STANDARD OPERATING PROCEDURES

CE-525

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Original	10-30-23
Rev 1	06-06-24

1.1.1 – Preflight

Preflight pertains to all activities that are conducted prior to closing the main cabin door prior to a flight's departure. The flight crew will arrive at the airport and "duty on" 60 minutes prior to the assigned wheels up time. Flights conducted for Sentient require the flight crew to arrive and "duty on" 90 minutes prior to the assigned wheels up time. The commencement of preflight duties will begin with the crew's "duty on" time.

Preflight activities shall be divided between the flight crew members as defined by the table below. If the situation dictates, the assignment of pre-flight duties may be modified at the discretion of the Pilot-in-Command. The duty activities defined in this section may be amended as appropriate to meet the needs of the assignment.

AIRCRAFT PREFLIGHT DIVISION OF CREW DUTIES		
TASK	**PIC**	**SIC**
Trip Paperwork	Review	Review
Aircraft Airworthiness Check (paperwork)	Perform	----
Flight Plan	Generate	Review
Weather and NOTAMs	Review	Review
Weight and Balance	Generate	Review
Aircraft Performance Calculations & Runway Analysis	Perform	Review
Operational Risk Management Form (FRAT)	Generate	Review
Aircraft Pre-flight Inspection	----	Perform
Aircraft Documents	----	Check
Electronic Flight Bag (EFB) Charged/Current Data	Check	Check
Aircraft Fuel	Order	Monitor
FMS/LRN Programming	Validate	Perform
Catering & Baggage Loading	----	Perform
ATC Clearance	Review	Obtain
Mission Briefing	Conduct	Attend

1.1.2 – Trip Paperwork

Trip paperwork shall be available (in digital format) to all assigned crewmembers a minimum of 60 minutes prior to the departure time of the first leg of the trip. The paperwork will contain a minimum of the following documents generated from within the Jet Insight Platform:

1. Trip Itinerary
2. Passenger Manifest
3. Aircraft Maintenance Status Sheet
4. EAPIS confirmation (International flights only)

Trip information may include special instructions or information pertaining to the flight. Additional information may be transmitted on a separate document if required.

1.1.3 – Mission Briefing

The mission briefing shall be conducted by the PIC and attended by all flight crew members. The mission briefing is a general overview of all assigned flight legs, weather considerations, NOTAMs, and other factors pertinent to the mission. The briefing shall be conducted prior to boarding the aircraft for departure.

The mission briefing may include other items, but as necessitated by the nature of the mission should include at least the following items:

1. Aircraft (by registration number) and the status of that aircraft, making note of deferred items.
2. Flight legs include departure airport, destination airport, alternate airport (if required), departure times, estimated arrival, and flight times.
3. Planned mission timeline, including any duty time considerations.
4. Departure and arrival airport weather information as it pertains to ground operations and passenger loading and unloading.
5. Any pertinent passenger information, including special considerations or requests.
6. On international flights that include a crew layover, accommodations including hotel, transportation, surrounding area to the hotel, security concerns, personal documents (passports) and other information pertinent to the layover period.

All crew members should be given the opportunity to participate in the information distributed during the briefing. All crew concerns should be addressed by the PIC prior to concluding the briefing, any discrepancy or concern that cannot be addressed during the meeting should be brought to the attention of the company.

1.1.4 – Aircraft Airworthiness Check

Determination of aircraft airworthiness is the responsibility of the PIC. The PIC may delegate the aircraft airworthiness check to the SIC but will retain full responsibility. The standard airworthiness check shall consist of at least the following items:

1. An external preflight inspection of aircraft condition and servicing.

2. A review of the aircraft maintenance status sheet (in Jet Insight) to ensure that during the flight or series of flights the aircraft will:
   - Not exceed the total flight hours until the next inspection based on airframe total time is due.
   - Not exceed the total landings until the next inspection based on aircraft landings/cycles is due.
   - Not exceed the date until the next inspection based on calendar time is due.

3. A review of the Aircraft Flight Log (in both Jet Insight and the physical binder aboard the aircraft) to ensure that aircraft times and cycles were correctly forwarded from the previous flight. Also verify that the aircraft will not overfly the 30-day VOR check, complete a VOR check if necessary.

4. A review of the Deferred Maintenance Log (in Jet Insight) to ensure that no deferred item shall exceed its allowable time limit.

   - Ensure that no open maintenance items exist and make note of repeat discrepancies.

5. Inventory and check all emergency equipment required to be on the aircraft, including (but not limited to) life vests, fire extinguishers and first aid kits.

Once all these items have been completed, the PIC shall note acceptance of the aircraft within the Jet Insight platform. By completing this action, the PIC is accepting the aircraft as airworthy and the trip as legal.

1.1.5 – Weather Information and NOTAMs

It is the responsibility of the PIC to obtain all weather information, including terminal and enroute weather, as well as all NOTAMs as they apply to the flight routing and operations. Weather and NOTAMs shall be obtained through one of the approved sources defined by the General Operations Manual and must be obtained or updated within three (3) hours of scheduled departure.

The PIC shall review at least the following items:

- METAR for the airport of departure.
- TAF for the airport of departure, the destination, and any applicable alternate. In the event that the destination or alternate does not generate a TAF, the flight crew may assess applicable forecasts in order to determine weather conditions at the estimated time of arrival.
- Notices to Air Missions (NOTAMs) for the departure, destination, and any applicable alternate airports – noting any closures or outages that will affect instrument approach procedures, aircraft landing, or aircraft surface operations. It is highly recommended that any applicable NOTAMs that affect the flight should be noted or highlighted. All flight crew members shall be made aware of any NOTAMs that will affect the flight.
- Winds aloft, either graphical or text, from which the Pilot-in-Command shall determine the most favorable routing and altitudes – accounting primarily for fuel consumption.
- SIGMETs and AIRMETs shall be reviewed for significant and convective weather along the route of flight.

All weather information and NOTAMs shall be downloaded or printed and retained for the duration of the flight or series of flights, replaced as needed when new reports are issued. The weather information and NOTAMs will be kept on the clipboard with the flight plan and accessible to both flight crewmembers during flight.

1.1.6 – Flight Planning

Flight planning is the responsibility of the PIC. All flight planning shall be completed or reviewed within three (3) hours of scheduled departure in order to obtain the most current information pertinent for the planning of fuel uplift and consumption. The PIC shall review Flight Plan with the SIC, address any comments or concerns and ensure the flight crew is fully prepared for the proposed operation.

Aircraft Performance and Runway Analysis shall be computed for each planned flight leg utilizing approved ForeFlight Performance data. The calculations may be performed via the ForeFlight application or the ForeFlight website: plan.foreflight.com.

The route of flight shall be planned based on the following considerations:

- En route winds at the proposed cruise altitude. The PIC shall plan the route of flight in such a manner as minimize the aircraft's flight time. This may not necessarily predicate direct routing, and at times a shorter ETE can be accomplished through indirect routing around or into the Jetstream.

- Temperatures aloft. In determining both flight routing and planned cruise altitudes, the flight crew shall assess temperatures aloft and compare these against aircraft performance information for the weight of the aircraft. Avoiding areas of higher temperatures may permit an aircraft to climb more efficiently and reduce fuel consumption significantly.
- High altitude turbulence. Areas of severe and extreme turbulence shall be avoided when planning flight routing. Moderate and light turbulence may be avoided for the sake of passenger comfort when doing so does not compromise the ability of the aircraft to complete its assigned segment length without an additional stop.
- En route weather. Areas of severe weather shall be avoided and significant frontal movement that may produce a squall line or other weather conditions detrimental to the safety of flight will be considered when planning the route of flight. It is important for the upper limit of significant weather to be referenced and a reasonable attempt be made to climb above that weather such that the flight can avoid the weather by no less than 3000 feet vertically. When planning the route of flight around significant weather, if it is the opinion of the PIC that “gaps” in the weather will permit an aircraft to maneuver safely around storms while maintaining the minimum thunderstorm clearances defined by the General Operations Manual then avoidance of an area of convective activity is not required.
- Ground-based navigation aids. All flight planning shall ensure that the aircraft is operated in compliance with Operations Specifications B034 and B035.
- Anticipated routing. Planning the route of flight shall be in such a manner so that common routing, including charted arrivals and departures to a terminal area, are planned. Attempting abnormal routing is counter-intuitive to the planning process and filing an arrival or departure not normally seen into an airport should be avoided.
- Authorized route structures. The route of flight shall not be planned through prohibited areas of operation. Routing through areas of operation not permitted by Operations Specifications B050 is strictly prohibited.

Alternate airports shall be filed in accordance with the requirements of 14 CFR §135.223. If an alternate airport is required, it will meet the requirements of Operations Specifications C055. If a takeoff alternate is required in accordance with 14 CFR §135.217, then this alternate shall be listed in the remarks section of a flight plan.

The flight plan shall be downloaded to flight crew members electronic flight bags or printed and be accessible on the flight deck during all surface and flight operations.

When planning fuel, the minimum fuel defined in Table 1-1 below shall be planned for arrival at the destination airport or, when an alternate airport is filed, the alternate airport.

TABLE 1-1: PLANNED LANDING FUEL	
CE-525	800 pounds
CE-525B	1000 pounds
CE-525C	1200 pounds

Tankering of fuel shall be considered anytime it is possible to save twenty-five cents a gallon or more relative to the next fuel stop. When determining whether to tanker fuel, the PIC must also consider ramp fees and if waiving ramp fees with a fuel purchase makes financial sense. If in doubt, call the Flight Operations Manager on duty.

The PIC may determine that additional fuel is necessary due to anticipated ATC delays or adverse enroute weather conditions.

1.1.7 – Aircraft Preflight Inspection

Upon arrival at the aircraft and reporting for duty (usually sixty minutes before scheduled departure), the SIC shall complete the exterior aircraft inspection as early as practical. The aircraft exterior inspection shall be completed in accordance with manufacturer procedures defined by the Aircraft Flight Manual. An inspection of all required fluids and gases will be made and any servicing will be ordered as soon as possible to allow time for servicing before the scheduled time of departure. All documents required for flight shall be verified to be on board and current.

If a Ground Power Unit (GPU) will be utilized during aircraft preparation, it should be connected and energized during or immediately after the aircraft exterior inspection. At this time, the SIC shall “power up” the aircraft and verify that GPU output is sufficient to provide adequate DC electrical power to the aircraft.

The SIC will then complete the Before Starting Engines Checklist as a Read/Do List. All checks associated with items listed on the Before Starting Engines Checklist will be completed in accordance with the AFM. The SIC will hold the checklist at the Beacon line item until both pilots are secured on the flight deck and ready for engine start. Items of the Before Start Checklist shall be completed as written, in the order in which it is written.

The entirety of the exterior inspection and Before Starting Engines Checklist should be completed no later than 30 minutes before scheduled departure time. Upon completion of all aircraft preflight checks and inspections, the SIC shall report any discrepancies to the PIC. If no discrepancies exist, the SIC shall report as follows:

“Exterior inspection and Before Starting Engines Checklist complete, no discrepancies noted.”

After fuel uplift is complete, the PIC shall perform a cursory exterior inspection to validate the SIC.

1.1.8 – Aircraft Preparation

After completing the flight planning the PIC shall order fuel and any cabin amenities required from line service personnel (such as coffee, ice, or newspapers). The SIC shall report to the PIC after completion of all items defined by Section 1.1.7 of this document, at which time the PIC shall give him the reports required by Section 1.1.5 of this document and the flight plan.

PIC Preparation Duties:

- Weight and balance will be completed using approved methods defined by General Operations Manual. The aircraft takeoff weight and center-of-gravity is to be used for aircraft performance calculations.
- The PIC shall complete the aircraft airworthiness check by validating the items defined in Section 1.1.7 of this document.
- Electronic Flight Bag equipment shall be synced so that both pilot's devices contain identical flight data for redundancy. Devices will be stored in an appropriate location on the aircraft.
- An inspection of general aircraft cleanliness shall be conducted, and any noticeable discrepancy shall be addressed appropriately.
- After the SIC has completed all flight deck duties defined below, the PIC will complete the following:
    - Validate the clearance.
    - Ensure all Long-Range Navigation Systems are properly programmed.
    - Validate the items completed on the Before Starting Engines Checklist.
    - Check to ensure that adequate fuel load has been uplifted onto the aircraft.
    - Review aircraft performance information.
    - Verify that all EFB equipment has proper charge, current chart data, and software versions.
- Upon completion of fuel uplift, the PIC will inspect the fuel caps and all exterior service doors to ensure that they are closed and secured.

SIC Preparation Duties:

- The SIC will proceed to obtain a clearance from ATC before scheduled departure and program the Long-Range Navigation Systems. Clearance will be recorded, in a legible manner and sequenced in such a way that any individual referencing the recorded clearance can understand and execute the clearance without confusion.
- The current weather report for the departure airport shall be obtained and recorded.
- All aircraft runway, climb performance, power settings, and V-speeds will be obtained only using approved manufacturer or ForeFlight Performance data. Use of non-approved data for aircraft performance is prohibited. All applicable performance numbers shall be input into the FMS.
- Verify that all EFB equipment has proper charge (minimum 80%), current chart data, and software versions.

- At a time that does not interfere with flight operations duties, after line service brings cabin amenity items, the SIC shall prepare the cabin for departure.
    - The galley/cooler will be filled with ice and any items that need to be kept cool will be placed in the appropriate container.
    - Cabin lighting should be appropriately set.
    - Loose items such as soda cans, water, newspapers, and snacks must all be stowed and secured in such a manner as not to cause harm in the event of sudden aircraft movement.

As part of the aircraft preparation, all flight crew baggage and personal items shall be appropriately stowed and secured.

Aircraft preparation shall be completed no later than twenty (20) minutes before scheduled departure time.

Coordination between the PIC and SIC during aircraft preparation is critical. Both flight crew members should work in such proximity as to be able to easily and clearly communicate. It is expected that during this process, several questions and clarifications will be exchanged between flight crew members.

When aircraft preparation is complete the flight crew may wait at the aircraft, in the executive terminal or FBO, or split their efforts between the two. If the aircraft is powered and a GPU is connected, one crew member shall remain with the aircraft at all times and verify proper GPU output. If GPU output is inadequate, the crewmember shall power off the aircraft.

1.1.9 – Passenger Arrival

When the passengers arrive, they should be greeted by a flight crew member. If the ramp area is busy or noisy, the passengers should be guided to an appropriately comfortable area, free of aircraft movement or ground support equipment. The safety of all passengers during ramp operations is the responsibility of the PIC. If any delay is expected, it is recommended that passengers be asked to wait in the FBO or executive terminal until such time as all pre-flight preparations are complete.

Once baggage loading is completed in accordance with Section 1.1.11 of this manual, all passengers will be escorted to the aircraft and boarded. The PIC or SIC shall perform the safety briefing after securing the main cabin door. Only after all passengers are seated and the main cabin door is closed may engine start commence.

1.1.10 – Baggage and Cargo Loading

Prior to passenger arrival, crew baggage shall be loaded in either the forward or aft baggage compartments. Crewmembers may keep a small backpack or personal item in the main cabin if it can be secured in a location that will have no impact on passengers. (Example: secured in a rear seat if # of pax onboard allows and not blocking the emergency exit)

All passenger baggage that will be stowed in the aft baggage compartment shall be loaded appropriately and in accordance with aircraft limitations.

Any cargo or baggage stowed in the cabin must be properly secured using a seat belt or other approved restraint device.

Once all baggage has been properly stowed, the cabin is prepared for passenger loading. The flight crew will work together to expedite the loading process.

1.1.11 – Flight Deck Indicator Setup

Uniform utilization of all flight deck indicators and reminders is critical to proper standardization of flight crew members. This section defines how each aid and reminder shall be set for normal operations. At the PIC's discretion these settings may be changed, however any deviation from this section must be briefed.

ITEM	Setup
Airspeed Bugs	Airspeeds computed in FMS and data posted to both Primary Flight Displays.
Heading Bug	Set to initial departure heading.
Altitude Alert	Set to initial level off altitude assigned.
Navigation	Set to first navigation fix or radial to be used on the departure.
Communication radios	Comm 1 – Active: set to Ground Control or CTAF as appropriate. Standby: set to ATIS/ASOS/AWOS Comm 2 – Active: Set to Control Tower or CTAF as appropriate. Standby: Set to ATC Departure Control facility expected.

1.1.12 – Passenger Briefing

The passenger briefing shall address all items required by 14 CFR §135.127, in accordance with the General Operations Manual, and be delivered in standard company format. The Pilot-in-Command shall ensure that the briefing is conducted prior to aircraft movement. An example briefing is as follows:

"Welcome aboard our Citation CJ3/CJ4. We ask that your seatbelts remain fastened, and your seats are in the upright and outboard position for taxi, takeoff and landing – or any time the fasten seatbelt sign is illuminated. To fasten your seatbelt, snap the end into the buckle and to release lift the metal buckle.

Exits for this aircraft are located at the forward cabin left side and the aft cabin right side. Please refer to the safety briefing card near your seat for the use and operation of these

exits. Please only open an exit when told to do so by a crewmember.

This aircraft will be pressurized. If we lose pressurization, masks will drop from ceiling compartments. Please secure the mask around your nose and mouth and tighten with the elastic bands. Place your mask on before assisting any other passengers. You will be notified by the crew when it is acceptable to stop using oxygen.

Fire extinguishers are located in the flight deck and mid cabin area behind the last row of seats. Life vests are located in compartments at the base of your seat. In the event of water landing you will be told when to don your life vest, do not inflate the vest inside the aircraft. If you have any further questions, please let a crewmember know or refer to the safety briefing card in each seatback pocket."

Smoking is never permitted aboard the aircraft and it is illegal to tamper with an aircraft smoke detector.

Thank you for your attention, please enjoy your flight.

1.1.13 – Flight Director (FD) and Radio Setup

As part of his or her preflight duties, the SIC shall set up the FD and all radios for departure in accordance with this section. Unless a change occurs during taxi or prior to takeoff, the flight crew should perform the task of setting up the navigation and communication radios as well as the FD before starting engines.

The FD shall be set for departure to utilize either the VHF Radio Navigation (Green Needles) or the FMS/GPS (Magenta Needles), as requested by the Pilot Flying (PF). When utilizing the FD in Green Needles, the CDI on the PF's PFD shall be set to the first radial for intercept. The Pilot Monitoring (PM) shall set the CDI on their PFD to the first advisor or crossing radial. When utilizing the FD in Magenta Needles, the PF shall verify their CDI is set to the first course which is defined by the FMS/GPS.

When the crew is assigned or otherwise expects an RNAV departure, the FD shall be set to HEADING mode and utilize an armed LNAV mode. The heading bug shall be set to the first heading to be flown after departure.

Communications radios shall be set up so that the primary radio in use on the ground is Comm #1 while Comm #2 remains available for secondary radio traffic. Comm #2 shall be utilized as the primary radio when in flight. The communications radios should be tuned in accordance with section 1.1.11 of this manual.

1.1.14 – Expected Timeline of Preflight Activities

TIME FROM SCHEDULED ETD	PIC	SIC
Upon trip notification	Receive trip release and information from the company. Conduct preliminary check of weather and NOTAMs at all departure, destination, and alternate airports.	
60 Minutes	Arrive at aircraft. The first crewmember to arrive shall open the aircraft. Retrieve aircraft documents from aircraft.	Arrive at aircraft. The first crewmember to arrive shall open the aircraft. Stow crew baggage in the forward or aft baggage compartment. Order ice, coffee, and papers (if applicable) from line service.
45 Minutes	Check departure, en route, and arrival weather conditions and NOTAMs as defined by Section 1.1.5. Download or print all relevant data. Ensure aircraft airworthiness in accordance with the General Operations Manual.	Power the aircraft and control cabin climate as appropriate for weather and GPU availability. Begin aircraft exterior preflight inspection.
30 Minutes	File flight plan and download or print all relevant documents. Complete aircraft Weight & Balance in accordance with the General Operations Manual. Complete flight risk assessment form (FRAT). Order fuel.	Begin the Before Starting Engines Checklist. Perform EFB Preflight Checks. Monitor aircraft fueling. Validate aircraft Weight & Balance information. Validate flight risk assessment form (FRAT).
20 Minutes	Pay all fees and obtain service and fuel receipts.	Obtain clearance and program LRN system(s). Complete aircraft performance data and post airspeed data to flight displays.
10 Minutes	Validate flight clearance, performance data, and LRN information. Inspect cabin condition.	Prepare cabin for passenger arrival, in accordance with Section 1.1.8 of this manual.
<10 Minutes	Wait at FBO or aircraft and remain vigilant for passenger arrival.*	Wait at FBO or aircraft and remain vigilant for passenger arrival.*
Pax Arrival	Greet passengers. Perform final exterior check: • Fuel caps secured • Chocks removed Proceed to duty position for flight	Greet passengers. Assist with loading passenger baggage in the aft baggage compartment. Proceed to duty position for flight, obtain new ATIS as necessary and obtain any applicable flow times.

*If it is unknown if the passengers will arrive planeside or at the FBO one crew member should wait in each location.

1.1.15 – Starting Engines

Engine start may be accomplished, at the discretion of the Pilot-in-Command, when one crewmember is briefing the passengers.

Checklists associated with engine start may be accomplished as a read/do or by Challenge and Response.

EVENT	PIC	SIC
Passengers boarded and seated.	Enter cockpit and take seat.	Verify main cabin door closed and locked.
Both crewmembers seated in cockpit.		"Door closed, lights out".
	Verify cabin door annunciator has extinguished. "Door closed, lights out".	
	"Before start checklist".	
	Run Before Start Checklist as a challenge and response checklist. Before starting first engine, the flight crew will verify the area around the engine inlet and exhaust are clear. "Clear (left or right), starting # (1 or 2)". Both crewmembers monitor engine start, checking positive oil pressure, fuel flow, engine light-off, N1 and N2 rotation, and after-start engine stabilization. Any divergence from expected parameters requires immediate verbal notification to the other crewmember.	
First engine started.	Check to ensure that engine parameters are normal. If using battery start ensure that operating engine's generator output is within limitations before starting second engine. "Normal start, <XXX>* amps, starting second engine". At PIC's discretion: Signal ground service personnel to disconnect the GPU, if applicable. (Recommended for CJ4)	
First engine start complete.	"Clear to start (left or right)." Verifies left side is clear	"Clear to start (left or right)." Verifies right side is clear.
	"Starting # (1 or 2)."	

*Note the amperage associated with the engine after start has stabilized.

1.1.16 – Starting Engines (Continued)

EVENT	PIC	SIC
Second engine start complete.	"Normal start, <XXX>* amps". Signal ground service personnel to disconnect the GPU, if applicable.	
Upon completing "Before start checklist."		""Before start checklist complete, Before Taxi Checklist next."

*Note the amperage associated with the engine after start has stabilized.

1.1.17 – Before Taxi

Prior to brake release the flight crew will brief the assigned taxi route.
If any uncertainty exists regarding the assigned taxi clearance the flight crew will query ATC for clarification.

EVENT	PF	PM
Both engines started and "Before start checklist" is complete.	"Before Taxi Checklist".	
	Run Before Taxi Checklist as a challenge and response checklist, read by the PM and acknowledged by the PF.	
		"Before Taxi Checklist complete, Taxi Checklist next".
Line service personnel is present and visible to the flight crew.	When ready for taxi, signals line service personnel with a hand signal indicating readiness to begin taxi. At night a single taxi light may be illuminated and extinguished to signal line service personnel.	

1.1.17 – Before Taxi – Continued

EVENT	PF	PM
Line service personnel begins marshalling the aircraft from the ramp.	Checks that the wing is clear of all obstacles and that the left side of the aircraft's taxi path is clear of obstacles or hazards. (PIC will verify clearance for the left wing SIC will verify the right wing). "Clear left/right".	Checks that the wing is clear of all obstacles and that the right side of the aircraft's taxi path is clear of obstacles or hazards. (PIC will verify clearance for the left wing SIC will verify the right wing). "Clear left/right".
	Applies power gradually until such time as the aircraft begins its movement at a speed not to exceed a slow walk. High power settings on the ramp or drastic movement of the power levers is strictly prohibited.	Notes the time from the aircraft clock or FMS and records it as the "Block Out" time.
Line service personnel waves the aircraft from the ramp area.	Checks the brakes prior to clearing the ramp area. "Brakes check left/right".	
		Checks the brakes prior to clearing the ramp area. "Brakes check left/right".

2.1.1 – Aircraft Surface Operations

During aircraft surface operations, both flight crew members shall remain vigilant and aware of the movement of the aircraft in their vicinity. At all times during aircraft surface movement, at least one flight crew member will have the Airport Diagram chart in plain view and all taxi movement of the aircraft shall be in reference to that Airport Diagram chart.

All checklists conducted during aircraft surface movement shall be completed as a Challenge and Response in accordance with the General Operations Manual. In the event that a control, switch, or indicator cannot be accessed by the Second-in-Command, the Pilot-in-Command may access that item as appropriate for the checklist. All flight control movement (such as flaps, trim, or spoilers) must be verified by both flight crewmembers.

EVENT	PF	PM
Aircraft has departed the ramp area and the brake check has been completed by both the PIC and the SIC.	Check the left/right side of the aircraft as it enters the active taxiway, ensuring no vehicles or aircraft are in a position as to pose a hazard to the flight. “Clear left/right”.	Check the left/right side of the aircraft as it enters the active taxiway, ensuring no vehicles or aircraft are in a position as to pose a hazard to the flight. “Clear left/right”.
	“Taxi Checklist”.	Select the taxi lights to the ON position, unless otherwise instructed by the PF.
	Taxi the aircraft, maintaining awareness of its position on the airport surface, surrounding traffic, and the planned or cleared taxi route. Taxi speed should not exceed that of a brisk walk.	Run Taxi Checklist as a challenge and response. If some items require the PF to reach, the PF will complete those items. “Taxi Checklist complete, Before Takeoff Checklist next”.
Aircraft is approaching a taxiway intersection.	Check the left/right side of the aircraft as it crosses a taxiway, ensuring no vehicles or aircraft are in a position as to pose a hazard to the flight. “Clear left/right”.	Check the left/right side of the aircraft as it crosses a taxiway, ensuring no vehicles or aircraft are in a position as to pose a hazard to the flight. “Clear left/right”.

2.1.1 – Aircraft Surface Operations (Continued)

EVENT	PF	PM
Aircraft crosses an active runway at a controlled airport, or any runway at an uncontrolled airport.	Check the left/right side of the aircraft to ensure no aircraft are on the runway or a short final approach. "Runway and final clear left/right". Checklists will be held until the aircraft is clear of the runway.	Check the left/right side of the aircraft to ensure no aircraft are on the runway or a short final approach. "Runway and final clear left/right". Checklists will be held until the aircraft is clear of the runway.
		Select strobe and landing lights to the ON position. "Lights on". Upon clearing the runway, select strobe lights to the OFF position and landing lights to Taxi. "Lights off".

2.1.2 – Before Takeoff

The aircraft is considered to be in the "Before Takeoff" phase when it is cleared to take the active runway with the intention of flight.

EVENT	PF	PM
ATC clears the aircraft to line-up and wait	Check the left/right side of the aircraft to ensure no aircraft are on the runway or a short final approach. "Runway and final clear left/right."	Check the left/right side of the aircraft to ensure no aircraft are on the runway or a short final approach. "Runway and final clear left/right".
	Taxi aircraft onto active runway and line up for takeoff. "Before Takeoff Checklist."	Select strobe and landing lights to the ON position as the aircraft enters the active runway. Run Before Takeoff Checklist as a challenge and self-response, with each item read and acknowledged by the PF. If some items require the PF to reach, the PF will complete those items. "Before takeoff Checklist complete".

2.1.3 – Takeoff Briefing

A takeoff briefing must be conducted for every takeoff and may be completed during the Before Start, After Start, or Taxi phases of flight. Dictating “Standard Briefing” is not considered a proper briefing shall not be used.

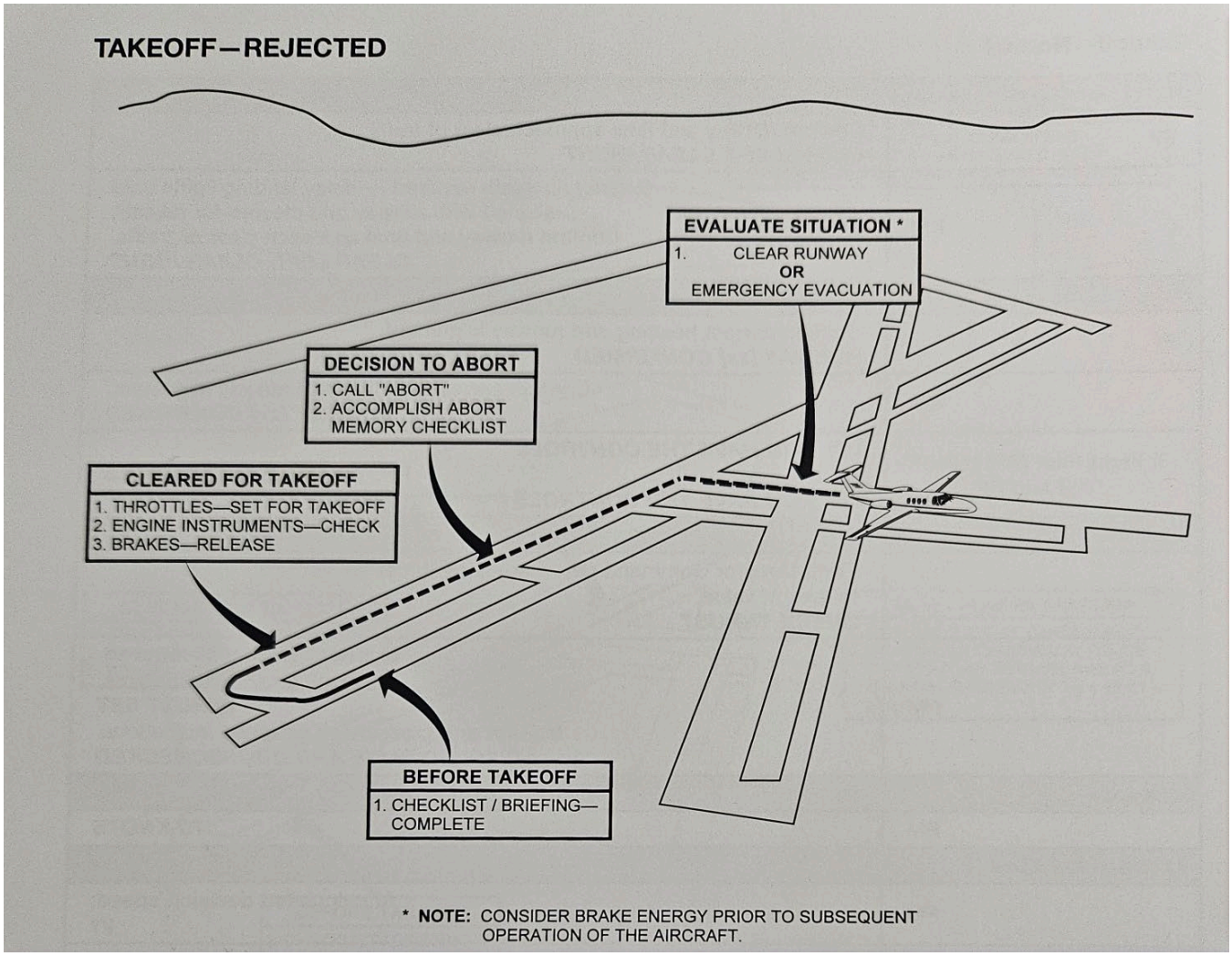
Takeoff Briefing
The following items should be addressed in a standard takeoff briefing: • Pilot Flying (left seat/right seat) • Type of takeoff (rolling or standing, flap setting). • Use of anti-ice. • Takeoff abort procedure below V1. • Takeoff abort procedure above V1. • Specify return airport and fuel considerations for return. • Clearance (DP or obstacle departure procedure assigned) • Initial heading or course. • Initial altitude. • Subsequent course or altitude assignments. • Airspeed restrictions, if applicable. • Clearance restrictions, if applicable. • Questions, comments, or input.

2.1.4 – Aborted Takeoff

Standard procedure requires that for any abnormal indication or unusual control characteristic prior to 70 KIAS, a low-speed aborted takeoff should be initiated. At this stage in the takeoff, both the PF or PM may call for an abort and the PF executes the aborted takeoff procedure by calling “Abort! Abort! Abort!”

After 70 KIAS an aborted takeoff should only be initiated for an engine fire, engine failure, or loss of aircraft directional control. There may be some instances in which an aborted takeoff at high speed would be less safe than continuing to flight, thus the PM shall indicate the reason for the potential aborted takeoff but shall not call for the execution of an aborted takeoff. Only the PIC may execute an aborted takeoff over 70 KIAS by calling “Abort! Abort! Abort!” and the PF will then execute the aborted takeoff profile. If the PIC determines it is safer to continue into flight than initiate an aborted takeoff, they will respond to the indication by saying “Continue!”

2.1.4 – Aborted Takeoff (Continued)



2.1.5 – Takeoff

The takeoff shall be executed in accordance with the standard takeoff profile. When not restricted by runway performance, the flight crew may initiate a takeoff as a rolling takeoff – increasing their required takeoff distance by 10%. Please note that while previous sections indicated position by PIC and SIC, all positions during flight shall be defined by Pilot Flying (PF) and Pilot Monitoring (PM).

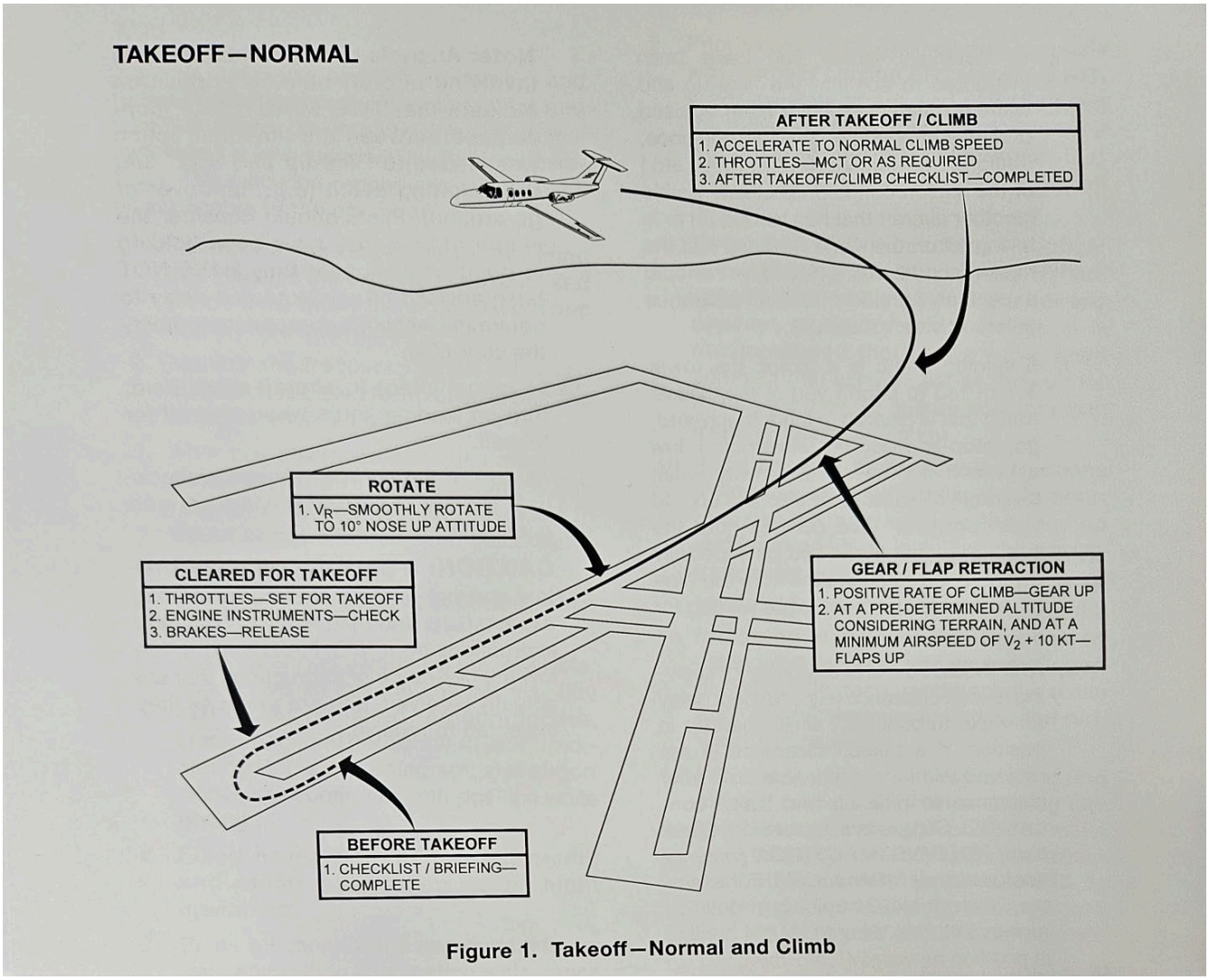


Figure 1. Takeoff—Normal and Climb

2.1.5 – Takeoff (Continued)

EVENT	PF	PM
Aircraft cleared for takeoff and Before Takeoff Checklist complete.	Advances power levers smoothly to takeoff power setting. “Power set”.	
	Notes that proper takeoff power is set and indicating. Scans all applicable engine instruments to ensure proper operation. Looks outside to maintain aircraft directional control.	Verifies proper power setting is indicating. “Power made”. Monitors engine instruments and annunciator panel during the takeoff roll.
Airspeed indicator begins to show movement on the airspeed scale.		Checks both airspeed indicators are functioning “Airspeed alive, three times”.
	Maintain directional control with the aircraft rudder.	
70 knots airspeed is indicated.		Quickly verifies all engine parameters are acceptable for takeoff and no abnormal indications exist. “70 knots, T’s & P’s in the Green”.
Five knots prior to V1 indicated.		“V1”.
	Moves hand from power levers and holds yoke with both hands. “V1”.	
Rotate speed indicated.		“Rotate”.
	“Rotate”. Gradually pitches the aircraft to 10° nose up attitude. This pitch should not exceed 2° per second.	

2.1.5 – Takeoff (Continued)

Positive rate of climb indicated by both the Vertical Speed Indicator and primary Altimeter.		"Positive rate".
	"Gear up, Yaw Damper on".	Retract landing gear, engages yaw damper. "Gear up, yaw damper on".
	Gradually increases the aircraft nose-up pitch to no greater than 15° nose up.	
Aircraft has accelerated to minimum flap retraction speed (V2+10).		"V2+10".
	"Flaps up, After-takeoff checklist".	Retract flaps and observe that flaps have moved to the up position. "Flaps up indicating".
Aircraft reaches 1500 feet AGL.	Reduces aircraft pitch to approximately 10° nose up and accelerates the aircraft to V2+10. Reduces power to Climb Power setting.	Run After Takeoff as a challenge and self-response, silent check.
Aircraft reaches 3000 feet AGL.	Transitions to en route climb.	"After Takeoff Checklist complete".

*In the event of a low level off or short climb, vertical speed mode may be selected.

3.1.1 – Aircraft Climb

The climb phase of an aircraft is considered any point after the start of the Final Climb Segment as defined by 14 CFR §25.111. Alpha Jet Charter considers the climb segment to be any climb initiated at or above an altitude of 1500 feet AGL or when clear of hazardous obstacles.

During climb, the PF shall monitor aircraft performance and the surrounding airspace, while all radio communication and interior tasks shall be accomplished by the PM.

EVENT	PF	PM
Aircraft reaches 1500 feet AGL or clear of applicable obstacles. After Takeoff Checklist is completed.	Transitions to en route climb in accordance with the climb profile defined in Section 3.1.2 of this manual.	
Aircraft reaches 10,000 feet AGL.	Sterile cockpit procedures may be suspended.	
Aircraft reaches transition altitude.	"Transition Checklist".	Completes the Transition Checklist "Transition Checklist complete, Cruise Checklist next".
Aircraft within 1000 feet of assigned/selected altitude.	"X for Y" PF will callout the altitude leaving (X) and the altitude that will be leveled at (Y). Example: "Three five zero for three six zero"	Verifies correct assigned altitude is selected. "X for Y" PM will callout the altitude leaving (X) and the altitude that will be leveled at (Y). Example: "Three five zero for three six zero"
Aircraft at assigned/selected altitude.		Altitude captured".
	Verifies that the autopilot mode has changed to ALT and that the aircraft is holding its altitude. Reduces to cruise power. "Altitude captured, cruise power set".	

4.1.1 – Cruise

Cruise is defined as the period that the aircraft reaches its first level-off altitude at which it is expected to remain for greater than ten (10) minutes. The cruise phase of flight begins when the aircraft is in level flight, the engines have been set to cruise power and the airspeed stabilizes at the expected cruise speed.

Cruise speeds are determined by the aircraft vertical profile defined in Section 4.1.5 of this manual, or as defined by the flight plan.

EVENT	PF	PM
Aircraft enters the cruise phase of flight.	"Cruise checklist".	Completes the cruise checklist as a challenge and response checklist. "Cruise checklist complete, descent checklist next".

Cruise may be conducted in one of the three following profiles:

PROFILE	CRUISE SPEED
Normal Cruise	0.71 Mach
Long Range Cruise	Mach as per AFM based on aircraft weight
NOTE: Long range cruise in the CJ4 is 190kts indicated airspeed (Mach .71) at FL450. Fuel burn will be approx. 450 – 480lbs per hour per engine.	

4.1.2 – Monitoring of Navigation Aids

During the cruise portion of a flight, the flight crew shall use GPS/FMS navigation as their principal means of en route navigation. The GPS/FMS Course Deviation Indicator (CDI) shall be displayed on the primary flight display from which the autopilot is receiving data and guidance.

The PM shall, in accordance with Operations Specifications B035, monitor ground-based navigation aids and validate the aircraft's GPS position. Any significant deviation between the GPS course and the ground-based navigation aid course should be noted.

4.1.3 – Routing

It is the responsibility of the Pilot-in-Command to select routing based on forecast or actual winds and temperatures.

The flight crew should attempt to use optimized altitudes for all flights. The option exists to change altitudes based on real time wind and temperature aloft information obtained from ATC, Flight Service, or another aircraft.

4.1.4 – Navigation Log Use

The aircraft flight log (also called the Trip Sheet) lists all planned legs for a trip. The PM shall keep complete the aircraft flight log in accordance with this section.

- **Block Out:** The PM shall record the block out time (the time the aircraft departed the ramp with intention to depart) in the appropriate section of the log.
- **Climb through 10,000 feet AGL:** After the aircraft has reached a safe altitude (above 10,000 feet AGL or if flight does not climb above 10,000 feet AGL, cruise flight), the PM shall record the aircraft takeoff time (time airborne) from the FMS or GPS unit.
- **Taxi In:** After completing the After Landing Checklist, the PM shall record the aircraft landing time from the FMS/GPS (or as noted by the aircraft clock) in the appropriate section of the log.
- **Block In:** At shutdown the PM will record the aircraft block in as well as the total fuel remaining and aircraft Hobbs time in the appropriate fields of the log.

The completed flight log must be uploaded via Jet Insight before the end of each flight day.

5.1.1 – Prior to Top of Descent (TOD)

Prior to TOD the flight crew shall make every effort to obtain the current weather report for the destination airport. The flight crew shall prepare the appropriate airport and terminal area charts and set up the secondary communication radio for receipt of the destination's weather reporting and to call in-range to the corporate terminal or FBO. A review of the assigned arrival procedure will be conducted by both the Pilot Flying and Pilot Monitoring and the Pilot Monitoring will validate that the waypoints in the FMS or GPS match the waypoints defined by the applicable navigation chart. The flight crew shall enter/verify all expected or mandatory crossing restrictions into the VNAV page as vertical waypoints.

5.1.2 – Airport Weather and Information

Airport weather and information shall be obtained as soon as practical. While at some airports it will be possible to obtain weather and airport information well before TOD, at other airports it may require that the aircraft get into range of the radio signal or out of the range of a radio signal from another airport. The Pilot Monitoring shall record the reported weather and airport information and present it verbally to the PF.

Once weather and airport information is received and the PF is briefed, the flight crew shall establish the approach they expect to use and the taxi plan from the active runway to the parking ramp. An approach briefing will be conducted in accordance with Section 5.1.6 of this manual.

5.1.3 – Aircraft Descent

If an aircraft is assigned a small descent prior to starting the final descent to the destination airport, the flight crew may elect to delay the Descent Checklist.

When a flight is cleared to descend at Pilot's Discretion (PD), the flight crew shall plan to descend to the next cleared or expected crossing restriction on the arrival. If no arrival is present, or no mandatory or expected crossing restrictions exist, then the flight crew shall descend per the vertical profile at the appropriate rate using the airport as the first VNAV point.

5.1.3 – Aircraft Descent (Continued)

EVENT	PF	PM
Aircraft is assigned to descend.		Selects the assigned altitude in the Altitude Alerter window. “XXXX* set”.
	Verifies that the proper altitude has been selected in the Altitude Alerter window. “XXXX* verified”. Reduce power as appropriate for descent and pitches the aircraft to descent profile.	
Aircraft is established in descent.	“Descent Checklist”.	Completes the Descent Checklist as a challenge and response checklist. “Descent checklist complete”.

*Altitude, in thousands of feet, as it is assigned or set in the Altitude Alerter window.

EVENT	PF	PM
Aircraft within 1000 feet of assigned/selected altitude.	"X for Y" PF will callout the altitude leaving (X) and the altitude that will be leveled at (Y). Example: "Three seven zero for three six zero"	Verifies correct assigned altitude is in the Altitude Alerter. Reads the altitude set in the Altitude Alerter during the following call-out. "X for Y" PM will callout the altitude leaving (X) and the altitude that will be leveled at (Y). Example: "Three seven zero for three six zero"
Aircraft at assigned/selected altitude.		"Altitude captured".
	Verifies that the aircraft is holding its altitude. Increase power to appropriate cruise setting. "Altitude captured".	
Aircraft reaches transition level.	"Transition Checklist".	Completes the Transition Checklist as a challenge and response checklist. "Transition Checklist complete, Approach Checklist next".
Aircraft below transition level prior to reaching 10,000 feet.	"Approach Checklist".	Completes the Approach Checklist as a challenge and response checklist. "Approach Checklist complete, Before Landing Checklist next".
	Performs approach briefing.	Sets up navigation instruments in accordance with the expected instrument approach.
	Monitors primary communication radio.	Calls in-range to FBO or corporate terminal.

*Altitude, in thousands of feet, as it is assigned or set in the Altitude Alerter window.

5.1.4 – Approach Briefing

An approach briefing must be conducted for every approach and landing and may be completed any time prior to the aircraft reaching 10,000 feet HAA. Dictating “Standard Briefing” is not considered a proper briefing and shall not be used.

Approach Briefing

The following items should be addressed in a standard approach briefing:

- Type of approach (approach chart page number and revision date).
- Impaired runway conditions.
- The use of anti-ice for approach.
- Approach navigation aids frequencies and identifying code, as defined by the approach chart.
- Approach light system, plan if continuing approach.
- Initial and final approach course as defined by the approach chart.
- Intercept altitude or altitude step downs as defined by the approach chart.
- Expected altitude at the FAF.
- Airspeed restrictions, if applicable.
- The MAP, MDA and/or DA as defined by the approach chart.
- The missed approach procedure as defined by the approach chart.
- Weather conditions at the airport of arrival and any applicable alternate airports, verifying that adequate weather conditions exist to execute the approach.
- Runway exit point and expected taxi routing.
- Emergency contingencies.
- Any deviations from the SOP.

5.1.5 – Terminal Area

For the purpose of the Standard Operating Procedures, the Terminal Area is considered any airspace below 10,000 feet HAA and within 20 NM of the airport of intended landing. Flight crew in the terminal area shall maintain a vigilant watch for conflicting traffic and shall adhere to any TCAS Resolution Advisory (RA).

Operations defined in these SOPs are applicable to a standard approach and when abnormal routing is expected the flight crew shall brief any divergence from these SOPs.

5.1.6 – Terminal Area (Continued)

EVENT	PF	PM
Aircraft passes through 10,000 feet HAA.	Aircraft passes 10,000 feet HAA at an indicated speed no greater than 250 KIAS.	Turns on / Verifies the No Smoking/Fasten Seatbelt sign is illuminated.
Aircraft is within 10 NM track distance to the destination airport.	Begin slowing the aircraft to be at 200 KIAS within 10 NM track distance to the destination airport.	
	Aircraft is stable at 200 KIAS. "Set flaps approach".	"Flaps set approach". Observe that flaps have moved to the approach position. "Flaps indicating approach".

5.1.7 – Precision Approach

A precision approach is any instrument approach with vertical and lateral guidance. When a precision approach is accepted by the flight crew, these procedures shall be followed even if that precision approach is executed in VMC.

5.1.7 – Precision Approach (Continued)

EVENT	PF	PM
Aircraft is on vectors or expected to intercept the final approach course OR aircraft is on a feeder or initial approach point.	Verifies their PFD is set and indicating the proper inbound course and the associated navigation radio is set to the proper frequency.	Verifies their PFD is set and indicating the proper inbound course and the associated navigation radio is set to the proper frequency.
Cleared by ATC for a precision approach.		Arms the approach mode for the FD. “Approach armed”.
	Verifies that approach mode is armed and all flight director indications are appropriate. “Approach verified”.	
Localizer captured.	“Loc captured”.	Verify both course indicators concur. “Loc captured”.
One dot prior to glideslope intercept or pilot’s discretion.	“Gear down, Before Landing Checklist”.	Select landing gear handle to the down position. “Gear selected down”. Verify that three green lights indicate that all landing gear have deployed to the down position and locked. “Three green, no red”.
	Verify three green, no red lights indicating for landing gear. “Three green, no red”.	Performs Before Landing Checklist as a challenge and response checklist, holding on flap movement. “Before Landing Checklist holding on final flaps and yaw damper”.

5.1.7 – Precision Approach (Continued)

EVENT	PF	PM
Glideslope intercept.	"Glideslope capture, Set Flaps Land".	Verify that both glideslope indicators concur. Sets flaps to Land position. "Glideslope capture, flaps set land". Observe that flaps have moved to the land position. "Flaps indicating Land".
	Slow aircraft to VREF+10.	
Aircraft is 1000 feet above DH.		"1000 above mins".
Aircraft is 500 feet above DH.		"500 above mins".
Aircraft is 100 feet above DH.		"100 above mins".
Runway environment is sighted.		"Runway in sight".
	"Landing".	
Aircraft reaches DH and runway environment is not in sight.		"Minimums, runway not in sight".
	Initiate missed approach procedure. "Missed Approach".	Perform missed approach items as defined by Section 5.1.12 of this manual. Notify ATC of missed approach.
Aircraft reaches DH and approach light system is in sight.		"Minimums, approach lights in sight".
	Continue to 100 feet above TDZE. "Continuing".	

5.1.8 – Non-precision Approach

A non-precision approach is any instrument approach that has lateral guidance but no vertical guidance. When a non-precision approach is accepted by the flight crew, these procedures shall be followed even if the approach is executed in VMC.

EVENT	PF	PM
Aircraft is on vectors or expected to intercept the final approach course OR aircraft is on a feeder or initial approach point.	Verifies their PFD is set and indicating the proper inbound course and the associated navigation radio is set to the proper frequency.	Verifies their PFD is set and indicating the proper inbound course and the associated navigation radio is set to the proper frequency.
Cleared by ATC for a non-precision approach.		Arms the NAV/LNAV mode for the FD. Sets the next stepdown in the altitude alerter. “Approach armed”.
	Verifies that approach mode is armed and all flight director indications are appropriate. “Approach verified”.	
3 to 5 NM from FAF.	“Set flaps approach”.	Sets flaps to approach position. “Flaps set approach”. Observe that flaps have moved to the approach position. “Flaps indicating approach”.
1 NM from FAF.	“Gear down, Before Landing Checklist”.	Select landing gear handle to the down position. “Gear selected down”. Verify that three green lights indicate that all landing gear have deployed to the down position and locked. “Three green, no red”.
	Verify three green, no red lights indicating for landing gear. “Three green, no red”.	Performs Before Landing Checklist as a challenge and response checklist, holding on flap movement. “Before Landing Checklist holding on final flaps and yaw damper”.

5.1.8 – Nonprecision Approach (Continued)

EVENT	PF	PM
At FAF.	"Set flaps land".	Sets flaps to land position. "Flaps set land". Observe that flaps have moved to the land position. "Flaps indicating land".
	Start clock. "Clock started".	Start clock. "Clock started".
	Slow aircraft to VREF+10.	
At waypoint with descent.	Begins descent to next stepdown altitude.	
		Upon level-off at next stepdown, set the subsequent stepdown altitude. "Next XXXX* at YYYY**".
Aircraft approaching MAP or missed approach time.		"Approaching MAP".
Runway environment is sighted.		"Runway in sight".
	"Landing".	
Aircraft reaches MAP and runway environment is not in sight.		"Minimums, runway not in sight".
	Initiate missed approach procedure. "Missed Approach".	Perform missed approach items as defined by Section 5.1.12 of this manual. Notify ATC of missed approach.

*Next stepdown altitude.

**Next waypoint with a stepdown altitude.

5.1.9 – Visual Approach (Continued)

A visual approach may only be accepted if both flight crewmembers have positive visual identification of the airport landing surface. Visual approaches shall be conducted in accordance with the restrictions and requirements defined by Operations Specifications C077. If the flight crew elects to fly a visual approach, that visual procedure shall be loaded into the aircrafts FMS.

EVENT	PF	PM
Aircraft has been cleared the visual approach and approaches the traffic pattern.	Reduce speed to 200 KIAS.	
Aircraft has slowed to 200 KIAS	"Flaps approach".	Sets flaps to approach position. "Flaps set approach". Observe that flaps have moved to the approach position. "Flaps indicating approach".
Aircraft enters traffic pattern at 1500 feet AGL and abeam the landing runway.	"Gear down, Before Landing Checklist".	Select landing gear handle to the down position.
		"Gear selected down".
		Verify that three green lights indicate that all landing gear have deployed to the down position and locked.
		"Three green, no red".
	Verify three green, no red lights indicating for landing gear. "Three green, no red".	Performs Before Landing Checklist as a challenge and response checklist, holding on flap movement.
		"Before Landing Checklist holding on final flaps and yaw damper".
Aircraft is established on final approach to landing runway.	"Set flaps land".	Sets flaps to land position. "Flaps set land". Observe that flaps have moved to the land position. "Flaps indicating land".

5.1.10 – Alerting Callouts

Alerting callouts are designed for the Pilot Monitoring to alert the Pilot Flying to deviations from the approach profile. It is mandatory that the Pilot Flying acknowledge the alerting callout. If the Pilot Monitoring initiates an alerting callout and receives no response from the Pilot Flying, then a second alerting callout will be made. If no response is received from the second altering callout, the Pilot Monitoring shall take control of the aircraft.

EVENT	PF	PM
Glideslope deviation of greater than ½ dot.		"Glideslope".
	Corrects aircraft descent path to maintain glideslope within ½ dot. "Correcting".	
Localizer deviation of greater than 1 dot.		"Localizer".
	Corrects lateral path of the aircraft to re-intercept the localizer centerline. "Correcting".	
Speed deviation of greater than 10 KIAS.		"Airspeed".
	Reduces or increases airspeed as necessary. "Correcting".	
Altitude deviation of greater than 50 feet during a non-precision approach.		"Altitude".
	Returns aircraft to correct altitude. "Correcting".	
In the event that a previous alerting callout was not acknowledged or that the problem is now twice the error than previously.		Announce in a loud, commanding voice (not yelling): "Caution XXXXX*".

*XXXX indicates the appropriate alert, such as "airspeed" or "glideslope".

5.1.11 – Missed Approach

The missed approach shall be initiated when the aircraft reaches the DH/DA or MAP and the runway environment is not in sight. The Pilot Flying shall initiate the missed approach when the callout for minimums is made by the Pilot Monitoring and the runway environment cannot be visually identified.

The balked landing or go-around may be initiated without a callout from the Pilot Monitoring.

EVENT	PF	PM
Aircraft reaches DH, MAP or missed approach time and runway environment is not in sight.		"Minimums, runway not in sight".
	Initiate missed approach procedure. "Missed Approach".	
Missed approach executed.	Pitch aircraft to ~9° nose up. Apply takeoff power. "Set flaps takeoff".	Sets flaps to the takeoff position. "Flaps set takeoff". Observe that flaps have moved to the takeoff position. "Flaps indicating takeoff".
Aircraft indicates a positive rate of climb.		"Positive rate".
	"Gear up, yaw on".	Selects gear to the up position. Engages yaw damper. Verifies that the landing gear is indicating as retracted. "Gear up, yaw damper on".
	Maintain V2.	
Aircraft climbing through 400 feet AGL on missed approach.	Fly the published missed approach procedure.	Set or verify that the initial level off altitude for the missed approach is set in the altitude alerter. Set the missed approach heading. Verifies the course indicator has cycled to the radial associated with the missed approach. "Missed approach set".

EVENT	PF	PM
		"1500 feet".
Aircraft reaches 1500 feet HAA and clear of all obstacles.	Reduces aircraft pitch to approximately 9° nose up and accelerates the aircraft. Reduces power to Climb Power setting. "Set flaps up".	
		"Flaps set up". Retract flaps and completes the After Takeoff checklist. Observe that flaps have moved to the up position. "Flaps indicating up".

6.1.1 – Stabilized Approach

All flights will be stabilized by 1000 feet HAA unless the criteria defined in this section as "stabilized" cannot be met due to approach considerations or abnormal aircraft conditions. An approach is stabilized by meeting the following criteria:

- On the correct vertical and lateral flight path.
- Requiring only small changes to pitch and heading.
- Within ten knots of target speed as defined by the approach briefing.
- Aircraft configured for landing.
- Sink rate of no greater than 1200 FPM, unless required by the approach.
- Appropriate power settings for the approach without need for drastic changes.
- Aircraft aligned with the runway for straight-in landing by no less than 500 feet HAA.
- All briefings and checklists complete.

If, in the opinion of either flight crew member, the stabilized approach criteria as defined above cannot be met then a go-around must be executed.

6.1.2 – Landing and Rollout

When landing the aircraft, it must be on the runway centerline and touch down in the runway touch down zone (TDZ). The flight crew shall refrain from "floating" the aircraft in an attempt to smooth the landing touchdown and will "fly" the aircraft onto the TDZ in a controlled manner.

Directional control shall be maintained by the Pilot Flying throughout the landing rollout until such time as the aircraft has reached a speed safe for runway clearance. Clearing the runway shall be accomplished at a speed not to exceed a brisk walk. Turning the aircraft in such a manner that excessive lateral forces are placed on the main landing gear is strictly prohibited.

EVENT	PF	PM
Main landing gear touches down.	Gently lowers nosewheel onto the runway surface. Deploys spoilers.	Identifies Spoiler Annunciator "Spoilers deployed".

THE FLIGHT CREW IS PROHIBITED FROM PERFORMING ANY AFTER LANDING ITEMS UNTIL SUCH TIME AS THE AIRCRAFT HAS CLEARED THE RUNWAY.

6.1.3 – After Landing

After clearing the active runway, the PF shall monitor the outside environment while the PM executes all checklists and radio communication. Checklists will be held until the aircraft is clear of the runway.

EVENT	PF	PM
Aircraft clears the active runway.	"Flaps up, After Landing Checklist".	"Flaps up selected". Observe that flaps have moved to the up position. "Flaps indicating up". Completes the After Landing Checklist as a Challenge and Response Checklist. "After Landing Checklist complete, Shutdown Checklist next".

6.1.4 – Taxi

During aircraft surface operations, both flight crewmembers shall remain vigilant and aware of the movement of the aircraft in their vicinity. At all times during aircraft surface movement, at least one flight crewmember will have the Airport Diagram chart in plain view and all taxi movement of the aircraft shall be in reference to that Airport Diagram chart.

EVENT	PF	PM
Aircraft is approaching a taxiway intersection.	Check the left/right side of the aircraft as it crosses a taxiway, ensuring no vehicles or aircraft are in a position as to pose a hazard to the flight. "Clear left/right".	Check the left/right side of the aircraft as it crosses a taxiway, ensuring no vehicles or aircraft are in a position as to pose a hazard to the flight. "Clear left/right".
Aircraft crosses an active runway at a controlled airport, or any runway at an uncontrolled airport.	Check the left/right side of the aircraft to ensure no aircraft are on the runway or a short final approach. "Runway and final clear left/right".	Check the left/right side of the aircraft to ensure no aircraft are on the runway or a short final approach. "Runway and final clear left/right".
		Select strobe lights to the ON position. "Lights on". Upon clearing the runway, select strobe lights to the OFF position. "Lights off".

6.1.5 – Parking/Ramp Operations

During aircraft surface operations on the airport ramp surface, both flight crewmembers shall maintain visual watch for obstacles, personnel, and traffic outside the aircraft. No flight crewmember may be “heads down” during ramp operations. When operating in proximity to other aircraft or obstacles the flight crewmember on the side of the aircraft that provides best visual assessment of the aircraft wing relative to the obstacle shall maintain constant visual contact with the obstacle until such time as he or she is confident that the obstacle no longer poses a risk.

Aircraft movement on the ramp area shall be at a slow walk and drastic movement of the power levers is prohibited. The flight crew shall maintain aircraft momentum and unless absolutely necessary will not advance the power levers beyond the flight idle position.

Ramp personnel marshalling instructions will be followed unless the flight crew believe that the instructions may pose a risk to the aircraft or place the aircraft in an unfavorable position on the ramp. The Pilot-in-Command shall make the final judgement as to whether or not parking instructions are satisfactory and may, at his or her discretion, decline parking instructions from ramp personnel.

6.1.6 – Aircraft Shutdown

Aircraft shutdown shall be completed with both flight crewmembers on the flight deck. It is prohibited for any flight crewmember to leave their duty position until the final; item of the Shutdown checklist is complete.

The parking brake shall be set upon the aircraft coming to a complete stop at its parking location and may not be released until such time as the ramp service personnel provide verbal or visual indication that the aircraft has been properly chocked.

EVENT	PF	PM
Aircraft enters the airport ramp/parking area.*	“Taxi lights off”.	Selects the taxi lights to the off position. “Taxi lights off”.
Aircraft enters close proximity to ramp obstacles, parked aircraft, or vehicles.	Verifies the left/right side of the aircraft is clear of obstacles and the left wing does not require close monitoring due to proximity to obstacles. “Clear left/right”.	Verifies the left/right side of the aircraft is clear of obstacles and the left wing does not require close monitoring due to proximity to obstacles. “Clear left/right”.

*Taxi lights may remain illuminated in order to properly assess the ramp area and identify obstacles during night operations.

6.1.6 – Aircraft Shutdown (Continued)

Aircraft has come to a stop in the parking location.	"Shutdown checklist".	
		Completes Shutdown Checklist as a challenge and response checklist.
	Selects the left engine, then the right engine to fuel cutoff. Verifies both engines have properly shut down and that no ITT spike or other indication of an improper shutdown or malfunction exists.	"Shutdown checklist complete".
Line service personnel signal that chocks have been placed under the aircraft wheels.	Releases aircraft parking brake. "Brakes released"	
	PIC	**SIC**
	Assists with passenger deplaning. Enters flight leg data into the aircraft flight log and Jet Insight.	Exits the flight deck and opens the main cabin door and assists in passenger deplaning.

7.1.1 – Deplaning Passengers, and Baggage

Upon completion of the Shutdown Checklist, the SIC shall open the aircraft main cabin door and exit the aircraft. He or she shall wait at the base of the aircraft stairs and assist passengers exiting the aircraft. Once all passengers have deplaned, baggage shall be unloaded.

The baggage shall be consolidated outside the aircraft main cabin door and loaded by the SIC and/or ramp service personnel onto the passenger ground vehicles. Once all baggage has been removed from the aft baggage compartment the PIC shall check that the passengers have all their belongings. The SIC will check all seatback pockets and seats, including the area between the aircraft cabin and the seat, for any passenger belongings that may have been inadvertently left behind.

Once the cabin is clear the SIC will exit the aircraft and both pilots will assist with any passenger needs. Only once all passengers have either entered the FBO, corporate terminal, or departed in ground vehicles may post flight duties commence.

It is important to note that on international flights, the main cabin door shall not be opened until such time that a customs inspector is visible to the flight crew.

7.1.2 – Postflight

Postflight activities shall be divided between the flight crewmembers as defined by the table below. At the discretion of the Pilot-in-Command, if the situation dictates a revised assignment of postflight duties, the duty activities defined in this section may be amended as appropriate to meet the needs of the situation.

AIRCRAFT POSTFLIGHT DIVISION OF CREW DUTIES		
TASK	**PIC**	**SIC**
Offload passengers and baggage.	Assist	Complete
Flight Log	Complete/Transmit	----
Maintenance Discrepancy Sheet (if applicable)	Complete	----
Aircraft Exterior Postflight Inspection	----	Complete
Cabin Cleaning and Reset	----	Complete
Aircraft	Secure	Verified Secured

7.1.3 – Postflight Aircraft Inspection

The SIC is responsible for the aircraft exterior postflight inspection. This inspection should be conducted within 30 minutes of engine shutdown and will cover the following items:

- Checks exterior condition of the aircraft, making note of any leaking fluids or external damage such as scratches or impact points of the aircraft skin.
- Checks tire and brake condition, verifying that the tires have adequate tread and no notable flat spots are on the tires.
- Checks oil quantity for each engine.
- Checks engine inlet and fan blades for any damage or FOD.

Any items discovered during the aircraft postflight inspection shall be immediately reported to the PIC. The PIC will contact the on-call mechanic or DOM as appropriate.

7.1.4 – Expected Timeline of Postflight Activities

TIME FROM SCHEDULED ETD	PIC	SIC
Arrival	Deplane passengers and passenger baggage. Wait by the aircraft main cabin door until such time as passengers have departed the aircraft's immediate area.*	
5 Minutes	Begins flight paperwork.	Complete final cabin clearing, checking seatback pockets and the baggage compartment for any passenger belongings. Begins cabin cleaning and reset.
20 Minutes	Completes flight paperwork, uploads completed flight documents to the company.	Performs aircraft exterior postflight walk-around. Completes cabin cleaning and reset.
30 Minutes	Verifies that the parking brake has been released and that all interior lights are selected to the OFF position and no battery power is on the aircraft. Ensure a green "Brakes Off" or "OK to Tow" sign is visible in window. Secures the aircraft, including flight controls, installs engine covers, pitot covers, and disconnects the aircraft battery. Verify and input duty off time, upload duty logs to company.	

*If passengers elect to wait in the FBO or corporate terminal lobby, the Pilot-in-Command shall walk them in and check if they require any further assistance before returning to the aircraft to perform postflight duties.

7.1.5 – Aircraft Stowage for Winter Operations

Whenever an aircraft is on layover and it is expected that temperatures will be less than 0°C sustained for greater than one hour, it is required that the flight crew “winterize” the aircraft. The primary purpose of this procedure is to protect the aircraft engines from potential ice contamination during the layover period.

The following steps shall be conducted by the Second-in-Command to secure an aircraft for winter layovers:

1. Install inlet and exhaust engine covers, as applicable.
2. Install pitot and static covers, as applicable.

The Pilot-in-Command must ensure that all these items have been completed prior to proceeding to the crew hotel. The aircraft may be placed in a heated hangar with coordination from dispatch or operational control.

7.1.6 – Flight Paperwork

Flight paperwork shall be completed by the Pilot-in-Command and may be verified, at the PIC’s discretion, by the Second-in-Command. The Pilot-in-Command shall retain all responsibility for the quality and accuracy of the flight paperwork.

The Flight Log will be transmitted to the company through the procedure defined by the company General Operations Manual.

In the event that the aircraft experienced a mechanical defect or failure during the flight, the Pilot-in-Command shall report the mechanical irregularity in accordance with the General Operations Manual.

The “Flight Package” is the total forms, receipts and documents that will be submitted to the company via Jet Insight. The Flight Package shall consist of the following:

- Flight Log
- Passenger Manifest
- Maintenance Status
- Any applicable Discrepancy Sheets
- All applicable receipts

7.1.7 – Final Items

Before departing the aircraft, the crew shall check that the parking brake has been released and that at least one main landing gear wheel has been chocked. The “safe to tow” sign should be displayed in the window. The flight crew shall ensure the aircraft battery has been disconnected. The main cabin door will be closed and locked and a final walk- around will be performed by the PIC.

Only once these checks are complete may the crew depart the vicinity of the aircraft.