

CHAPTER-15

DUTIES OF AIRCREW

RESPONSIBILITIES OF AIRCRAFT CAPTAIN: L 410 UVP-E20 AIRCRAFT

1. The captain of an aircraft is the head of the team of operating aircrew for the duration of the flight. He is responsible for the overall safe conduct of the flight. All aircrew and passenger will be under his disposal for that period. In L 410 UVP-E20 aircraft the captain is to occupy the left seat except acting as instructor. His duties and responsibilities are:

- a. Piloting the airplane, monitoring the airplane flight conditions and attitude.
- b. Management and supervision of crew member's actions.
- c. Establishing and maintaining communications with other aircraft or ground radio stations.
- d. Checking that the flight is properly authorized; briefing all his crew about the mission; and signing all relevant documents after checking for accuracy.
- e. Ensuring welfare and discipline of all crew members regardless of seniority at all time after first reporting for the duty for the task until the task is completed.
- f. Looking after the welfare of the passengers, on board and at non BAF airfields, commensurate with normal service practice, local conditions and the passenger's rank.
- g. Ensuring the safety, security and serviceability of his aircraft at non BAF airfield where there is no BAF servicing organization.
- h. Ensuring adherence to proper safety regulations during loading and unloading of cargos.
- j. When engaged on transport support operations or exercises:
 - (1) Ensuring that his crews are briefed on the nature of the mission, the operational conditions under which the mission is to be flown and the latest known battle situations.
 - (2) Consulting with the troop commander, area commander, dispatch team leader, as appropriate, on the plane of the flight and procedures to be followed.
 - (3) Making himself conversant with the general nature of the operation or exercise, assessing the likelihood of changes in plan or hostile actions which might require other actions on his part or from his crew and briefing his crew accordingly.
 - (4) Ascertaining that all items of equipment and stores required for the mission are on ground.

- (5) Briefing his crew on the actions they are to take in the event of operational emergencies or crew casualties.

DUTIES OF CO-PILOTS : L 410 UVP-E20 AIRCRAFT

2. To action as co-pilot he has to complete a conversion course. He is to be currently categorized on type and hold an instructor rating on type. Co-pilot is the second in command among the crew irrespective of his seniority. His duties are:

- a. to assist the first pilot in all checks and cockpit drills. Read the check list as applicable.
- b. Ascertain V1 and T/Off power required before T/off.
- c. Arrange for the mission briefing covering Met ATC and NAVIGATOR information's and other details of the mission to be undertaken
- d. He is to supervise loading, unloading and ensure accuracy of trim sheet prepared by the LOAD MASTER; also to check the associated documents and counter sign it.
- e. To ensure that the authorization book and F-781 is properly filled and sign by the Captain of the aircraft before the commencement of each flight.
- f. To briefing and attain the passengers as ordered by the Captain.
- g. To assist the first pilot by operating the controls in accordance with SOP or as ordered by the Captain.
- h. To action as relief pilot when required to do so by the first pilot.
- j. To operate the communication equipments in accordance with current communication procedure and regulations.
- k. On out stations, he is responsible for admin arrangements and in carrying out the duties of purser, including holding the flight imprest when required and paying bills.
- l. To assist the Captain in navigating the aircraft in co-operations with the navigator whenever situation warrants.
- m. To ensure all instrument flying regulations and clearances etc are strictly adhered to during instrument flight.
- n. He is to call out V1, Vr and V2 and app speed during T/O and landing in addition to following the captain on controls. He is to operate landing gears, flaps and engine controls as desired by the captain.
- p. He is to monitor closely all alt setting procedures and strict compliance with ATC instructions regarding heights and flight level during the entire flights.
- q. During app and landing the co-pilot is to:

RESTRICTED

- (1) Ensure that in IMC the correct instrument approach procedures are followed and the minima are never violated.
- (2) Call out the air speed and height should it deviate below the acceptable limit.
- (3) Carry out cockpit drill ordered by the 1st pilot, checking that the under carriage is down and locked and that the systems pressures are satisfactory, and operating any other aircraft systems as ordered.
- (4) He is to the 1st pilot attention to any abnormal tendencies of air speed and rate of descent.

DUTIES OF LOAD MASTER : L 410 UVP-E20 AIRCRAFT

3. A qualified loadmaster should have completed a conversion course on type and be currently categorized. The loadmaster's duties are:

- a. The loadmaster's duties are loading, unloading and lashing of cargoes within the allowed C of G limits of the aircraft.
- b. Preparing the trim sheet and inform the captain about the C of G and AUW.
- c. Checking the passengers and cargo manifest and accordingly plan for the loading of the aircraft.
- d. Once loaded he is to take charge of all.
- e. Carryout preflight checks in accordance with flight reference cards.
- f. Check passengers seat belts are secure prior to take-off or landing.
- g. In the absence of air Steward he is to carry out Air Stewards duties during the flight.
- h. Checks of cargo security after take-off, at intervals during the flight and prior to descent and landing.
- j. Supervision of passengers in case of emergency and supervising the use of passenger's oxygen and safety systems (In absence of the Air Steward).
- k. He is to ensure that there is no damage in the cargo-compartment either by freight or passenger's negligent handling.
- l. Para dropping and Para trooping under captain's command.
- m. Deplaning and handing over passengers to air movement's staffs.
- n. Passing load documents to the duty air movement officer and informing him of any special instructions the load including where applicable, the number of seats available on the next stage to be flown.

- p. He is to carry the following:
- (1) Blank Passenger and freight Manifests.
 - (2) Spare paper and pencil.
 - (3) Clip Board.

DUTIES OF AIR STEWARD: L 410 UVP-E20 AIRCRAFT

4. A qualified air steward is a person trained to operate galley equipments and provide in-flight refreshments/ meals. He is also trained for passenger handling during normal and emergency situation. His duties are:

- a. Checking the aircraft cabin, toilets and galley for cleanliness and serviceability.
- b. Checking the provision and / or checking of catering supplies.
- c. Reception and briefing of passengers.
- d. Submission of catering requirements.
- e. Assisting passengers in emplaning.
- f. Removing pins and stowing thing before start up.
- g. Preparation of meals and refreshments for passengers and crew.
- h. Waiter service of meals and refreshments.
- j. Helping passengers in distress.
- k. Operating of emergency life support equipments, if required.
- l. Other such emergency duties as are given by the captain or loadmaster.
- m. After switch off assistance to the passengers in deplaning.

DUTIES OF SQUADRON OPERATIONS OFFICERS: L 410 UVP-E20 AIRCRAFT

5. The Squadron operations officer is to co-ordinate the operations of the Squadron. His duties are:

- a. To liaise with Flight Commander (Operations) and take out the daily flying program.
- b. In case of any change in the flying program to inform relevant agencies.
- c. To detail crew, arrange transport and inform, all agencies concerned if any commitment is given after working hours/holidays.

RESTRICTED

- d. To ensure that all laid down Sops are followed.
- e. To ensure the proper use of Flight Authorization Book and Flying Order Book.
- f. To arrange all flying briefings, transportations and other admin facilities for the crew.

DUTIES OF DROP ZONE CONTROLLER

6. The drop zone controller is to arrange and ensure the preparation of the drop zone. His duties are:

- a. Inform LSEW, ATC, L 410 UVP-E20 Flight Line and Maintenance Control about the mission detail.
- b. Arrange transport for the movement to drop zone.
- c. Ensure security coverage and medical facilities available at the drop zone.
- d. Arrange the following items:
 - (1) Wind socks with accessories - 1 each
 - (2) PA system/ Mega phone - 1 each
 - (3) Compass - 1 each
 - (4) Binocular - 1 each
 - (5) VHF set and walkie talkie - 1 each
 - (6) One Theodolite, 2 balloons along with 2 Met assistants.
 - (7) Tents - 2 each
 - (8) Orange flags (4' X 3') AND POLES (12') - 12 each
 - (9) Panel 'T' (6m X 5m) - 1 each
 - (10) Drop cancel panel (5m X 5m) - 1 each
 - (11) Smoke generating materials.
 - (12) Lascar - 8 each
- e. Activate the drop zone one hour prior to dropping and prepare the drop zone:

Standard size : (1 km X 1 km)
Min size : (600m X 600m)
- f. Established both way R/T contact with ATC and the aircraft.
- g. Inform the "T" direction to ATC and the captain of the aircraft.
- h. Assist the pilot for alignment with the 'T'.
- j. Report to the aircraft about the latest surface wind, time of passing over head, deployment of the parachute, position of dropping and time taken to fall.
- q. Ensure the safety and security of the troopers.
- r. After dropping mission is over, supervise and ensure all things are brought back to the base and deposited to the respective agencies.

- s. Debrief about the mission.