Yes

NOTE: Any sharp objects in checked baggage should be sheathed or securely wrapped to prevent injury to baggage handlers and Transportation Security Officers.

Sporting Goods

Item	Carry-on	Checked
Baseball Bats	No	Yes
Bows and Arrows	No	Yes
Cricket Bats	No	Yes
Golf Clubs	No	Yes
Hockey Sticks	No	Yes

NOTE: Check with your airline or travel agent to see if firearms are permitted in checked baggage on the airline you are flying. Ask about limitations or fees, if any, that apply.

Martial Arts & Self Defense Items

Item	Carry-on	Checked	Item	Carry-on	Checked
Lacrosse Sticks	No	Yes	Billy Clubs	No	Yes
Pool Cues	No	Yes	Black Jacks	No	Yes
Ski Poles	No	Yes	Brass Knuckles	No	Yes
Spear Guns	No	Yes	Kubotans	No	Yes
Tennis Rackets	Yes	Yes	Mace/Pepper Spray - One 4 fl. oz (11.8 ml) container of mace or pepper spray is permitted in checked baggage provided it is equipped with a safety mechanism to prevent accidental discharge. Self-defense sprays containing more than 2% by mass of Tear Gas is prohibited in both checked bag and checkpoint. For more information visit faa.gov.	No	Yes
Guns & Firearms	Carry-on	Checked	Martial Arts Weapons	No	Yes
Ammunition - Check with your airline if permitted in checked baggage. Small arms ammunitions for personal use must be securely packed in fiber, wood or metal boxes or other packaging specifically designed to carry small amounts of ammunition. Ask about limitations or fees.	No	Yes	Nunchucks	No	Yes
BB Guns	No	Yes	Stun Guns/Shocking Devices	No	Yes
Compressed Air Guns - Including paintball markers, may be carried in checked luggage without compressed air cylinder attached	No	Yes	Throwing Stars	No	Yes
Firearms - Firearms carried as checked baggage MUST be unloaded, packed in a locked hard-sided container, and declared to the airline at check-in.	No	Yes	NOTE: Any sharp objects in checked baggage should be sheathed or securely wrapped to prevent injury to baggage handlers and Transportation Security Officers.		
Tools	Item	Carry-on	Checked	Item	Carry-on
Flare Guns	No	Yes	Axes and Hatchets	No	Yes
Gun Lighters	No	No	Cattle Prods	No	Yes
Gun Powder - Including black powder and percussion caps	No	No	Crowbars	No	Yes
Parts of Guns and Firearms	No	Yes	Hammers	No	Yes
Pellet Guns	No	Yes	Drills and drill bits - Including cordless portable power drills	No	Yes
Realistic Replicas of Firearms	No	Yes	Saws - Including cordless portable power saws	No	Yes
Starter Pistols - Can only be carried as checked baggage and MUST be unloaded, packed in a locked hard-sided container, and declared to the airline at check-in.	No	Yes	Tools - Greater than 7 inches in length	No	Yes
NOTE: Any sharp objects in checked baggage should be sheathed or securely wrapped to prevent injury to baggage handlers and Transportation Security Officers.			Screwdrivers/Wrenches/ Pliers - Greater than 7 inches in length	No	Yes

4.7.4 TSA Training

All Management personnel and flight crew members will be trained to the TSA Twelve-Five Security Program.

In addition, SAJ will include the following training:

1. International procedures for securing aircraft and food items.
2. Crew and passenger transportation at international locations.
3. Security at hotels.
4. Coordination of crew and passenger timelines in case of civil uprising or natural disaster.
5. How to conduct off time in foreign countries.
6. Crew awareness in foreign countries.
7. How to interface with Armed Security both domestic and foreign.
8. Crew members that are authorized to carry weapons must have training to carry that weapon and be authorized to carry by the Director of Operations or in the case of the Director of Operations the Chief Pilot.
9. Agricultural limitations in foreign countries.
10. International transportation of minors.
11. Facility security.
12. Aircraft security.
13. Client customer confidentiality.
14. Workplace violence.
15. Roles and responsibilities.

Sun Air Jets trains every pilot with regard to the Twelve-Five Standard Security Program Issued by the TSA. This manual is kept in the Director of Operations office and the training can only occur after the TSA pilot background check has been completed satisfactorily. Prior to such training, SAJ will ensure that the latest revision of that training manual has been updated through the TSA website. The PIC will act as the ISC and the GSC. The GSC duties may be assigned to the SIC by the PIC.

SAJ shall maintain records for at least three years on all employees who have received training in accordance with the SAJ Security Program.

4.7.5 Internal Evaluations

Internal evaluations of the TSA and security program shall be maintained at the highest level of confidentiality. Only the Director of Operations may assign a person for this audit. The Director of Operations will ensure that that person has signed the TSA non-disclosure form, and that form has been submitted to the TSA for approval.

4.8 Travel Health Issues

SAJ travels to most places in the world. Given this fact SAJ will do everything in its power to ensure that its crews and its passengers have all the information needed to complete the mission safely and without harm. SAJ will provide its crews with the proper shots and medication to safely do these missions. Passengers will be advised ahead of time of the proper shots and/or medications that will be required or suggested prior to entry of a certain country.

Information on public health issues and managing the associated risks is available on the World Health Organization web site at <http://www.who.int/en/>, the IATA web site at <https://www.iata.org/en/programs/safety/health/> and from national health authorities.

4.9 Threat Assessments

Prior to any International Flight, the PIC will coordinate with Flight Control to review the latest State Department findings on threat assessments that is published on the State Department's web page at **Travel Advisories (state.gov)**.

4.10 Aircraft Accident and Incident Reporting

[NTSB 830.5; 14 CFR 135.415, 135.417]

4.10.1 Occurrences Requiring Immediate Notification

Sun Air Jets must immediately, and by the most expeditious means available, notify the nearest National Transportation Safety Board (NTSB) Field Office when:

1. An aircraft accident or any of the following listed incidents occur:
 - a. Flight control system malfunction or failure.
 - b. Inability of any required flight crew member to perform their normal flight duties as a result of injury or illness.
 - c. Failure of structural components of a turbine engine excluding compressor and turbine blades and vanes.
 - d. Inflight fire.
 - e. Aircraft collide in flight.
 - f. Damage to property, other than the aircraft, estimated to exceed \$25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.
 - g. For large multi-engine aircraft (more than 12,500 pounds maximum certificated takeoff weight):
 - i. Inflight failure of electrical systems which requires the sustained use of an emergency bus powered by a back-up source such as a battery, auxiliary power unit, or air-driven generator to retain flight control or essential instruments;
 - ii. Inflight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces;
 - iii. Sustained loss of the power or thrust produced by two or more engines; and
 - iv. An evacuation of aircraft in which an emergency egress system is utilized.
2. An aircraft is overdue and is believed to have been involved in an accident.

4.10.2 Manner of Notification

The most expeditious method of notification to the NTSB will be determined by the circumstances existing at that time. The NTSB has advised that any of the following would be considered examples of the type of notification that would be acceptable:

1. Direct telephone notification.
2. Telegraphic notification.
3. Notification to the FAA who would in turn notify the NTSB by direct communication; i.e., dispatch or telephone.

4.10.3 Items to be Included in Notification

The notification required above must contain the following information, if available:

1. Type, nationality, and registration marks of the aircraft.
2. Name of owner and operator of the aircraft.
3. Name of the pilot-in-command.
4. Date and time of the accident, or incident.
5. Last point of departure, and point of intended landing of the aircraft.
6. Position of the aircraft with reference to some easily defined geographical point.
7. Number of persons aboard, number killed, and number seriously injured.
8. Nature of the accident, or incident, the weather, and the extent of damage to the aircraft so far as is known;
and
9. A description of any explosives, radioactive materials, or other dangerous articles carried.

4.10.4 Follow-up Reports

Sun Air Jets must file a report on NTSB Form 6120.1 or 6120.2, available from NTSB Field Offices or from the NTSB, Washington, DC, 20594:

1. Within 10 days after an accident;
2. When, after 7 days, an overdue aircraft is still missing;
3. A report on an incident for which immediate notification is required must be filed only as requested by an authorized representative of the NTSB.

Each crew member, if physically able at the time the report is submitted, must attach a statement setting forth the facts, conditions, and circumstances relating to the accident or incident as they appeared. If the crew member is incapacitated, a statement must be submitted as soon as physically possible.

4.10.5 Where to File the Reports

The operator of an aircraft must file with the NTSB Field Office nearest the accident or incident any report required by this section.

The NTSB Field Offices are listed under U.S. Government in the telephone directories in the following cities:
Anchorage, AK; Atlanta, GA; Chicago, IL; Denver, CO; Fort Worth, TX; Los Angeles, CA; Miami, FL; Parsippany, NJ;
Seattle, WA.

4.10.6 Near Midair Collision Reporting

A. Purpose and Data Uses

The primary purpose of the Near Midair Collision (NMAC) Reporting Program is to provide information for use in enhancing the safety and efficiency of the National Airspace System. Data obtained from NMAC reports are used by the FAA to improve the quality of FAA services to users and to develop programs, policies, and procedures aimed at the reduction of NMAC occurrences. All NMAC reports are thoroughly investigated by Flight Standards Facilities in coordination with Air Traffic Facilities. Data from these investigations are transmitted to FAA Headquarters in Washington, DC, where they are compiled and analyzed, and where safety programs and recommendations are developed.

B. Definition

A near midair collision is defined as an incident associated with the operation of an aircraft in which a possibility of collision occurs as a result of proximity of less than 500 feet to another aircraft, or a report is received from a pilot or a flight crew member stating that a collision hazard existed between two or more aircraft.

C. Reporting Responsibility

It is the responsibility of the pilot and/or flight crew to determine whether a near midair collision did actually occur and, if so, to initiate a NMAC report. Be specific, as ATC will not interpret a casual remark to mean that a NMAC is being reported. The pilot should state "I wish to report a near midair collision."

D. Where to File Reports

Pilots and/or flight crew members involved in NMAC occurrences are urged to report each incident immediately:

1. By radio or telephone to the nearest FAA ATC facility or FSS.
2. In writing, in lieu of the above, to the nearest Flight Standards District Office.

E. Items to be Reported

1. Date and time (UTC) of incident.
2. Location of incident and altitude.
3. Identification and type of reporting aircraft, aircrew destination, name and home base of pilot.
4. Identification and type of other aircraft, aircrew destination, name and home base of pilot.
5. Type of flight plans; station altimeter setting used.
6. Detailed weather conditions at altitude or flight level.
7. Approximate courses of both aircraft: indicate if one or both aircraft were climbing or descending.
8. Reported separation in distance at first sighting, proximity at closest point horizontally and vertically, and length of time in sight prior to evasive action.
9. Degree of evasive action taken, if any (from both aircraft, if possible).
10. Injuries, if any.

5.1 Operational Control

[14 CFR 135.77]

Sun Air Jets retains operational control for all Air Carrier flights, including accountability for the actions and inactions of its direct employees, agents, and contractors.

The company will have full knowledge of flight operations, aircraft airworthiness, crew member qualifications and flight/duty time limitations, and identity of all passengers.

This section details procedures for the exercise of operational control authority over the initiation, conduct, and termination of each flight.

5.2 Delegation Of Authority

119 Management personnel listed on the A006 with the responsibility for operational control may delegate that authority to Flight Control or other personnel using the following process:

1. Trainee completion of the "Flight Control" Initial training course.
2. Each 12 months, trainee completion of the "Flight Control" Recurrent training course.
3. Training records will be retained for all affected personnel.
4. Once operational control has been delegated, personnel will also be listed on the Op Spec A006 and they will remain under the supervision and oversight of the Manager(s) of Flight Control to ensure adequate performance.

Under no circumstances will Sun Air Jets delegate the responsibility for operational control to any outside entity, including any aircraft owner and/or any aircraft management company.

5.3 Trip Release Process

5.3.1 Initiation of Flights

A. Maintenance

1. The Director of Maintenance or his designee will ensure that the aircraft maintenance status is updated in JetInsight (JIS). If there are any deferrals or limitations, he will notify Flight Control via email. Flight Control will then ensure trip documents are notated with any MEL Deferrals.
2. Aircraft Status must show "In Service" in JIS under "Compliance / Aircraft / Status & Discrepancies:"
3. Open or deferred discrepancies can be accessed by clicking on the hyperlink of the aircraft registration number.

Compliance / Aircraft / Status & Discrepancies						
Aircraft						
Reg	Aircraft Type	Discrepancies	Recurring checks	Unscheduled	Status	
N122CA	Embraer Lineage 1000E	✓	✓	Not ready for flight in MX		Not ready for flight
N320GX	Bombardier Global Express	✓	✓	Ready for flight		In service
N393VF	Gulfstream G500	✓	✓	Ready for flight		In service
N526EM	Gulfstream G550	✓	✓	Ready for flight		In service
N7RX	Gulfstream G450	⚠	✓	Ready for flight		In service
N121AP	Gulfstream G-IVSP	✓	✓	Ready for flight		In service
N1979L	Gulfstream G-IVSP	⚠	✓	Not ready for flight N1979L-DIS-0051 12/05/2022 01:00 Z Brake overheat message Open N1979L-DIS-0050 12/05/2022 00:58 Z Bathroom door lock Open		Out of service
N624PD	Gulfstream G-IVSP	⚠	✓	Ready for flight Baggage light MEL'd		In service
N789TN	Gulfstream G-IVSP	⚠	✓	Not ready for flight TCAS and Windshear WiFi Open Hydraulic squeal Open		Out of service

4. Maintenance will ensure that a copy of the Airworthiness Release is placed in JIS in "Compliance / Documents / Aircraft / [Registration Number]" in the "Airworthiness certificate" header with the file name "Airworthiness Release."
5. Additionally, maintenance will ensure a hard copy is placed aboard the aircraft.

B. Flight Control

1. Flight Control will enter all trip data into JIS, including:
 - a. Assigned aircraft;
 - b. Airports and routings;
 - c. Proposed times;
 - d. Assigned crew members;
 - e. Passenger names.
2. Flight Control will check the following for each trip:
 - a. Customs / eAPIS requirements;
 - b. International permits;
 - c. A general overview of weather, NOTAMs, and TFRs to ensure there are no obvious impediments to completing the trip.
3. Flight Control will then check the trip "Release" tab in JIS for flags on the following:
 - a. TSA TFSSP Checks
 - b. Aircraft
 - i. Aircraft Validity;
 - ii. Aircraft Availability;
 - iii. Aircraft Position.
 - c. Crew
 - i. Crew Validity;
 - ii. Crew Availability;
 - iii. Crew Position;
 - iv. iPad device up to date with acknowledgments – to check the crew member's iPad device is up to date, check "Compliance / Documents / Acknowledgments:"

If all parameters in JIS are within regulatory requirements and company policy, all fields will show a green "OK" in the right margin:

The screenshot shows the 'Release' tab in JIS. At the top, there is a button labeled 'Edit trip release'. Below it, a section titled 'TFSSP checks (last checked: 12/06/22 9:38 pm PST)' has an 'OK >' button. The main area contains several status indicators for different parameters, each with an 'OK >' button: 'Aircraft: N393VF (Gulfstream G500)', 'Crew validity', 'Crew availability', 'Crew positioning', 'Aircraft availability', and 'Aircraft positioning'.

d. Summary of Flight and Duty Time Limitations:

REQUIRED REST PRIOR TO DUTY	MAXIMUM BLOCK TIME (AT THE CONTROLS) ¹	MAXIMUM BLOCK TIME (AS PART OF AN AUGMENTED CREW) ²	MAXIMUM DUTY TIME ^{3, 4, 5}	REQUIRED REST UPON COMPLETION OF DUTY
Two Pilot Operations				
10 consecutive hours, or applicable compensatory rest ⁶	10 hours	N/A	14 hours	10 consecutive hours, or applicable compensatory rest ⁷
Three Pilot Operations				
10 consecutive hours, or applicable compensatory rest ⁶	8 hours	12 hours	18 hours	12 consecutive hours, or applicable compensatory rest ⁸

¹ Includes all commercial flying in any 24-hour period.

² Includes all commercial flying in any 24-hour period; Includes in-flight rest time; Rest area must have operational approval from the FAA.

³ On Duty for flights within North America — One hour prior to scheduled departure.

⁴ On Duty for flights outside of North America — Two hours prior to scheduled departure.

⁵ Off Duty for all flights — Thirty minutes after block in time.

⁶ Every attempt will be made to provide 14 hours of rest prior to a trip with four or more time zone changes.

⁷ Compensatory rest:

- 11 consecutive hours of rest if the flight time limitation is exceeded by not more than 30 minutes;
- 12 consecutive hours of rest if the flight time limitation is exceeded by more than 30 minutes, but not more than 60 minutes;
- 16 consecutive hours of rest if the flight time limitation is exceeded by more than 60 minutes;
- In all cases, the company will provide for no less than 24 hours of rest following a trip with four or more time zone changes.

⁸ Compensatory rest:

- 16 consecutive hours of rest if the flight time limitation is exceeded by more than 60 minutes.
- In all cases, the company will provide for no less than 24 hours of rest following a trip with four or more time zone changes.

If any parameter is NOT within regulatory requirements or company policy, JIS will create a flag, shown by a red triangle and red text, with the word "Error" in the right margin on the "Release" tab of the trip:

Crew validity				Error
✓ Flight hours				>
⚠ Duty days				▼
	As scheduled	24+ > max 14 hours	Bruce Alfred Martin	
	As scheduled	7.4 < max 14 hours	Gregory Darren Horowitz	
⚠ Rest				▼
24 hour	As scheduled	0 < min 10 hours	Bruce Alfred Martin	
24 hour	As scheduled	24+ > min 10 hours	Gregory Darren Horowitz	

In the event of a flag, Flight Control will coordinate with affected personnel and management to clear the flag.

NOTE: If the flag cannot be mitigated to meet regulatory requirements, the trip must NOT be released.

If there is any mitigation required in order to release a flight to override an erroneous flag, an entry explaining this should be placed in the "Internal communication log (release)" field at the bottom of the Release page:

Release status				
DEPART VNY 12/02/22 12:30 pm PST	Aircraft	Pax	Part	Currently released?
ARRIVE LAS 12/02/22 1:36 pm PST	N393VF	4	135	✓ 12/01/22 22:58 Z efares@sunairjets.com
DEPART LAS 12/02/22 2:30 pm PST	Aircraft	Pax	Part	Currently released?
ARRIVE OPF 12/02/22 10:06 pm EST	N393VF	6	135	✓ 12/02/22 22:23 Z ssirk@sunairjets.com
DEPART OPF 12/04/22 4:00 pm EST	Aircraft	Pax	Part	Currently released?
ARRIVE TEB 12/04/22 6:48 pm EST	N393VF	3	135	✓ 12/04/22 21:13 Z ssirk@sunairjets.com
DEPART TEB 12/07/22 3:00 pm EST	Aircraft	Pax	Part	Currently released?
ARRIVE VNY 12/07/22 6:06 pm PST	N393VF	2	135	✓ 12/07/22 19:49 Z ssirk@sunairjets.com
⚠ Internal communication log (release)				
				+ Add comment

4. Flight Risk Assessment

The intent of a Flight Risk Assessment is a process to identify known hazardous flight parameters, assign a value to each which applies to that flight, ensure awareness of the risks, and if the total value surpasses a given threshold, trigger a further review of that flight between the PIC and management and / or possibly suggest a no-go decision.

Sun Air Jets uses the integrated Flight Risk Assessment Tool (FRAT) in the JetInsight scheduling program.

This is a two-step process.

1. A Flight Risk Assessment will be initiated by Flight Control prior to releasing the trip, and prior to each flight day for subsequent days of the trip.
2. The PIC will then complete the FRAT prior to departing on the first leg of each day of the trip.

To create the Flight Risk Assessment, the Flight Controller will go to “Compliance / Log Entry / FRAT” in JetInsight, select the trip being released, and select “Create” in the right column to initiate the FRAT:

Compliance / Log entry / FRAT

Create, edit, and review FRATs. You can create FRATs for segments up to 3 days in the past and 2 days in the future. To view all FRATs that are in progress or completed, go to [FRAT history](#).

Date	Pilots	Route	Aircraft	Trip	Score	Status	Action
11/6/22 21:00-02:18 Z	John O'Keefe Tatone / Vij Kanchanamongkol	IAD-VNY	N1979L	EHXPKV	5	Open	Edit
11/11/22 17:36-18:00 Z	Gregory Darren Horowitz / Jeffrey Philip Blais	CMA-VNY	N92UP	5N06FD	8	Open	Edit
12/4/22 23:00-01:00 Z	Lars Paul Romeis / Eric Edward LeVeque	RIL-VNY	N636SY	R58E0G	n/a	None	+ Create
12/4/22 23:30-00:30 Z	Michael Alexander Karatsonyi / Brendan Davidson Bardellini	SMX-HWD	N324WK	J64EV6	n/a	None	+ Create
12/5/22 00:13-01:43 Z	William David Wagner / Gene Allen Thomas	PHX-CMA	N139MB	DDAKKA	n/a	None	+ Create

Once the FRAT is opened, a list of Risk Factors will be displayed:

Compliance / Log entry / FRAT / Edit

Start **HWD** 12/05/22 16:00 Z End **BED** 12/05/22 21:18 Z

A/C type Gulfstream G200 FAA Part 91

Pilots Michael Alexander Karatsonyi (PIC) Pax 2
Brendan Davidson Bardellini (SIC)

Risk factors

<input type="checkbox"/> ⚡ PIC hours in type is less than 200	Score: 5
<input checked="" type="checkbox"/> ⚡ SIC hours in type is less than 200	Score: 5
<input checked="" type="checkbox"/> ⚡ PIC hours in the last 90 days is less than 100	Score: 3
<input type="checkbox"/> ⚡ Number of pilots is less than 2	Score: 5
<input type="checkbox"/> ⚡ Non-US airport(s)	Score: 2
<input type="checkbox"/> ⚡ Airport elevation in feet is greater than 5,000	Score: 3
<input type="checkbox"/> ⚡ Repositioning flight (no passengers or cargo)	Score: 5
<input checked="" type="checkbox"/> ⚡ Twilight operation	Score: 2
<input type="checkbox"/> ⚡ Night operation	Score: 5
<input type="checkbox"/> MEL / CDL Items - safety of flight	Score: 2
<input type="checkbox"/> Special Flight Permit Operation - ferry permit	Score: 3
<input type="checkbox"/> Duty hours are greater than 12	Score: 4

SCORE: **10**

Save Mark complete

The first nine Risk Factors preceded by a 'lightning bolt' icon are auto-loaded by JetInsight:

- PIC hours in type is less than 200
- SIC hours in type is less than 200
- PIC hours in the last 90 days is less than 100
- Number of pilots is less than 2
- Non-US airport(s)
- Airport elevation in feet is greater than 5,000
- Repositioning flight (no passengers or cargo)
- Twilight operation
- Night operation

Flight Control will then select any of the next six Risk Factors which are applicable to the trip:

- MEL / CDL Items – safety of flight
- Special Flight Permit Operation – ferry permit
- Duty hours are greater than 12
- Flight time hours in the duty day is greater than 8
- Crew Rest hours prior to the duty day is less than 10
- Pop up trip – less than 4 hours crew notice

<input type="checkbox"/> Night operation	Score: 5
<input type="checkbox"/> MEL / CDL Items - safety of flight	Score: 2
<input type="checkbox"/> Special Flight Permit Operation - ferry permit	Score: 3
<input type="checkbox"/> Duty hours are greater than 12	Score: 4
<input type="checkbox"/> Flight time hours in the duty day is greater than 8	Score: 4
<input type="checkbox"/> Crew Rest hours prior to the duty day is less than 10	Score: 5
<input type="checkbox"/> Pop up trip - less than 4 hours crew notice	Score: 3
<input type="checkbox"/> Special flight limitations based on AFM equipment limitations	Score: 2
<input type="checkbox"/> Mountainous airport	Score: 5
<input type="checkbox"/> Control tower closed / Uncontrolled airport at departure or arrival	Score: 3

Once the applicable Risk Factors are checked off, Flight Control will then pass the FRAT down to the PIC to be fully completed by selecting “Save” in the lower right-hand corner of the screen:

<input type="checkbox"/> No precision or APV approach available	Score: 4
<input type="checkbox"/> No weather reporting at destination	Score: 3
<input type="checkbox"/> Ceiling / visibility at destination less than 500 ft. / 2 SM	Score: 3
<input type="checkbox"/> EOD - Stopping distance greater than 60% of available runway	Score: 4
<input type="checkbox"/> Steady state surface winds greater than 35 knots	Score: 4
<input type="checkbox"/> Crosswinds greater than 20 knots	Score: 4
<input type="checkbox"/> RCAM 3 or less	Score: 5

3 s) Contact Us

SCORE: 10 ✓ Save ✓ Mark complete

NOTE: Flight Control should only select “Save” and NOT select “Mark Complete” to the right of “Save,” as this will close the FRAT and not allow any further inputs from the PIC.

Selecting “Save” automatically notifies the assigned PIC when he logs on to his JetInsight app that the FRAT needs to be completed.

5. Release Documentation

Once all flags have been cleared in JIS and the FRAT initiated, Flight Control will release the trip by selecting “Release Now” for all segments to release and then selecting the “Update” button at the lower right:

Release/Unrelease trip segments

Segment	Aircraft	Pax	Part	Status	Unrelease all	Release all
08/24/22 8:36 am PDT CMA - BUR	N818EZ	0 Pax	135	No	Release now	<input type="checkbox"/>
08/24/22 10:00 am PDT BUR - TVC	N818EZ	8 Pax	135	No	Release now	<input type="checkbox"/>
08/28/22 5:00 pm EDT TVC - BUR	N818EZ	8 Pax	135	No	Release now	<input type="checkbox"/>
08/28/22 7:12 pm PDT BUR - VNY	N818EZ	0 Pax	91	No	Release now	<input type="checkbox"/>

Trip release notes

Update

Flight Control will check the status of the trip in the “Release” tab to ensure the trip shows a green checkmark under “Currently released?”:

Release status

	Aircraft	Pax	Part	Currently released?
DEPART VNY 07/11/22 11:00 am PDT	N320GX	4	91	07/11/22 16:06 Z ssirk@sunairjets.com
ARRIVE SUN 07/11/22 2:18 pm MDT				

This is the notification that the trip has been released by Flight Control, and operational control has been passed to the assigned Pilot-in-Command.

Upon release, Flight Control will notify the assigned crew to check JetInsight for any updated trip information.

C. Pilot-in-Command

The assigned Pilot-in-Command assumes operational control of the trip upon release from Flight Control, and becomes responsible for operational compliance with the following:

1. Maintenance status, including MEL and CDL items
2. Flight risk assessments
3. Crew assignments, qualifications, and limitations
4. Planned flight and duty time limitations
5. Routings and Airports of intended use
6. Alternate airports
7. Performance requirements
8. Weather reports and forecasts
9. NOTAMS and TFRs
10. Fuel, oil, and supplemental oxygen requirements
11. International and special operations requirements
12. Weight & Balance and load manifests
13. ATC Flight plans, including flight planned routing
14. Customs requirements
15. TSA requirements

5.3.2 Continuation, Delay, or Rerouting of Flights

[14 CFR 135.69]

In the interest of safety, the PIC may cancel, delay, or reroute a flight when necessary. However, if the PIC needs to cancel, reroute or delay a flight, a call must be made to Flight Control to coordinate any changes.

If the PIC determines that weather, airport conditions, or other safety concerns exist, they may divert to any airport that the PIC feels adequate without calling Flight Control. However, every effort should be made to notify Flight Control as soon as practical of the decision of the PIC to divert so support arrangements can be made for the aircraft, crew and passengers.

During the flight to the intended destination, if a request by the passenger is made to change the destination, the PIC must first call Flight Control and receive permission. Once Flight Control reviews the request and receives a green checkmark in JIS for the change, permission for the change will be given to the PIC. The PIC will then review the weather conditions, NOTAMS and any other pertinent information required to make a safe destination change.

Under no circumstance shall the PIC divert for passenger convenience without the coordination with Flight Control. Directions or instructions to the PIC from an aircraft owner other than Sun Air Jets or any other outside private person or entity that are contrary to Sun Air Jets' directions or instructions are not permitted.

5.3.3 Termination and Close Out of Flights

At the conclusion of each flight leg, the PIC must complete the flight logs in JetInsight by manually entering OOOI times and fuel burn.

At the conclusion of the flight day, duty times MUST be entered into JIS by both the PIC and SIC, and confirmed with Flight Control by phone.

Any maintenance items that the crew has identified will be entered in JetInsight using the iPad app. Flight Control will also be advised verbally. Detailed instructions are in Section **10.2 - Recording Mechanical Irregularities**.

5.3.4 Requirements for a New Flight Release

A change to any of the following requires a new flight release from Flight Control:

1. Maintenance status;
2. Aircraft;
3. Crew member(s);
4. Passengers;
5. Destination;
6. Schedule change of more than 6 hours early or later than planned.

Once a trip is released, JIS prevents changes to the schedule, crew, passengers, and eAPIS. In order to change any of these items, the trip will need to be un-released, the items need to be corrected, then the trip release process started again. Un-releasing a trip generates an email notification to all users with operational control.

5.4 Flight Locating

[14 CFR 135.79]

A. General

Sun Air Jets PICs will file ATC flight plans for all flights.

Flight Control will monitor the progress of all flights using a commercially available web-based flight tracker.

B. Communications with Flight Control

The PIC will communicate with Flight Control:

1. In the event of any anticipated deviations of 30 minutes or more from the scheduled departure time, including passenger as well as ATC delays);
2. When possible, after departure to report Out and Off times in Zulu via ACARS or email;
3. At the completion of each flight leg to report and confirm all flight and duty times in Zulu; and
4. As soon as practicable, in the event of a diversion to an alternate airport.

Post-flight communications should be conducted by phone. Other communication may be conducted in any manner available, including phone, text message, email, or radio.

C. Overdue Flights

If a Sun Air Jets aircraft is determined to be overdue by more than one hour past scheduled arrival time, Flight Control will notify the Director of Operations and attempt to locate the aircraft using the following steps:

1. Verify status of the flight using web-based flight trackers;
2. Call the crew phones;
3. Call the aircraft flight phone;
4. Call the departure and destination FBOs to determine actual departure and arrival times;
5. Contact ATC; and
6. If the aircraft fails to be located, refer to the company AERP Plan.

5.5 Restriction Or Suspension Of Operations

[14 CFR 135.69]

During operations, if the PIC or Flight Control knows of a condition, including airport and runway conditions that are a hazard to safe operations, they shall restrict or suspend operations as necessary until those conditions have been corrected.

Additionally, no PIC may continue toward any airport of intended landing that is known to have hazards, unless in the opinion of the PIC, the conditions that are a hazard to safe operations may reasonably be expected to be corrected by the estimated time of arrival, or unless there is no safer procedure due to an emergency situation.

6.1 General

Sun Air Jets, LLC retains operational control for all Air Carrier flights. The company will have full knowledge of flight operations, airworthiness, eligibility of the assigned flight crew members, and identity of all passengers.

Once the trip is released and operational control has been passed to the Pilot-in-Command, the PIC will determine on the company's behalf whether each flight can be conducted safely through adequate and thorough pre-flight planning in accordance with this section.

Prior to each flight, the Pilot-in-Command shall become familiar with all available information required for the safe operation of that flight, including:

1. Maintenance status, including MEL and CDL items
2. Flight risk assessments
3. Crew assignments, qualifications, and limitations
4. Planned flight and duty time limitations
5. Routings and Airports of intended use
6. Alternate airports
7. Performance requirements
8. Weather reports and forecasts
9. NOTAMS and TFRs
10. Fuel, oil, and supplemental oxygen requirements
11. International and special operations requirements
12. Weight & Balance and load manifests
13. ATC Flight plans, including flight planned routing
14. Customs requirements
15. TSA requirements

6.2 Maintenance Status

- A. The PIC is responsible to determine the airworthiness of the aircraft by checking the Aircraft Status in JetInsight at “Compliance / Aircraft / Status & discrepancies” to ensure it shows a green “In Service.” This shows that all maintenance has been signed off and the aircraft has been released by Maintenance as airworthy.

Compliance / Aircraft / Status & discrepancies						
Aircraft						
Reg	Aircraft Type	Discrepancies	Recurring checks	Unscheduled	Status	
N122CA	Embraer Lineage 1000E	✓	✓	Not ready for flight in MX		Not ready for flight
N320GX	Bombardier Global Express	✓	✓	Ready for flight		In service
N393VF	Gulfstream G500	✓	✓	Ready for flight		In service
N526EM	Gulfstream G550	✓	✓	Ready for flight		In service

The PIC will also verify that a hard copy of the Airworthiness Release is aboard the aircraft.

- B. Flight Control will email the crew the trip documents, including the “Aircraft Status Sheet” which shows the aircraft’s maintenance status. Open discrepancies are listed at the bottom of the sheet:

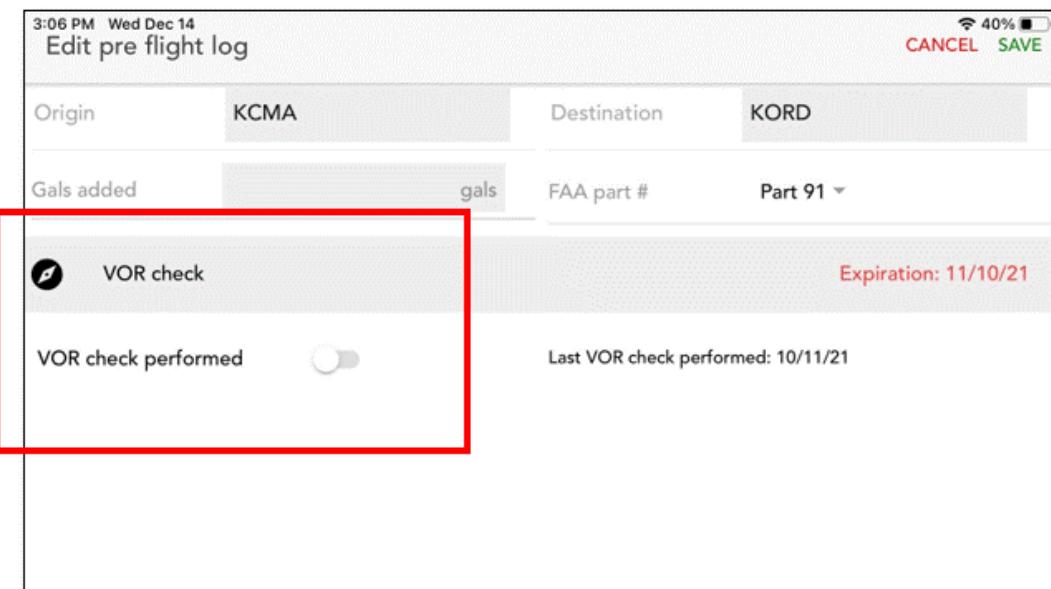
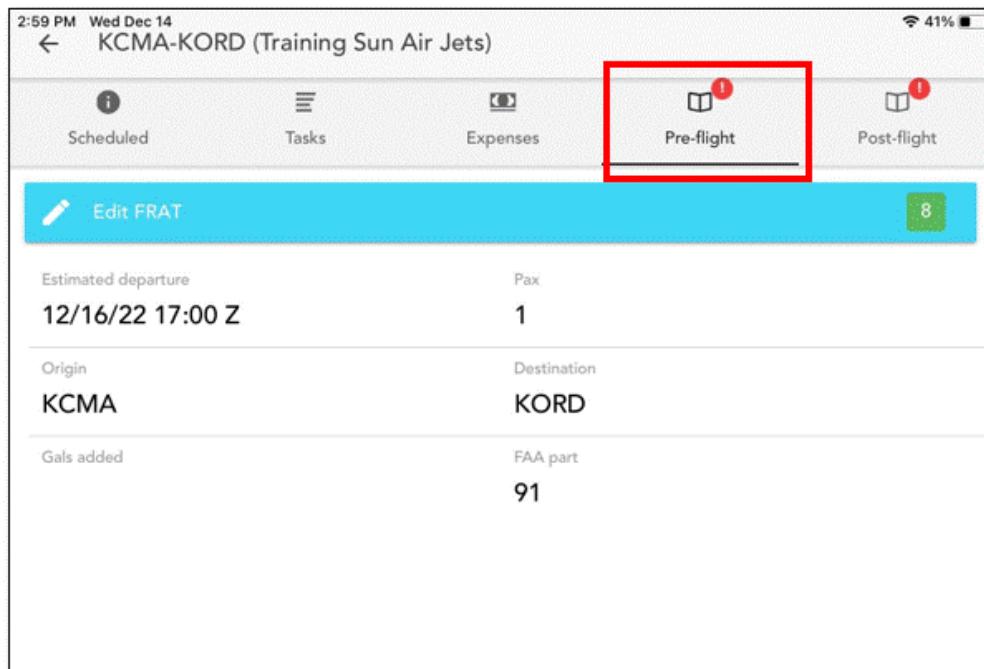
Sun Air - Aircraft status sheet									
N393VF (Gulfstream G500) - 12/08/2022 14:50Z									
Hour / cycle checks									
Component			Hours			Reason		Cycles	
Current	Due	Remaining	Current	Due	Remaining	Reason	Cycles	Current	Due
Airframe	3,051.8	-	-	-	-	1,109	-	-	-
Engine 1	3,051.8	-	-	-	-	1,109	-	-	-
Engine 2	3,051.8	-	-	-	-	1,109	-	-	-

Date checks					
Check type			Last effective	Expiration date	Remaining
VOR check			11/29/2022	12/29/2022	21 days
Status					OK

Discrepancies
No discrepancies are open

C. VOR Checks

A VOR check will be accomplished within 30 days prior to any flight. The PIC will complete the VOR Check portion of the "Pre-Flight" on the JetInsight App.

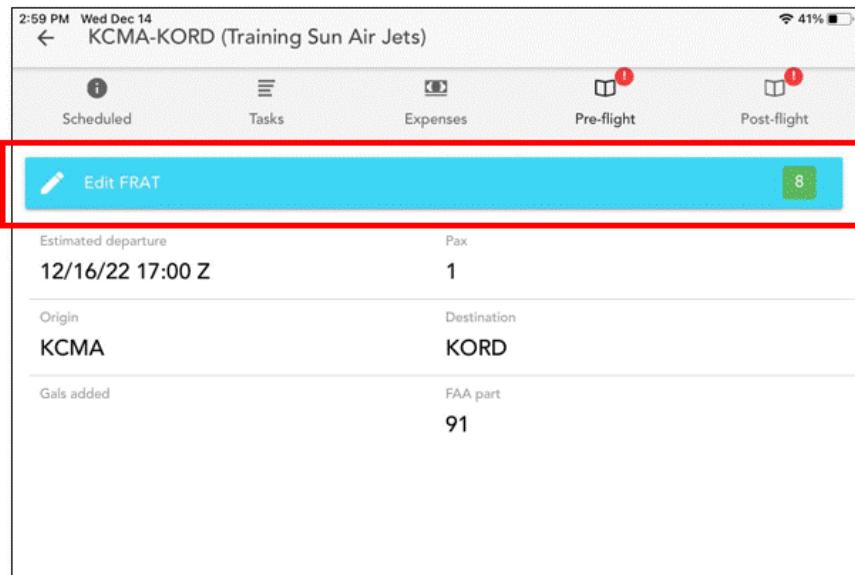


The PIC's signature will be applied to the Flight Log at the end of the day and the next due times will automatically update on the Aircraft Status Sheet in JetInsight.

6.3 Flight Risk Assessments

Prior to each flight, the PIC is responsible for completing a Flight Risk Assessment, accessed by the Flight Risk Assessment Tool in the JetInsight app.

The PIC will be notified of a FRAT that requires completion by the banner on the JetInsight app once each leg is opened:



Tapping on the banner will open the FRAT for completion. The following items should be selected when applicable to determine the final FRAT score:

- Special flight limitations based on AFM equipment limitations
- Mountainous airport
- Control tower closed / Uncontrolled airport at departure or arrival
- Wet or contaminated runway at departure or arrival
- Frozen precipitation at departure or arrival
- Alternate airport not selected
- Turbulence – greater than moderate
- Icing – Moderate or greater
- Thunderstorms at departure or arrival
- Heavy rain at departure or arrival
- No precision or APV approaches
- No weather reporting at destination
- Ceiling & visibility at destination less than 500 ft. / 2 SM
- EOD – Stopping distance greater than 60% of available runway
- Steady state surface winds greater than 35 knots
- Crosswinds greater than 20 knots
- RCAM 3 or less (Operations at RCAM 2 or less are prohibited)

3:00 PM Wed Dec 14 40% ☀

portal.jetinsight.com

<input type="checkbox"/> Crew Rest hours prior to the duty day is less than 10	Score: 5
<input type="checkbox"/> Pop up trip - less than 4 hours crew notice	Score: 3
<input type="checkbox"/> Special flight limitations based on AFM equipment limitations	Score: 2
<input checked="" type="checkbox"/> Mountainous airport	Score: 5
<input checked="" type="checkbox"/> Control tower closed / Uncontrolled airport at departure or arrival	Score: 3
<input checked="" type="checkbox"/> Wet or contaminated runway at departure or arrival	Score: 3
<input checked="" type="checkbox"/> Frozen precipitation at departure or arrival	Score: 5
<input type="checkbox"/> Alternate airport not selected	Score: 3
<input type="checkbox"/> Turbulence - greater than moderate	Score: 5
<input type="checkbox"/> Icing - greater than moderate	Score: 5
<input type="checkbox"/> Thunderstorms at departure or arrival	Score: 4
<input type="checkbox"/> Heavy rain at departure or arrival	Score: 5
<input checked="" type="checkbox"/> No precision or APV approach available	Score: 4
<input checked="" type="checkbox"/> No weather reporting at destination	Score: 3
<input checked="" type="checkbox"/> Ceiling / visibility at destination less than 500 ft. / 2 SM	Score: 3
<input type="checkbox"/> EOD - Stopping distance greater than 60% of available runway	Score: 4
<input type="checkbox"/> Steady state surface winds greater than 35 knots	Score: 4
<input type="checkbox"/> Crosswinds greater than 20 knots	Score: 4
<input type="checkbox"/> RCAM 3 or less	Score: 5

SCORE: **34** Save Mark complete

Once all applicable items have been checked, select the "Mark Complete" button at the bottom right. This will close the FRAT and prevent any further edits.

If the final FRAT Score is 0 – 24, the Score field will be green:

SCORE: 20	<input checked="" type="button"/> Save	<input checked="" type="button"/> Mark complete
---	--	---

If the final FRAT Score is from 25-28, the Score field will be Amber.

SCORE: 25	<input checked="" type="button"/> Save	<input checked="" type="button"/> Mark complete
---	--	---

If the final FRAT Score is 29 or higher, the Score field will be Red.

SCORE: 34	<input checked="" type="button"/> Save	<input checked="" type="button"/> Mark complete
---	--	---

Any score 25 or higher requires review and mitigation prior to departure. Only the Director of Operations, Chief Pilot, or the Director of Safety can apply mitigations.

To apply mitigations, the FRAT needs to be accessed by the Director of Operations, Chief Pilot, or the Director of Safety in JetInsight at “Compliance / Log entry / FRAT.” Select the “Review” button on the right of the FRAT marked “Needs Review” that you will be reviewing:

Compliance / Log entry / FRAT						
Create, edit, and review FRATs. You can create FRATs for segments up to 3 days in the past and 2 days in the future. To view all FRATs that are in progress or completed, go to FRAT history.						
Active FRATs		FRAT Details				
Date	Pilots	Route	Aircraft	Sig	Score	Status
15/02/22 21:00-02:58Z	John O'Keefe Tatone / Viji Kanchanamangal	IAD-VNY	N1978F	F10P/KV	5	Open <input checked="" type="button"/> Edit
15/02/22 17:36-18:00Z	Gregory Damon Horowitz / Jeffrey Philip Stas	CMA-VNY	N105UP	SNAW/D	8	Open <input checked="" type="button"/> Edit
15/02/22 22:18-00:06Z	Devin Demetrios Fuller / Edward Dzaga	IAN-CMA	N199GX	M106/H	13	Open <input checked="" type="button"/> Edit
15/02/22 23:18-00:06Z	Devin Demetrios Fuller / Edward Dzaga	IAN-CMA	N199GX	M106/H	13	Open <input checked="" type="button"/> Edit
15/02/22 14:00-17:36Z	Devin Demetrios Fuller / Edward Dzaga	CMA-SBA	N199GX	M106/H	18	Open <input checked="" type="button"/> Edit
15/02/22 06:30-07:36Z	Gregory Damon Horowitz / Steven David Wakom	IAS-CMA	N105UP	BL887	13	Open <input checked="" type="button"/> Edit
15/02/22 01:30-02:12Z	Eric Edward LeVeque / Lars Paul Romels	SAN-VNY	N199SY	M106/V	25	Needs review <input checked="" type="button"/> Review
15/02/22 21:30-21:54Z	William David Wagner / Gene Allen Thomas	VNY-CMA	N109MB	X1P/MX	n/a	None <input checked="" type="button"/> Create
15/02/22 13:00-15:00Z	Gregory Damon Horowitz / Jon Sung Yoon	FBI-TCL	M105UP	F10P/VB	n/a	None <input checked="" type="button"/> Create

Once the Review window is open, the Director of Operations, Chief Pilot, or Director of Safety may mitigate each risk factor down by entering a reason or procedure in the left field, and entering a revised score in the right field. Once all mitigations have been entered, select the “Mark Complete” button at the bottom right. This will close the FRAT and prevent any further edits.

Previously selected risk factors

PIC hours in the last 90 days is less than 100 Original score: 3
Mitigation reason/procedure Mitigated score: 3

Night operation Original score: 5
Mitigation reason/procedure Mitigated score: 5

Winter operation Original score: 3
Mitigation reason/procedure Mitigated score: 3

Ceiling & visibility at destination less than 500 ft. / 2 sm Original score: 3
Mitigation reason/procedure Mitigated score: 3

SCORE: 25 Save Mark complete

After mitigation, if the score remains above 25, the Director of Operations, Chief Pilot, or Director of Safety may authorize the flight to proceed, but only after a thorough discussion of the residual risk factors with the PIC, and obtaining the PIC's concurrence.

6.4 Crew Assignments

A. Assignments

All crews will be assigned to a trip by the Director of Operations, Chief Pilot, or designated Flight Operations personnel. They will ensure that the pilots are current and qualified, and that regulatory and company limitations are within parameters. Flight Control will not release a flight unless the minimum number of required qualified crew members has been assigned.

CREW PAIRING REQUIREMENTS	
Pilot-in-Command General Requirements	<ul style="list-style-type: none"> • 3500 hours TT • 2000 hours PIC • 100 hours PIC in type
Second-in-Command General Requirements	<ul style="list-style-type: none"> • 1200 hours TT • 500 hours PIC • Simulator or flight training with a Part 135 SIC check
Second-in-Command Professional Development Program	<ul style="list-style-type: none"> • Commercial / Instrument or ATP certificate • Class and category rating for the aircraft • Simulator or flight training with a Part 135 SIC check
Pilot-in-Command Less than 50 hours in Type	<p>SIC (if required) must have:</p> <ul style="list-style-type: none"> • 250 hours total in Type • 50 hours PIC in Type
Second-in-Command (if required) Less than 50 hours in Type	<p>PIC must have:</p> <ul style="list-style-type: none"> • 250 hours PIC in Type
Two Pilots With no Experience in Type	<p>Both Pilots:</p> <ul style="list-style-type: none"> • Type Rated, Successfully completed simulator training • At least one pilot must have 5000 hours TT and 1500 hours jet PIC
NOTE: These guidelines may be modified on a case-by-case basis by the Director of Operations or Chief Pilot.	

The Gulfstream G550 AFM requires an additional trained crew member on all flights of 10 or more passengers. The required pilot or copilot cannot serve this function.

B. Eligible On-Demand Qualifications

Additional crew pairing requirements exist prior to conducting Eligible On-Demand operations. See section **3.8 - Eligible On-Demand** for details.

C. Special Operations Qualifications

The PIC is responsible to ensure that the crew does not perform any operation for which the crew or aircraft are not authorized, such as RVSM, RNP-AR or CAT II.

D. Limitations

The PIC is responsible to ensure operational compliance with all limitations, including high minimums.

No crew member may conduct international flights under Part 135 if they have attained the age of 65. This does NOT include any US territory outside the contiguous 48 states, such as Hawaii, Alaska, Puerto Rico, Guam, etc.).

6.5 Flight And Duty Time Limits

A. General

Flight Control will ensure that a two-pilot crew is not scheduled to exceed 14 hours of duty time, and a three-pilot crew are not scheduled to exceed 18 hours as described in Section [3.11 - Flight And Duty Time](#).

The Pilot in Command will ensure the crew does not operationally exceed any flight or duty limitation after trip release. The PIC is also responsible to ensure compliance with all rest periods.

B. Recording Flight and Duty Times

At the end of each flight or duty day, the Pilot in Command will ensure all flight segments for the day are logged and the JetInsight App has been synchronized.

Each Crew Member will ensure their duty times have been entered into their respective logs on the JetInsight App.

THIS MUST BE COMPLETED BY THE INDIVIDUAL CREW MEMBER AND CANNOT BE DELEGATED.

The PIC or designee will call Flight Control at the completion of the duty period to verify all flight times and duty times entered into JIS are correct and no issues are present.

C. Summary of Flight and Duty Time Limitations

REQUIRED REST PRIOR TO DUTY	MAXIMUM BLOCK TIME (AT THE CONTROLS) ¹	MAXIMUM BLOCK TIME (AS PART OF AN AUGMENTED CREW) ²	MAXIMUM DUTY TIME ^{3, 4, 5}	REQUIRED REST UPON COMPLETION OF DUTY
Two Pilot Operations				
10 consecutive hours, or applicable compensatory rest ⁶	10 hours	N/A	14 hours	10 consecutive hours, or applicable compensatory rest ⁷
Three Pilot Operations				
10 consecutive hours, or applicable compensatory rest ⁶	8 hours	12 hours	18 hours	12 consecutive hours, or applicable compensatory rest ⁸

¹ Includes all commercial flying in any 24-hour period.
² Includes all commercial flying in any 24-hour period; Includes in-flight rest time; Rest area must have operational approval from the FAA.
³ On Duty for flights within North America — One hour prior to scheduled departure.
⁴ On Duty for flights outside of North America — Two hours prior to scheduled departure.
⁵ Off Duty for all flights — Thirty minutes after block in time.
⁶ Every attempt will be made to provide 14 hours of rest prior to a trip with four or more time zone changes.
⁷ Compensatory rest:

- 11 consecutive hours of rest if the flight time limitation is exceeded by not more than 30 minutes;
- 12 consecutive hours of rest if the flight time limitation is exceeded by more than 30 minutes, but not more than 60 minutes;
- 16 consecutive hours of rest if the flight time limitation is exceeded by more than 60 minutes;
- In all cases, the company will provide for no less than 24 hours of rest following a trip with four or more time zone changes.

⁸ Compensatory rest:

- 16 consecutive hours of rest if the flight time limitation is exceeded by more than 60 minutes.
- In all cases, the company will provide for no less than 24 hours of rest following a trip with four or more time zone changes.

6.6 Routing And Airports Of Intended Use

[14 CFR 135.23(n), 135.29, 135.229(b)]

A. Routing

Each Sun Air Jets pilot who has not flown over a route and into an airport within the preceding 90 days will, before beginning the flight, become familiar with all available information required for the safe operation of that flight.

Each qualifying pilot shall show that they have adequate knowledge of the following:

1. NOTAMS;
2. Weather characteristics;
3. Navigation facilities;
4. Communication procedures;
5. Terrain and obstruction hazards;
6. Minimum safe flight levels;
7. Congested areas, obstructions and physical layout of each airport in the terminal area in which the pilot will operate; and
8. For operations under IFR, pertinent air traffic control procedures, including terminal area departure and holding, and all types of instrument approach procedures.

No PIC may be assigned to a flight unless since the beginning of the twelfth calendar month before that service that PIC passed a flight check in one of the types of aircraft which they are to fly, given by an approved check airman who is qualified in the aircraft, or by an FAA representative, consisting of at least one flight over one route segment and include a takeoff and landing at a representative airport.

In addition, for a pilot authorized to conduct IFR operations, at least one flight shall be flown over a civil airway, an approved off-airway route, or a portion of either of them.

B. Airports

All jet aircraft operations are limited to runways with a 5,500' usable length and 75' width.

All turboprop aircraft operations are limited to runways with a 3,500' usable length and 50' width.

NOTE: Any operations below these minimums requires specific written approval from the Director of Operations or the Chief Pilot.

Night operations require runway lights and an illuminated wind direction indicator or ground communications for landing.

Sun Air Jets will obtain current aeronautical airport data from a subscription to Jeppesen Sanderson publications (or equivalent). The crew will perform chart updates in accordance with established chart revision cycles issued by Foreflight.

6.7 Alternate Airports

A. Takeoff Alternate Airport

A takeoff alternate airport must be selected which is within one hour flying time (at one-engine inoperative cruise speed in still air) of the departure airport whenever:

1. The departure airport weather is at or above takeoff minimums, but below authorized landing minimums,
2. The departure airport is listed as a restricted mountainous airport in this manual, or
3. Other conditions exist which would make it impossible or hazardous to return to the departure airport.

B. Destination Alternate Airport

Sun Air Jets flights shall have a destination alternate airport filed at all times, regardless of the prevailing weather conditions.

6.8 Performance Requirements

6.8.1 General

The PIC is responsible to complete all performance calculations for the departure, destination and alternate airports prior to each flight.

Compliance with these requirements will be achieved using one of the following methods:

1. Primary - A Runway Analysis to determine the limiting weight for takeoff and landing.

Use of a Runway Analysis is the primary method for completing takeoff and landing performance calculations.

2. Backup - Use of the performance data from the aircraft's Aircraft Flight Manual.

The PIC may elect to use manual data computations from the AFM performance section as a backup in the case of computer failure or for special one-time requirements.

6.8.2 Departure Airport Takeoff Performance

[14 CFR 135.379]

A. Requirements

The PIC must complete all the following performance calculations to determine the maximum allowable takeoff weight:

1. AFM maximum structural weight
2. Maximum ramp weight
3. Maximum takeoff weight
4. Balanced field length
5. Takeoff distance
6. Accelerate go distance
7. Accelerate stop distance
8. Climb limit weight
9. Obstacle clearance limit weight
10. Brake energy limit weight
11. Maximum landing weight

B. Takeoff Runway Analysis in ForeFlight

ForeFlight takeoff runway analysis can be used to determine the maximum allowable takeoff weight.

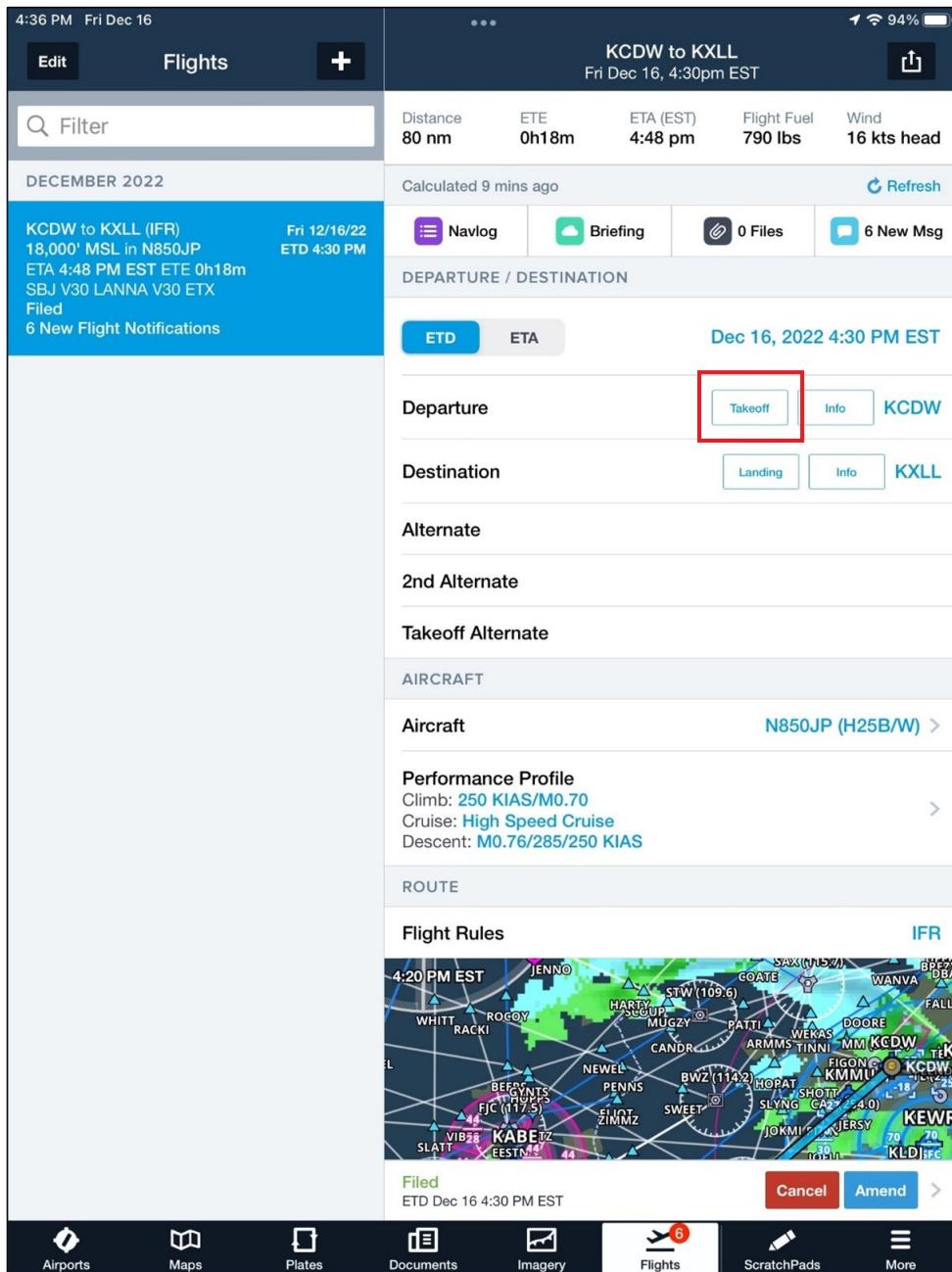
ForeFlight takeoff runway analysis incorporates multiple aircraft performance and environmental constraints are evaluated to ensure the aircraft can depart (or abort) in compliance with the selected (FAA or ICAO) obstacle corridor standards (specified in the aircraft's Field Performance settings).

Constraints that are evaluated include:

1. Aircraft Performance Constraints
 - a. Climb Gradient
 - b. Takeoff Distance
 - c. Stopping Distance
 - d. Braking Energy
 - e. Tire Speed Limits
2. Environmental Constraints
 - a. Wind
 - b. Temperature
 - c. Available Runway Distance
 - d. Surface Conditions
 - e. Obstacles

Detailed instructions for use of ForeFlight runway analysis are in Chapter 16 of the ForeFlight Mobile Pilot's Guide, available in the Foreflight app at: Foreflight App->documents->Foreflight.

Takeoff performance calculations using the runway analysis in ForeFlight is accessed by selecting the "Takeoff" button on the "Flights" page of the ForeFlight app:



After selecting the runway in use, the MTOW allowed by the runway analysis for that runway under the entered conditions will be displayed at the top of the page. Compare this MTOW allowed with the planned takeoff weight:

The screenshot shows the Sun Air Jets mobile application interface for flight planning. At the top, it displays the flight details: KCDW to KXLL, Takeoff Runway 04, and the date Fri Dec 16. The main content area shows various parameters and their values, with several sections highlighted by red boxes:

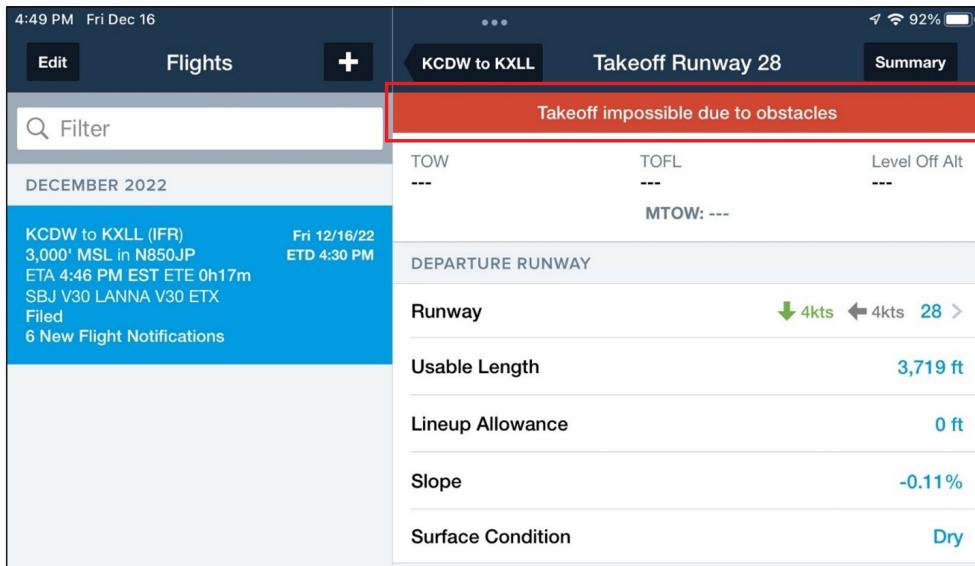
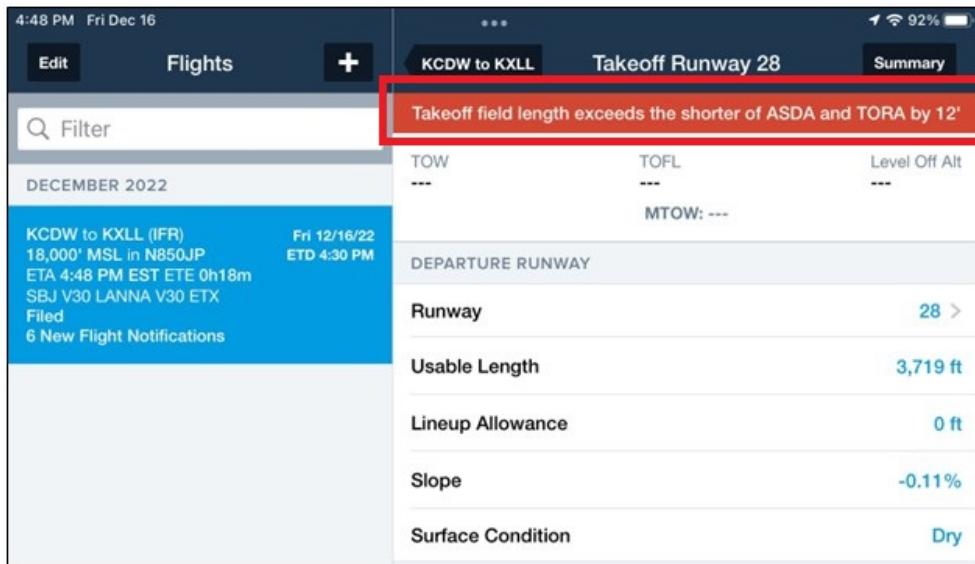
- MTOW:** 20,618 lbs | Obstacle Limited
- Runway:** 04 >
- Takeoff Weight:** 17,389 lbs

Other visible parameters include:

- TOFL: 3,642'
- V1/VR/V2/VFTO: 111/111/127/138
- Level Off Alt: See below
- VERC: 145kias
- Usable Length: 4,552 ft
- Lineup Allowance: 0 ft
- Slope: 0%
- Surface Condition: Dry
- Obstacle Analysis: Enabled (blue toggle switch)
- Engine Out Procedure: Straight Out
- Additional Departure Obstacles: 0 >
- Wind Direction: 0°T
- Wind Speed: 0 kts
- Temperature: 4°C
- Altimeter: 29.63 inHg
- AIRCRAFT CONFIGURATION: Takeoff Flaps: 15°

At the bottom, there is a navigation bar with icons for Airports, Maps, Plates, Documents, Imagery, Flights, ScratchPads, and More.

If the planned takeoff weight exceeds the MTOW allowed by the runway analysis, a red banner will be displayed with a short description of the limiting factor:



Select “Summary” at the top of the page to display a summary of analyses for all runways. This will give an overview of other runway options.

Be sure to consider different flap settings or different bleed configurations when exploring options.

Runway Analysis KCDW – KXLL in N850JP (850XP - TFE731-5BR-1H) Created Dec 16 2022 16:35 GMT-0500 - FFM 14.10.2

TAKEOFF SUMMARY		LANDING SUMMARY	
Takeoff Weight	19,732 lbs	Landing Weight	19,062 lbs
Wind	360°T / 0 kts ↓ 0 kts ← 0 kts	Wind	280°T / 4 kts ↓ 4 kts ← 3 kts
Temperature	4°C	Temperature	4°C
Altimeter	29.63 inHg / 1003 hPa	Altimeter	29.69 inHg / 1005 hPa
Takeoff Flaps	15°	Landing Flaps	45°
Anti-Ice	Off	VREF Increment	+0 KIAS
Rolling Takeoff	No	Anti-Ice	Off
Obstacle Criteria	FAA 120-91A	Unprotected Surfaces Ice Accum.	No
Runway / EOP	04 / Straight Out	Runway	25
TORA / TODA / ASDA	4,552 / 4,552 / 4,552 ft	LDA	3,950 ft
Surface Condition	Dry	Surface Condition	Dry
Takeoff Thrust N1	94.6%	VAPP / VREF	125 / 115 KIAS
V1 / VR / V2 / VFTO	112 / 112 / 127 / 145 KIAS	Actual Distance	2,267 ft
Takeoff Distance	3,768 ft	Appch Climb Gradient	8.8%
Acceleration Level Off Altitude	1,887 ft		
Final Level Off Altitude	1,887 ft		

TAKEOFF ENGINE OUT PROCEDURE
Continue straight on extended runway centerline.

Max Takeoff Weight Analysis - KCDW - Essex County - Elevation 172 ft

Runway	04	10	22	28				
TORA/TODA/ASDA	4,552 / 4,552 / 4,552 ft	3,719 / 3,719 / 3,719 ft	4,552 / 4,552 / 4,552 ft	3,719 / 3,719 / 3,719 ft				
Slope	0%	0.11%	0%	-0.11%				
Winds	↓ 0 kts ← 0 kts							
OAT	EOP 1 (RNAV)	Straight Out	EOP 1 (RNAV)	Straight Out	EOP 1 (RNAV)	Straight Out	EOP 1 (RNAV)	Straight Out
MTOW (lbs) LIMIT								
-2°C	21,018 Obstacle	21,021 Obstacle	17,581 Obstacle	17,779 Obstacle	20,736 Obstacle	20,738 Obstacle	Takeoff Impossible	Takeoff Impossible
0°C	20,885 Obstacle	20,889 Obstacle	17,105 Obstacle	17,302 Obstacle	20,610 Obstacle	20,612 Obstacle	Takeoff Impossible	Takeoff Impossible
2°C	20,751 Obstacle	20,754 Obstacle	Takeoff Impossible	Takeoff Impossible	20,481 Obstacle	20,483 Obstacle	Takeoff Impossible	Takeoff Impossible
4°C	20,614 Obstacle	20,618 Obstacle	Takeoff Impossible	Takeoff Impossible	20,350 Obstacle	20,352 Obstacle	Takeoff Impossible	Takeoff Impossible
6°C	20,474 Obstacle	20,478 Obstacle	Takeoff Impossible	Takeoff Impossible	20,216 Obstacle	20,218 Obstacle	Takeoff Impossible	Takeoff Impossible
8°C	20,331 Obstacle	20,334 Obstacle	Takeoff Impossible	Takeoff Impossible	20,078 Obstacle	20,081 Obstacle	Takeoff Impossible	Takeoff Impossible
10°C	20,185 Obstacle	20,189 Obstacle	Takeoff Impossible	Takeoff Impossible	19,941 Obstacle	19,944 Obstacle	Takeoff Impossible	Takeoff Impossible

Max Landing Weight Analysis - KXLL - Allentown Queen City Municipal - Elevation 399 ft

Airports Maps Plates Documents Imagery Flights ScratchPads More

6.8.3 Enroute Performance

[14 CFR 135.381, 135.383]

The PIC must complete the following performance calculations for enroute operations:

1. Enroute climb limit;
2. Terrain clearance weight;
3. One or two engine inoperative enroute performance limitations.

6.8.4 Destination Airport Landing Performance

[14 CFR 135.385]

A. General

The PIC must complete all the following performance calculations to determine the maximum allowable landing weight for the destination airport and any alternate airports:

1. AFM maximum structural landing weight
2. Approach climb limit weight
3. Landing climb limit weight
4. Landing distance

B. Landing Distance Limits

Pre-departure landing performance planning assumes landing at a weight no greater than that which allows the landing distance to be in accordance with the following table:

OPERATION	RUNWAY CONDITION	DESTINATION AIRPORT LANDING DISTANCE REQUIREMENT	LANDING DISTANCE FACTOR
Normal Operations	Dry runway	No greater than 60% of the declared Landing Distance Available	1.67
	Dry runway with visibility less than 4000 RVR or $\frac{3}{4}$ SM	No greater than 60% of the declared Landing Distance Available plus an additional 15%	1.92
	Wet or slippery runway	No greater than 60% of the declared Landing Distance Available plus an additional 15%	1.92
Eligible On Demand Operations (Use of a Runway Analysis is required)	Dry runway	No greater than 80% of the declared Landing Distance Available	1.25
	Dry runway with visibility less than 4000 RVR or $\frac{3}{4}$ SM	No greater than 80% of the declared Landing Distance Available plus an additional 15%	1.44
	Wet or slippery runway	No greater than 80% of the declared Landing Distance Available plus an additional 15%	1.44

All the above Destination Airport Landing Distance calculations assume:

1. Landing on the most favorable runway and in the most favorable direction, in still air, and;
2. Landing on the most suitable runway considering the probable wind velocity and direction and the ground handling characteristics of the airplane, and considering the other conditions such as landing aids and terrain.

An airplane unable to meet the requirements in paragraph 2 above (e.g., due to crosswinds or ILS out of service at destination) may depart provided an alternate airport is selected that meets the requirements of both paragraphs 1 and 2 above.

C. Eligible On-Demand Operations

For operational requirements for Eligible On-Demand, see Section [3.8 - Eligible On-Demand](#).

D. Wet or Contaminated Runway Definitions

1. Wet Runway

A runway is wet when it is neither dry, nor contaminated. For purposes of condition reporting and airplane performance, a runway can be considered wet when more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by any visible dampness or water that is $\frac{1}{8}$ inch (3 mm) or less in depth.

Note: A damp runway that meets this definition is considered wet, regardless of whether the surface appears reflective. Grooving of the runway has no effect on the definition of wet.

2. Contaminated Runway

For purposes of condition reporting and airplane performance, a runway is considered contaminated when more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by frost, ice, and any depth of snow, slush, or water.

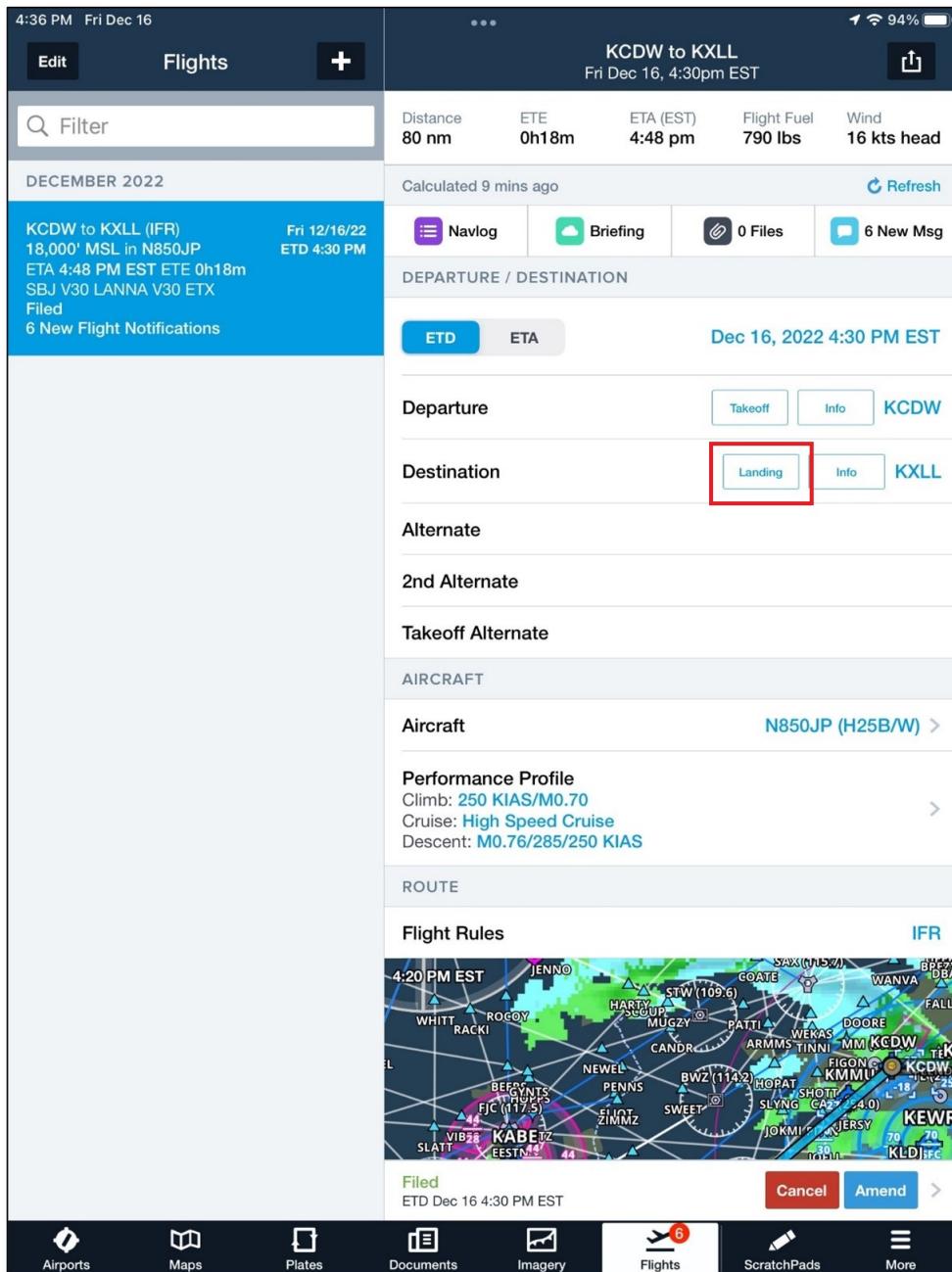
The definition of water in the context of condition reporting and airplane performance is a depth of greater than $\frac{1}{8}$ inch (3 mm).

E. Landing Runway Analysis in ForeFlight

ForeFlight landing runway analysis determines the maximum landing weight using the following data for the selected runway and aircraft configuration:

1. AFM Maximum Structural Landing Weight
2. Runway length and weight capacity
3. Temperature
4. Wind
5. Brake Energy
6. Tire Speed

Landing performance calculations using the runway analysis in ForeFlight is accessed by selecting the “Landing” button on the “Flights” page of the ForeFlight app:



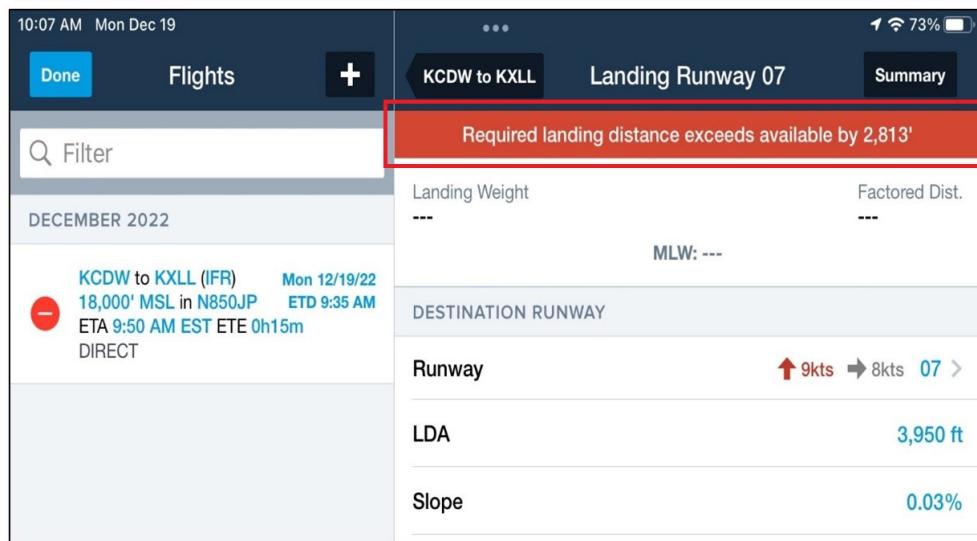
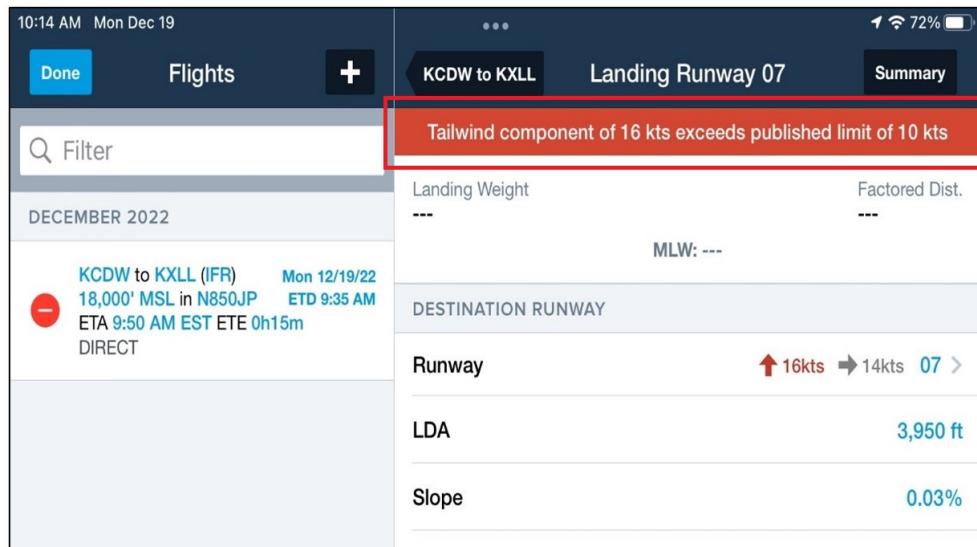
Select the runway for landing, and the Landing Factor:

- Normal operations, dry runway, 60% - **1.67**
- Normal operations, visibility less than 4000 RVR or $\frac{3}{4}$ SM, 60% + additional 15% - **1.92**
- Normal operations, wet or slippery runway, 60% + additional 15% - **1.92**
- Eligible On Demand operations, dry runway, 80% - **1.25**
- Eligible On Demand operations, visibility less than 4000 RVR or $\frac{3}{4}$ SM, 80% + additional 15% - **1.44**
- Eligible On Demand operations, wet or slippery runway, 80% + additional 15% - **1.44**

After selecting the appropriate conditions, the MLW allowed by the runway analysis for that runway under the entered conditions will be displayed at the top of the page. Compare this MLW allowed with the planned landing weight:

The screenshot shows the Sun Air Jets mobile application interface for flight planning. The top bar displays the date (Mon Dec 19), time (10:10 AM), battery level (73%), and signal strength. The main screen shows flight details from KCDW to KXLL, landing on Runway 25. A red box highlights the 'Landing Weight' section, which shows 17,685lbs. Another red box highlights the 'Runway' section, which shows 'Runway' with a dropdown menu showing '9kts', '8kts', and '25'. A third red box highlights the 'Landing Factor' section, which shows '1.25'. The bottom section, labeled 'WEATHER', includes fields for Wind Direction (280°T), Wind Speed (11 kts), Temperature (0°C), and Altimeter (30.28 inHg). A small note at the bottom left indicates 'DECEMBER 2022'.

If the planned landing weight exceeds the MLW allowed by the runway analysis, a red banner will be displayed with a short description of the limiting factor:



Select “Summary” at the top of the page to display a summary of analyses for all runways. This will give an overview of other runway options.

Max Landing Weight Analysis - KXLL - Allentown Queen City Municipal - Elevation 399 ft								
Runway	07		15		25		33	
LDA	3,950 ft		3,160 ft		3,950 ft		3,160 ft	
Slope	0.03%		0.4%		-0.03%		-0.4%	
Winds	↑ 16 kts → 14 kts		↑ 17 kts ← 12 kts		↓ 16 kts ← 14 kts		↓ 17 kts → 12 kts	
	Dist (ft) Factored	MLW (lbs) LIMIT	Dist (ft) Factored	MLW (lbs) LIMIT	Dist (ft) Factored	MLW (lbs) LIMIT	Dist (ft) Factored	MLW (lbs) LIMIT
Planned winds	Landing Impossible		Landing Impossible		2,398 2,998	23,350 Structural	2,380 2,975	23,350 Structural
Zero winds	2,654 3,317	23,350 Structural	2,528 3,160	21,832 Runway	2,654 3,317	23,350 Structural	2,528 3,160	21,832 Runway
10 kts tail	3,160 3,950	23,013 Runway	Landing Impossible		3,160 3,950	23,013 Runway	Landing Impossible	

ALTERNATE LANDING - KABE - LEHIGH VALLEY INTERNATIONAL

No landing runway requested

Computed using EOP Database 20221130, Aircraft data version 13.0, AFM Revision Level : Rev A3.

Airports Maps Plates Documents Imagery Flights ScratchPads More

Detailed instructions for use of ForeFlight runway analysis are in Chapter 16 of the ForeFlight Mobile Pilot's Guide, available in the Foreflight app at: Foreflight App->documents->Foreflight.

6.8.5 Alternate Airport Landing Performance

[14 CFR 135.387]

A. Applicability

Alternate airport performance requirements apply to both takeoff alternate airports as well as destination alternate airports.

B. General

The PIC must complete all the following performance calculations to determine the maximum allowable landing weight for any alternate airports:

1. AFM maximum structural landing weight
2. Approach climb limit weight
3. Landing climb limit weight
4. Landing distance

C. Landing Distance Limits

Pre-departure landing performance planning assumes landing at a weight no greater than that which allows the landing distance to be in accordance with the following table:

OPERATION	RUNWAY CONDITION	ALTERNATE AIRPORT LANDING DISTANCE REQUIREMENT	LANDING DISTANCE FACTOR
Turbojet – Normal Operations	Dry runway	No greater than 60% of the declared Landing Distance Available	1.67
Turboprop – Normal Operations	Dry runway	No greater than 70% of the declared Landing Distance Available	1.43
Eligible On Demand Operations	Dry runway	No greater than 80% of the declared Landing Distance Available	1.25
NOTE: Alternate airports are not subject to the “wet” runway rule.			

D. Landing Runway Analysis in ForeFlight

ForeFlight landing runway analysis for alternate airports is the same as for destination airports.

6.9 Weather Reports And Forecasts

6.9.1 General

The PIC is responsible to obtain sufficient data on current and forecast weather conditions for the departure airport, along the planned route of flight, the destination airport, any planned alternate airports, and any possible diversion airports.

Inflight, the PIC should monitor current and updated forecast weather conditions to assist in operational flight planning decisions.

6.9.2 Sources

A. IFR Operations

Only a weather reporting facility operated by the National Weather Service, a source approved by the National Weather Service, or a source approved by the Administrator is authorized, except for takeoff where the pilot is authorized to use his own assessment of visibility.

Weather observations used to conduct IFR operations must be taken at the airport where those operations are conducted, except:

1. For takeoff, where no weather reporting is available or if the weather has changed dramatically since the previous observation, the PIC may use his own assessment of visibility;
2. Eligible On-Demand operations do not require weather reporting at the destination airport provided that the alternate airport does have weather reporting;
3. This requirement applies only to weather observations, not to forecasts.

B. VFR Operations

Weather reports or forecasts should be obtained from a source approved by the US National Weather Service. However, the Pilot-in-Command may, if such a report is not available, use weather information based on that pilot's own observations or on those of other persons competent to supply appropriate observations.

6.9.3 Takeoff Airport Weather Requirements

[OpSpec C079]

A. IFR Operations

The actual weather must be above the authorized required takeoff minimum. This can be determined by:

1. Where approved weather reporting is available, indicated by the most current weather report, including RVR reports for a particular runway when available, or
2. Where no weather reporting is available or is obviously incorrect, the PIC may make their own assessment of takeoff visibility in accordance with the following table:

PILOT ASSESSMENT OF VISIBILITY FOR TAKEOFF					
Most Distant Runway Markings Visible			Number of Runway Lights Visible	EQUIVALENT VISIBILITY OR RVR	Notes
Precision	Non-Precision	Basic			
Distant objects are visible; Centerline markings and runway edge lights merge toward the horizon.			12 runway edge lights	1 SM or RVR 5000	<i>Std TO minimums 1 or 2 engine aircraft</i>
12 centerline markings			8 runway edge lights	1/2 SM or RVR 2400	<i>Std TO Minimums 3 or 4 engine aircraft</i>
Aiming point markers with limited visibility beyond; 8 centerline markings			10 centerline lights	RVR 1600	<i>Minimum “Adequate Visual Reference”</i>
Beginning of TDZ markings	Beginning of 2 nd RCLM	Beginning of 2 nd RCLM	Less than 10 centerline lights	RVR 500	<i>Company minimum approved for takeoff</i>
Markings beyond runway designator not visible			Below RVR 500		TAKEOFF NOT AUTHORIZED

B. VFR Operations

Weather conditions must at or above VFR minimums and the PIC must be able to maintain VMC at all times when operating VFR.

6.9.4 Destination Airport Weather Requirements

A. IFR Operations

1. Where approved weather reporting is available, reports or forecasts or any combination of them, must indicate weather conditions at the estimated time of arrival at the destination airport will be at or above authorized IFR landing minimums.

Forecasts from local airports may be used to supplement destination airport observations where no destination airport forecast is available.

2. Where no weather reporting is available at the destination, only Eligible On-Demand operations may be conducted, provided:
 - a. The alternate airport has an authorized weather reporting facility;
 - b. Weather reports or forecasts, or any combination of them, must indicate weather conditions at the estimated time of arrival at the alternate airport will be at or above authorized alternate airport landing minimums; and
 - c. The latest weather report issued by the weather reporting facility includes a current local altimeter setting for the destination airport. If no local altimeter setting for the destination airport is available, the pilot may use the current altimeter setting provided by the facility designated on the approach chart for the destination airport.

B. VFR Operations

Weather reports or forecasts, or any combination of them, must indicate weather conditions at the estimated time of arrival at the destination airport will be at or above VFR minimums.

6.9.5 Alternate Airport Weather Requirements

[OpSpec C055]

A. IFR Operations

Weather reporting is required for all alternate airports.

Weather reports or forecasts, or any combination of them, must indicate weather conditions at the estimated time of arrival at the alternate airport will be at or above authorized alternate airport landing minimums.

Forecasts from local airports may be used to supplement alternate airport observations where no alternate airport forecast is available.

Required alternate airport weather minima is derived in accordance with OpSpec C055 by adding the following to the most suitable runway's landing minima at ETA:

1. Add 400 feet to the published landing MDA or DA/H and
2. Add 1 SM or 1600 meters to visibility.

SAJ applies these additives for all alternate airports with either one or two operational navigational facilities.

NOTE: These minimums are for planning purposes only. Operational minimums are not affected.

In determining alternate airport weather minimums, do not use any published instrument approach which specifies that alternate airport weather minimums are not authorized.

"High minimum" pilot limitations do not apply at an alternate airport.

B. VFR Operations

Weather reports or forecasts, or any combination of them, must indicate weather conditions at the estimated time of arrival at the alternate airport will be at or above VFR minimums.

6.10 NOTAMs and TFRs

The PIC is responsible for reviewing all NOTAMs and TFRs relative to the proposed flight.

If an aircraft is being scheduled to a private airport or other airport not covered by NOTAMs, airport information will be obtained by the PIC to determine that the airport is suitable for the proposed operation.

6.11 Fuel, Oil, And Oxygen Requirements

[14 CFR 135.209, 135.223(a)]

A. Fuel and Oil

The PIC is responsible to ensure the aircraft is serviced to depart with sufficient fuel and oil quantities prescribed by the relevant regulations.

1. For domestic VFR flights, each flight must carry enough fuel and oil to:
 - a. Complete the flight to the first airport of intended landing;
 - b. Fly after that for 45 minutes at normal cruising speed.
2. For domestic IFR flights, each flight must carry enough fuel and oil (considering weather reports or forecast or a combination of them), and contingency fuel to:
 - a. Complete the flight to the first airport of intended landing;
 - b. Fly from that airport to the alternate airport (where an alternate airport is required); and
 - c. Fly after that for 45 minutes at normal cruising speed.
3. For foreign, oceanic, and remote continental operations, the following ICAO fuel requirements apply:
 - a. Taxi fuel;
 - b. Trip fuel (from take-off until landing at the destination);
 - c. Contingency fuel (5% of trip fuel);
 - d. Alternate fuel (Missed approach, climb to the expected cruising altitude, fly the expected routing; descend to the expected approach, and conduct approach and landing at the destination alternate);
 - e. Final reserve fuel (30 minutes at holding speed 1,500 ft above aerodrome elevation); and
 - f. Any additional fuel (amount required to descend and proceed to an alternate in the event of engine failure or loss of pressurization).

B. Supplemental Oxygen

The PIC is responsible to ensure the aircraft is serviced to depart with a sufficient oxygen supply required by the applicable regulations.

6.12 International Operations

A. Flight Planning Guidance

International, Oceanic, RVSM, NAT HLA, and RNP flight planning guidance is addressed in the SAJ International Operations Procedures Manual.

B. Trip Planning

SAJ has its own flight planning / weather department but may on occasion outsource its weather, flight planning, and ground handling for international trips.

The flight planner will send Flight Control a copy of the flight plan and weather information, as well as forwarding to the PIC. However, it remains the PIC's responsibility to review and accept the flight plan routing and weather information.

C. Extended Overwater, Remote Operations, and ETOPS

SAJ is **NOT** approved for ETOPS and will not operate a two-engine airplane on a planned route that exceeds 180 minutes flying time (at the one-engine-inoperative cruise speed under standard conditions in still air) from an adequate airport outside the continental United States.

The PIC will ensure that when a flight is flying overwater that it complies with the following:

1. Meets the 180-minute rule
2. There is no wet footprint
3. ETP's are on the flight plan for:
 - a. Loss of pressurization
 - b. Medical Emergency
 - c. Loss of one engine
4. The proper flotation equipment is on board for the flight.

Survival Equipment appropriate for the trip will be carried on all SAJ aircraft during all remote operations. It will be the responsibility of the PIC to request any equipment that he feels necessary to complete a flight into these areas. After the request, the list will be discussed with the person giving Operational Control releasing the trip to ensure that the needs of the crew and passengers can be met in regard to safety and survivability.

D. Operations in International Airspace

The territory of a State is deemed to be the land area and adjacent territorial waters under the sovereignty, suzerainty, protection or mandate of such State. The airspace above such land and water is sovereign airspace. All airspace outside the territory of a State is referred to as international airspace.

While operating outside the United States, the PIC will comply with ICAO Annex 2 or the regulations of any foreign country, whichever applies, and with any rules of CFR parts 61, 91, or 135 that are more restrictive than that Annex or those regulations and that can be complied with without violating that Annex or those regulations.

The PIC is responsible for identifying and complying with all aircraft operating rules that are required by the civil aviation authority of the State of Registry and the States in whose airspace the operations are being conducted.

Note – Where State requirements deviate from ICAO SARPS, States are required to provide this information to ICAO and it is published in the Supplements of the appropriate ICAO documents. Experience has demonstrated that States do not always notify ICAO of such deviations, therefore, the State AIPs should also be checked.

SAJ shall maintain a process that ensures that flight crews are familiar with national, regional and international air navigation procedures and associated requirements prior to the commencement of flight into such airspace. The process shall also ensure that flight crews comply with the requirements of their State of Registry or Operations, International Civil Aviation Organization (ICAO) Standards and Recommended Practices, published Regional Procedures and the regulations of each State in which they intend to land or overfly.

Each crew member every 12 months attends International Procedures training and is given access to various websites that have information regarding international flying. It is the PIC's responsibility to ensure that he has received all necessary information to complete a flight into airspace that is outside the United States and to make himself familiar with the rules of that airspace.

SAJ will comply with the Agriculture Requirements for each State or Country into which it flies.

6.13 Weight And Balance

6.13.1 General

A. Responsibility

The PIC is responsible for:

1. Ensuring the aircraft is loaded in accordance with the approved Weight & Balance procedures for each flight, including weight and C.G. limitations;
2. Supervising the use of any ground equipment required for loading, such as belt loaders;
3. Ensuring all baggage and cargo is properly restrained using the restraint system required by the manufacturer's Weight & Balance or Loading manual to avoid load shift;
4. Preparation and accuracy of the Weight & Balance Manifest;
5. Distribution of the Weight & Balance Manifest per this manual; and
6. Ensuring a copy of the completed Weight & Balance Manifest is carried on the aircraft to its destination.
7. The PIC may delegate these duties to other personnel but retains ultimate responsibility.
8. The Director of Maintenance is responsible for:
9. Ensuring that each Sun Air Jets aircraft is weighed each 36 months;
10. Ensuring that when additions or exchanges of aircraft equipment are performed, that the Basic Empty Weight and Center of Gravity are updated in the aircraft records; and
11. Determining and maintaining an accurate Basic Operating Weight for each aircraft IAW the GMM.

B. Basic Operating Weights

Basic Operating Weights will be determined by the Director of Maintenance, and distributed as follows:

1. Uploaded into the aircraft FMS;
2. Updated with all flight planning providers; and
3. Updated in all weight & balance programs.

When equipment included in the Basic Operating Weight is temporarily removed (such as life rafts), the PIC will adjust these items off the final Weight and Balance Manifest.

6.13.2 Weight and Balance Manifest

[14 CFR 135.63 (c, d)]

A. Responsibility

The PIC is responsible for the preparation and accuracy of a Weight and Balance Manifest containing information concerning the loading of the aircraft before each takeoff.

Each Weight and Balance Manifest will include:

1. The number of passengers.
2. The total weight of the loaded aircraft.
3. The maximum allowable takeoff weight for that flight.
4. The center of gravity limits.
5. The center of gravity of the loaded aircraft
6. The registration number of the aircraft or flight number.
7. The origin and destination.
8. Identification of crew members and their crew position assignments.

B. Use of Actual Weights

Actual weights for passengers and baggage may be used at all times.

Actual weights MUST be used where no curtailment report IAW AC 120-27 (as revised) has been produced for that aircraft.

Actual weights MUST be used for special passenger groups such as Sports Teams, Military, etc.

Actual weights may be determined by either:

1. Weighing the passenger or item on a scale. Scales are provided on each aircraft.
2. Solicited ("asked") passenger weight plus 10 pounds.

C. Use of Standard Average Weights

Use of standard average weights for passengers, and baggage is approved for use with multiengine turbine-powered aircraft that have a passenger-seat configuration of five or more passenger seats IAW Op Spec A097 for aircraft that have a curtailment report IAW AC 120-27 (as revised).

Where no curtailment report is published for an aircraft, only actual weights may be used.

D. Crew Member and Crew Member Baggage

Standard average weights for crew members are determined using CAMI data.

Standard average crew member baggage weights have been determined using a survey.

These weights are most often included in the Basic Operating Weight of the aircraft.

STANDARD AVERAGE WEIGHTS – CREW MEMBERS AND BAGGAGE			
Category	Standard Weight	Determination Method	Expiration Date
Flight Crew Member	200 lbs.	CDC/NHANES	Per A097
Crew Member	200 lbs.	CDC/NHANES	Per A097
Authorized Person	210 lbs.	CDC/NHANES	Per A097
Crew Member's Baggage	35 lbs.	SURVEY	Per A097
Authorized Person's Baggage	35 lbs.	SURVEY	Per A097

E. Passengers

Sun Air Jets uses the CDC/NHANES survey data to determine standard average passenger weights.

The FAA found that the National Health and Nutrition Examination Survey (NHANES), conducted by the Centers for Disease Control (CDC), provided the most comprehensive and appropriate data. The data in NHANES cover a broad spectrum of the general population, are based on a large sample size, and are not restricted geographically to a particular area.

F. Special Passenger Groups

Actual weights MUST be used for special passenger groups such as Sports Teams, Military, etc.

G. Baggage

Checked baggage, plane side loaded baggage, and heavy baggage standard weights have been determined by survey IAW AC 120-27F.

Actual baggage weights must be used in cases where the carry-on bags are not representative of SAJ's profile.

H. Cargo

Any baggage weighing 100 lbs. or greater is considered cargo. Actual weights must be used for all cargo.

STANDARD AVERAGE WEIGHTS – PASSENGERS / BAGGAGE / CARGO			
Category	Standard Weight	Determination Method	Expiration Date
Passengers			
Adult Passenger – age 13 and up (50/50 M/F, no seasonal variation)	186 lbs.	CDC / NHANES	Per A097
Child Passenger – age 2-12	<i>Actual Weights Only</i>		
Infant Passenger – under age 2			
Special Groups (Sports Teams, Military, etc.)			
Baggage			
Personal Item	6 lbs.	SURVEY	Per A097
Checked / Planeside-loaded	30 lbs.	SURVEY	Per A097
Heavy	65 lbs.	SURVEY	Per A097
Cargo			
Cargo (100 lbs. or greater)	<i>Actual Weights Only</i>		

For ease of weight and balance calculations, each passenger can be assumed to have one personal item, and the collective entry can be rounded up to 200 lbs per passenger.

I. Aircraft Loading

The PIC is responsible for supervising all passenger, baggage, and cargo loading to ensure it conforms with the manufacturer's procedures to ensure the safety of the passengers as well as preventing load shift.

All baggage and cargo must be properly loaded and secured in accordance with the manufacturer's AFM or Loading Manual procedures.

6.13.3 Disposition of Weight and Balance Manifests

[14 CFR 135.63(c)]

A. Electronic Applications for Computation of Weight & Balance

When using ForeFlight, a copy of the completed manifest will be retained within the application, available on request at the Sun Air Jets principal operations base. This copy will be retained for a minimum of 30 days.

The original will be retained on the application aboard the aircraft to the destination.

B. Airplane Flight Manual

When using a manual AFM method to determine the weight and balance, the PIC will calculate the weight and balance using the most current Sun Air Jets Weight & Balance form. One copy will be emailed to the dispatch@sunairjets.com, and will be retained for a minimum of 30 days. The original will be carried aboard the aircraft to the destination.

6.13.4 Definitions

[AC 120-27F]

A. Basic Empty Weight (BEW):

The weight of the airframe, engines, all permanently installed equipment, fixed ballast, unusable fuel, full operating fluids, including: oil, hydraulic fluid, and other fluids required for normal operation of aircraft systems, except potable water, lavatory pre- charge water, and fluids intended for injection in the engine.

B. Basic Operating Weight (BOW):

The Basic Empty Weight of the aircraft plus the weight of required crew and standard operational equipment, such as passenger service equipment, spare parts, food and beverages, and potable water.

C. Adult:

Passengers 13 years or older.

D. Child:

Passengers 2 to less than 13 years old.

E. Infant:

Passengers under two years old.

F. Non-standard Passengers:

Passengers that do not fit the operator's standard profile. Examples include sports team members and combat equipped military personnel.

G. Carry-On Baggage:

Passenger baggage placed in storage bins in the aircraft cabin. Sun Air Jets does not have a carry-on baggage program.

H. Personal Item:

Passenger purses, briefcases, computer and cases, camera and cases, diaper bag, backpacks, or other items of similar size carried in under seat storage or similar compartments in the aircraft cabin.

I. Checked Baggage:

Considered the same as Planeside Loaded Baggage. Sun Air Jets does not check baggage.

J. Planeside Loaded Baggage:

Passenger baggage loaded in the cargo compartments, weighing 1- 50 lbs.

K. Heavy Baggage:

Passenger baggage loaded in the cargo compartments, weighing 51-100 lbs. Baggage over 100 lbs. is considered cargo.

L. Cargo:

Any property carried on an aircraft other than mail, stores, and unaccompanied baggage, or any baggage weighing more than 100 lbs.

M. Flight Crew Member:

Required pilots, flight engineers, and navigators.

N. Crew Member:

Company personnel such as Cabin Attendants assigned to a flight.

O. Authorized Person:

Additional company personnel.

6.14 ATC Flight Plans

Sun Air Jets, LLC PICs are responsible to file ATC flight plans for all flights.

6.15 Customs Requirements

The PIC will ensure, prior to flight to or from the United States, that they have received notice from Flight Control that all APIS requests have been made and approvals received. These are normally included in the trip documents forwarded by Flight Control.

6.16 TSA Requirements

The PIC will be assigned the duties of ISC and GSC. He may at his discretion appoint the SIC as the GSC for the trip.

The assigned GSC is responsible for ensuring all applicable TSA requirements have been met in accordance with Sun Air Jets' Twelve-Five Standard Security Program when boarding passengers and loading baggage and cargo. They will also monitor all preflight activities and report and coordinate with the ISC, the company, and law enforcement in the event any security-related issues arise prior to departure.

As the assigned ISC, the PIC will monitor all inflight activities and report and coordinate with the company and law enforcement in the event any security-related issues arise.

7.1 Reporting For Duty

All crew members will report suitably rested and fit for duty:

1. Ninety minutes prior to departure for flights within North America, or
2. Two hours prior to departure for flights outside of North America.

Any reduction to the above report times requires approval in writing from the Director of Operations or the Chief Pilot.

All preflight preparations will be planned to be completed and the crew ready to board passengers at least thirty minutes prior to the scheduled departure time.

7.2 Aircraft Servicing

The PIC is responsible for supervision of all ground servicing of the assigned aircraft, until the aircraft is turned over to maintenance at the end of the trip or for maintenance.

The PIC is responsible to ensure:

1. The aircraft is chocked when unattended whenever the parking brake is off;
2. Gear pins are installed and wing walkers are on each wing prior to movement, and that the aircraft can be moved safely;
3. Supervision of all personnel operating any vehicles or ground equipment used for servicing and loading the aircraft, including fuel trucks, servicing or power carts, belt loaders, limousines, and automobiles which may be operating near the aircraft;
4. Correct ordering, distributing, checking of the proper fuel load, including proper grade and additives, if required; and
5. Supervision of any additional aircraft servicing.

These duties may be delegated to another flight crew member or maintenance technician.

7.3 Pre-start

A. Preflight Inspections

The aircraft preflight inspection will be accomplished in accordance with the AFM. Confirm that all caps, latches, doors, etc., are properly secured and all gear pins and protective covers are removed and stowed.

Prior to any flight the flight crew will ensure that the electronic databases (EFBs and/or Flight Management Systems) are current and up to date.

B. Stores

Prior to any flight it will be the crew's responsibility to ensure that all the items on board the aircraft have not exceeded their expiration date. If such items are found they will be removed and replaced prior to flight.

C. Departure Briefing

The Departure Briefing is accomplished prior to engine start to allow adequate time for a thorough review of assigned clearance, procedures, and discussion of any unusual items in detail.

1. Release review
 - a. Correct Aircraft Tail Number
 - b. Destination Paring To/From
 - c. Required Ramp Fuel
 - d. Pertinent Weather, NOTAMS, and Alternate Airports (as required)
2. ATC Clearance (overview)
3. Taxi route/Hotspots/Anticipated runway crossings
4. Takeoff, including runway, performance, and acceleration altitude
 - a. Performance, including acceleration altitude
 - b. Engine Fail Procedures
 - c. Emergency Return Plan
 - d. Rejected Takeoff Considerations
 - e. Weather Conditions and Lower-than-standard minimums
 - f. Terrain/Obstacles
5. SID or IFR Departure procedure
6. Any applicable special considerations, such as
 - a. Non-Standard Acceleration Altitude
 - b. MEL items
 - c. Unique noise abatement procedures
 - d. Significant terrain or obstacles in the terminal area relative to departure routing
 - e. Significant weather conditions
7. Any other known risks, such as planned modifications to SOPs to address unusual circumstances.

Prior to flight, the PIC will perform a crew brief with the Cabin Attendant. At a minimum the following elements will be included in the briefing:

1. Review of the aircraft's cabin systems and their proper operation. The Cabin Attendant may only operate these after receiving instruction from the PIC, including what actions to take in the event the equipment malfunctions.
2. The Cabin Attendant is prohibited from performing any emergency/safety related duties including any passenger safety briefings, other than that which would be expected of a normal passenger,
3. The Cabin Attendant cannot perform the duties of the Ground Security Coordinator (GSC).

D. Communication with Flight Control

The following pre-departure communications with Flight Control are MANDATORY:

1. Passengers have arrived at aircraft and engines will be starting.
2. An update when there is more than a 30-minute delay from scheduled departure time.

7.4 Passenger And Cargo Loading

A. Enplaning

The PIC will oversee all vehicles that approach the aircraft, and ensure that all cars or other means of passenger transportation have a marshal or are escorted by the proper airport personnel.

Under normal conditions, passengers will only be allowed to deplane or enplane when both engines are shut down.

Under certain circumstances, it might be necessary for the crew to leave one of the engines running for this procedure. The engine must be shut off on the side of the aircraft that is used for emplaning or deplaning. If this is the case one crew member will be at the controls of the aircraft, with the engine that is running left at idle and the other pilot will escort the passengers on the plane.

Enplaning or deplaning with an engine running will only be accomplished with prior approval from the Director of Operations or the Chief Pilot. A valid reason must exist for this approval.

B. ID Check – TFSSP

The GSC (normally the PIC) will check that all passengers 18 and older listed on the passenger manifest have a government issued photo ID with an expiration date prior to boarding the aircraft. Per DHS, acceptable forms of ID include:

1. Driver's licenses or other state photo identity cards issued by Department of Motor Vehicles (or equivalent)
2. U.S. passport or U.S. passport card
3. DHS trusted traveler cards (Global Entry, NEXUS, SENTRI, FAST)
4. U.S. Department of Defense ID, including IDs issued to dependents
5. Permanent Resident card
6. Border crossing card
7. State-issued Enhanced Driver's License
8. An acceptable photo ID issued by federally recognized Tribal Nation/Indian Tribe
9. HSPD-12 PIV card
10. Foreign government-issued passport
11. Canadian provincial driver's license or Indian and Northern Affairs Canada card
12. Transportation worker identification credential
13. U.S. Citizenship and Immigration Services Employment Authorization Card (I-766)
14. U.S. Merchant Mariner Credential
15. Veteran Health Identification Card (VHIC)

NOTE: A weapon permit is not an acceptable form of identification. A temporary driver's license is not an acceptable form of identification.

If the GSC cannot positively ID a passenger, that passenger **CANNOT** be transported, and the baggage associated with that passenger will be removed from the aircraft.

C. Baggage and Cargo

The GSC (normally the PIC) will ensure that all baggage and cargo meets all TFSSP requirements, and no prohibited items are boarded. See also [4.7 - TSA Twelve-Five Standard Security Program](#) for details on TSA prohibited items.

Sun Air Jets will not carry any baggage or cargo that is considered HAZMAT.

The PIC will ensure that all baggage carried onto the aircraft and taken into the passenger cabin is securely stowed using unused seatbelts/web netting, as available. All aisles must be kept clear.

Although SAJ has the authority to carry cargo granted by its FAA authority, SAJ does not engage in cargo operations. On occasion SAJ may carry a package or passenger bags from one location to another, but it is not its practice. If for some reason baggage is transported at a customer request, those bags will be inspected by the PIC and cleared prior to transport.

7.5 Passenger Briefings

A. General Flight Overview Passenger Briefing

Provide a flight overview to the lead passenger. This should include a verification of city, state, and airport name of destination as well as the planned diversion airport should the primary airport not be available. Advise ETE, and enroute weather, and weather at destination. Verify the FBO at the destination and confirm ground transportation requirements.

If the passengers state their intended destination is in conflict with your briefing, call Flight Control immediately. If it is a charter trip for a vendor, be sure the vendor is advised by Flight Control of the conflict. However, proceed with the flight to avoid delays while Flight Control confirm arrangements with the vendor.

B. FAA Required Passenger Safety Briefing

The FAA requires a flight crew member will orally brief all passengers in regard to the following before each takeoff:

1. The policy on smoking in the aircraft.
2. A statement that the regulations require passenger compliance with the lighted passenger information signs, posted placards and crew member instructions.
3. A statement that federal law prohibits tampering with, disabling, or destroying any smoke detector installed in an aircraft.
4. The use of safety belts, including instructions on how to use them.
5. The statement that regulations require passenger compliance with lighted passenger information signs and crew member instructions concerning the use of safety belts.
6. The placement of seat backs in an upright position for takeoff and landing.
7. Location and means for opening the passenger entry door and emergency exits.
8. Location of survival equipment.
9. If the flight involves extended overwater operation, a briefing on ditching procedures and the use of required floatation equipment.
10. A briefing on the normal and emergency use of oxygen and the location and operation of fire extinguishers.
11. The PIC will ensure that the passengers are briefed that the Cabin Attendant is NOT a flight crew member and is only there for Passenger comfort.
12. The PIC will also brief the passengers on what constitutes dangerous goods or HAZMAT prior to flight and inform the passengers what is not permitted aboard. The PIC will ask the passengers if they are in possession HAZMAT items.

For those aircraft equipped with an approved recording playback device this may be used in lieu of an oral briefing.

C. Summary of required safety briefing items:

1. *Briefing Cards: Location of cards*
2. *Smoking: Brief that smoking is prohibited on SAJ aircraft and that the FAA requires passengers to comply with no smoking sign. A statement that Federal Aviation Regulations prohibits tampering with, disabling, or destroying any smoke detector.*
3. *Seat Belts/Shoulder Harnesses: FAA requires passengers to comply with seat belt sign when sign is lit.*
4. *The sign will be illuminated during takeoff and landing and during any movement of the aircraft on the surface. In addition, in the interest of safety the sign will be illuminated at the PIC's discretion.*
5. *Seats / Seat Backs / Tray Tables: Seat must be facing the correct direction and seat backs must be in the full upright position and tray tables stowed for takeoff and landing.*
6. *Electronic Equipment: All electronic equipment, including cell phones and laptop computers, shall be turned off and stowed for taxi, takeoff and landing.*
7. *Emergency Exits: The location and operation of emergency exits and normal entry door.*
8. *Survival Equipment: Brief on location and operation of survival equipment.*
9. *Oxygen: For operations above 12,000' MSL, brief on normal/emergency use of oxygen.*
10. *Fire Extinguisher: Location and operation of airplane fire extinguishers.*
11. *Extended Overwater Ops: Brief on the location of life vests and life rafts. Additionally, ditching procedures will be briefed.*
12. *Passenger Compliance: A statement that Federal Aviation Regulations require passenger compliance with lighted passenger signs, placards and crew member instructions.*
13. *Passengers Interaction with Flight Crew: Below 10,000 feet MSL notify passengers that while the aircraft is below 10,000 feet, they may not converse with the flight crew unless it involves a safety of flight issue.*
14. *When above 10,000 feet only 1 pilot may interact with the passengers. During climbing or descending within 1,000 feet of the level off altitude, neither pilot may interact with the passengers.*

7.6 Start

Before closing the main door, ensure a final scan of the area around the aircraft is completed to ensure no hazards to start and taxi exist.

All crew members must ensure their mobile phones are off or in "Airplane Mode" prior to engine start until after engine shutdown.

During pre-flight and prior to Departure Briefing, the routing listed in the clearance must be cross-checked and confirmed by both pilots PF and PM against both the ATC clearance and the FMS routing before activating the FMS routing.

Turn on the rotating beacon before start to provide warning to personnel on the ramp that an engine is about to start.

7.7 Taxi

In order to avoid taxiway or runway confusion events which may lead to runway incursions and incidents, the following company procedures will be followed to reduce cockpit workload, interruptions, and distractions during taxiing:

1. The flight clearance and revisions shall be copied, and cockpit setup completed before taxiing.
2. Flight crews should have the airport diagram out, available, and in use.
3. Both pilots will monitor the frequency when initial taxi clearance is called for to ensure that both pilots hear the taxi clearance, and should write down any long or complicated taxi clearance.
4. After taxi clearance has been received, both pilots will review the clearance on the airport diagram, agree on the runway assigned, any restrictions, and the taxi route. If not in agreement, clarify with ATC.
5. During taxi, the taxi light will be used to signal movement to other pilots using due consideration to other pilots or ground personnel. Normally, strobe lights should not be illuminated during taxi operations.
6. Flight crews will observe a sterile cockpit while taxiing.
7. Any time the pilot not taxiing the aircraft focuses their attention on instruments in the cockpit, such as entering data into the aircraft's FMS, they should verbalize this action to the pilot taxiing the aircraft.
8. When approaching an entrance to an active runway, both pilots will ensure compliance with hold short or crossing clearance by discontinuing non-monitoring tasks (e.g. FMS programming, checklist items, etc.).
9. Both pilots will monitor the tower frequency when anticipating a clearance to cross or taxi onto an active runway.
10. Prior to crossing or taxiing onto any runway, verbally confirm ATC clearance with the other crew member(s) and visually scan the runway and approach area. At airports with no operating control tower, make appropriate position reports on the appropriate CTAF frequency.
11. All exterior lights, including strobe lights, should be illuminated when crossing a runway. Strobe lights shall not be illuminated if they will adversely affect the vision of other pilots.
12. Read back all clearances/instructions to enter a specific runway, hold short of a runway, and line up and wait, including the runway designator.

7.8 Takeoff

A. Noise Abatement

The Noise Abatement procedures in the aircraft AFM should be used consistent with safety for every takeoff.

B. Takeoff Minimums

Takeoff is prohibited when reported or assessed visibility is below the published takeoff requirements.

The Pilot in Command must obtain and use a current weather report before takeoff, if a report is available.

Both ceiling (when applicable) and visibility or required RVRs are controlling.

C. VFR Departures

In the event the PIC determines a VFR departure is to be accomplished:

1. Flight Control must be advised that a VFR departure will be conducted, with an estimated time of departure and arrival;
2. VFR flight is restricted to no more than 50 NM from the departure airport;
3. VFR departures for flights greater than 50 NM must pick up an IFR clearance once airborne before exceeding the 50NM;
4. A VFR flight plan or Tower Enroute Control must be active; and
5. VMC and cloud clearance must be maintained.

D. Cabin Preparation

Prior to takeoff and landing, a crew member will ensure that all loose articles (cups, glasses, catering, etc.) are stowed or secured and that all seat backs and tray tables are in the up and/or stowed position.

E. Takeoff Briefing

Prior to each takeoff, the PF will conduct a takeoff briefing with the PM, covering:

1. Proper runway loaded in FMS
2. Initial Heading
3. Initial Altitude
4. Initial Departure fix
5. Special or Unique Considerations
6. Airport advisory information
7. Noise abatement procedures
8. Engine failure procedures
9. Terrain and Obstacles
10. Weather conditions

7.9 Departures from Uncontrolled Airports

[14 CFR 135.4; 135.225; OpSpec A057, C057, C064, C079]

When departing from uncontrolled airports, prepare for additional time to receive ATC clearances via phone or RCO.

Where weather reporting is not available:

1. Set altimeters to field elevation;
2. Determine wind direction and velocity from the airport wind direction indicator, or other method;
3. Determine visibility using pilot assessment of visibility table.

Remember that IFR aircraft DO NOT have priority over VFR aircraft; plan your acceptance of a release and void-if-not-off time accordingly.

Always report your position and intentions on CTAF or Unicom. Unicom operators are not required to communicate with pilots, and if they do, there are no standards for the information conveyed.

DEPARTURE FROM AN UNCONTROLLED AIRPORT			
	IFR	IFR ELIGIBLE ON DEMAND	VFR
Remarks		<i>This is used where no weather reporting is available for the departure airport</i>	<i>Flight Control must be advised of ETD and ETA; No more than 50 NM flight; VFR Flight plan or Tower Enroute Control active</i>
Performance Requirements	Must meet all regulatory performance requirements; Preferred method – runway analysis	Must meet all regulatory performance requirements; Preferred method – runway analysis	Must meet all regulatory performance requirements; Preferred method – runway analysis
Weather Reporting Requirements	NWS or NWS approved weather reporting, or pilot assessment of visibility conducted	When conducting Eligible On-Demand operations, not required, provided pilot assessment of visibility conducted	Pilot must be able to determine ability to maintain VMC
Reported or Assessed Weather	Takeoff minimums per OpSpec C057 and C079	Takeoff minimums per OpSpec C057 and C079	≥ 1000' and ≥ 3 SM; Must maintain VMC with basic cloud clearance

DEPARTURE FROM AN UNCONTROLLED AIRPORT (Continued)			
	IFR	IFR ELIGIBLE ON-DEMAND	VFR
ATC Communication	Comply with ATC specified release times; Basic uncontrolled airport communications and reporting using UNICOM or CTAF; Report airborne as directed by ATC.	Comply with ATC specified release times; Basic uncontrolled airport communications and reporting using UNICOM or CTAF; Report airborne as directed by ATC.	Basic uncontrolled airport communications and reporting using UNICOM or CTAF; Obtain IFR clearance once airborne no farther than 50 NM from the departure airport.
Routing	Compliance with published IFR departure procedure; May accept VFR departure and climb to an ATC specified point while maintaining VMC and cloud clearance	Compliance with published IFR departure procedure; May accept VFR departure and climb to an ATC specified point while maintaining VMC and cloud clearance	Maintain VMC; No greater than 50 NM from the departure airport
Pilot Requirements		<p>When conducting Eligible On-Demand operations, the PIC must complete all takeoffs when:</p> <ul style="list-style-type: none"> • SIC < 100 hours in type • Visibility $\leq \frac{3}{4}$ SM or ≤ 4000 RVR • Contaminated runway • Braking action < good or RwyCC of < 5 • Crosswind component > 15 kts • Reported windshear • Any other condition determined by the PIC 	

7.10 Climb

A. After Takeoff

1. The After Takeoff checklist is used to configure the aircraft for climb/cruise;
2. Completed after flap/slat retraction, accelerating to climb speed, and prior to 10,000 feet MSL;
3. Checklist is initiated by the PF; PM reads and accomplishes silently; however verbalizes "after Takeoff Checklist Complete";
4. The After Takeoff checklist should preferably held until above 10,000 feet AGL to allow both pilots to focus their attention outside the aircraft.

B. Passing 10,000 feet MSL

1. Checklist per manufacturer
2. Initiated by PF stating "10,000 feet"
3. Notify Cabin Attendant flight is leaving sterile flight deck environment
4. Aircraft external lights are turned off

C. Climbing Through Transition Altitude

1. Initiated by the PF;
2. PF calls out "Transition; standard";
3. All altimeters will be set to 29.92 in./1013hPa.

7.11 Cruise

Maintain listening watch on VHF Guard 121.5 MHz, unless communication on another frequency is required.

All aircraft systems should be continually monitored.

Actual fuel consumption should be continually monitored and compared with the flight planned and FMS fuel calculations at regular intervals to ensure adequate destination, alternate, and reserve fuel supply remains.

7.12 Descent

A. Approach Briefing

The Approach Briefing will be conducted early enough in the arrival phase to avoid other distractions.

Normally, it will be conducted as soon after receiving the current terminal information as cockpit duties permit, and prior to the Descent checklist; preferably at the cruise altitude.

The PF will brief the PM on the following for all instrument approaches. Only the underlined items are required for visual approaches.

1. Airport
2. Approach
3. Date
4. Chart Number
5. Frequency
6. Final Approach Course
7. FAF Altitude
8. DA/MDA
9. TDZE
10. Highest MSA
11. Missed Approach / Go Around Instructions
12. Visibility Requirements
13. Approach/Runway Lighting
14. Runway Exit Point

B. Passing Transition Level

1. Altimeters will be reset to local altimeter setting.
2. Shoulder harness will be on.

C. Passing 10,000 feet

1. Exterior lights should be turned on.

7.13 Approach

A. Cabin Preparation

Ensure the passengers are notified to secure the cabin before landing. This includes:

1. Placement of seats and seat backs, and as appropriate, seat position relating to emergency exits;
2. All curtains, doors, and dividers are open;
3. All personal items stowed for landing;
4. No food, beverage or tableware is allowed at the passenger seat for landing;
5. Use of PEDs per this manual.

B. Visual Approaches

Visual approaches will be backed up using instrument procedures where able.

Contact approaches are NOT authorized.

C. Circle-to-Land Approaches

Circle to land approaches are prohibited at night on runways without VGSI (e.g., VASI, PAPI).

D. High Minimums

The MDA or DA/DH and visibility landing minimums are increased by 100 feet and ½ mile respectively for any PIC who has not served at least 100 hours as pilot in command in that type of airplane.

“High minimum” pilot limitations do not apply at an alternate airport.

7.14 Eligible On Demand Arrivals

To assist in determining EOD compliance, the following PIC Checklist may be used.

Some items can be answered “yes or no” during the preflight planning process. Other items cannot be answered until the approach phase of flight. For all EOD operations, the PIC must be able to answer “yes” to all items listed.

ELIGIBLE ON-DEMAND PIC CHECKLIST (FOR REFERENCE ONLY)	Yes/No
CREW, AIRCRAFT, AND WEATHER	
Crew qualification requirements are met	
Either PIC or SIC has at least 75 hours in type (not combinable)	
PIC determines the operation can be conducted safely	
Based on available approved weather reporting, an accurate picture of the weather at the time of arrival can be obtained	
Based on performance data supplied by the manufacturer and weather reported or forecast for the time of departure: the aircraft will be able to safely operate FROM the proposed airport	
There is no inoperative equipment on the aircraft that adversely affects landing distance (spoilers, auto spoilers, lift dump, etc.)	
There are no conditions that require an additional safety margin (residual ice, heavier than anticipated landing distance, etc.)	
AIRCRAFT PERFORMANCE DATA – REFERENCE RUNWAY ANALYSIS	
Adequate runway length available at destination	
Manufacturer's required landing distance	
Additional landing length to accommodate contaminated surface (if applicable)	
Add contaminated runway correction (Landing Distance x 1.15)	
Factored landing distance of the effective runway length available (80%)	

7.15 Arrivals at Uncontrolled Airports

[14 CFR 135.4; 135.225; OpSpec A057, C064, C077]

When arriving at an uncontrolled airport equipped with ASOS/AWOS with ground-to-air broadcast capability, the one-minute updated airport weather should be available within approximately 25 NM of the airport below 10,000 feet.

Where weather reporting is not available, use the closest airport weather report and altimeter setting. Filed alternate must have NWS or NWS approved weather reporting.

Have Approach Control or ARTCC provide radar service as long as possible. Radar service is automatically terminated when instructed to change to advisory frequency, or the landing is completed, whichever occurs first.

Always report your position and intentions on CTAF or Unicorn. Unicorn operators are not required to communicate with pilots, and if they do, there are no standards for the information conveyed.

NOTE: IFR aircraft DO NOT have priority over VFR aircraft; plan your traffic pattern and landing accordingly.

Remember to cancel the IFR flight plan on the ground via RCO or phone. Canceling IFR while airborne is not recommended at uncontrolled airports.

ARRIVAL AT AN UNCONTROLLED AIRPORT			
	IFR	IFR ELIGIBLE ON-DEMAND	VFR
Remarks	Must have a published Instrument Approach; All IFR facilities are operational	<i>This is used where no weather reporting is available for the arrival airport;</i> Must have a published Instrument Approach; All IFR facilities are operational	<i>This includes accepting a visual approach, including during Eligible On-Demand operations</i>
Performance Requirements	Must meet all regulatory performance requirements – landing within 60% plus an additional 15% when wet or < $\frac{3}{4}$ SM or 4000 RVR; or landing distance plus 15% during unforecast conditions	Must meet all regulatory performance requirements – landing within 80% plus an additional 15% when wet or < $\frac{3}{4}$ SM or 4000 RVR; or landing distance plus 15% during unforecast conditions	Must meet all regulatory performance requirements – landing within 60% plus an additional 15% when wet or < $\frac{3}{4}$ SM or 4000 RVR; or landing distance plus 15% during unforecast conditions
Weather Reporting Requirements	NWS or NWS approved weather reporting	When conducting Eligible On-Demand operations, not required provided filed alternate has NWS or NWS approved weather reporting	Not required provided pilot determines and maintains VMC with basic cloud clearance or weather requirements for CVFP where greater
Reported Weather	As published for the IAP in use	As published for the IAP in use	$\geq 1000'$ and ≥ 3 SM; Must maintain VMC with basic cloud clearance or weather requirements for CVFP where greater
ATC Communications	Under control of ATC; Basic uncontrolled airport communications and reporting using UNICOM or CTAF	Under control of ATC; Basic uncontrolled airport communications and reporting using UNICOM or CTAF	Under control of ATC; Basic uncontrolled airport communications and reporting using UNICOM or CTAF

ARRIVAL AT AN UNCONTROLLED AIRPORT (Continued)			
	IFR	IFR ELIGIBLE ON-DEMAND	VFR
Routing	Compliance with published IAP	Compliance with published IAP	Must maintain visual contact with the airport, traffic to follow, runway, or CVFP visual landmarks; remain ≤ 10 NM from airport
Pilot Requirements		<p>When conducting Eligible On-Demand operations, the PIC must complete all takeoffs when:</p> <ul style="list-style-type: none"> • SIC < 100 hours in type • Visibility ≤ $\frac{3}{4}$ SM or ≤ 4000 RVR • Contaminated runway • Braking action < good or RwyCC of < 5 • Crosswind component > 15 kts • Reported windshear • Any other condition determined by PIC 	<p>When conducting Eligible On-Demand operations, the PIC must complete all takeoffs when:</p> <ul style="list-style-type: none"> • SIC < 100 hours in type • Visibility ≤ $\frac{3}{4}$ SM or ≤ 4000 RVR • Contaminated runway • Braking action < good or RwyCC of < 5 • Crosswind component > 15 kts • Reported windshear • Any other condition determined by PIC

7.16 Landing

A. General

Ensure the landing weight is within limits for the intended landing runway length.

All touchdowns must occur within the touchdown zone.

B. LAHSO

Land and Hold Short Operations (LAHSO) are NOT authorized.

C. Criteria affecting Landing Performance

Other landing considerations on landing distance approach speed, flap configuration, airplane weight, tire and brake condition, airplane equipment, and environmental conditions, to name a few. Pilots may opt for an especially smooth landing on longer runways by “floating” in ground effect, prior to touchdown. While possibly yielding a smooth landing, this technique will add to the landing distance requirement, as landing data provided by manufacturer’s data through the certification process assumes a touchdown rate of descent of 8 feet per second.

A stabilized approach is required from the 1,000 AFL to touchdown. If unstable a go-around is required.

D. Go-Around

Either the PF or PM may make a go-around callout. The PF's immediate response is the execution of the go-around maneuver.

7.17 Diversions

In the interest of safety, the PIC may reroute a flight when necessary. However, if the PIC needs to reroute a flight, a call must be made to Flight Control to coordinate any changes.

If the PIC determines that weather, airport conditions, or other safety concerns exist, they may divert to any airport that the PIC feels adequate without calling Flight Control. However, every effort should be made to notify Flight Control as soon as practical of the decision of the PIC to divert so support arrangements can be made for the aircraft, crew and passengers.

During the flight to the intended destination, if a request by the passenger is made to change the destination, the PIC must first call Flight Control and receive permission. Once Flight Control reviews the request and receives a green checkmark in JIS for the change, permission for the change will be given to the PIC.

The PIC will then review the weather conditions, NOTAMS and any other pertinent information required to make a safe destination change.

Under no circumstance shall the PIC divert for passenger convenience without the coordination with Flight Control.

Directions or instructions to the PIC from an aircraft owner other than Sun Air Jets or any other outside private person or entity that are contrary to Sun Air Jets' directions or instructions are not permitted

7.18 Post Flight / Securing

A. Passenger Handling

Under normal conditions passengers will only be allowed to deplane or enplane when both engines are shut down. Under certain circumstances, it might be necessary for the crew to leave one of the engines running for this procedure. The engine must be shut down on the side of the aircraft that is used for emplaning or deplaning. If this is the case one crew member will be at the controls of the aircraft, with the engine that is running left at idle and the other pilot WILL escort the passengers on and off the plane. This will be done only with the approval of the Director of Operations or the Chief Pilot. A valid reason must exist for this approval.

At international destinations, SAJ as the operator shall be responsible for the custody and care of disembarking passengers and crew members from the time they leave the aircraft until they are accepted for examination for entry into a State. The PIC will escort the passengers and crew until they have been properly cleared into that State. If any problems arise it will be the PIC's responsibility to contact Flight Control and relay the problem. The PIC will do everything in his power to resolve the problem, and help the passengers and crew as he sees fit.

B. Recording Flight and Duty Times

At the end of each flight or duty day, the Pilot in Command will ensure all flight segments for the day are logged and the JetInsight App has been synchronized.

Duty off time is thirty minutes after block in.

Each Crew Member will ensure their duty times have been entered into their respective logs on the JetInsight App.

THIS MUST BE COMPLETED BY THE INDIVIDUAL CREW MEMBER AND CANNOT BE DELEGATED.

C. Communication with Flight Control

As soon as the passengers have left the aircraft, the PIC or designee will call Flight Control to review OOOI times and fuel burns.

After the last flight at the end of the duty period, the PIC or their designee will call Flight Control to review times, fuel burns, and to ensure duty times have been entered and are correct.

Flight Control will advise of any changes to the schedule or planned rest period for the following day.

D. International Garbage

For international operations, the PIC shall ensure that approved international garbage handling facilities are available at the destination airport.

E. Securing and Servicing the Aircraft

Whether in base or away from base the PIC shall ensure the following before they release custody of the aircraft:

1. The PIC will ensure that the aircraft is chocked on all three wheels.
2. The PIC will ensure that prior to the aircraft being towed that the pins are in and wing walkers are on each wing prior to movement.
3. The PIC will ensure that the aircraft can be moved safely.
4. When on the road, the PIC will ensure that the aircraft is locked when the crew leaves the plane.
5. If any services are being performed, the PIC will ensure that it being supervised by a crew member employed by SAJ.
6. The PIC will ensure that he coordinates all movements of vehicles and line service equipment around the aircraft to ensure the highest degree of safety.
7. No one may provide any service to the aircraft unless a crew member is present. This does not apply when maintenance has taken control of the aircraft and scheduled maintenance is being done at a SAJ approved maintenance facility.

The PIC may assign any of these duties to the SIC or Flight Tech.

F. Disposition of Flight Documents

Upon completion of all international flights, crews will "Archive" their Master Document Flight Plans and electronic plotting within Foreflight. Foreflight will store archived flights plans and electronic plotting charts; Flight Control will no longer be required to maintain physical copies.

For NON-OCEANIC International Trips, the Master Document will include the following items:

1. Clearance and Enroute Amendments to Clearance
2. ATIS applicable to time of Departure. Must be in full, including Code and Time Stamp
3. ATIS applicable to time of Arrival. Must be in full, including Code and Time Stamp.
4. Fuel Remaining after each 30 minutes of flight time, or flight plan waypoint nearest to each 30-minute check.

G. Endorsements for the SIC Professional Development Program

At the completion of each flight conducted under the SIC Professional Development Program, the assigned PIC must certify in the assigned SIC's logbook that the flight time was conducted in accordance with 14 CFR 61.159(c).

The following endorsement to certify each flight: I, [PIC Name], certify that [SIC Name] served as an SIC in accordance with 14 CFR 61.159(c) on the following flight(s) [Airport Identifier to Airport Identifier] on [Date]. [PIC Signature and Airman Certificate Number].

This can be completed using the Sun Air Jets PDP SIC Endorsement form.

8.1 Cold Weather Operations

[14 CFR 135.227]

Sun Air Jets will not release a flight and the Pilot in Command will not takeoff an aircraft any time conditions are such that frost, ice, or snow may reasonably be expected to adhere to the aircraft unless that flight is operated in accordance with the FAA approved Aircraft Ground Deice Program.

No Sun Air Jets pilot may takeoff an airplane any time conditions are such that frost, ice, or snow may reasonably be expected to adhere to the airplane unless the pilot has completed all applicable training as required by 14 CFR 135.341 and unless a pre-takeoff contamination check, that has been established by Sun Air Jets and approved by the Administrator for the specific airplane type, has been completed within 5 minutes prior to beginning takeoff. A pre-takeoff contamination check is a check to make sure the wings and control surfaces are free of frost, ice, or snow.

Sun Air Jets operates with the clean aircraft concept.

Holdover tables are advisory in nature only. At no time should they be used for any other reason.

8.1.1 Ground Deicing Program

A. Responsibilities

1. Director of Operations responsibilities:

- a. Ensure that all elements of the operational plan have been developed, properly integrated and coordinated with all necessary Sun Air Jets personnel.
- b. Ensure that the program has been disseminated to all personnel who have duties, responsibilities and functions to perform in accordance with the program.
- c. Ensure that adequate management oversight, including program quality assurance and periodic evaluation and program modification, as required, is accomplished.

2. Director of Maintenance responsibilities:

- a. Have a local station plan for ice, snow and frost removal from aircraft that is consistent with Sun Air Jets approved deicing program.
- b. Coordinate the applicable portions of Sun Air Jets deicing program with the appropriate airport authorities.
- c. See that ground deicing/anti-icing operational procedures are executed correctly and in timely manner when conditions are conducive to ground deicing.
- d. Ensure that local glycol storage facilities and equipment are maintained in a safe and clean operating manner.
- e. Make sure that any new glycol shipments are inspected for quality assurance (check for correct labeling, fluid free of contamination, etc.).
- f. Ensure that only qualified personnel are involved with aircraft deicing.

3. Pilot In Command

- a. The PIC will always be the final authority in determining if the aircraft will require deicing regardless of whether the plan at the airport has been activated.

B. Ground Icing Conditions

Even small amounts of snow, ice or frost contamination may cause a potentially dangerous degradation of aircraft performance and unexpected flight characteristics. All Sun Air Jets pilots will use the methods outlined in this manual to ensure that no aircraft will takeoff with ice or snow adhering to any surface.

No Sun Air Jets pilot will takeoff during any weather conditions in which airframe icing may reasonably be expected to occur unless that pilot has received training in deicing/anti-icing and pre-takeoff contamination check procedures as outlined in Sun Air Jets training program.

The Pilot in Command is always the final authority in determining the aircraft is airworthy.

Before takeoff, the Pilot in Command will have to determine that:

1. The Pilot in Command has received the above training within the preceding 12 months, and
2. There is no aircraft contamination during preflight, or
3. That the contamination is properly removed, and
4. No contamination occurs during ground operations before takeoff.

C. Preflight Inspection

This is the normal walk-around preflight inspection conducted by the flight crew. This inspection will be used to note any aircraft surface contamination and direct any required deicing operations.

If any ice, snow or frost contamination is discovered, the pilot in command must ensure the contamination is properly removed. The Pilot in Command may delegate this inspection to the Second in Command (SIC), but still retains responsibility.

During extremely cold temperatures, the urge to hurry the preflight of the aircraft is natural, but these are the circumstances in which the most thorough preflight inspection is needed.

The aircraft surfaces which must have visual and/or tactile inspection:

1. Engines and intakes
2. Windshield and nose
3. Wings
4. Empennage (although top of horizontal stabilizer may be omitted if the other areas are free of ice contamination) control surfaces (although top of elevator may be omitted if the other areas are free of ice contamination) fuel vents, pitot tubes and static ports landing gear and wheel wells.

D. Contamination Removal

The Pilot in Command must supervise deicing operations to ensure that the aircraft contamination is removed. All critical aircraft surfaces must be completely clean of all types of ice, except frost (which may be polished until smooth). These critical areas are listed in the manufacturer's documentation for each type of aircraft.

Deicing of aircraft may be accomplished by any of the following methods:

1. By brushing the snow, ice or frost off;
2. By applying heated water followed by undiluted glycol based type I fluid;
3. By applying a heated water/glycol type I or type II fluid; or
4. By placing the airplane in a hangar until the frost, ice, or snow melts.

Either of the four methods will work if no further ground icing conditions are encountered. Brushing off the ice will not discourage future ice buildup. This is considered deicing. Methods 2 and 3 will provide protection against the formation of ice on the treated surface for a limited time.

The most efficient method of ground ice removal is to put the aircraft into a heated hangar. If this procedure is used then care must be taken to ensure that water does not accumulate in areas such as control surfaces, pitot static sources, etc. that could freeze when airborne. Caution must be taken also to prevent fresh snow from melting and adhering to the warm surface of the aircraft when it is taken out from the heated hangar. If a heated hangar is used for deicing or anti-icing, ensure that the aircraft is removed at the latest possible time.

For accumulations of loose snow, the best method is a broom or soft bristled brush.

For ice or frozen snow, the most effective method is Isopropyl alcohol dispensed through a spray nozzle. When the snow or ice deposits are too large to remove this way, then you may have to use hot water dispensed through a hose. Care must then be taken to remove the thin layer of ice left by this method and this is best done with Isopropyl alcohol, with special attention given to control surfaces, hinges, trim tabs and other items that could be locked in position by the freezing of the water.

The following aircraft surfaces must be completely cleaned during frozen contamination removal:

1. Engines and intakes
2. Windshield and nose
3. Wings
4. Empennage
5. Control surfaces
6. Fuel vents, pitot tubes and static ports
7. Landing gear and wheel wells

E. De/Anti-icing

Either Type I or Type II fluids are approved for Sun Air Jets use. Type I fluids provide a thin film of protection on the treated surface. Type II fluids are a thick liquid which will adhere to the wings or other surfaces until enough airspeed is achieved to blow it off.

Acceptable Type I fluids are a mixture of between 50% and 70% glycol with water. The fluid should be heated to 180 to 200 degrees before application for maximum deicing effectiveness. Cold fluid may be applied for anti-icing.

When Type I fluids are used, the following procedures should be used:

1. Do not spray engine inlets or exhaust areas
2. Close the passenger door before application
3. Do not spray directly into pitot or static ports
4. Make sure there is a clear understanding of procedures between service personnel and the Pilot in Command before starting the operation.
5. Ensure the type of fluid, fluid/water mix ratio, start time of final fluid application/beginning of holdover time and verification that the post anti-icing completion is communicated to the Pilot in Command.

F. Communication with Deicing Crew

There are three times that communication between the Pilot in Command and the deicing crew must occur:

1. Prior to Beginning De-icing

If the Pilot in Command is on board or in the vicinity of the aircraft, he will be advised by the deicing crew that deicing operations are about to commence. This notification is not necessary if the Pilot in Command is not available at the time or when the deicing need is obvious (i.e., frost) on a morning originator and it is operationally advantageous to deice prior to Pilot in Command arrival.

2. If De/Anti-icing is Interrupted

If the deicing crew needs to leave the aircraft prior to completing de/anti-icing, the Pilot in Command will be advised of the interruption and when deicing is to recommence. If freezing precipitation occurs or continues during the interruption, complete deicing may need to be accomplished and a new holdover time established.

3. When De/Anti-icing is Completed

Verbal notification will be given to the Pilot in Command by the Ground Crew when de/anti-icing is completed. This may be done in person, via a headset plugged into the aircraft or via ground-to-air radio from the station operations area. The Pilot in Command will be given the following information:

- a. Type of fluid used
- b. Fluid mixture ratio of glycol to water
- c. Time final application was started
- d. Verification that a post deicing check of all critical aircraft surfaced/components was performed.

G. Post-De/Anti-icing

Obtaining updated weather information is vitally important before takeoff.

Air Traffic Control clearances should be obtained prior to the 5-minute holdover beginning time when possible.

The Pilot in Command may consult the holdover tables to estimate the amount of time the aircraft can typically be exposed to ground icing conditions before ice, frost or snow will adhere to the treated aircraft.

The FAA's holdover tables can be referenced here: [FAA Holdover Table Website](#).

NOTE: Remember that under the Sun Air Jets program, holdover times tables are advisory only.

Holdover time begins when the final application of anti-icing fluid commences, and it expires when the fluid applied to the aircraft loses its effectiveness. Many things change the effectiveness of the anti-icing such as ambient temperature, wind velocity, type of precipitation, etc.

The Pre-takeoff Contamination Check must also be done as outlined in the manufacturer's documentation to ensure that there is no contamination adhering to the aircraft even within the times specified in the holdover table. Takeoff should be planned within the holdover time.

H. Pre-Takeoff Contamination Check

A pre-takeoff contamination check must be performed within 5 minutes prior to takeoff whenever ground icing conditions exist. If more than 5 minutes has elapsed since the contamination check without a takeoff clearance, the Pilot in Command must make another contamination check.

When the wing is readily visible from the cockpit, the Pilot in Command may accomplish this check from the cockpit by visually inspecting the wing area and upper wing surface to ensure no contamination is adhering to those surfaces. If necessary, the Pilot in Command will make this check through the cabin windows to ensure the aircraft is free of contamination.

During night operations, a flashlight or other means must be used to illuminate a sample of the aircraft surface (ice lights only illuminate the leading edges). The following is required for a minimum visual sampling (if any accumulations of ice are observed, the aircraft must be deiced prior to takeoff):

1. Top outboard 75% of each wing
2. Windshield
3. Area of nose readily visible to the pilot.

If there is any doubt whether the aircraft is clean, the PIC will exit the aircraft and perform a visual and tactile check of the wing surface to ensure no ice, snow, or frost is adhering to the aircraft.

IF DURING THE PRE-TAKEOFF CONTAMINATION CHECK THE PILOT IN COMMAND FEELS THE AIRCRAFT SURFACES MAY BE CONTAMINATED, THE AIRCRAFT MUST BE DEICED.

8.1.2 Takeoff In Icing Conditions

All Anti-ice equipment must be functioning and be in operation prior to and during takeoff.

All operations of aircraft anti ice equipment must be conducted in accordance with the manufacturer's documentation.

Extreme care should be used when taking off from runways that have slush or wet snow accumulations. Consult the manufacturer's documentation for any limitation that applies to takeoff with contamination exceeding 1 inch.

8.1.3 Enroute Icing Conditions

Operating in and around icing conditions require the Pilot in Command to follow certain procedures to ensure the safety of the crew, passengers, and aircraft. These Sun Air Jets procedures must be specifically authorized in Sun Air Jets operations specifications and meet the deicing provisions in AC 135-9 and AC 135-16.

First, make sure that your aircraft is approved for flight into known icing conditions. If it is not, then under no circumstances will the aircraft be operated into areas of ice.

Even aircraft that are equipped for flight into known icing conditions still need certain precautions taken to ensure the safety of the aircraft, crew and passengers. The crew must be constantly aware that Anti-ice equipment on the aircraft is anti-ice, and not de-ice equipment, except for wing boots if the aircraft is so equipped. Therefore, all anti-ice devices shall be turned on prior to entering areas of known icing.

If icing conditions are inadvertently encountered prior to activating the anti-ice devices procedures in the manufacturer's documentation should be followed.

Light icing conditions will present no problem to aircraft equipped for flight into icing conditions, and even moderate ice can be handled, but remember that icing can go from moderate to heavy in seconds. Therefore, it is Sun Air Jets' policy to avoid moderate icing conditions where possible. If moderate icing is encountered, request altitude changes before moderate becomes heavy.

As the aircraft builds up an ice accumulation it will gain weight. This will have to be counteracted by additional power. A heavy ice accumulation will allow the aircraft to exceed the power/weight ratio necessary to maintain airspeed and keep the angle of attack low. When the angle of attack increases then parts of the aircraft that are not equipped with anti-ice devices are exposed to icing and will compound the problem. The only way to correct this problem will be to trade altitude for airspeed and a reduced angle of attack. Because of this situation, Sun Air Jets policy prohibits flying into areas of known severe icing and will not allow continued flights in an area of moderate icing.

8.1.4 Descent And Landing In Icing Conditions

During this operation, airspeeds should be kept higher than normal and all anti-ice equipment must be operating. At no time should the limitations of the AFM be exceeded.

A constant vigilance of the flight crew must be kept to ensure that the aircraft is not accumulating excessive ice.

8.1.5 Cold Weather Temperature Corrections

A. General

Pressure altimeters are calibrated to indicate true altitude under International Standard Atmosphere (ISA) conditions. However, when the temperature is higher than ISA, the true altitude will be higher than the indicated altitude and the true altitude will be lower when the temperature is lower than ISA. The altimeter error may be significant and becomes extremely important when considering obstacle clearances in very cold temperatures.

For all flight operations, temperature corrections to the published altitudes shall be applied in accordance with the chart provided using the reported field temperature and the published Height Above Airport (HAA) to ensure adequate obstacle clearance.

To ensure adequate obstacle clearance in conditions of extreme cold weather (0°C or lower) add the values derived from the Altitude Correction Chart to the published procedure altitudes. When making altitude corrections the following procedures apply:

Subtract the elevation of the destination or departure airport from the published minimum altitude intended to be flown to determine the height above altimeter source.

Enter Altitude Temperature Correction Chart with the reported temperature and read across to find the proper corrections.

Note: Do not change altimeter settings (Kollsman window) as a means of cold weather temperature correction.

B. Correction Value Application

Pilots should not add these corrections without coordinating or advising ATC. A loss of separation could occur if one aircraft applies these corrections (as they should), and a second aircraft passing overhead does not. If ATC is unable to approve the request due to traffic, then hold until they can approve it, or find a different approach/runway.

The values derived from the correction chart shall be added to:

1. The DH/MDA & Step Down Fix Altitudes inside the final approach segment (FAF to MAP) whenever the outside air temperature is 0°C or below; or
2. All altitudes in the procedure when the outside air temperature is -30°C or below; or
3. In mountainous terrain whenever the outside air temperature is 0°C or below.

TEMPERATURE CORRECTION CHART															
REPORTED TEMP °C	Height Above Airport in Feet														
	200	300	400	500	600	700	800	900	1000	1500	2000	3000	4000	5000	
	+10	10	10	10	10	20	20	20	20	30	40	60	80	90	
	0	20	20	30	30	40	40	50	50	60	90	120	170	230	280
	-10	20	30	40	50	60	70	80	90	100	150	200	290	390	490
	-20	30	50	60	70	90	100	120	130	140	210	280	420	570	710
	-30	40	60	80	100	120	140	150	170	190	280	380	570	760	950
	-40	50	80	100	120	150	170	190	220	240	360	480	720	970	1210
	-50	60	90	120	150	180	210	240	270	300	450	590	890	1190	1500

NOTE 1: Pilots shall coordinate with ATC whenever a temperature correction is applied to any published IAP altitude.

NOTE 2: Temperature correction procedure does not apply to ATC assigned altitudes.

8.2 Contaminated Surface Operations

A. Runway Braking Action

Airport operators will issue braking action advisories when more than 25% of the overall runway (or cleared width when runway edges differ from the treated runway) is contaminated and the braking action has been described as medium or below. The use of braking action advisories will be indicated in the ATIS broadcast by the inclusion of the phrase "Braking Action Advisories are in Effect". Braking action information will also be issued as a Field Condition (FICON) NOTAM.

Pilot braking action reports should be provided to the tower when landing on a wet or contaminated runway. The Runway Condition Assessment Matrix table on page **8-13 - Contaminated Surface Operations** provides a guide for reporting braking action as determined by the deceleration and directional control behavior of the aircraft.

B. Limitations

Sun Air Jets aircraft operations are restricted to a RwyCC of 3 or better and/or Braking Action reports of Medium or better.

NOTE: Operations with a RwyCC of 2 or less are prohibited by Sun Air Jets!

Operations on any airport surface reported as "NIL" is prohibited. Operations on a surface reported as "Medium to Poor" or "Poor" require extreme caution.

C. Definitions

Ref AC 25-32 Landing Performance Data for Time of Arrival Landing Performance Assessments

1. Dry Runway

A runway is dry when it is neither wet nor contaminated. For purposes of condition reporting and airplane performance, a runway can be considered dry when no more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by visible moisture or dampness, frost, slush, snow (any type), or ice.

2. Wet Runway

A runway is wet when it is neither dry, nor contaminated. For purposes of condition reporting and airplane performance, a runway can be considered wet when more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by any visible dampness or water that is $\frac{1}{8}$ inch (3 mm) or less in depth.

Note: A damp runway that meets this definition is considered wet, regardless of whether the surface appears reflective. Grooving of the runway has no effect on the definition of wet.

3. Contaminated Runway

For purposes of condition reporting and airplane performance, a runway is considered contaminated when more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by frost, ice, and any depth of snow, slush, or water.

Definitions for each of these runway contaminants are provided below. Note: The definition of water in the context of condition reporting and airplane performance is the definition shown below, which is a depth of greater than $\frac{1}{6}$ inch (3 mm).

4. Water

Water in a liquid state. For purposes of condition reporting and airplane performance, water is greater than $\frac{1}{6}$ inch (3 mm) in depth.

5. Dry Snow

Snow that has insufficient free water to cause it to stick together. This generally occurs at temperatures well below 32 °F (0 °C). If when making a snowball, it falls apart, the snow is considered dry.

6. Wet Snow

Snow that has grains coated with liquid water, which bonds the mass together, but that has no excess water in the pore space. A well-compacted, solid snowball can be made, but water will not squeeze out.

7. Slush

Snow that has water content exceeding a freely drained condition such that it takes on fluid properties (e.g., flowing and splashing). Water will drain from slush when a handful is picked up. This water-saturated snow will be displaced with a splatter by a heel and toe slap-down motion against the ground.

8. Compacted Snow

Snow that has been compressed and consolidated into a solid form that resists further compression such that an airplane will remain on its surface without displacing any of it. If compressed snow can be picked up by hand, it will hold together rather than falling away as individual snow particles.

9. Frost

Frost consists of ice crystals formed from airborne moisture that condenses on a surface whose temperature is below freezing. Frost differs from ice in that the frost crystals grow independently and, therefore, have a more granular texture.

10. Loose Contaminants

Loose contaminants are those that an airplane's tire will not remain on the surface of without breaking through. Water, slush, wet snow, and dry snow are loose contaminants. For loose contaminants, the depth of the contaminant can affect both the airplane's acceleration and deceleration capability.

D. Pilot Braking Action Reports

Pilot-reported braking action is a subjective assessment of runway slipperiness. The pilot bases the assessment on observations of braking deceleration and directional controllability during landing rollout. Effective October 16, 2016 the terms "good", "fair", "poor" and "nil" have been replaced. The new terms are presented in the RCAM chart below. When pilots report the quality of braking action by using the terms in the RCAM chart, they should use descriptive terms that are easily understood, such as, "braking action poor the first/last half of the runway," together with the particular type of aircraft. Pilot should also be prepared to provide a description of the runway conditions to controllers after landing.

Since the type of runway contaminant is not identified in a pilot braking action report, landing performance data based on pilot-reported braking action should not include any effects of contaminant drag.

E. Runway Condition Codes

The runway condition code is a number from 0 to 6 that is used to denote the category of slipperiness and is reported for each third of a runway's surface with 0 being extremely slippery and 6 being a dry runway. Runway condition codes may also be reported for apron and taxiway surfaces. Since runway condition code reflects only the runway slipperiness (that is, any effect of contaminant drag is not included), the runway condition code can be directly correlated with a pilot-reported braking action.

RwyCC will not be reported until at least 25% of the runway surface is contaminated and the RwyCC is a 5 or less. Dry runways will not have a FICON reported. Further, a RWYCC of 0 and/or a braking action report of "NIL" requires that that runway be closed. As such, a NOTAM of the closure of the runway will be issued rather than a FICON NOTAM.

RUNWAY CONDITION ASSESSMENT MATRIX			
Assessment Criteria		Control / Braking Assessment Criteria	
Runway Condition Description	Rwy CC	Deceleration or Directional Control Observation	Pilot Reported Braking Action
• Dry	6	—	—
• Frost • Wet (Includes damp and 1/8 inch depth or less of water) 1/8 inch (3mm) depth or less of: • Slush • Dry Snow • Wet Snow	5	Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	Good
-15°C and Colder outside air temperature: • Compacted Snow • Slippery When Wet (wet runway) • Dry Snow or Wet Snow (any depth) over Compacted Snow Greater than 1/8 inch (3 mm) depth of: • Dry Snow • Wet Snow Warmer than -15°C outside air temperature: • Compacted Snow	4	Braking deceleration OR directional control is between Good and Medium.	Good to Medium
 Greater than 1/8 inch(3 mm) depth of: • Water • Slush	3	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced.	Medium
• Ice	2	Braking deceleration OR directional control is between Medium and Poor.	Medium to Poor
• Wet Ice • Slush over Ice • Water over Compacted Snow • Dry Snow or Wet Snow over Ice	1	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced.	Poor
	0	Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain.	Nil

8.3 Mountainous Operations

When operating aircraft at high altitude airports, ensure density altitude has been checked. Performance will be derived via the aircraft specific AFM or runway analysis program. Aircraft performance is reduced when operating at high altitude airports and reduced further with high temperatures. Aircraft equipped with high altitude airport datum switches will be operated per the manufacturer's checklist.

Adherence to the Mountainous Airport Restrictions is required for all operations.

8.3.1 Mountainous Airport Restrictions

The chart below will be used by all crew members when operating into any of the listed airports. Only the Director of Operations or the Chief Pilot may waive these restrictions with PIC concurrence, and only in accordance with the Sun Air Jets Operations Specifications and the aircraft AFM.

Note that some charter vendors requirements are more restrictive. Consult the applicable charter vendor's manual for details.

MOUNTAINOUS AIRPORT RESTRICTIONS				
Airport	Restrictions	Arrival		Departure
		IFR	VFR Descent From IAP	IFR or VFR
Aspen, CO	• Day only • No takeoff Rwy 15	Wx – Chart Mins	Wx – 6000/10 Must use Roaring Fork Visual	Wx – Published IFR ODP or SID minima.
KASE 7837'	• No landing Rwy 33 • No circling	IAP Cats – A, B, C	Cats – All	
Eagle, CO	• Day only	Wx – Chart Mins	Wx – 8500/10	Wx – Published IFR ODP or SID minima.
KEGE 6547'		IAP Cats – All	Cats – All	
Hailey, ID	• Day only • No takeoff Rwy 31	Wx – Chart Mins	Wx – 4100/10	Wx – Published IFR ODP or SID minima.
KSUN 5320'	• No landing Rwy 13 • No circling	IAP Cats – A, B, C	Cats – All	
NOTE 1: Charter vendor requirements may be more restrictive. Consult the applicable charter vendor's manual for details.				
NOTE 2: Day is defined as the time from the beginning of morning twilight to the end of evening civil twilight, and night is defined as the time from the end of evening civil twilight and the beginning of morning civil twilight, as published in the Air Almanac, converted to local time.				
NOTE 3: Departures from all airports listed must include a take-off alternate airport.				

MOUNTAINOUS AIRPORT RESTRICTIONS (Continued)				
Airport	Restrictions	Arrival		Departure
		IFR	VFR Descent From IAP	IFR or VFR
Heber Valley, UT KHCR 5637'	<ul style="list-style-type: none"> Day only RNAV GPS-A, if available Apt in sight by FUGUE 	Wx – Chart Mins IAP Cats – A, B, C	Wx – 7400/15 Cats – All	Wx – Published IFR ODP or SID minima.
Jackson, WY KJAC 6451'	<ul style="list-style-type: none"> No circling from IAP IFR arrivals or departures required at night 	Wx – Chart Mins IAP Cats – All	Wx – 8500/10 Cats – All	Wx – Published IFR ODP or SID minima.
Rifle, CO KRIL 5537'	<ul style="list-style-type: none"> No circling at night IFR arrivals or departures required at night 	Wx – Chart Mins IAP Cats – A, B, C	Wx – 8500/10 Cats – All	Wx – Published IFR ODP or SID minima.
South Lake Tahoe, NV KTVL 6242'	<ul style="list-style-type: none"> Landing Rwy 36 or takeoff Rwy 18 Day only IFR arrivals or departures required at night 	Wx – Chart Mins IAP Cats – All	Wx – 6700/10 Cats – All	Wx – Published IFR ODP or SID minima.
Telluride, CO KTEX 9070'	<ul style="list-style-type: none"> Day only No takeoff Rwy 9 No landing Rwy 27 No circling from IAP 	Wx – Chart Mins IAP Cats – A, B, C	Wx – 3900/10 Visual from west only Cats – All	Wx – Published IFR ODP or SID minima.
Truckee, CA KTRK 5901'	<ul style="list-style-type: none"> Day only No takeoff Rwy 11 or 20 	Wx – Chart Mins IAP Cats – A, B, C	Wx – 6600/10 Cats – All	Wx – Published IFR ODP or SID minima.
<p>NOTE 1: Charter vendor requirements may be more restrictive. Consult the applicable charter vendor's manual for details.</p> <p>NOTE 2: Day is defined as the time from the beginning of morning civil twilight to the end of evening civil twilight, and night is defined as the time from the end of evening civil twilight and the beginning of morning civil twilight, as published in the Air Almanac, converted to local time.</p>				<p>NOTE 3: Departures from all airports listed must include a take-off alternate airport.</p>

8.3.2 EGPWS/CFIT

Crews are trained and are expected to immediately follow the aural warnings of the EGPWS in all phases of flight even if those instructions may be in conflict with ATC instructions. If the warning is in conflict with ATC instructions the crew will notify ATC as soon as it is safe and practical to do so.

8.4 TCAS

Any time the TCAS system alerts the pilots to a TA or RA the pilots will take the following actions. This system has priority over ATC instructions and must be followed by the crew.

1. For TA alerts:

Monitor incoming traffic and be prepared to take action if needed.

2. For RA alerts:

Immediately take action and follow the commands of the TCAS System to avoid the converging traffic. Do not visually acquire traffic prior to taking appropriate action. When safe to do so, notify ATC of your actions and return to your assigned altitude as soon it is safe to do so.

Any response to an RA will require the PIC to send a report to the Director of Operations and the Chief Pilot stating the time and place of the RA, and any other relevant information that may apply.

Any Pilot that has to respond to an RA will comply with the NTSB reporting found in 830.5(a)10 and submit an SMS report.

8.5 Thunderstorms And Convective Weather

Operations are prohibited in areas of known or forecast extreme turbulence or known severe turbulence. Operations are prohibited in areas of forecast thunderstorms or other potential hazardous (convective) weather if aircraft weather radar is inoperative.

It is company policy not to operate in the vicinity of thunderstorms unless they can be circumnavigated and avoided by a safe distance.

MINIMUM THUNDERSTORM OR SEVERE WEATHER AVOIDANCE CRITERIA		
Takeoff and Climb	Enroute	Approach and Landing
5 NM	10 NM Severe Storms 20 NM	5 NM

Sun Air Jets Transport Category Aircraft must be equipped with approved airborne weather radar equipment.

No Sun Air Jets flight may depart a station under IFR conditions when current weather reports indicate that thunderstorms or other potentially hazardous weather conditions that can be detected with airborne weather radar may reasonably be expected along the route to be flown, unless the weather radar is in satisfactory operating condition.

If the airborne weather radar becomes inoperative enroute, the flight may not enter a known or forecast thunderstorm area unless the pilot in command is satisfied that the thunderstorm can be avoided visually. If already in a thunderstorm area when the thunderstorm detection equipment becomes inoperative, the flight will avoid thunderstorms visually or, if this is impossible, slow to recommended turbulence penetration speed and take the shortest course out of the area consistent with safety.

8.6 Turbulence

Operations are prohibited in areas of known or forecast extreme turbulence or known severe turbulence. Operations are prohibited in areas of forecast thunderstorms or other potential hazardous (convective) weather if aircraft weather radar is inoperative.

The PIC shall pay particular attention to turbulence reports when planning a flight by reviewing all weather information, and select the best altitude and route to avoid forecast turbulence as much possible.

Severe turbulence should always be avoided, if possible. However, if severe turbulence is encountered, use the Severe Turbulence Penetration procedure listed in the aircraft AFM. Turbulent air penetration speeds provide high/low speed margins in severe turbulent air.

If turbulent conditions are anticipated, slow the aircraft to a speed in keeping with structural safety limits, ensure the "Fasten Seat Belt" sign is illuminated.

9.1 General

This section contains procedures for ensuring compliance with abnormal and emergency procedures, including a list of the functions assigned each category of required crew members in connection with an emergency and emergency evacuation duties under 14 CFR 135.123.

In the event of an emergency involving the safety of persons or property, the pilot in command may deviate from the CFRs to the extent required to meet that emergency. The pilot in command will be responsible for assigning duties to other crew members to meet the emergency.

In the event of an in-flight emergency regarding the operation of the aircraft, its systems, or power plants, the pilot in command will assure that the emergency procedure will be accomplished as outlined in the aircraft checklist, operator's handbook, of Aircraft Flight Manual.

In the event of a deviation from the CFRs to meet an emergency the flight crew shall submit a written report to the Chief Pilot or Director of Operations as soon as possible. The Chief Pilot or Director of Operations will file a report of the incident with the FSDO charged with oversight of Sun Air Jets within ten days (excluding Saturdays, Sundays, and Federal holidays).

The local FAA Flight Standards District Office is:

Federal Aviation Administration
Flight Standards District Office
16501 Sherman Way
Suite 330
Van Nuys, CA 91406-3757
(818) 904-6291 – Phone

9.2 Abnormal Procedures

9.2.1 Resetting Circuit Breakers

A. On the Ground

Resetting of circuit breakers should only be accomplished under direction of maintenance.

B. In Flight

No pilot will reset a Circuit Breaker in flight unless specifically directed by the appropriate check list in the AFM.

Never reset a circuit breaker more than once unless the PIC is exercising his emergency authority.

9.2.2 Minimum Fuel

The Pilot in Command shall advise ATC of a minimum fuel state by declaring "MINIMUM FUEL" when, having committed to land at a specific aerodrome, the pilot calculates that any change to the existing clearance to that aerodrome may result in landing with less than planned final reserve fuel.

9.3 Emergency Procedures

[14 CFR 135.23(m), 135.123]

9.3.1 Emergency Evacuation

A. General

This chapter provides general procedures to be followed for various abnormal and emergency situations. For actual mechanical emergencies, the procedures and actions described in the approved Aircraft Flight Manual must be followed.

Deviations from any CFR and this manual are allowed in an emergency condition involving the safety of persons or property, but only to the extent necessary to meet that emergency.

Although this section is designed to assist and direct the handling of emergencies, accidents, incidents, and abnormalities, it must be remembered that it is not possible to set forth instructions to cover all possible situations. Therefore, these procedures must be supplemented with good judgment.

If the PIC becomes incapacitated, the SIC shall execute the duties of the pilot in command.

B. Emergency Passenger Briefing

In an emergency and time permitting, the Pilot in Command will brief the passengers on the appropriate procedures to be followed. The PIC may delegate this task to another crew member at their discretion. The following should be considered to be included in the briefing:

1. Remove high-heeled shoes, jewelry, eyeglasses, false teeth, neckties, hearing aids, pens and pencils. Stow these items in seat pockets or between seat cushions to prevent them from becoming projectiles upon impact. Eyeglasses, teeth, hearing aids and any other items needed during evacuation may be placed in a sock or pocket.
2. Place seats in upright position.
3. Tighten seatbelts, low across the waist
4. Gather and distribute any pillow, blankets and coats that will be useful additional padding
5. Review the operation of emergency exits and discuss which exits to use and which exits not to use.
6. Review the location of fire extinguishers, the first aid kit, life preservers and life rafts.
7. Review the brace position and explain that the first impact may not be the last, and to remain in their seats in the brace position until the aircraft comes to a complete stop and a crew member instructs them to evacuate the aircraft.
8. Review the operation of the life raft and discuss the deployment process.
9. Review the ELT operation and the location of the control switch in the cockpit.
10. Determine a place for passengers to meet after evacuating the aircraft.

C. Briefing of Handicapped Persons

Handicapped passengers will receive the same briefing as the other passengers except on a one-to-one basis. These passengers must be briefed according to their handicap. For example, a blind person should be allowed to feel emergency exit handles, oxygen masks, life vests, etc. Whereas a deaf person should have his or her instructions written down for them. Always be sure that these people understand your instructions.

The Pilot in Command will appoint an assistant to the handicapped passenger in boarding and departing the aircraft during emergency evacuation, and during flight. Proper instructions will be given to the person assisting the handicapped passenger so the quick evacuation of the aircraft will be assured.

D. Emergency Evacuation Duties

[14 CFR 135.23(m)]

If an emergency evacuation of the aircraft appears necessary, the PIC will assign the following tasks:

1. Opening of doors and emergency exits;
2. If ditching, deployment of flotation equipment and survival gear;
3. Helping passengers requiring assistance;
4. Fire and smoke control;
5. Tending to injuries requiring immediate attention;
6. The Pilot in Command will assume duties of all other crew members if they are incapacitated or absent.

In the event the PIC is unable to perform this duty, the next ranking crew member assumes the responsibility.

Special care will be taken to ensure that small children and persons with physical disabilities who may require assistance to move to an exit are not seated next to an emergency exit. A crew member or another able-bodied passenger will be designated to assist the person needing assistance to an exit in the event that an emergency evacuation of the aircraft is required.

9.3.2 Bomb Threat Procedures

[14 CFR 135.23(m)]

Upon receiving a "Bomb Threat", while in flight, the pilot in command will notify Air Traffic Control (ATC) and land at the nearest suitable airport. Upon completion of the landing roll, the aircraft will be shut down, away from all aircraft, buildings, and personnel, and all occupants will leave the area as quickly as possible. The pilot in command is responsible for the safety of all personnel on the aircraft plus the notification of the Fire Department.

9.3.3 Emergency or Minimum Fuel

A. Minimum Fuel

Minimum fuel is a quantity that, upon reaching destination, any undue delay cannot be accepted. Consider weather, traffic and other relevant factors in assessing acceptable delay.

While a “minimum fuel” declaration does NOT imply a need for priority handling, it alerts ATC for situational awareness. In any event, declare minimum fuel when:

1. Remaining flight time to destination is less than 30 minutes, and
2. Estimated fuel at landing will be less than alternate fuel (if applicable) plus reserve fuel as shown on the flight plan.

After declaring minimum fuel, monitor fuel state and flight time remaining, and consider alternatives so as to prevent the situation from escalating to emergency fuel.

B. Emergency Fuel

The Pilot in Command shall declare a situation of fuel emergency by broadcasting “EMERGENCY FUEL” when the calculated usable fuel predicted to be available upon landing at the nearest aerodrome where a safe landing can be made is less than the planned final reserve fuel.

9.3.4 Environmental Events

In the event that any SAJ A/C is involved in a situation that may cause harm or damage to the environment, the PIC will call the proper authorities and then establish immediate contact with Flight Control to advise them of the problem. In the event that the PIC is unable or not available the SIC will serve in his place.

9.3.5 Fire

A FIRE ON BOARD DURING FLIGHT IS AN EXTREME EMERGENCY.

A fire which can be contained by aircraft fire extinguishing systems (engine, baggage, APU) should be addressed per the AFM.

Land as quickly as possible.

Most cabin fires (other than electrical fires) can be put out by smothering with a blanket or using any available liquid or Halon fire extinguisher.

If fire/smoke is discovered, the fire must be extinguished quickly, and the PIC must be notified at the first possible chance. Use all means available to extinguish fire.

9.3.6 Hijacking

[14 CFR 135.23(m), AIM 6-3-1]

- A. If circumstances permit, apply distress or urgency radiotelephony procedures (Reference - Distress and Urgency Communications, paragraph AIM 6-3-1). Include the details of the special emergency.
- B. If circumstances do not permit the use of prescribed distress or urgency procedures, transmit:
 1. On the air/ground frequency in use at the time.
 2. As many as possible of the following elements spoken distinctly and in the following order:
 - a. Name of the station addressed (time and circumstances permitting).
 - b. The identification of the aircraft and present position.
 - c. The nature of the special emergency condition and pilot intentions (circumstances permitting).
 - d. If unable to provide this information, use code words and/or transponder as follows: state "TRANSPOUNDER SEVEN FIVE ZERO ZERO". Meaning: "I am being hijacked/forced to a new destination"; and/or use Transponder Setting MODE 3/A, code 7500.

NOTE: Code 7500 will never be assigned by ATC without prior notification from the pilot that his aircraft is being subjected to unlawful interference. The pilot should refuse the assignment of Code 7500 in any other situation and inform the controller accordingly. Code 7500 will trigger the special emergency indicator in all radar ATC facilities.

- C. Air traffic controllers will acknowledge and confirm receipt of transponder Code 7500 by asking the pilot to verify it. If the aircraft is not being subjected to unlawful interference, the pilot should respond to the query by broadcasting in the clear that he is not being subjected to unlawful interference. Upon receipt of this information, the controller will request the pilot to verify the code selection depicted in the code selector windows in the transponder control panel and change the code to the appropriate setting. If the pilot replies in the affirmative or does not reply, the controller will not ask further questions but will flight follow, respond to pilot requests and notify appropriate authorities.
- D. If it is possible to do so without jeopardizing the safety of the flight, the pilot of a hijacked aircraft, after departing from the cleared routing over which the aircraft was operating, will attempt to do one or more of the following things, insofar as circumstances may permit:
 1. Maintain a true airspeed of no more than 400 knots, and preferably an altitude of between 10,000 and 25,000 feet.
 2. Fly a course toward the destination which the hijacker has announced.
- E. If these procedures result in either radio contact or air intercept, the pilot will attempt to comply with any instructions received which may direct him to an appropriate landing field.
- F. In the event the hijacker is attempting to take control of the aircraft (i.e., "9/11" type event), the Pilot in Command or any other flight crew member or onboard employee shall take whatever measures are necessary to prevent the person(s) from taking control of the aircraft.

9.3.7 Crew or Passenger Illness or Injury

A. On Ground

Any employee who becomes ill or is injured while on duty for Sun Air Jets will report it immediately to management. The management personnel will assess the seriousness of the illness/injury and arrange, if necessary, transportation to the nearest medical facility.

B. In Flight

If a passenger or crew member suffers from a health-related event while onboard a SAJ aircraft, every effort will be made to address the immediate needs of that person. The PIC will take actions to facilitate a timely response to the situation which may include landing at the nearest suitable airport to seek medical attention.

Pilots are to report any suspected case of contagious disease among passengers or crew members before arrival to the local health authority with jurisdiction over the arrival airport.

1. For domestic flights notify the **CDC Emergency Operations Center** via phone at **770-488-7100**.
2. For international flights notification should be made through ATC.

Report all deaths or ill travelers with:

1. **Fever** - (warm to the touch, history of feeling feverish, or measured temperature of 100°F/37.8°C or greater) reported to have lasted more than 48 hours; **OR**
2. **Fever** - of any duration, **AND** one or more of these conditions:
 - a. Skin rash
 - b. Swollen glands (visible)
 - c. Jaundice* (yellowing of skin or eyes)
 - d. Persistent cough
 - e. Persistent vomiting
 - f. Difficulty breathing
 - g. Headache with stiff neck
 - h. Decreased consciousness
 - i. Unexplained bleeding
3. **Or Persistent diarrhea**

The following information should be provided in the notification:

1. Aircraft identification
2. Departure airport
3. Destination airport
4. Estimated time of arrival
5. Number of persons on board
6. Number of suspected cases(s) on board
7. Nature of the public health risk, if known

9.3.8 Pilot Incapacitation

A. General

Pilot incapacitation occurs frequently compared with other routinely trained non-normal conditions. It has occurred in all age groups and during all phases of flight. Incapacitation occurs in many forms ranging from sudden death to subtle, partial loss of mental or physical performance. Subtle incapacitation is the most dangerous, and they occur the most frequently. Incapacitation effects can range from loss of function to unconsciousness or death.

The key to early recognition of pilot incapacitation is the regular use of crew resource management concepts during all flight operations. Proper crew coordination involves checks and crosschecks using verbal communications.

Routine adherence to standard operating procedures and standard profiles can aid in detecting a problem. Suspicion of some degree of gross or subtle incapacitation should also be considered when a crew member does not respond to any verbal communication associated with a significant deviation from a standard procedure or standard flight profile.

Additionally, if you do not feel well, let the other pilot know and let that pilot fly the aircraft.

During flight, crew members should also be alert for incapacitation of the other crew member.

B. The Two-Challenge Rule

If a pilot is suspected of being incapacitated, the other pilot shall employ the Two-Challenge Rule.

1. Challenge the other pilot using standard callouts (such as "Check Altitude," "Check Airspeed," or "Confirm altitude with ATC"), looking for an appropriate response.
2. Should the other pilot fail to respond, repeat the challenge.
3. If there is still no response, take control of the aircraft and state "I Have the Aircraft."

Should this occur while on approach, a missed approach should be carried out unless the aircraft is stabilized and in a position to land.

C. Crew Action Upon Confirming Pilot Incapacitation

If a pilot is confirmed to be incapacitated, the other pilot should take over the controls, ensure the aircraft is on a safe flight path, and check the position of essential controls and switches.

1. After ensuring the aircraft is under control, engage the autopilot to reduce workload;
2. Declare an emergency;
3. Use the Cabin Attendant (if available). When practical, restrain the incapacitated pilot and slide the seat to the full-aft position. The shoulder harness lock may be used to restrain the incapacitated pilot.
4. Cockpit duties should be organized to prepare for landing, and consideration should be given to using help from other pilots or crew members who may be aboard the aircraft.
5. If a Cabin Attendant is available, have them contact the In-flight Medical Assistance Provider.

9.3.9 Interception Procedures

The intercept procedure described below is the typical method used by air interceptors. Compliance with the demands of the interceptor is mandatory. If able, establish communications with ATC and/or the interceptor.

If you are intercepted by a U.S. Military or law enforcement aircraft, immediately:

1. Follow the instructions given by the interceptor (see chart below)
2. Notify ATC, if possible
3. Attempt to communicate with ATC on 121.5 MHz, giving your identity and position and the nature of the flight
4. If equipped with a transponder, squawk 7700, unless otherwise instructed by ATC. If any instructions received by radio conflict with those given by the interceptor by visual or radio signals, request clarification while continuing to comply with the instructions given by the interceptor.

INTERCEPTOR SIGNALS – EXPECTED RESPONSE			
Interceptor Signal	Meaning	Intercepted Aircraft Response	Meaning
Rocks wings; After acknowledgment, initiates a slow level turn normally to the desired heading. (At night - flash nav lights)	You have been intercepted	Rocks wings and follows. (At night - flash nav lights)	Understood, will comply
Performs an abrupt breakaway maneuver consisting of a climbing 90° turn or more, without crossing the intercepted aircraft's flight path	You may proceed	Rocks wings	Understood, will comply
Circles airport lowers landing gear, and overflies runway in the direction of landing. (At night, turn landings lights on)	Land at this airport	Lowers landing gear, follows the intercepting aircraft and lands if the runway is considered safe (At night, turn landing lights on)	Understood, will comply

INTERCEPTED AIRCRAFT SIGNALS – INTERCEPTOR RESPONSE			
Intercepted Aircraft Signal	Meaning	Interceptor Response	Meaning
Raises landing gear while flying over runway between 1 and 2,000', and continues to circle the airport (At night, flash landing lights when passing over the runway)	This airport is inadequate	If the intercepted aircraft is requested to go to an alternate airport, the interceptor raises its landing gear and uses the intercept procedure.	Understood, follow me
Switch on and off all available lights at REGULAR intervals	Cannot comply	Performs the breakaway maneuver	Understood
Switch on and off all available lights at IRREGULAR intervals.	In distress	Performs the breakaway maneuver	Understood

MAINTENANCE HOTLINE

805-389-9333

maint@sunairjets.com

10.1 General

The Director of Maintenance is responsible for the airworthiness of all aircraft, engines, and accessories in the Sun Air Jets fleet. He may delegate the functions of the operations to other maintenance personnel, but retains the responsibility for all inspections, maintenance, preventative maintenance, rebuilding and alterations to be performed on SAJ aircraft.

Inspections of aircraft, engines, and accessories will be performed by FAA approved, properly rated repair stations, or certificated technicians.

All inspections, maintenance, preventative maintenance, rebuilding and alterations will be performed in accordance with current FAA regulations, manufacturer's approved data, data approved or acceptable to the administrator, and industry best practices. Following any inspections, maintenance, preventative maintenance, rebuilding and alterations, appropriate entries will be made in aircraft and engine logbooks, flight discrepancy logs and other Sun Air Jets required maintenance records in a timely manner.

A functional flight test will be made following any maintenance operation that could change the flight characteristics of the aircraft.

The Director of Maintenance will ensure compliance with all special inspections and Airworthiness Directives.

10.2 Recording Mechanical Irregularities

[14 CFR 135.23(f, g), 135.65(b)]

A. General

Sun Air Jets aircraft may not be flown until all mechanical irregularities have been cleared by corrective action or properly deferred, and the aircraft has been returned to service.

B. Procedure

The PIC will call the Maintenance Hotline to advise of a mechanical irregularity. From there they will be instructed to enter the mechanical irregularity for the aircraft in JetInsight.

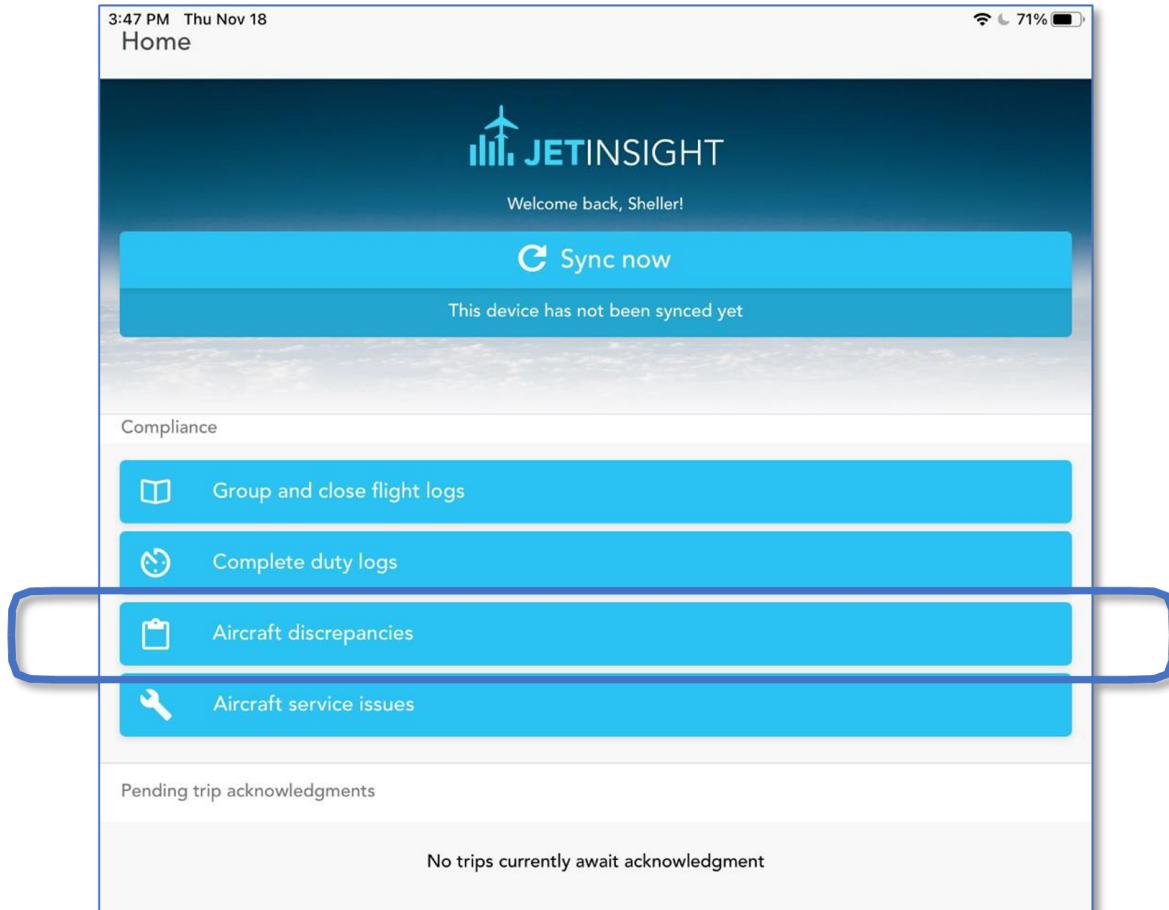
Whenever a mechanical irregularity is entered on JetInsight, an email notification is automatically sent to maint@sunairjets.com and the scheduling software will remove the aircraft from service rendering it non-airworthy. The aircraft status will be shown as "Out of service" in red in JIS under "Compliance / Aircraft / Status & discrepancies."

Compliance / Aircraft / Status & discrepancies						
Aircraft						
Reg	Aircraft Type	Discrepancies	Recurring checks	Unscheduled	Status	
N122CA	Embraer Lineage 1000E	✓	✓	Not ready for flight in MX		Not ready for flight
N320GX	Bombardier Global Express	✓	✓	Ready for flight		In service
N393VF	Gulfstream G500	✓	✓	Ready for flight		In service
N526EM	Gulfstream G550	✓	✓	Ready for flight		In service
N7RX	Gulfstream G450	⚠	✓	Ready for flight		In service
N121AP	Gulfstream G-IVSP	✓	✓	Ready for flight		In service
N1979L	Gulfstream G-IVSP	⚠	✓	Not ready for flight N1979L-DIS-0051 12/05/2022 01:00 Z Brake overheat message Open N1979L-DIS-0050 12/05/2022 00:58 Z Bathroom door lock Open		Out of service
N624PD	Gulfstream G-IVSP	⚠	✓	Ready for flight Baggage light MEL'd		In service
N789TN	Gulfstream G-IVSP	⚠	✓	Not ready for flight TCAS and Windshear WiFi Open Hydraulic squeal Open		Out of service

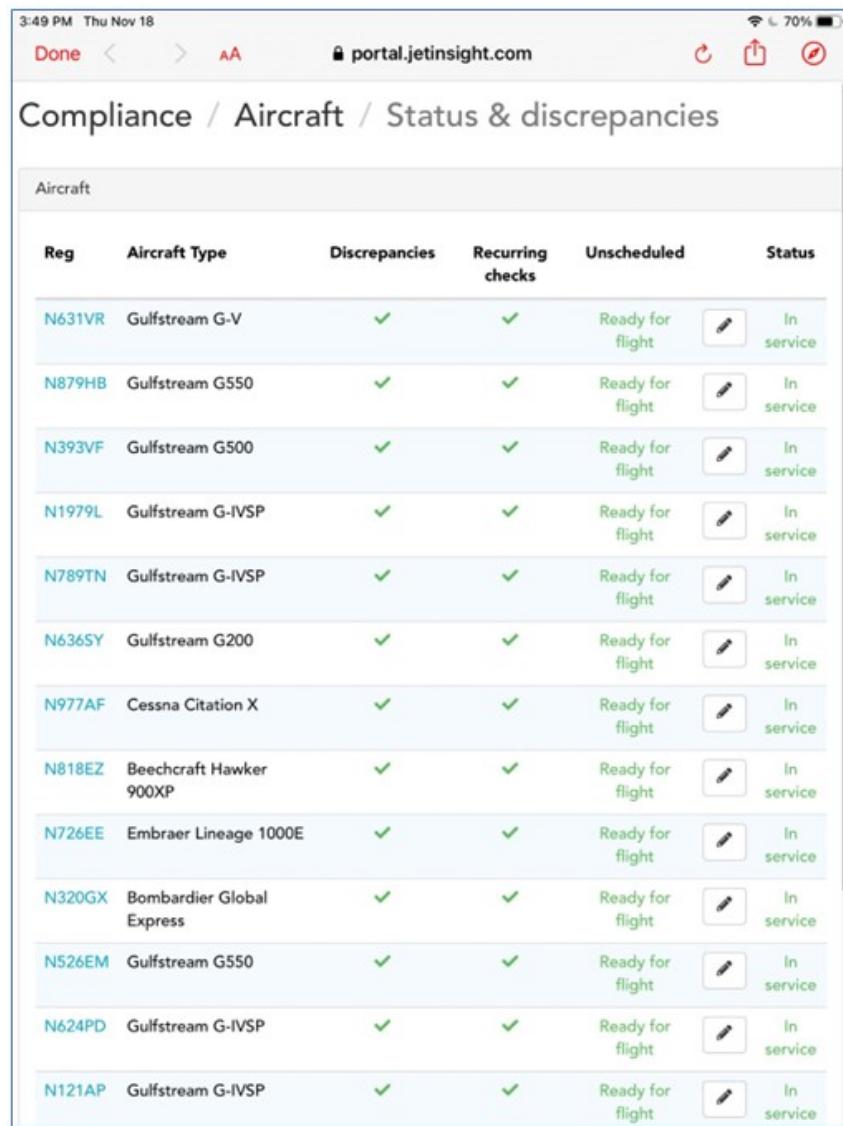
From here the mechanical irregularity will be cleared by corrective action, or will be deferred and the MEL reference and procedure will be recorded in JetInsight where the MEL will now be tracked.

The process for recording an aircraft mechanical irregularity in the JetInsight Crew App is as follows:

1. When logged in the crew app for your trip you will see the “Aircraft Discrepancies” menu option:



2. After selecting the menu option, the aircraft listing will populate, only the aircraft the crew member is assigned to will be visible. Select your aircraft from this menu:

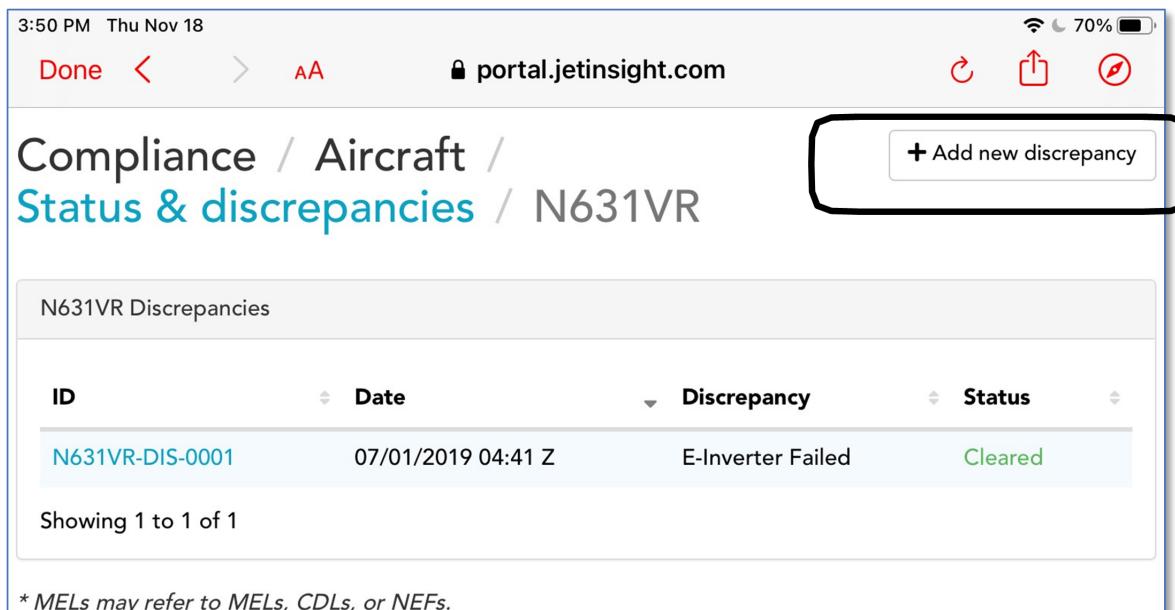


The screenshot shows a mobile web application interface for managing aircraft compliance. At the top, there's a header bar with the URL "portal.jetinsight.com". Below the header, the title "Compliance / Aircraft / Status & discrepancies" is displayed. Underneath the title, there's a section titled "Aircraft" which contains a table with 12 rows of data. The columns in the table are: "Reg" (Registration number), "Aircraft Type", "Discrepancies", "Recurring checks", "Unscheduled", and "Status". Each row lists an aircraft with its registration, type, and current status as "Ready for flight" or "In service". There are also edit icons next to each entry.

Reg	Aircraft Type	Discrepancies	Recurring checks	Unscheduled	Status
N631VR	Gulfstream G-V	✓	✓	Ready for flight	In service
N879HB	Gulfstream G550	✓	✓	Ready for flight	In service
N393VF	Gulfstream G500	✓	✓	Ready for flight	In service
N1979L	Gulfstream G-IVSP	✓	✓	Ready for flight	In service
N789TN	Gulfstream G-IVSP	✓	✓	Ready for flight	In service
N636SY	Gulfstream G200	✓	✓	Ready for flight	In service
N977AF	Cessna Citation X	✓	✓	Ready for flight	In service
N818EZ	Beechcraft Hawker 900XP	✓	✓	Ready for flight	In service
N726EE	Embraer Lineage 1000E	✓	✓	Ready for flight	In service
N320GX	Bombardier Global Express	✓	✓	Ready for flight	In service
N526EM	Gulfstream G550	✓	✓	Ready for flight	In service
N624PD	Gulfstream G-IVSP	✓	✓	Ready for flight	In service
N121AP	Gulfstream G-IVSP	✓	✓	Ready for flight	In service

3. After selecting your aircraft, you will be brought to the “Status & discrepancies” page where you will be able to see open, deferred, or cleared mechanical irregularities.

Select the “add new discrepancy” button in the top right to open the discrepancy page:



The screenshot shows a mobile browser interface for the portal.jetinsight.com website. At the top, it displays the time (3:50 PM), date (Thu Nov 18), battery level (70%), and signal strength. The URL is portal.jetinsight.com. Below the header, the page title is "Compliance / Aircraft / Status & discrepancies / N631VR". On the right side of the title, there is a button labeled "+ Add new discrepancy" which is highlighted with a black rectangular box. The main content area shows a table titled "N631VR Discrepancies" with four columns: ID, Date, Discrepancy, and Status. There is one entry: "N631VR-DIS-0001" with a date of "07/01/2019 04:41 Z", a discrepancy of "E-Inverter Failed", and a status of "Cleared". Below the table, it says "Showing 1 to 1 of 1". At the bottom of the page, there is a note: "* MELs may refer to MELs, CDLs, or NEFs."

ID	Date	Discrepancy	Status
N631VR-DIS-0001	07/01/2019 04:41 Z	E-Inverter Failed	Cleared

4. After selecting "Add New Discrepancy", a window will appear:

- a. Make sure the time and date are accurate;
- b. Choose your name from the drop-down list;
- c. Provide a general mechanical irregularity title (i.e., E-Inverter Failed);
- d. Verify your aircraft serial number;
- e. Provide further detail of the mechanical irregularity, as necessary;
- f. Select the "Create" button and you will be taken back to the "Status & discrepancies" page where you will be able to see all mechanical irregularities, as well as their status (open, deferred, or cleared).

3:50 PM Thu Nov 18

Done < > AA portal.jetinsight.com

New discrepancy for N631VR

Date: 11/18/2021 Time: 23:50 Z

Found by: Please select

Issue:

Aircraft serial number: 631

Details:

Create

10.3 Repair Of Mechanical Irregularities

A. General

The Director of Maintenance is responsible for making arrangements to have any mechanical irregularity corrected or properly deferred.

B. Maintenance Away From Base of Operations

[14 CFR 135.23(h)]

When maintenance is to be performed while away from the aircraft home base of operation, the Director of Maintenance will coordinate with the PIC and inform him that maintenance will be performed on the aircraft.

All such maintenance will be performed in accordance with the Sun Air Jets General Maintenance Manual Chapter 4.

Before the Director of Maintenance schedules maintenance on aircraft away from home base, they will contact Flight Control and inform them that the aircraft has been placed 'Out of Service.'

When a Sun Air Jets approved maintenance technician is aboard the aircraft, they will be permitted to accomplish maintenance related items away from home base provided he has been approved by the Director of Maintenance.

When maintenance is complete, the Director of Maintenance will make arrangements to have all completed forms and documents sent to him including any 8130 tags for replaced parts. The Director of Maintenance will review the paperwork for correct and complete entries and verify that all procedures have been completed in accordance with this manual and the General Maintenance Manual.

The Director of Maintenance will authorize the technician or repair facility to issue and sign an approval for return to service statement in accordance with the procedures found in section 4.5.0 of the Sun Air Jets General Maintenance Manual.

Once this is complete, the Director of Maintenance or his designee will follow the return to service procedure, and contact Flight Control to inform them that the aircraft has been placed back in service.

C. Return To Service

[14 CFR 135.23(e,g), 135.65(b, d)]

The Director of Maintenance or his designee will ensure that the aircraft maintenance status is updated in JetInsight (JIS). If there are any deferrals or limitations, he will notify Flight Control via email.

If maintenance has been performed on the aircraft, a new "Airworthiness Release" must be issued and a hard copy placed aboard the aircraft.

As part of a re-release procedure, Flight Control will determine the airworthiness of an aircraft checking the "Release" tab in JIS for flags on the following:

1. Aircraft

- a. Aircraft Validity;
- b. Aircraft Availability;
- c. Aircraft Position.

The PIC will also review the aircraft status in JetInsight at "Compliance / Aircraft / Status & Discrepancies" to ensure it shows a green "In Service." This shows that all maintenance has been signed off and the aircraft has been released by Maintenance as airworthy.

All deferred mechanical irregularities must be reviewed for flight limitations or restrictions.

If for any reason the PIC is not satisfied that the aircraft is airworthy, they will contact the Director of Maintenance at 805-389-9310 for further instructions.

D. Extension of Due Dates for Deferred Items

If a deferred item is unable to be repaired by the due date, the Director of Maintenance may issue a maintenance deferral extension in accordance with the procedures in the SAJ General Maintenance Manual Section 4.3.3.

10.4 Deferring A Repair

A. General

IF THE MECHANICAL IRREGULARITY CANNOT BE DEFERRED, THE ITEM MUST BE CORRECTED PRIOR TO FLIGHT.

Refer to the aircraft Minimum Equipment List (MEL), the Non-Essential Equipment and Furnishings List (NEF), or the Configuration Deviation List (CDL) for the specific aircraft to determine if repair of the mechanical irregularity can be deferred. With the guidance of maintenance personnel, locate the affected system and specific item in the appropriate document (MEL, CDL, NEF) then determine if the mechanical irregularity can be deferred. Specific instructions for use of these documents may be found in the front matter of the specific document.

B. Procedure

Deferral of a mechanical irregularity is a maintenance procedure. However, some (O) only deferrals can be managed remotely by having the flight crew members ensure the (O) procedures are completed under the supervision of maintenance.

Where (O) procedures are listed in the MEL entry, the PIC is responsible to ensure these are completed.

10.5 Airworthiness Checks

A. Operational Check Flights

Operational Check Flights (OCFs) for maintenance test purposes shall be scheduled by the Maintenance Department and coordinated through Flight Control.

Transportation of passengers is not permitted without prior written approval of the Director of Operation, Chief Pilot or designated representative.

An OCF may continue to destination following successful completion of the OCF. Prior to departure the crew should consult with Maintenance for plans should the OCF not be successful. These plans may call for returning to the departure airport or proceeding to another maintenance facility within a reasonable distance.

This information will be listed on the OCF Procedure Sheet issued by Maintenance and provided to the flight crew by the Maintenance Facility.

OCFs involving engine or flight control repairs are authorized for day, VMC conditions (ceiling of 2500 feet and 5 statute miles visibility) only. All other OCFs require that the current and forecast weather indicate that the flight will be able to return to the departure airport or other agreed upon takeoff alternate.

B. VOR Checks

[14 CFR 91.171]

A VOR Check will be accomplished within 30 days prior to any flight using VOR navigation. If a VOR Check is due, the PIC will complete the VOR Check portion of the Pre-flight on the JetInsight app. Their signature will be applied to the flight log at the end of the day and the Next Due times will automatically update on the Aircraft Status Sheet in JetInsight.

C. Aircraft Inspections

[14 CFR 91.409, 135.411]

All Sun Air Jets aircraft will be inspected in accordance with 14 CFR 91.409 and 135.411, as applicable.

All aircraft with 9 or less passenger seats will be maintained and inspected using the aircraft manufacturer's 14 CFR 91.409(f)3 program unless otherwise noted.

All aircraft with 10 or more passenger seats will be maintained in accordance with Sun Air Jets 14 CFR 135.411(a)2 inspection program as described in the Sun Air Jets General Maintenance Manual (GMM).

Compliance with Airworthiness Directives will be recorded in the AD record and the Aircraft / Engine Log Book. Each applicable AD will be identified by number, date, aircraft/engine total time, description of the compliance method and the signature and certificate number of the maintenance technician responsible for its completion.