



PERFORMANCE | PRECISION | LUXURY

MY CORPORATE JET, INC. d/b/a DM AIR FLIGHT OPERATIONS HANDBOOK

Air Carrier Certificate No. 7MYA813N

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Record of Revisions

Revision	Date	Description	Entered by
Original	08-24-2026	Initial issue	Chief Pilot

Revisions to this handbook are prepared by the Chief Pilot, approved as required, and distributed through the electronic manual system described in GOM 1.5 (OpSpec A025). Each appendix checklist carries its own revision identity and is revised independently of the handbook body. Each manual holder enters the revision and records it above upon incorporation.

List of Effective Pages

All pages of the handbook body are effective at Original, dated 08-24-2026. Appendix checklist revisions are shown below.

Part	Pages	Revision	Date
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Section 1 Introduction	1-1 – 1-2	Original	08-24-2026
Section 2 Pilot Briefing Card	2-1 – 2-2	Original	08-24-2026
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Section 6 Trip Preparation and Planning	6-1 – 6-4	Original	08-24-2026
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SECTION 1 INTRODUCTION

1.1 Purpose and Authority

- 1.1.1** This Flight Operations Handbook (FOH) is issued by My Corporate Jet, Inc. d/b/a DM Air (Air Carrier Certificate No. 7MYA813N) under the authority of the DM Air General Operations Manual (GOM). It contains the standard operating procedures (SOPs), standard crew callouts, checklist policy, and the approved DM Air cockpit Normal Procedures Checklists used in the operation of the company's Dassault Falcon 50 and Falcon 900B airplanes.
- 1.1.2** The FOH is a subordinate operating handbook. In any conflict between documents, the FAA-approved Airplane Flight Manual (AFM) controls, then the GOM, then this FOH; pending resolution by the Director of Operations, crews comply with the more restrictive provision (GOM 1.3.2). Emergency and abnormal procedures are accomplished using the FAA-approved AFM/manufacture checklist — this handbook contains no emergency checklists (GOM 13.1.1).
- 1.1.3** Custodian. The Chief Pilot maintains this handbook, coordinates its currency with the GOM and the training program, and processes revisions. Questions, error reports, and suggestions go to the Chief Pilot or the Director of Operations.

1.2 Responsibility and Compliance

- 1.2.1** Pilots must comply with all published procedures in this handbook unless a deviation is necessary in the interest of safety or regulatory compliance (14 CFR § 135.19; GOM 12.1). Deviation from published standards for personal preference or convenience is not authorized and is grounds for corrective action.
- 1.2.2** The Director of Operations and the Chief Pilot are responsible for the operating standards in this handbook and for its implementation, under the operational control framework of the GOM (OpSpecs A006 and A008; GOM Ch 2 and Ch 5).
- 1.2.3** Any crewmember who observes another crewmember omit a required action, or observes a deviation from prescribed procedures, informs that crewmember and brings the deviation to the attention of the PIC and the rest of the crew (AC 120-71B).

1.3 Company Manual System

- 1.3.1** Pilots are responsible for remaining current on all pertinent changes and revisions to the following:
 - a. Federal Aviation Regulations, including NTSB Part 830;
 - b. General Operations Manual (GOM) and Operations Specifications;
 - c. General Maintenance Manual (GMM) and GMM Forms Supplement;
 - d. Flight Operations Training Manual (FOTM);
 - e. SMS Manual;
 - f. Hazardous Materials (Will-Not-Carry) Manual;
 - g. International Operations Manual (IOM);
 - h. Emergency Response Plan (ERP) Manual;
 - i. Minimum Equipment List (MEL) for each aircraft;
 - j. TSA Twelve-Five Standard Security Program (TFSSP);
 - k. This Flight Operations Handbook (FOH);
 - l. Airplane Flight Manuals (AFM) and other required aircraft manuals; and
 - m. Safety Alerts, Training Alerts, and Operations Alerts.
- 1.3.2** Checklist control. The DM Air Falcon 900B and Falcon 50 Normal Procedures Checklists (Appendices A and B of this handbook) are the approved cockpit checklists required by 14 CFR § 135.83 and controlled under GOM 5.11. Only the current revision distributed through the electronic manual system may be used; no unauthorized notes, marks, or additions are permitted. The PIC verifies during aircraft acceptance that the current checklist revision is aboard.

1.4 Document Revisions

- 1.4.1** This handbook and each appendix checklist are controlled, revised, and distributed under the DM Air electronic manual system (GOM 1.5; OpSpec A025). JetInsight is the system of record; current copies are distributed to crew EFBs through the ForeFlight documents catalog (OpSpec A061), and crews are notified of each revision.
- 1.4.2** Changes within a revision are denoted by a revision bar in the left margin. Each appendix checklist carries its own revision identity, independent of the handbook body revision, and the List of Effective Pages shows the revision status of each part.

1.5 Glossary of Terms and Acronyms

- 1.5.1** The following terms and acronyms are used in this handbook:

Term	Meaning
AFM	FAA-approved Airplane Flight Manual
APG	Aircraft Performance Group — DM Air runway analysis, performance, and weight-and-balance application (GOM 7.5, 9.3.5)
APR / AB	Automatic power reserve / equivalent automatic thrust reserve, as installed
C/R	Challenge and Response checklist method (GOM 11.6.1)
CTAF	Common Traffic Advisory Frequency
DAA	Destination Airport Analysis (OpSpec C049; GOM 9.10)
EFB	Electronic Flight Bag — company iPad with ForeFlight (OpSpec A061)
EOP	Engine-Out Departure Procedure (APG; GOM 9.3.4)
FFOD	First Flight of Day item
FOH	This Flight Operations Handbook
JetInsight	DM Air flight operations and records system of record (GOM 1.5.1)
LP / RP	Left Pilot / Right Pilot (seat position)
ODO	On-Duty Officer — the person exercising operational control for the flight (GOM Ch 2, Ch 12)
OmniSMS	DM Air safety reporting and risk assessment system of record (GOM Ch 16, Ch 20)
PF / PM	Pilot Flying / Pilot Monitoring
R/D	Read and Do checklist method
TFSSP	TSA Twelve-Five Standard Security Program
TOLD	Takeoff and Landing Data

- 1.5.2** PF and PM. At all times one pilot is the Pilot Flying and one is the Pilot Monitoring. The PF manages and the PM **always monitors the current and projected flightpath and energy state**. The PF is engaged in flying the aircraft even with the autopilot engaged and avoids tasks that distract from flightpath control; if the PF must perform a distracting task, aircraft control is transferred first (Section 4.9). The PM supports the PF, stays abreast of aircraft state and ATC clearances, calls out perceived or potential flightpath deviations, and intervenes when necessary (AC 120-71B).

SECTION 2 PILOT BRIEFING CARD

THE BRIEFS BELOW ARE REQUIRED PRIOR TO EACH FLIGHT AND SHOULD BE CONDUCTED AS EARLY AS PRACTICAL

Crew Brief	☐ IMSAFE checklist (Illness, Medication, Stress, Alcohol, Fatigue, Emotion/Eating) ☐ PF assignments and restrictions — high-minimums Captain w/ increased minimums (GOM 4.14); SIC < 100 hrs in make/model (GOM 9.2.2); C079 SIC restriction (GOM 9.5.4.c) ☐ Aircraft airworthiness, open MEL items, and their operational effect ☐ Hazards — severe weather systems, terrain, TFRs, significant NOTAMs
Flight Brief	☐ Flight details (departure and destination FBOs, passengers, catering, transportation) ☐ Fuel requirements, weather, NOTAMs, TFRs, airspace considerations ☐ Expected or received ATC clearance and possible ATC delays ☐ Customs / eAPIS status when international (GOM Ch 18; IOM)
FMS Brief	☐ V — Verify FMS database currency ☐ I — Check correct Initialization position ☐ P — Confirm flight Plan matches the clearance and the correct departure runway is set ☐ P — Confirm correct Performance data matches the APG manifest ☐ S — Check correct Symbols /settings as applicable — entries verified independently by the other pilot (AC 120-71B)
Flight Instruments Brief	☐ In a clockwise arc starting from the bottom left of the PFD: ☐ Nav source and V-speed bugs set ☐ Lateral and vertical modes armed as required — FD takeoff modes set ☐ Initial cleared altitude set; altimeters set and verified within 75' of field elevation ☐ Level-off altitude; transponder code set ☐ Heading bug set to takeoff runway heading — all headings match
COMPLETE THE FLIGHT INSTRUMENTS BRIEF AFTER ENGINE START AND PRIOR TO THE AFTER START CHECKLIST	
Taxi Brief	☐ Airport diagram review — hot spots and complex intersections ☐ Expected taxi route, every runway to be crossed, every hold-short point ☐ Timing of checklists and company communications so the non-taxiing pilot confirms ATC compliance ☐ Single-engine taxi plan when used (GOM 11.7.3) ☐ Below 1200 RVR: low-visibility procedures and SMGCS chart if available and in use
Takeoff / Departure Brief	☐ Abort criteria — use the Falcon crosscheck speed [] from the applicable DM Air checklist/AFM for the low/high-speed split: Takeoff briefing is to be stated verbatim ☐ THIS WILL BE A RUNWAY [], FLAPS [] TAKEOFF. ABORT FOR ANYTHING BELOW 80KTS - 80KTS TO V1, ABORT FOR ENGINE FAILURE, ANY FIRE, LOSS OF DIRECTIONAL CONTROL OR BLOCKED RUNWAY. AFTER V1 IT'S AN IN-FLIGHT EMERGENCY — I FLY YOU COMMUNICATE. LEVEL OFF IS [] FEET, WILL RETURN TO RUNWAY []. IF ALL GOES WELL IT'S THE [] SID /HEADING [], UP TO [] FEET. ANY QUESTIONS? ☐ Engine failure at/after V1 — acceleration and clean-up plan; APG engine-out departure procedure briefed and staged (GOM 9.3.4) ☐ Normal takeoff plan — initial DP or heading, initial altitude, transponder code, departure frequency (GOM 11.8.1.a) ☐ Subsequent takeoffs may state “ABORT CRITERIA AS PREVIOUSLY BRIEFED” but always restate the emergency return plan and the normal takeoff plan (GOM 11.8.1.b)
REVIEW AND CONFIRM ANY CHANGES TO THE DEPARTURE RECEIVED DURING TAXI	
Instrument Approach Brief	☐ Weather and pertinent NOTAMs; approach name, runway, chart date, NAVAID frequency, final approach course ☐ Altitude restrictions, MSA, approach minimums, final approach verification altitude ☐ DA / MDA / derived DA; missed approach point and procedure; missed approach intentions and fuel ☐ V-speeds and configuration plan; flight guidance modes to be used ☐ Lighting, visual aids, runway length and width, planned turnoff, taxi-in route and hot spots, FBO location ☐ Landing performance confirmed in APG (GOM 9.9, 10.12.12); approach callouts and missed approach reviewed (GOM 10.12.7)

Visual Approach Brief	☐ Abbreviated brief of the backup IAP loaded (RNAV with vertical guidance preferred) ☐ Weather and pertinent NOTAMs ☐ Terrain, obstacles, and other airports that could be mistaken for the destination ☐ Lighting, visual aids, runway length and width, turnoff direction, taxi route, FBO location ☐ Visual approach callouts and go-around procedure, including pattern altitude ☐ A FULL approach briefing is required for any visual approach planned at night (GOM 10.12.7)
Post-Flight Debrief	☐ Positive aspects of the day, areas for improvement, differences in expectations ☐ Deviations from SOP, breakdowns in CRM, reportable items — file through OmniSMS (GOM Ch 16, Ch 20) ☐ Workload management (rushed, overloaded, situational awareness)

SECTION 3 FLIGHTDECK REFERENCE CARD

PRINT, LAMINATE, AND CARRY — THESE LIMITATIONS ARE MANDATORY COMPANY POLICY AND ARE NEVER LESS RESTRICTIVE THAN THE GOM OR THE AFM

Prohibited Operations
Takeoff or landing through any heavy precipitation, blowing dust or sand, or volcanic ash
Land and Hold Short Operations (LAHSO) — DM Air does not accept LAHSO clearances
Takeoff or landing with reported windshear exceeding 15 knots, or windshear that causes doubt about the ability to fly a safe approach
Using a contaminated runway with no braking/runway condition report, or with braking action reported 0 / NIL
Takeoff in Freezing Rain, Freezing Drizzle, Freezing Fog, Ice Pellets (PL), or Hail (GR), except as expressly permitted by the AFM and the ground icing program (GOM 10.11; OpSpec A041)
Takeoff or landing with more than 10 KTS of tailwind component (GOM 10.12.11)

Aircraft Specific Limitations / Recommendations							
Aircraft	Min Fuel Reserve	Prist	Optimum Cruise	ForeFlight Perf. Profile	Lav Refill Qty	Min Rwy Length	Min Rwy Width
Falcon 50	2000	NO	.80M		3.0 gal	4500	75
Falcon 900B	2500	NO	.80M		3.5 gal	5000	75
Values are published by the Chief Pilot. Until a value is published, the AFM and the applicable APG data control. All performance and weight-and-balance computation is by APG (GOM 7.5, 9.3.5) — this table is a planning aid only.							

Cold Weather Operations
De-Icing and Anti-Icing
The PIC determines the need for deicing/anti-icing, selects the fluid treatment, and makes the final clean-aircraft determination (GOM 10.11.3.a) — notify Operations of the treatment and any schedule impact
Confirm fluid type and mixture with the vendor; record fluid type, concentration, and final application start time (GOM 10.11.3.c); establish and monitor holdover time (GOM 10.11.4)
Aircraft spray configuration (bleeds, APU, flaps/slats position) per the AFM ground deicing procedure
Pre-Takeoff Contamination Check (GOM 10.11.5; OpSpec A041; 14 CFR § 135.227)
VISUAL OR TACTILE INSPECTION REQUIRED WITHIN 5 MINUTES OF TAKEOFF IN GROUND ICING CONDITIONS
Wings, control surfaces, and horizontal stabilizer (to the extent visible) must be free of frost, ice, and snow — check from the flight deck, cabin windows, or outside as necessary
At night, or whenever a surface's condition cannot be positively determined, TREAT IT AS CONTAMINATED
Confirm elapsed time is within holdover and precipitation is unchanged; cycle the flight controls per the AFM
Any surface contaminated, or check not completed within 5 minutes — ABANDON THE TAKEOFF AND RETURN FOR RE-TREATMENT
Overnight Considerations in Sub-Freezing Temperatures
Coordinate with the Flight Follower to secure hangar space at the last intended destination of the day
Drain or protect freezable systems (water, lavatory) per the aircraft servicing data
Install covers and plugs; allow time for preheat where required by the AFM

Contaminated Runway Landing Restrictions			
Reported Braking Action	RCAM Runway Condition Code	Runway Less Than 100' Wide	Runway 100' or Wider
N/A (Dry)	6	24 KTS Max Crosswind	24 KTS Max Crosswind
GOOD	5		
GOOD TO MEDIUM	4	15 KTS Max Crosswind	20 KTS Max Crosswind
MEDIUM	3		
MEDIUM TO POOR	2	5 KTS Max Crosswind — CP/DO BRIEFING REQUIRED	
POOR	1	NOT AUTHORIZED	
NIL	0		
POOR (RCC 1) crosswind above 5 KTS and all NIL (RCC 0) operations are NOT AUTHORIZED . No cell authorizes exceeding the GOM 10.12.11 limits (crosswind 24 KTS · peak wind 50 KTS · tailwind 10 KTS) or any lower AFM limit.			
Braking less than GOOD or crosswind above 15 KTS with an SIC under 100 hrs in make/model/type: PIC makes the takeoff and landing (GOM 9.2.2). Confirm landing distance for the reported condition with APG before the approach (GOM 9.9, 10.12.12).			

SECTION 4 STANDARD CREW CALLOUTS

4.1 Conventions

- 4.1.1 Callouts are printed in BOLD CAPITALS. [] is a placeholder for the speed, heading, altitude, nav mode, or configuration value to be stated. Callout tables read top to bottom; callouts on the same row initiate with the PF, otherwise the PF response is on the following row. PF and PM use only the phrases published in this section and on the checklists (AC 120-71B).
- 4.1.2 A pilot going head-down announces it ("HEADS DOWN") so that only one pilot is head-down at any time the aircraft is in motion, on the ground or in the air. Configuration changes are commanded by the PF and acknowledged by the pilot taking the action; the checklist verifies the resulting configuration — a checklist is never the trigger for a configuration change (AC 120-71B).

4.2 Altitude, Heading, and FMS Callouts

- 4.2.1 Altitude change: the pilot setting the new altitude calls "[] SET"; the other pilot verifies the altitude and the vertical mode, responding "[] SET, [] SELECTED". The PM keeps a finger on the altitude selector until the PF acknowledges the new altitude (GOM 10.9.1.b). If either pilot has any doubt about the assigned altitude, the PM verifies it with ATC before the change is executed.

Altitude Change – Autopilot ON	
PF	PM
	Set new altitude: [] SET
Verify altitude and select vertical mode: [] SET, [] SELECTED	
Altitude Change – Autopilot OFF	
PF	PM
	Set new altitude: [] SET
Verify altitude and command vert. mode: SELECT []	Select requested mode
[] SET, [] SELECTED	

- 4.2.2 Altitude level-off: at 1,000 feet above or below the new altitude the PM calls "ONE THOUSAND TO GO"; both pilots then observe sterile cockpit discipline through level-off (GOM 10.9.1.d).

Altitude Level Off		
Condition	PF	PM
1000' above/below new altitude		ONE THOUSAND TO GO Then observe sterile cockpit
	[] CLIMBING/DESCENDING [] Then observe sterile cockpit	

- 4.2.3** FMS entry: the pilot making the entry calls "CONFIRM []"; the other pilot verifies the entry and calls "EXECUTE/ENTER". **PM STATES NAV AVAILABLE. PF SELECTS NAV AND STATES NAV SELECTED, CONFIRMING THE NAV IS SELECTED AND DISPLAYED ON THE FMA.** (AC 120-71B).

FMS Entry – Autopilot ON	
PF	PM
	Complete entry: CONFIRM []
Verify entry: ENTER	If not in NAV mode: NAV AVAILABLE
If not in NAV, select NAV and verify mode: NAV SELECTED	
	Verify lateral mode
FMS Entry – Autopilot OFF	
PF	PM
	Complete entry: CONFIRM []
Verify entry: ENTER	If not in NAV mode: NAV AVAILABLE
If not in NAV, command: SELECT NAV	Select Nav
Verify lateral mode: NAV SELECTED	Verify lateral mode

- 4.2.4** Heading change: the setting pilot calls "[] SET"; the lateral mode is verified: "[] SET, HDG SELECTED".

Heading Change – Autopilot ON	
PF	PM
Set heading and if not in HDG mode, select HDG mode	Verify heading: [] SET
Verify HDG and lateral mode: [] SET, HDG SELECTED	
Heading Change – Autopilot OFF	
PF	PM
	Set and verify heading: [] SET
If not in HDG, command SELECT HDG	Select HDG
Verify HDG and lateral mode: [] SET, HDG SELECTED	

- 4.2.5** Off-frequency and ATIS discipline: a pilot leaving the primary frequency advises the other pilot when leaving and returning, and any missed ATC transmission is verified directly with ATC (GOM 10.9.1.c). The PM asks the PF before reading ATIS or other information aloud (GOM 10.9.1.e).

4.3 Configuration Change Callouts

- 4.3.1** Flap or gear extension: the PF commands "FLAPS []" or "GEAR DOWN". Within limit speed, the PM verifies and responds, "SPEED CHECKS, SELECTED [], INDICATING []". Above limit speed the PM calls "AIRSPEED"; the PF reduces speed, and once within limits the PM completes "SPEED CHECKS" and actions the selection.

Condition	PF	PM
Flap/Gear Command	Flaps [] or Gear []	
Within speed limitations		Verify airspeed is within limits: SPEED CHECKS
Above speed limitations	Reduce airspeed to within limits	AIRSPEED Once airspeed is within limits: SPEED CHECKS
Following flap extension		Verify indication matches selection: [] SELECTED, INDICATING []

4.4 Normal Takeoff — Falcon 50 / Falcon 900B

4.4.1 The crosscheck speed for the low-speed/high-speed abort regime split is the value briefed from the DM Air checklist and AFM for the type.

Condition	PF	PM
Cleared onto runway	[RUNWAY/APPROACH] CLEAR — each pilot clears their side	
		[RUNWAY/APPROACH] CLEAR
Lining up HEADING/RUNWAY ALIGNMENT verified by both pilots	CHECKED, RWY [] — [Heading bug set for runway and ADI erect rwy number stated]	
		CHECKED, RWY [] [Heading bug set for runway and ADI erect rwy number stated]
Cleared for takeoff	TAKEOFF POWER SET	
		TAKEOFF THRUST MET [PM VERIFIES N1 PER APG]
Positive airspeed indication	—	AIRSPEED ALIVE
At crosscheck speed 80KTS	LP REMOVES HAND FROM TILLER AND PLACES ON YOKE	80 KNOTS, CROSS-CHECK
At V1		V ONE (completed by V1) [Anticipate calling V1 so as the statement is completed at V1]
	Both hands-on yoke	
At VR		ROTATE
	Rotate to command bars	
Positive rate of climb		POSITIVE RATE
	GEAR UP	
V2 + 25		V TWO PLUS TWENTY FIVE
	SLATS/FLAPS CLEAN (per AFM schedule)	
1000 ft AGL		1000 FEET
	AP ON	
3,000 ft AGL and clear of obstacles	AFTER TAKEOFF CHECKLIST	
		Performs After Takeoff checklist via read and accomplish (GOM 11.6.1); reports AFTER TAKEOFF CHECKLIST COMPLETE

4.5 Engine Failure At or After V1 — Falcon 50 / Falcon 900B

Condition	PF	PM
At VR		ROTATE
	Rotate to command bars	
Positive rate of climb		POSITIVE RATE SELECTED UP, INDICATING UP
	GEAR UP — fly V2	
Level-off / acceleration altitude (per APG EOP)	LEVEL OFF ALTITUDE — accelerate per AFM schedule	[] SET
At clean-up speed per AFM	SLATS/FLAPS CLEAN	
		SELECTED CLEAN, INDICATING CLEAN
1,500 ft AGL or above, clear of obstacles	ENGINE FAILURE PROCEDURE — AFM CHECKLIST	
		Reads the AFM abnormal/emergency checklist (GOM 13.1.1)

4.5.1 The engine-out flight path follows the APG engine-out departure procedure briefed for the runway (GOM 9.3.4); the AFM engine-failure procedure and clean-up speed schedule control.

4.6 Approach Callouts

4.6.1 Deviation callouts (all approaches; GOM 10.12.9). The PM calls any of the following; the PF responds "CORRECTING":

Deviation	PM callout
Course deviation of one dot (or equivalent)	COURSE ONE DOT
Glideslope/glidepath deviation of one dot	GLIDESLOPE ONE DOT
Airspeed 10 knots above or below target	AIRSPEED PLUS [] / MINUS []

4.6.2 If the PF does not respond to two consecutive deviation callouts, the PM considers the PF incapacitated, announces "I HAVE THE CONTROLS", takes the controls, and executes a go-around (GOM 10.12.9; GOM Ch 13).

4.6.3 Instrument approach with vertical guidance:

#	Condition	PF	PM
1	Lateral or vertical course movement	CHECK	COURSE/GLIDESLOPE ALIVE
2	As desired	FLAPS []	SPEED CHECKS, SELECTED [], INDICATING []
3	One dot below glideslope	GEAR DOWN	SPEED CHECKS, SELECTED DOWN, INDICATING DOWN
4	When appropriate	SLATS/FLAPS [], BEFORE LANDING CHECKLIST	SPEED CHECKS — starts Before Landing checklist
5	Approaching DA/MDA setting point	SET MISSED APPROACH ALTITUDE	[] SET (verified from chart)
6	1,000 ft above minimums	CHECK	ONE THOUSAND TO MINIMUMS
7	500 ft above minimums	CHECK, STABLE	FIVE HUNDRED TO MINIMUMS
8	100 ft above minimums	CHECK	ONE HUNDRED TO

#	Condition	PF	PM
			MINIMUMS
9	At DA	MINIMUMS — then one of 10, 11, 12	MINIMUMS
10	Approach lights only in sight	CONTINUING — remain on instruments; descent below 100 ft above TDZE requires the red terminating/side row bars or additional 91.175(c) references	APPROACH LIGHTS IN SIGHT
11	Runway in sight	LANDING — GOING VISUAL	RUNWAY IN SIGHT [] O'CLOCK
12	Runway not in sight	GOING MISSED — initiate missed approach	NO CONTACT — missed approach callouts without delay
13	Landing assured	AP/YD OFF (if still engaged)	AP/YD OFF, BEFORE LANDING CHECKLIST COMPLETE

- 4.6.4** Instrument approach with level-off at MDA: steps 1 through 8 as above; level at MDA the PF calls "MINIMUMS — SET MISSED APPROACH ALTITUDE" (PM: "[] SET"); at the missed approach point without visual contact, "GOING MISSED"; with the runway in sight and in position for a stabilized descent, the PF calls "LEAVING MDA" and commands the landing configuration; landing-assured step as above. Circle-to-land is a VMC-only, high-minima VFR maneuver flown per Section 8.6 and GOM 10.13; it is never flown from an instrument approach at MDA in IMC.
- 4.6.5** Visual segment (GOM 10.12.10): proceeding visually, the PM calls "ONE THOUSAND TO THE FIELD", then "REF PLUS [], SINK []", repeating at "FIVE HUNDRED TO THE FIELD". Before landing the PF calls for "TAXI LIGHTS ON" and confirms "LANDING CHECKS COMPLETE" and "CLEARED TO LAND".
- 4.6.6** Visual approach gate: at 500 feet above the airport the PM calls "FIVE HUNDRED"; the PF responds "STABILIZED" or initiates a go-around (GOM 10.12.8).

4.7 Missed Approach / Go-Around

Condition	PF	PM
Decision to go around	GOING AROUND — FLAPS []	SPEED CHECKS — SELECTED [], INDICATING [] (or STANDING BY FOR [] if below retraction speed)
Positive rate of climb	GEAR UP	POSITIVE RATE — GEAR SELECTED UP, INDICATING UP
400 ft AGL	SLATS/FLAPS CLEAN, YD or AP	400 FEET — SELECTED CLEAN, INDICATING CLEAN
Established in climb	SNAP check	SNAP check

- 4.7.1** SNAP: S — select/verify nav Source; N — verify waypoint sequencing and NAV mode; A — select/verify the missed approach Altitude; P — engage the Auto-Pilot as desired.

4.8 Sterile Cockpit

- 4.8.1** All flight operations below 10,000 feet MSL, including all ground movement, except cruise flight, are critical phases of flight: no crewmember may perform non-essential duties or engage in non-essential communication (14 CFR § 135.100; GOM 11.7.4). As a more restrictive company standard, sterile discipline is also observed during the last 1,000 feet of any climb or descent. The Cabin Attendant and passengers do not contact the flight deck during sterile periods except for safety-related matters.

4.9 Transfer of Aircraft Control

- 4.9.1** Transfer is positive and verbal (GOM 10.9.2). The PF briefs current conditions and restrictions, then states "YOU HAVE THE CONTROLS", keeping hands on the controls until the accepting pilot states "I HAVE THE CONTROLS". With the autopilot engaged the exchange is still required: "YOU HAVE THE AUTOPILOT" / "I HAVE THE AUTOPILOT". After transfer, the relinquishing pilot advises the current heading, course, and altitude assignment.
- 4.9.2** Discretionary, workload-driven transfers are planned so they do not occur below 1,500 feet AGL. This restriction never applies to intervention: the PM takes the controls at any altitude for PF incapacitation (4.6.2) or imminent loss of aircraft control, announcing "I HAVE THE CONTROLS".
- 4.9.3** A pilot returning to a pilot seat after a break or distraction receives a briefing before resuming duties: aircraft and systems state, current auto-flight modes, and current ATC instructions and assignments (AC 120-71B).

SECTION 5 CHECKLIST POLICY AND USE

5.1 Checklist Philosophy

- 5.1.1** DM Air normal procedures are accomplished flow-then-checklist: each phase is configured from memory using the practiced flow pattern for the type, and the checklist is then used to confirm that the critical items were accomplished (AC 120-71B). The checklist is a confirmation instrument, not a to-do list, except where a segment is expressly designated Read-and-Do (R/D).
- 5.1.2** The DM Air Falcon 900B and Falcon 50 Normal Procedures Checklists (Appendices A and B) are the only cockpit checklists authorized for normal operations (14 CFR § 135.83; GOM 5.11). Abnormal and emergency procedures are accomplished using the FAA-approved AFM/manufacturer checklist (GOM 13.1.1) — this handbook and the appendix checklists contain no emergency procedures.
- 5.1.3** Checklist challenges and responses are read verbatim as published. Crews must be proficient with the flows before relying on the checklist. Checklists are requested in a timely manner following completion of the flow.

5.2 Methods

- 5.2.1** Three methods are used, marked on each checklist segment:

Method	Meaning
C/R	Challenge and Response: the PM reads the challenge; the pilot responsible confirms the item state and voices the response. This is the DM Air standard for every checklist except After Takeoff and After Landing (GOM 11.6.1).
R/D	Read and Do: the item is read and then accomplished, used for ground segments accomplished by a single pilot (Safety/Power-Off, Power On, APU Start, Securing).

- 5.2.2** Both-pilots' items. Landing gear and slats/flaps on the Before Landing checklist, runway verification before takeoff, and flight-guidance/altimeter settings that appear on more than one device are confirmed by both pilots, each responding (AC 120-71B).
- 5.2.3** First Flight of Day. Items marked FFOD (shaded on the checklist) are accomplished on the first flight of the day and any time the aircraft is returned from maintenance; they are skipped on subsequent legs.

5.3 Initiation, Completion, and Interruption

- 5.3.1** Initiation. Each checklist is called for by name by the pilot assigned in the table at 5.4 — normally the PIC on the ground and the PF in the air. The other pilot retrieves and leads the checklist. Checklist triggers are the events stated in the table, never a floating time window.
- 5.3.2** No checklist is started below 1,500 feet AGL except memory items required to handle an emergency.
- 5.3.3** Completion. Every checklist ends with the printed completion call — "[Name] CHECKLIST COMPLETE" — voiced by the pilot who led it. The checklist is not complete until the completion call is made.
- 5.3.4** Interruption and resumption. If a checklist is interrupted, the pilot leading it holds the place and states where the checklist is resumed ("HOLDING AT [item]"). If the point of interruption cannot be positively re-established, or either pilot is unsure, the checklist is re-accomplished from the beginning of the segment; the PIC directs the restart without hesitation whenever progress is unclear (AC 120-71B). A deferred item is announced ("HOLDING ON [item]") and the checklist is not called complete until the item is closed.
- 5.3.5** Taxi protection. Checklists are not conducted in ramp/congested areas or while crossing any runway (GOM 11.7.2.c). When the aircraft approaches a runway to cross or enter, the checklist is paused, both pilots verbally acknowledge the hold-short or crossing clearance, and the checklist resumes only when clear (GOM 11.7.2.d; AC 120-74B). Heads-down checklist work during taxi occurs only when stopped or taxiing straight ahead with no complex intersections, hot spots, or hold-short lines approaching; in low visibility, only when stopped.

5.4 Checklist Assignment and Timing

5.4.1 For every checklist: who calls for it, when, and who reads and responds (AC 120-71B ¶5.1.7):

Checklist	Called for by	Trigger	Read by / responded by
Safety / Power-Off (FFOD)	PIC	First flight of day, before power application	R/D by the pilot performing the preflight
Power On	PIC	Power application complete	R/D
APU Start	PIC	Before APU start	R/D
Before Start	PIC	Cockpit preparation flow complete	Flow R/D; closing items C/R — PM reads, both respond
Engine Start	PIC	Start clearance received, area clear	Per AFM; PM monitors
After Start	PIC	All engines stabilized	C/R — PM reads
Taxi	PIC	Clear of the ramp area, straight-ahead taxi	C/R — PM reads; paused for every runway crossing
Before Takeoff	PF	Approaching the hold-short line	C/R — PM reads; runway verification by both pilots
After Takeoff	PF (calls "AFTER TAKEOFF CHECKS")	3,000 ft AGL, clear of obstacles, workload permitting	SILENT (PM); PM reports complete
Climb	PF	Passing 10,000 ft MSL	C/R — PM reads
Cruise	PF	Level at cruise altitude; fuel/engine/altimeter items repeated hourly (GOM 10.7.4.c)	C/R — PM reads
Descent	PF	Before top of descent; approach briefing complete (GOM 10.12.7)	C/R — PM reads
Approach	PF	Passing 10,000 ft MSL or entering the terminal area	C/R — PM reads
Before Landing	PF (follows "GEAR DOWN")	Landing configuration commanded	C/R — PM reads; gear and slats/flaps confirmed by both pilots; complete by the stabilized gate (GOM 10.12.8)
After Landing	PIC	Clear of all runways	SILENT (PM); PM reports complete
Parking / Shutdown	PIC	Parked, brake set or chocks in	C/R — PM reads
Securing	PIC	Last flight of day / leaving aircraft	R/D
Quick Turn	PIC	Through-flight with no crew change	C/R; resume at the Taxi checklist

5.5 Monitoring and Intervention

5.5.1 Effective monitoring is a required duty: follow SOPs consistently; communicate deviations clearly; manage distractions; remain vigilant; advise the PF whenever flight guidance modes or aircraft behavior disagree with what was expected, and intervene if necessary; continuously compare known pitch and power values against actual flightpath performance; treat displayed information as potentially incorrect and cross-check it (AC 120-71B).

5.5.2 The intervention ladder is: deviation callout (Section 4.6.1) — PF response "CORRECTING" — second callout — takeover ("I HAVE THE CONTROLS") after two unanswered callouts, subtle incapacitation, or

imminent loss of control. When the PM is making flight guidance inputs at the PF's direction and errs, the PF verbalizes the error and the desired correction.

- 5.5.3** Automation policy. The pilot making any selection on the flight guidance panel confirms the resulting flight mode annunciation and verbalizes it; unanticipated mode changes are announced by whichever pilot sees them first. The PF commands automation level changes. Crews maintain manual flying proficiency consistent with the training program; automation is reduced to a lower level whenever it is not doing what was commanded.

5.6 Ground Personnel

- 5.6.1** Ground support personnel communicating with the flight deck (line service, deice vendors, Cabin Attendants) do not interrupt a checklist in progress; absent an emergency, they make their presence known and wait for crew acknowledgment before speaking (AC 120-71B). The crew briefs vendor personnel accordingly when practical.

SECTION 6 TRIP PREPARATION AND PLANNING

6.1 Trip Notification and Acceptance

- 6.1.1** The PIC syncs JetInsight, then reviews and acknowledges the trip sheet in the app — the JetInsight trip sheet is controlling and carries the most current information. Do not rely on downloaded or printed copies of a trip sheet for planning or execution.
- 6.1.2** The PIC obtains a briefing from the Flight Follower at the start and end of each duty period.
- 6.1.3** Before each leg — Part 135 or Part 91 — the PIC obtains a flight release issued through JetInsight or verbally by the Director of Operations or Chief Pilot (OpSpec A006), or by a qualified Level 2 Flight Follower acting under their delegated authority (GOM 5.2.1). PICs may not self-dispatch (GOM 5.2.2). Notify the Flight Follower immediately of any delay greater than 30 minutes; a changed itinerary or significant delay requires coordination with the person exercising operational control before departure (GOM 2.6.5).
- 6.1.4** The PIC ensures a flight risk assessment is completed in JetInsight for every flight; this task may be delegated to the SIC (GOM Ch 20).

6.2 Flight Planning in ForeFlight

- 6.2.1** The PIC performs or verifies flight planning in ForeFlight and ensures the filing carries the correct call sign, souls on board, and contact information. Review TFRs, NOTAMs, weather, and any other restriction that may affect the flight. Verify the PIC's cell number, both pilots' email addresses, and the DM Air operations contact address designated by the Director of Operations are listed correctly on the filing.
- 6.2.2** Pilots keep ForeFlight push notifications on and monitor for expected-route, PDC, and weather notifications on the filed flight. The in-app NAVLOG is the master copy; printing NAVLOGs is discouraged.
- 6.2.3** Cruise planning uses the AFM and APG cruise data for the actual weight, temperature, and winds.

6.3 Takeoff Minimums

- 6.3.1** Standard. The standard takeoff minimum for DM Air's three-engine Falcon 50 and Falcon 900B is visibility 1/2 SM or RVR 2,400 (OpSpec C057; GOM 9.5.1; 14 CFR § 135.225(g)). Whenever standard takeoff minimums or greater are used and touchdown-zone RVR is reported, that report is controlling. The takeoff minimums chart (Jeppesen 10-9/10-9A) is checked for the departure runway before every Part 135 departure.
- 6.3.2** Takeoff using landing minima. Where a straight-in instrument approach is authorized for the departure runway, takeoff may be made when reported weather is at or above the lowest authorized straight-in CAT I landing minimum for that runway, provided the wind permits a straight-in approach back to that runway and the required ground and airborne equipment is in normal operation (OpSpec C057; GOM 9.5.2).
- 6.3.3** Lower than standard (OpSpec C079). Unaided lower-than-standard takeoffs are authorized down to TDZ/Mid/Rollout RVR 500 (150 m), only from a runway with clearly visible runway centerline markings (RCLM) together with operative full-length high-intensity runway lights (HIRL), or with operative centerline (CL) lights (GOM 9.5.3). Below RVR 1,600, at least two RVR reporting systems must be operative and all available RVR reports are controlling (far-end RVR excluded). Every C079 takeoff requires a two-pilot crew; a PIC with at least 100 hours as PIC in the make and model who has completed DM Air's approved training and qualification check for the minima used; and the flight-instrument and independent-power provisions of GOM 9.5.4. Takeoffs predicated on HUD or EFVS minima are not authorized (GOM 9.5.5).
- 6.3.4** Before any lower-than-standard takeoff, the crew verifies the runway lighting and marking requirements of GOM 9.5.3 using the airport diagram, current NOTAMs, and ATIS. Centerline markings obscured by snow, slush, ice, or other contamination do not satisfy the RCLM requirement.

6.4 High-Minimums Captains

- 6.4.1** A Captain who has not served at least 100 hours as PIC in the type of airplane being flown — tracked separately for the Falcon 50 and the Falcon 900B — is a high-minimums PIC (14 CFR § 135.225(e); GOM 4.14). Restrictions:
1. Add 100 feet to the DA(H)/MDA and 1/2 SM to the visibility minimum — not to exceed the airport's alternate minimums; where the minimum is expressed in RVR, use the RVR equivalent from the OpSpec C054 table instead of adding 1/2 SM (GOM 4.14.2).
 2. May not use the lower-than-standard takeoff minima of OpSpec C079 — that is, below 1/2 SM / RVR 2,400 (GOM 4.14.3.b, 9.5.4.b).
 3. The increased minimums apply when selecting the destination and alternate and when computing required landing distance.
 4. A high-minimums Captain is not paired with a First Officer who does not independently meet the experience thresholds of GOM 4.13 (green-on-green prohibited).
 5. The restriction applies to Part 91 flights in DM Air aircraft as company policy.
 6. High-minimums status is flagged in JetInsight, annotated on the Flight Release, and briefed by the Captain to the First Officer (GOM 4.14.4).
- 6.4.2** Independent of high-minimums status, no PIC may conduct an approach with reported visibility below 3/4 SM or RVR 4,000 unless qualified and authorized for lower landing minimums (OpSpec C054; GOM 4.14.3.c, 10.12.5).

6.5 Alternate Airports

- 6.5.1** Five conditions require an alternate — remember them as "2 BADs, 2 NOs and Canada". When an alternate is required, the PIC coordinates its selection with the Flight Follower; the alternate is entered on the flight release and must meet the weather minima of GOM 9.11 and the landing limitations of GOM 9.12.

#	Condition	Rule
1	Bad weather at departure (135.217)	Departure weather below the approach minimums for the departure airport — a takeoff alternate is required
2	Bad weather at destination (135.223)	An alternate is required unless, from 1 hour before to 1 hour after ETA: ceiling at least 1,500 ft above the lowest circling MDA; or, if circling is not authorized, at least 1,500 ft above the lowest published minimum or 2,000 ft above the airport elevation, whichever is higher; AND visibility at least 3 SM, or 2 SM more than the lowest applicable visibility minimum, whichever is greater (GOM 5.3.3)
3	No approved weather reporting at destination (135.225(b); OpSpec A057)	Flight must qualify as eligible on-demand (GOM 9.2), be released with an alternate that has approved weather reporting and meets GOM 9.11/9.12, and have a current destination altimeter setting available (GOM 9.8.4); otherwise apply GOM 9.8.5
4	No instrument approach at destination (135.223)	Alternate required
5	Canada (CAR 602.122)	A destination alternate is always filed for Canadian destinations

- 6.5.2** Takeoff alternate: within one hour's flying time at normal cruising speed in still air, entered on the flight release, and meeting GOM 9.11 and 9.12 (GOM 9.6.1).

- 6.5.3** Destination alternate weather is derived from the OpSpec C055 additive table — one usable facility: DA/MDA plus 400 ft (rounded up to the next 100 ft) and visibility plus 1 SM; two usable facilities to different suitable runways: the higher DA/MDA plus 200 ft and the higher visibility plus 1/2 SM (GOM 9.11). A GPS-based approach may be relied on at the destination or the alternate, but not both, unless the WAAS provisions of C055 Table 2 are met; NOTAM-check the derivation facilities for operation at ETA. Alternate landing distance: 60 percent of effective runway length (80 percent only under an eligible on-demand Destination Airport Analysis with DO authorization — GOM 9.12, 9.10).

6.6 Load Manifest

- 6.6.1** The PIC generates and verifies the load manifest in APG for every flight — Part 135 and Part 91 alike (GOM 7.2.1) — and emails the completed APG manifest to wb@dmair.net before takeoff, sharing it with the SIC's EFB. Transmission into the JetInsight trip record satisfies the duplicate-copy requirement; manifests are retained at the principal operations base for at least 30 days (GOM 7.2.4).
- 6.6.2** Any change in passengers, baggage, cargo, or fuel requires a corrected manifest before takeoff (GOM 7.2.3).
- 6.6.3** Weights. DM Air uses actual weights only (OpSpec A096). Ask each passenger and crewmember their weight and add 10 pounds to every solicited weight; if a stated weight does not appear correct, the PIC applies reasonable judgement to determine the actual weight. Weigh, or verify by reliable means, every item of baggage and cargo before loading (GOM 7.3).

6.7 Performance Planning

- 6.7.1** The PIC complies with 14 CFR §§ 135.379/135.385 using the APG runway analysis and landing computation on all flights (GOM 9.3.5, 9.9). Where no APG analysis exists for an airport, takeoff performance is computed directly from the AFM with DO or CP approval of the airport (GOM 9.3.5).
- 6.7.2** Wind. Enter reported winds as observed: the APG data basis applies no more than 50 percent of the reported headwind and no less than 150 percent of the reported tailwind (GOM 9.3.3.d).
- 6.7.3** Landing distance:
- Destination (dry): full-stop capability within 60 percent of effective runway length (GOM 9.9.2);
 - Wet or slippery forecast at ETA: 115 percent of the GOM 9.9.2 length is required (GOM 9.9.3);
 - 80 percent (Destination Airport Analysis, OpSpec C049): available only through an APG DAA on an eligible on-demand flight — PIC ATP with 1,500 hours, SIC commercial/instrument with 500 hours, and PIC or SIC with 75 hours in the make and model (GOM 9.2.1) — specifically authorized by the Director of Operations and attached to the JetInsight trip record; MEL items affecting landing performance must be addressed in the analysis (GOM 9.10);
 - Emergency return: unfactored AFM landing distance for existing conditions may be used for the immediate-return case only.
- 6.7.4** When the SIC has fewer than 100 hours as SIC in the make, model, and type and the PIC is not a check pilot, the PIC makes all takeoffs and landings under the conditions of GOM 9.2.2 (DAA-required airport, visibility at or below 3/4 SM or RVR 4,000, contaminated runway, braking less than good, crosswind above 15 knots, reported windshear, or at PIC election).

6.8 Engine-Out Departure Procedures

- 6.8.1** When an engine-out departure procedure (EOP) is required and multiple procedures are available, select the one that most closely mirrors the assigned SID or ODP. EOPs are produced by APG for the runway analyzed (GOM 9.3.4). Thorough planning, briefing, and avionics setup are required: the EOP routing is briefed with the Takeoff/Departure Brief (Section 2), loaded or staged in the FMS as appropriate, and flown on engine failure per the briefed plan.

6.9 PIC and SIC Currency (135.245 / 135.247)

- 6.9.1** PIC day recency: 3 takeoffs and 3 landings as sole manipulator in the same category, class, and type within the preceding 90 days (135.247(a)(1); GOM 4.11.1).

- 6.9.2** PIC night recency: 3 takeoffs and 3 landings in type during the night period within the preceding 90 days (135.247(a)(2)); or the multi-crew turbine alternative — commercial certificate with the applicable type rating, 1,500 hours total time, day recency in each such airplane, and 15 hours in type in the preceding 90 days, plus either 3 night full-stop takeoffs and landings in a multi-crew turbine airplane within the preceding 6 months, or 6 full-stop takeoffs and landings in an approved Part 142 simulator (night visual) within the preceding 12 months (135.247(a)(3); GOM 4.11.3). Monitor night currency closely in summer; JetInsight tracking is a backstop, not a substitute (GOM 4.11.4).
- 6.9.3** SIC IFR currency: to serve as SIC under IFR, the SIC must, within the 6 calendar months preceding the month of the flight, have performed and logged 6 instrument approaches, holding procedures, and intercepting/tracking of courses through navigation systems — in actual or simulated instrument conditions or in an approved FSTD — or have passed an instrument proficiency check (135.245(c)–(d); GOM 4.11.5).

6.10 Reporting Maintenance Issues (GOM 6.3; GOM Ch 14; GMM Sect. 5)

- 6.10.1** Maintenance Control is the single point of contact for every aircraft discrepancy: +1 (954) 817-1381 / mx@dmair.net, available at all times (GOM 6.3.3). The PIC, or a crewmember at the PIC's direction, calls Maintenance Control with a detailed description, registration, airport, airframe hours and landings, and phase of operation.
- 6.10.2** Enter each mechanical irregularity on the Aircraft Maintenance Log (Form 406) before the next flight. MEL/NEF/CDL deferrals are entered as directed by Maintenance Control in accordance with the approved MEL, with required placards and (M)/(O) procedures. Scan and email the completed Form 406 to mx@dmair.net before the next departure and confirm receipt by telephone (GOM 6.3.4).
- 6.10.3** If a discrepancy is not deferrable, the aircraft is not released. Notify the Flight Follower immediately; deplane passengers with a simple explanation and do not discuss details of the issue within their hearing; the crew stands by at the aircraft for direction; away from base, the Director of Maintenance coordinates the recovery. No DM Air aircraft departs on a Part 135 flight with a known discrepancy that has not been coordinated through Maintenance Control (GOM 6.3).
- 6.10.4** The PIC retains final authority for the safe operation of the aircraft (14 CFR § 135.69; GOM 3.3).

SECTION 7 CREW TASKS AND GROUND OPERATIONS

7.1 Crew Flying Assignment

- 7.1.1** PF duties are split approximately 50/50 between Captains and First Officers. First Officers are developed as future Captains, and PF assignments are encouraged under the following restrictions:
- The First Officer may not occupy the left seat unless paired with a Check Pilot or holding a left-seat authorization letter from the Director of Operations;
 - No takeoff or landing with passengers until 25 landings are logged in type; thereafter the 50/50 split applies;
 - The First Officer may not manipulate the controls during a lower-than-standard takeoff (below 1/2 SM / RVR 2,400) without at least 100 hours in the make and model and DM Air's approved training and qualification for the minima used (GOM 9.5.4.c);
 - No First Officer landing when an 80-percent Destination Airport Analysis landing is planned with fewer than 100 hours in type (GOM 9.2.2, 9.10);
 - The PIC makes all takeoffs and landings in the GOM 9.2.2 conditions when the SIC has fewer than 100 hours in make, model, and type.

7.2 Aircraft Acceptance

- 7.2.1** The crew completes an aircraft acceptance & condition report (AACR) on taking over an aircraft — on arrival to begin a rotation, before proceeding to the hotel if no flights are planned. The AACR form are completed and submitted via email to ops@dmair.net; acceptance issues are reported to the Chief Pilot.
- 7.2.2** EFB check. Both pilots verify their company iPads for operation and currency and perform required updates and charging before departure. If updates are required, connect the iPads to a WiFi source other than the aircraft. iPads must have at least an 80% charge. Only company-issued EFBs are authorized on the flight deck (OpSpec A061).
- 7.2.3** Status and VOR check. The PIC reviews the inspection intervals on the JetInsight aircraft status sheet: if any inspection is within 10 hours or 3 days of expiration, coordinate with the Flight Follower and Maintenance Control; contact Maintenance Control immediately about any open discrepancy (GOM 6.3). Verify a VOR check within the preceding 30 days; a check is completed at the beginning of each tour and entered in JetInsight (GOM 5.10).
- 7.2.4** Required documents. Both pilots verify the required aircraft, crew, and company documents are aboard or current on the EFB:

Aircraft	Crew	Company
Airworthiness Certificate and Registration	Airman Certificate	GOM and OpSpecs
Radio Station License (international)	Medical Certificate	MEL
AFM/POH and avionics manuals	Passport	Terminal and en route charts
Weight and balance document	Restricted Radiotelephone Operator Permit (international)	IOM (international)
DM Air Normal Procedures Checklist (current revision) and briefing cards	Company ID	FOH

- 7.2.5** Cabin preparation. The PIC ensures the aircraft is stocked to DM Air standard for passenger flights: fresh hot coffee and hot water as applicable; fresh ice in a clean drawer for each passenger flight (never reused); reading material as available.
- 7.2.6** Cockpit preparation. The First Officer reviews the filed plan in ForeFlight and the APG runway analysis, obtains the IFR clearance, and programs the FMS, avionics, and frequencies. **The PIC will review the taxi route, flight plan and SID (if assigned), with the First Officer.** The cockpit is ready for engine start 30 minutes before scheduled passenger arrival.

7.3 GPU and APU

- 7.3.1** GPU use (when the APU is not installed or inoperative): request a GPU where available and appropriate to the ground time and electrical load; when the GPU carries a fee, use it when the cabin requires pre-conditioning or during hours of darkness. When a GPU is in use, monitor system voltage every 15 minutes to protect the batteries against unnoticed GPU failure.
- 7.3.2** APU use: account for APU fuel burn in fuel planning; do not run the APU for cabin cleaning or other non-critical tasks; on repositioning flights limit APU use to the minimum required for systems checks and start.
- 7.3.3** Cabin pre-conditioning on passenger flights: pre-heat when cabin temperature is below 40 °F and pre-cool when above 90 °F, in time for passenger arrival; limit ground air-conditioning to 30 minutes before scheduled departure and 5 minutes after deplaning.

7.4 Fueling

- 7.4.1** The Flight Follower's trip sheet provides fuel uplift and payment guidance for each FBO; pilots do not deviate from it. Contact the Flight Follower for clarification or payment issues; obtain approval before fueling on the day prior to planned flights. Tankering decisions follow the trip sheet.
- 7.4.2** At least one pilot monitors every fueling (GOM 8.2). The monitoring pilot verifies the fuel truck is bonded to the aircraft's designated bonding points, ensures the aircraft electrical configuration does not change during fueling, makes no radio transmissions during fueling, and stops fueling when a thunderstorm is within 10 miles (GOM 8.2.2, 8.2.4). Fueling mats are used for any over-wing fueling (GOM 8.6).
- 7.4.3** Passengers and fueling (GOM 8.4). DM Air prefers passengers deplane for fueling. Passengers may remain aboard when deplaning would cause discomfort or inconvenience, provided a crewmember is in or immediately at the aircraft monitoring the fueling and ensures: no smoking or open flame within 100 feet; all normal exits unlocked and unobstructed; and the crewmember knows the locations of the cabin and fuel-truck extinguishers. If any problem develops, the crewmember's first responsibility is to evacuate the passengers. Passengers deplane for over-wing gravity fueling.
- 7.4.4** Both pilots confirm fuel caps and fueling doors are secure after fueling. Verify the fuel order against quantity gauges and the APG manifest (GOM 8.3.3); anti-ice additive per the AFM fuel limitations.

7.5 Passenger Arrival and Identification

- 7.5.1** Advise FBO personnel of the tail number, lead passenger name, ETD, and expected passenger count. If unable to wait in the FBO, arrange to be notified of passenger arrival. At least one pilot is near the FBO entrance or customer service desk within 15 minutes of ETD; at least one pilot greets and escorts the passengers to the aircraft.
- 7.5.2** Identification check (GOM 11.24). Check every passenger's identification against the trip sheet. Each passenger 18 years of age or older must present REAL ID-compliant identification or an approved alternative listed in GOM 11.24.2 (US passport or passport card; DHS trusted traveler card; US military ID; permanent resident card; foreign government-issued passport — a foreign driver's license is not acceptable; US federally recognized tribal photo ID; HSPD-12 PIV card). A passenger 18 or older without conforming identification is denied boarding — the standard is objective and may not be waived by any crewmember or Flight Follower. Notify the Flight Follower immediately of any denial or discrepancy.
- 7.5.3** The PIC confirms with the lead passenger the passenger count, destination airport, FBO, and ground transportation; itinerary changes require coordination with the person exercising operational control before departure (GOM 2.6.5). Coordinate shipping of excess baggage with the Flight Follower after all efforts to fit it safely aboard are exhausted.
- 7.5.4** Passenger briefing (GOM 11.9; 14 CFR § 135.117). Before each takeoff a crewmember gives the oral briefing covering every item of GOM 11.9.2 — smoking; safety belts and when they must be fastened; seat backs; exit locations and operation; survival equipment; ditching procedures and flotation when extended overwater; oxygen use when flight above 12,000 feet MSL is planned; and fire extinguisher locations — plus the individual assistance briefing of GOM 11.9.3 for any passenger who may need evacuation help. Verify a serviceable, aircraft-appropriate briefing card is at each seat (GOM 11.10). The briefing card — including the copy in ForeFlight documents — supports but never replaces the oral briefing. Instruct passengers not to open the main cabin door except in an emergency, and advise flight

time, expected weather, and service. Cabin-secure completion is reported to the PIC before taxi (GOM 11.9.7).

7.6 Transportation of Minors (GOM 11.24)

- 7.6.1** Carriage of minors is governed by GOM 11.24; in any difference, GOM 11.24 controls. Crew actions before boarding:
- a. Minor traveling with a parent or legal guardian: no additional documents; identify the parent or guardian per GOM 11.24.2 and confirm the declared relationship;
 - b. Minor traveling with any other adult: require the notarized chaperone authorization of GOM 11.24.3.b, matched to the chaperone's identification; deny boarding if the authorization is absent, not notarized, or mismatched;
 - c. Unaccompanied minor (no minimum age): accept only under GOM 11.24.3.c — a parent or legal guardian delivers the minor directly to a DM Air crewmember (ID checked); a notarized authorization names the receiving adult(s) with contact numbers; the PIC or Flight Follower confirms the receiving adult by telephone before departure; a crewmember or assigned Cabin Attendant remains with the minor from acceptance until release at destination, only to the named receiving adult after ID match — never to any other person, including one claiming authority by telephone;
 - d. If the receiving adult is not present, the minor remains in crew care; contact the Director of Operations or Chief Pilot (GOM 11.24.3.d);
 - e. International travel by an unaccompanied minor, or with a non-parent chaperone, additionally requires the notarized CBP-style consent letter and a valid passport (GOM 11.24.3.e);
 - f. Retain completed authorizations and ID-check records with the trip records (GOM 11.24.3.g).
- 7.6.2** Car seats used aboard must be approved for both motor vehicles and aircraft; lap-held children under two are seated so all occupants can reach oxygen masks. Crewmembers avoid one-on-one situations with a minor out of view of others; the continuous supervision of GOM 11.24.3.c is performed with a second person present whenever practicable.

7.7 Transportation of Firearms (GOM 11.20)

- 7.7.1** Pilots do not handle a firearm or ammunition unless comfortable and familiar with safe and legal handling.
- 7.7.2** Firearms are accepted only as checked baggage: unloaded, in a locked hard-sided container, declared to the PIC, stowed in the baggage compartment inaccessible to passengers, and handled in accordance with the TFSSP (GOM 11.20.3). A firearm that cannot be carried in this configuration is refused. No person may carry a weapon on or about the person aboard a DM Air aircraft except as provided in GOM 11.20.1 (14 CFR § 135.119).
- 7.7.3** Armed persons. Any person claiming authority to fly armed is handled per the TFSSP: the PIC verifies agency credentials, government photo ID, and the basis of authority before boarding; records the armed person's identity, agency, and seat on the trip sheet; briefs the SIC and Cabin Attendant; ensures multiple armed persons are made aware of each other; and serves no alcohol to an armed person. Detailed requirements are in the TFSSP (SSI); direct questions to the Aircraft Operator Security Coordinator, Daniel Buehner (GOM 11.20.2).
- 7.7.4** Small-arms ammunition may be carried only within the passenger exceptions of 49 CFR 175.10(a)(8) as permitted by GOM Ch 11 and Ch 19 — securely packaged, inaccessible to passengers, stowed separately from firearms, and declared to the PIC. Any other ammunition or explosive is refused (will-not-carry — GOM Ch 19). The PIC coordinates with the Flight Follower for documentation before transporting firearms internationally.

7.8 Transportation of Animals

- 7.8.1** Animals are cargo for weight-and-balance purposes: each animal and carrier is entered on the APG load manifest at actual weight (GOM 7.2, 7.7.6). Carriers must not block the aisle or impede access to any exit (GOM 11.14); an animal not secured in a carrier is accompanied by a person. Available passenger seats are reduced by one for each animal of 60 pounds or more.

- 7.8.2** Exotic animals and any animal not on the trip sheet require Flight Follower approval before carriage. International carriage may require veterinary health certificates or permits. The PIC contacts the Flight Follower whenever carriage of an animal may interfere with the safety of the flight.

7.9 International Operations

- 7.9.1** DM Air international operations are conducted only within the OpSpec B050 areas — Canada, Mexico, the Bahamas and the Caribbean, and Bermuda — as Class I (1HRF) operations under OpSpec B033; oceanic RNP/NAT capability may not be filed (GOM 10.2.1, 10.3, 18.1). International flights are released only after B450/SFAR route screening by both the Flight Follower and the PIC, with permits, customs arrangements, and eAPIS complete (GOM 5.2.5). Detailed country procedures, airports of entry, and handler contacts are in the IOM (GOM Ch 18); this section supplements, and defers to, GOM Ch 18 and the IOM.
- 7.9.2** The PIC reviews and complies with all trip sheet customs instructions and is responsible for the accuracy of passenger, crew, and aircraft information. Except for Canada, the inbound GenDec must be stamped before returning to the United States. Review the GenDec before departure; verify all passport numbers against the GenDec; check all GenDec and eAPIS data received from the Flight Follower before departure.
- 7.9.3** Canada. Review current procedures at the CBSA website. Call 1-888-CANPASS no later than 2 hours before ETA to confirm arrival details; the trip sheet contains the information CANPASS agents request. A destination alternate is always filed for Canada (CAR 602.122). File flight plans with the scheduled ETD from the trip sheet; call CANPASS to update the ETA for delays over 15 minutes, changes, or cancellation; cancel unused flight plans. On arrival, initiate CANPASS clearance by phone and await direction; cancel IFR with ATC after arriving at non-towered airports. ATC clearance above or below published SID/STAR crossing restrictions does not relieve the crew from complying with intermediate published restrictions.
- 7.9.4** Country-specific arrival and handler procedures for Mexico, the Bahamas, the Caribbean, and Bermuda are per the IOM and the trip sheet.

7.10 Doors

- 7.10.1** The pilot securing the main cabin door closes and locks it in accordance with the manufacturer's procedures and confirms the door is properly latched with the handle secured and all door warning annunciations extinguished. The door is not closed until the carry-on stowage and cabin-secure check is complete (GOM 7.7.5, 11.14.2.e); no engine on the entry-door side is started until that door is closed (GOM 11.4.5.d); the main-door curtain is secured open and the flight deck door open for takeoff and landing (GOM 11.9.8).

SECTION 8 FLIGHT PROCEDURES

8.1 Before Taxi and Taxiing

- 8.1.1** Load the flight plan into both EFBs; the airport diagram and departure procedure are displayed on at least one EFB, and all pilots follow the aircraft's progress on the current airport diagram throughout taxi (14 CFR § 135.83; AC 120-74B). The PF sets or verifies the heading bug on the takeoff runway heading before taxi.
- 8.1.2** The PM writes down taxi clearances and gives progressive guidance, with emphasis on crossings, hold-short instructions, and hot spots. All hold-short instructions are read back and verbalized on the flight deck; the SIC asks the PIC to confirm any hold-short readback not received (AC 120-74B).
- 8.1.3** Systems checks requiring high power settings are completed while stationary. Heads-down tasks during taxi only while stopped or taxiing straight ahead with no complex intersections or hold-short points approaching; in low visibility, only while stopped.
- 8.1.4** Runway crossings. Before entering or crossing any runway: be positive the crossing clearance was received; both pilots visually scan the full length of the runway and its approach paths and verbally acknowledge ("clear left / clear right"); all exterior lights on; TCAS on (GOM 10.18.1.a); checklists paused (GOM 11.7.2). If there is any confusion, stop (clear of the runway) and ask ATC. If uncertain of position, never stop on a runway — stop clear, advise ATC, and request progressive taxi.
- 8.1.5** Ramp discipline, wingtip clearance, and marshalling per GOM 11.7.1; single-engine taxi per GOM 11.7.3 and the taxi brief.

8.2 Takeoff and Rejected Takeoff

- 8.2.1** The parking brake is not engaged on the departure runway during a line-up-and-wait clearance. During LUAW, remain vigilant; TCAS on; if holding in position more than 90 seconds without communication, query ATC (AC 120-74B).
- 8.2.2** Landing and taxi lights are turned on when takeoff clearance is received (GOM 11.8.2). Before entering the runway both pilots verbally confirm the assigned runway, heading alignment, configuration, and clearance (Section 4.4).
- 8.2.3** A takeoff is rejected whenever the crew must clear the runway it was cleared on, regardless of reason. After any rejected takeoff, the PIC contacts the Chief Pilot or Director of Operations before a subsequent attempt. A rejected takeoff above 80 knots requires an internal occurrence report through OmniSMS before the end of the duty day (GOM 16.7.1); any RTO may be reported, and reports are protected under GOM Ch 20.

8.3 Thunderstorm Avoidance

- 8.3.1** Guidelines for flight near convective activity:

Condition	Avoidance
Non-severe cell	5 NM
Severe cell (any red or stronger return)	20 NM
Overflying a storm	Minimum 5,000 ft above the top
Terminal area	Consider holding or diverting with active thunderstorms within 5 NM of the airport

8.4 Turbulence Reports

- 8.4.1** The PIC reports turbulence accurately to ATC and the company using AIM intensity criteria (light, light chop, moderate, moderate chop, severe, extreme). When in doubt, consult the Chief Pilot, Director of Operations, or Director of Safety before reporting severe or extreme turbulence to Maintenance Control — a severe-turbulence report drives an airframe inspection (GMM).

8.5 Abnormalities, Emergencies, and Diversions

- 8.5.1** The PIC considers declaring an emergency with ATC for (not limited to): major system malfunctions affecting safety of flight; smoke or fire; critically low fuel; a medical condition of any occupant requiring immediate landing. Emergency authority per GOM 12.1 and 14 CFR § 135.19.
- 8.5.2** Abnormal and emergency procedures are accomplished from the FAA-approved AFM/manufacture checklist, in a coordinated and controlled manner — the PIC ensures the checklist is accomplished as written (GOM 13.1.1). After an abnormal landing gear indication following takeoff, land at the nearest suitable airport per the AFM procedure; gear position determination is made only through the AFM abnormal procedures.
- 8.5.3** Keep the Flight Follower informed of any abnormal condition when practicable, and keep the passengers informed.
- 8.5.4** Diversions. The PIC contacts the person exercising operational control before deciding to divert for any reason other than an emergency (GOM 12.6). For any landing at an airport not on the flight plan, make a voice call to the ODO before landing, or as soon as practicable after landing — contact order: flight phone/cell, ARINC phone patch, nearest FBO (GOM 12.6.3). The Flight Follower may propose a diversion with PIC agreement, with the DO or CP notified (GOM 3.13.5); every diversion is reported so the flight locating record is updated (GOM 15.3.2.d).
- 8.5.5** Medical events: contact MedLink per GOM 13.11 and follow its direction; file the internal report after landing (GOM 16.7). Any accident, serious incident, security event, or overdue aircraft activates the ERP — notify the DO or ODO (GOM 13.12.2); emergency contacts are in GOM 13.12.3. A declared emergency requires an OmniSMS internal occurrence report (GOM 16.7.1).

8.6 Visual and Circling Approaches

- 8.6.1** Back up every visual approach with the FMS using an instrument approach or an extended runway centerline; an RNAV approach with vertical guidance is preferred. Minimum pattern altitude when not following a loaded approach: 1,500 feet AGL. A full approach briefing is required for any visual approach planned at night (GOM 10.12.7). Within 10 NM of the destination in VMC, terminal-area VFR provisions per OpSpec C077 and GOM 10.14 apply.
- 8.6.2** Circling (GOM 10.13). OpSpec C075 is not held or sought. Circle-to-land is a high-minima VFR maneuver flown only in VMC — never an instrument procedure flown to published circling minima, and never the continuation of an approach flown in IMC. Minima: reported ceiling at least 2,000 feet; visibility 3 SM day / 5 SM night. Remain clear of clouds, keep the runway environment in sight, and do not exceed 30 degrees of bank. Only the PIC acts as PF; no high-minimums PIC (GOM 4.14) may execute one, and SICs do not circle in revenue service. Circling is prohibited at every Section 9 airport and in designated mountainous terrain (GOM 10.13.4). Be aligned and stabilized (Section 8.8) by 500 feet AGL, or go around; on losing visual reference, climb toward the landing runway and fly the missed approach for the procedure flown. Below the minima, advise ATC "unable circle-to-land."

8.7 Non-Towered Airports

- 8.7.1** Review the airport diagram and 10-9A for lighting and traffic pattern direction. Release preconditions for airports without an operating control tower are in GOM 9.13.1; where no common advisory frequency exists, the flight is not released until the DO's arrangement under GOM 9.13.2 is confirmed.
- 8.7.2** The PF remains with ATC on COM1 while the PM makes the initial CTAF call no later than 10 NM out on COM2; switch COM1 to CTAF at handoff or IFR cancellation. Maintain continuous CTAF monitoring and position broadcasts within 10 NM; complete airport-services calls outside 10 NM (GOM 9.13.2). At night, activate pilot-controlled lighting early enough to confirm runway lighting before commencing the approach, and re-activate so the lights remain on through landing (GOM 9.13.3). Before taxi, takeoff, or crossing any runway at a non-towered airport, broadcast intentions and scan the full runway and approach paths — some aircraft have no radio (AC 120-74B Appendix 1).

8.8 Stabilized Approach

- 8.8.1** The approach must be stabilized no later than 1,000 feet AGL in IMC and 500 feet AGL in VMC; if not stabilized by the gate, or becoming unstable below it, go around (GOM 10.12.8). Criteria:

Element	Criteria
Path	On glideslope/glidepath/VASI/PAPI, or approximately 300 ft per NM from the airport
Airspeed	Vref to Vref +20
Descent rate	1,000 fpm or less
Configuration	Full landing configuration
Maneuvering	No excessive maneuvering; wings level by 300 ft AGL on a circling approach

- 8.8.2** A go-around or missed approach under this policy is a no-fault decision. The PIC files an internal report through OmniSMS after any go-around the PIC deems reportable (GOM 16.7).

8.9 Landing

- 8.9.1** Landing and taxi lights on when cleared to land (Section 4.6.5). Fly Vref at 50 feet; no duck-under. Touchdown occurs in the first third of the runway; otherwise go around. Thrust reverser use per the AFM. Confirm full-stop landing distance for the actual conditions per GOM 10.12.12 and the APG data before landing.

8.10 After Landing and Shutdown

- 8.10.1** The PM begins the after-landing flow only when the aircraft is clear of all runways, performed per GOM 11.6.1; the PF keeps eyes outside during turns. No frequency changes, configuration changes, or non-essential actions until clear of all runways (AC 120-74B).
- 8.10.2** After shutdown, one pilot proceeds to the cabin to assist deplaning; a crewmember is positioned at the bottom of the stairs (GOM 14.2.1). After passenger departure, complete the post-flight inspection and the GOM 14.7.1 post-flight duties, then the JetInsight flight log.

8.11 Lavatory Servicing and Cleaning

- 8.11.1** Lavatory servicing is checked before passenger flights and performed by FBO/vendor personnel with a crewmember present throughout (GOM 14.7.1). Servicing quantities and procedures are per the aircraft servicing data.
- 8.11.2** Interior cleaning uses approved materials only; exterior cleaning and detailing are coordinated through Maintenance Control/vendors per GOM 14.3.2. Briefing cards and cabin equipment are accounted for after cleaning (GOM 11.10).

8.12 Flight Log (JetInsight)

- 8.12.1** Complete the flight log in JetInsight at the end of each leg (GOM 14.5.2); on a quick turn, entry may be deferred to the end of the next leg only if no discrepancy occurred. Record actual out/off/on/in times in UTC and exact fuel figures. Record actual takeoff and landing times — never adjust times to match a meter or another record; report any meter/log mismatch to Maintenance Control for reconciliation in CAMP (GOM 6.3; OpSpec D072).
- 8.12.2** Duty times are recorded as actual times (GOM 5.7.4): duty runs from assigned show time through 30 minutes after final block-in; if post-flight duties take longer, notify flight operations of the extension before logging duty-off. Airline positioning to the aircraft at the start of a rotation is duty beginning 1+30 before the airline's scheduled departure (135.263(c)); travel home after release at tour end is not duty. No company communication with a crewmember during a required rest period (GOM 5.7.4.d).

8.13 Leaving or Swapping Aircraft

- 8.13.1** Hand off the aircraft stocked, clean, and lavatory-serviced. Install covers and the gust/control lock; secure the aircraft per GOM 14.6 — locked at all times when neither crew nor maintenance personnel are present, including hangared; overnight away, park in a well-lighted patrolled area and install the exit window security locks with the reminder cover placed on the pedestal (GOM 14.6.1.c). Key custody per

Chief Pilot direction. Chock the aircraft with the parking brake released and the "OK to tow" indication displayed where used. Report any evidence of tampering to the AOSC, Daniel Buehner (GOM 14.6.2).

8.14 Removed Items and Placards

8.14.1 Three regimes apply:

- a. MEL/NEF/CDL deferrals — INOP placards on or next to the affected control or instrument, worded with the MEL ATA item number and the Form 406 discrepancy number, from the placard stock in the aircraft MEL binder (GOM 6.4.6, 6.5.4, 6.6.3);
- b. Documents removed from the aircraft binder — the yellow 8.5x11 WARNING card placed on the left pilot seat, annotated with the item, responsible person, and location (GOM 14.5.4);
- c. Equipment temporarily removed from the aircraft (headsets, life raft, etc.) — the PIC ensures a conspicuous written notice is placed at the pilot station identifying the item, and the removal is coordinated with Maintenance Control where the item is required equipment.

SECTION 9 SPECIAL AIRPORTS

9.1 Mountainous Airport Restrictions

- 9.1.1** DM Air's special (mountainous) airports and their operating criteria are established in GOM 10.17. This section restates them for crew use; in any difference, GOM 10.17 controls. An airport not listed in GOM 10.17.4 may not be assigned mountainous-airport restrictions in this handbook until it is added to the GOM by revision.
- 9.1.2** Special PIC qualification (GOM 10.17.1). Before release as PIC to any listed airport, a pilot must be thoroughly briefed by a Check Airman experienced at the airport or by the Chief Pilot, and be observed by a Check Airman or the Chief Pilot while exercising PIC duties at the controls into that airport, as many times as the observer deems necessary. The qualification is recorded in the pilot's training record.
- 9.1.3** DM Air plans the Falcon 50 and Falcon 900B as Category C airplanes; where the table authorizes Categories A/B only, DM Air aircraft are not authorized for that operation (GOM 10.17.3). Circle-to-land maneuvers are prohibited at all Section 9 airports and at any other airport in designated mountainous terrain (GOM 10.13.4).
- 9.1.4** Mountainous airport operating criteria (GOM 10.17.4):

Airport	Day VFR	Day IFR	Night VFR/IFR	Weather — VFR	Weather — IFR departure
KASE Aspen, CO (7,820 ft)	All categories	Categories A/B/C	Not authorized	6,500/10	3,100/3
KEGE Eagle, CO (6,535 ft)	All categories	All categories	Not authorized	8,500/10	5,400/3
KRIL Rifle, CO (5,544 ft)	All categories	Categories A/B/C	All categories	9,000/10	7,000/10
KTEX Telluride, CO (9,078 ft)	All categories	Categories A/B — not authorized for DM Air aircraft	Not authorized	7,000/10	7,000/10
KJAC Jackson, WY (6,445 ft)	All categories	All categories	Authorized — night requires ceiling better than 5,000 ft and visibility better than 3 SM	6,500/10	3,800/3
KSUN Sun Valley Hailey, ID (5,315 ft)	All categories	Categories A/B/C	Not authorized	3,000/10	2,700/3

- 9.1.5** Notes applying to every listed airport (GOM 10.17.5): weather reporting at the airport is required for IFR operations and the approach to be used must be operational; IFR minima are the current published chart minima with GOM 10.12.4 additives where applicable; verify operating hours, curfews, and noise restrictions by NOTAM and Chart Supplement before release (several listed airports, including ASE, have night curfews); at ASE, ALLIX (the FAF) is the missed approach point for visual approaches.
- 9.1.6** Caution (GOM 10.17.6): mountainous airports may require departure weather higher than landing minima — an aircraft may land and then be unable to depart. Plan crew and passenger contingencies with the Flight Follower.

9.2 Aspen (ASE) Familiarization

- 9.2.1** Airport character. Aspen lies in a valley at 7,820 feet with rapidly rising terrain from the northeast clockwise through the west. For DM Air operations ASE is a day-only airport: land Runway 15, depart Runway 33 (GOM 10.17.4). Runway 15 is upsloped 1.97 percent, aiding stopping; Runway 33 is downsloped 1.97 percent, aiding acceleration but making a rejected takeoff more critical. Tailwinds are

common on both takeoff and landing; windshear is likely on short final with strong westerly winds. The Runway 15 PAPI is set at 3.5 degrees and is unusable beyond 4 NM.

- 9.2.2** Weather minima: 6,500/10 for VFR operations and 3,100/3 for IFR departure (GOM 10.17.4). ALLIX (the FAF) is treated as the missed approach point for visual approaches (GOM 10.17.5.d).
- 9.2.3** Instrument procedures. Two public approaches are used: the LOC/DME-E and the RNAV (GPS)-F. Do not select any other approach from the FMS database; any other procedure requires special training and authorization.
- 9.2.4** LOC/DME-E technique: be fully configured by JARGU; VNAV is recommended to the FAF, then vertical speed beyond it. The final segment requires approximately a 6.59-degree path from the FAF to the runway; if the airport is acquired at the FAF, an initial descent rate near 2,000 fpm may be required. This steep visual segment is flown only when the airport environment is in sight by the FAF and the aircraft meets the stabilized approach criteria of GOM 10.12.8 by the applicable gate — high descent rates arrested by 1,000 feet AGL — otherwise go around. If the airport is acquired after the FAF, exercise extreme caution for terrain when maneuvering; the missed approach uses an LDA back course that is normal sensing.
- 9.2.5** Roaring Fork Visual: a charted visual flight procedure, not in the FMS database; not commonly used but valuable for situational awareness.
- 9.2.6** Departure. The LINDZ9 requires an immediate right turn to 343 degrees after takeoff for traffic and terrain separation; begin the turn at 400 feet AGL or as required by the published procedure. The APG engine-out departure procedure for Runway 33 is briefed and staged per Section 6.8; where the EOP overlays the LINDZ SID, note that the first critical turn in the EOP is defined by an FMS fix rather than an altitude.

SECTION 10 CREW DUTIES QUICK REFERENCE

10.1 Use of This Section

10.1.1 This section is a crew duty-split aid by phase of operation. Cockpit configuration is governed solely by the Normal Procedures Checklists in Appendices A and B — any item below that duplicates a cockpit checklist item defers to the checklist. Records are completed in JetInsight (GOM 1.5.1).

10.2 Beginning of Tour

10.2.1 The first pilot at the aircraft conducts a thorough preflight inspection per the manufacturer procedures. Both pilots verify each other's airman and medical certificates, FCC permit (international), passports, and government-issued IDs.

Captain	First Officer
Report discrepancies to Maintenance Control; keep the Flight Follower informed	Check cabin stock and re-stock as necessary
Review the aircraft status sheet and maintenance log in JetInsight	Check operation of all cabin equipment
Review the existing Aircraft Condition Report	Charge EFBs; check operation and currency

10.3 Trip Notification

Captain	First Officer
Review the trip sheet and begin planning — weather, NOTAMs, fuel, W&B, alternates	Review the trip sheet — weather, NOTAMs, TFRs
Report potential issues to the Flight Follower; confirm FBOs	Note FBOs, catering, and transportation details
Notify the First Officer of trips — issues, report times, meals	—

10.4 Aircraft Acceptance

10.4.1 The PIC is responsible for the Aircraft Acceptance form in JetInsight (may be delegated to the SIC). Conduct a preflight per manufacturer procedures and the TFSSP when reporting to the aircraft, even with no flying scheduled. Perform first-flight-of-day systems checks and functional checks of cabin systems. Verify regulatory items — life vests, flashlights, exit signs, EFBs, briefing cards — and that the life raft is aboard (extended overwater); if missing, notify the Flight Follower and Maintenance Control. Report discrepancies immediately and remain with the aircraft until released. Check cabin stock and expiration dates; replace expired items and ensure stock for the planned flights.

10.5 Preflight

10.5.1 On the first flight of the day, and whenever the aircraft is released from maintenance, complete the full preflight per the AFM/POH; subsequent flights may use the abbreviated check (damage, integrity, fluids, leaks). Both pilots check the lavatory for flush function, fluid condition, and leaks.

Captain	First Officer
Review itinerary; discuss changes with the FO	Check cabin stock and re-stock
Determine fuel requirements	Charge and load EFBs
File/revise the ATC flight plan; check latest weather and NOTAMs	Complete the aircraft preflight inspection
Ensure the preflight is complete	Remove covers; connect battery as applicable

10.6 Before Flight

Captain	First Officer
Check in for the flight through JetInsight	Prepare the cockpit; load EFBs
Prepare the APG load manifest; email to wb@dmair.net , review the flight plan loaded in FMS with First Officer	Obtain the ATC clearance; load the FMS
Review APG performance; confirm planned fuel on board	Supervise fueling
Prepare the TOLD card	Prepare the cabin — clean, restock, ice, coffee, catering
Settle the FBO bill; verify fuel quantity	Arrange GPU/APU and special requests
Be at the FBO for passengers no later than 30 minutes before ETD	Complete tasks 30 minutes before departure

10.7 Passenger Arrival and Boarding

Captain	First Officer
Notify the Flight Follower when: passengers have not arrived at ETD; an unlisted passenger arrives or one is missing; departure is delayed 15 minutes or more; an itinerary deviation is requested	Be ready for passengers 30 minutes before departure
Greet passengers at the FBO and escort to the aircraft; check all passenger IDs per GOM 11.24 (Section 7.5); check passport numbers and expirations against eAPIS on international legs; confirm flight details with the lead passenger	Organize and load baggage — cargo areas first, before any baggage in the cabin; load before boarding when possible; report excess bags to the Captain before loading
Complete the final walk-around before boarding	Complete the final walk-around after all passengers board
—	Turn on cabin and entry lights; assist passengers boarding; close, lock, and verify the cabin door; give the oral safety briefing per GOM 11.9.2 (full briefing for all newly boarded passengers)

10.7.1 Final walk-around items: all fuel caps, engine cowls, and service doors latched and secured; all covers and pins removed; nose-gear limit-exceedance indicators checked as equipped.

10.8 Before Takeoff and In Flight

Captain	First Officer
Ensure the cabin and passengers are ready for takeoff; keep passengers informed of delays	Perform tasks as delegated
In flight: VOR check entries; seat belt sign as required	Check on passengers periodically for comfort; on the in-range call, confirm ground transportation to be on the ramp

10.9 Shutdown, Deplaning, and Securing

Captain	First Officer
Complete required checklists before leaving the seat; follow passengers out, checking for items left behind; assist with baggage; account for all briefing cards	Open the door and stand at the bottom of the stairs to assist (GOM 14.2.1); unload baggage; assist passengers to the FBO
After passengers depart: check weather and ATC delays for the next flight; complete the post-flight inspection; submit the Aircraft Condition Report at end of rotation	Ensure the aircraft is properly chocked; restock drawers; complete the post-flight inspection

10.10 Through Flights

Captain	First Officer
Flight plan and prepare the aircraft for the next flight; settle FBO accounts	Remain with the passengers and escort as necessary

10.10.1 Passengers may remain aboard during pressure fueling under the conditions of Section 7.4.3; passengers deplane for over-wing gravity fueling. The quick-turn cockpit items are per the Quick Turn checklist (Appendix A/B).

DM AIR · DASSAULT FALCON 900B

COCKPIT PREPARATION CHECKS

SAFETY / POWER-OFF · POWER ON · APU START · COCKPIT PREP
REV ORIGINAL · 24 AUG 2026 · AFM DTM20103 SEC 4
SHADED = FIRST FLIGHT OF DAY (FFOD) — AFM
R/D READ-DO · ____ / [] = STATE VALUE
FLOW: OVERHEAD → COPILOT / RH CONSOLE → CENTER / PILOT / LH
CONSOLE → PEDESTAL
ABNORMAL / EMERGENCY: USE AFM / MANUFACTURER CHECKLIST

SAFETY / POWER-OFF CHECK R/D

PIC · BEFORE POWER IS APPLIED

PARK BRAKE.....SET
EXT / INT PREFLIGHT (AFM 4-05).....COMPLETE
TORSION LINK PIN.....INSTALLED
EMERGENCY EXIT SAFETY PIN.....REMOVED
DOCUMENTS.....ON BOARD
OVERHEAD — CIRCUIT BREAKER PANELS
CIRCUIT BREAKERS.....ALL IN
NORMAL TAILPLANE C/B.....IN
AV MASTERS · FMS MASTERS.....OFF
OVERHEAD — SWITCH PANEL, TOP TO BOTTOM
BAT 1 - 2 / GEN 1 - 2 - 3.....OFF / ON
A-B BUSSES.....FLIGHT NORM
APU GEN.....DEPRESSED
IRS 1-2-3 BATTERY VOLTAGES.....CHECKED
E BATT VOLTAGE.....CHECKED
PWR SELECTOR / CMPTR 1-2-3...NORMAL / AUTO
START SELECTORS (3).....GRD START
BOOSTERS (3) / X-BP (3).....OFF / CLOSED
XTK / XTK 2.....NEUTRAL / AUTO
BLEED HP AND PRV (3).....ON
APU BLEED / ISOL VALVE.....OFF / HORIZONTAL
CREW / PAX BLEED · BAG.....AUTO · NORM
WINDSHIELD · ANTI-ICE · PITOT · WIPER.....OFF
LIGHTS SW (7) / RHEOSTATS (8). OFF / FULL CCW
COPILOT PANEL · RH CONSOLE
EMERG PRESS PANEL....FULL DN / AUTO / NORM
DUMP OFF / GUARD DOWN
ELT.....AUTO / GUARDED
OXYGEN MASKS (2).....CHECKED
AUDIO PANELS (2).....SET
IRS (3).....OFF
OXYGEN / PAX OXYGEN.....__ PSI / NORMAL
LOAD SHED O'RIDE.....NORMAL / GUARDED
COND / NOSE LEVERS.....NORM
CENTER PANEL · PILOT PANEL · LH CONSOLE
FUEL SHUT OFF SW / FIRE EXT SW..GUARDED / 0
L/G CONTROL / GEAR PULL DOWN, LATCHED / IN
BRAKE SELECTOR.....#1 / ASKID ON
ST-BY PUMP.....OFF
TEMP CONTROLLERS.....AUTO / 12 O'CLOCK
ECU A/I.....OFF
THRUST REVERSE SW.....NORM / GUARDED
CABIN PRESS CONTROLLER.....[PROG / FL]
CLOCKS (2) / STBY HORIZON. CHECKED / CAGED
VHF 3.....ON BAT — TX / RX CHECKED

VHF 3.....NORMAL / GUARDED
PEDESTAL
VHF 1 · NAV / COM / ATC.....OFF
MMO SW.....GUARDED
POWER LEVERS (3).....CUT-OFF
AIRBRAKE / SLAT-FLAP HANDLES.....0 / CLEAN
EMERG SLATS · GPWS FLAPS O'RIDE..GUARDED
L/G GRAVITY EXTENSION CONTROLS. CHECKED

SAFETY / POWER-OFF CHECK COMPLETE

POWER ON R/D

PIC · POWER APPLICATION

BAT 1 - BAT 2.....ON / LTS OUT / __ V
HRZN BATTERY.....V / EMERG PWR LT ON
A-B BUSSES.....TIED
FIRE DETECTION.....TESTED

POWER ON CHECK COMPLETE

APU START R/D

PIC · BEFORE APU START

BOOSTER 2.....ST-BY / FUEL 2 LT OUT
APU MASTER.....DEPRESSED
APU START.....DEPRESSED 1 SEC
N1 · T5 · APU GEN AMMETER.....CHECKED
NO ITT RISE IN 10 SEC: STOP — WAIT 5 MIN BEFORE 2ND START
APU BLEED.....[ON / OFF]
GPU START: POWER SELECTOR EXT POWER — BAT LTS ON
NO APU / NO GPU: START ENGINE 2 FIRST

APU START CHECK COMPLETE

BEFORE START — COCKPIT PREP R/D

FLOW · AFTER APU / GPU POWER OR ENG 2 START

SEATS / RUDDER PEDALS. .ADJUSTED / LOCKED
IRS / FMS.....NAV / INIT
POSITION SENSORS · DATABASE VALIDITY CHECKED
OVERHEAD
AV MASTERS · FMS MASTERS.....ON / LTS OUT
NAV LIGHTS.....[ON / OFF]
EMERG LIGHTS.....ON / ARMED
COCKPIT / CABIN LIGHTING.....SET
COPILOT PANEL · RH CONSOLE
CABIN PRESS TEST.....AURAL / CABIN LT ON
VOICE RECORDER.....TESTED
FLIGHT RECORDER...CHECKED / DATE-TIME SET
CENTER PANEL · PILOT PANEL
WARNING PANEL / LIGHTS.....TESTED / DIM-BRT
FUEL USED COUNTERS.....RESET TO 0
HYD RESERVOIRS 1 AND 2.....IN GREEN
LANDING GEAR PANEL.....TESTED
ST-BY PUMP.....AUTO — HYD #2 1,500-2,150
STALL 2 TEST.....TESTED
ST-BY PUMP.....OFF — LT OUT
ECU A/I.....ON (AMBER) — OFF (OUT)
ENG 2 FAIL · T/O CONFIG · NO TAKE OFF TESTED
GPWS.....TESTED
RADIO ALTIMETER.....TESTED / DH SET
STBY HORIZON.....UNCAGED
FLT INST / FLT GUIDANCE.....CHECKED / SET
INDEX (SPEED BUGS).....V1 __ VR __ V2 __
ALTIMETERS / ASEL..... / SET
PEDESTAL
ADC 1 / ADC 2 TEST.....TESTED
STALL 1 THEN STALL 2 TEST.....CHECKED
VHF 1.....ON
FMS / IRS POSITION.....CHECKED
TAXI / DEPARTURE BRIEF.....COMPLETE

COCKPIT PREP COMPLETE

FAA APPROVAL

POI SIGNATURE: _____

DATE: _____

Revision: ORIGINAL - 24 Aug 2026

DM AIR · DASSAULT FALCON 900B

NORMAL PROCEDURES CHECKLIST

REV ORIGINAL · 24 AUG 2026 · AFM DTM20103 SEC 4

SHADED = FIRST FLIGHT OF DAY (FFOD) — AFM

C/R CHALLENGE-RESPONSE · **R/D** READ-DO

UNDERLINED = BOTH PILOTS RESPOND · **___** / **[]** = STATE VALUE

† = AIRCRAFT MOD / S/N DEPENDENT — SEE NOTE, PANEL 6

COCKPIT PREPARATION CHECKS: SEE SEPARATE SHEET

ABNORMAL / EMERGENCY: USE AFM / MANUFACTURER CHECKLIST

BEFORE STARTING ENGINES

C/R

PIC CALLS · PM READS · BOTH RESPOND

CHOCKS.....REMOVED

CABIN DOOR.....CLOSED

CABIN · DOOR LIFT LIGHTS OUT

NO SMOKING / FASTEN BELTS.....ON

AFT CABIN ISOL LIGHT OUT

PARK BRAKE INTERMEDIATE — #2 P.BK STEADY

FUEL QUANTITY.....REQ / **___** ON BOARD

AIRPLANE WEIGHT.....LB SET

BEFORE STARTING ENGINES CHECKLIST COMPLETE

ENGINE START — ENG 2 FIRST

R/D

PIC · START CLEARANCE · AREA CLEAR · PM MONITORS

ANTICOLLISION LIGHTS.....RED

BOOSTER 2.....ST-BY / FUEL 2 LT OUT

ENG 3 THEN 1 — BOOSTER.....ON

POWER SELECTOR.....[NORMAL / EXT POWER]

START BUTTON.....DEPRESS < 2 SEC

N2 12-15% + N1 ROTATION LEVER IDLE — IGN ON

ITT · N1 · FUEL FLOW · OIL PRESS.....RISING

N2 50%.....IGN LT OUT

N2 STABILIZED.....PUMP 2 · OIL 2 LTS OUT

HYD #2 GREEN BAND · GEN 2 LT OUT (ON IF EXT POWER)

IDLE PARAMETERS.....CHECKED

POWER SELECTOR / GPU...NORMAL / REMOVED

GEN 2 LIGHT.....OUT

GEN 2 AMMETER.....300 A MAX

START ENG 3, THEN ENG 1 — SAME PROCEDURE AS ENG 2

DISCONTINUE START IF: NO ITT RISE IN 10 SEC ·
NO OIL PRESS 10 SEC AFTER LIGHT-OFF · N1 = 0 AT 20% N2 ·
ITT RISING RAPIDLY TOWARD 978°C · N2 NOT SMOOTH TO IDLE
→ POWER LEVER CUT-OFF · START SEL MOTOR START STOP
FUEL IN TAILPIPE: DRY MOTOR 15 SEC (LEVER CUT-OFF · MOTOR)
IGN LT ON > 50% N2: START SEL MOTOR START STOP — IF STILL ON:
GEN OFF · IGNTR C/B PULLED

ENGINE START COMPLETE

AFTER START

C/R

PIC CALLS · ALL ENGINES STABILIZED · PM READS

A-B BUSSES.....FLIGHT NORM

BATT / GEN VOLTS AND LOAD.....CHECKED

BOOSTER 2.....NORM / FUEL 2 LT OUT

ISOLATION VALVE.....LT ON / LT OFF

WINDSHIELD PILOT / COPILOT · SIDE. NORM · ON

WARNING PANEL.....CHECKED

ONLY ON: AOA / PITOT · #2 P.BK · MACH TRIM · AOA PROBE

HYD PRESSURES / QUANTITY 1 AND 2..IN GREEN

ST-BY PUMP.....AUTO then ON

ANTISKID.....TESTED

AIRBRAKES OUT · STALL 1 TEST.....CHECKED

AIRBRAKES.....IN

SLATS / FLAPS.....T/O

E BATT †.....ON

AILERON / RUDDER TRIMS.....CHECKED / 0

EMERGENCY AILERON TRIM.....CHECKED

M TRIM.....ON

YD.....ON / OFF — NO RUDDER MSG

AP TRANSFER (L / R AFCS).....CHECKED

RADAR.....STBY

TRANSPONDER.....assigned CODE - TA/RA

VHF 2 · ADF · NAV · HF.....ON / SET

EFIS CONTROLLERS.....SET

PASSENGER DOOR CURTAIN.....OPEN

AFTER START CHECKLIST COMPLETE

TAXI

C/R

PIC CALLS · CLEAR OF RAMP · PAUSE AT ANY RUNWAY

TAXI LIGHT.....ON

PARK BRAKE.....FULL FWD — #2 P.BK OUT

BRAKES #1 AND #2.....CHECKED

BRAKE SELECTOR.....#1 / ASKID ON

HEADINGS / HORIZONS.....CHECKED

PITCH TRIM — CROSSED RELAYS.....CHECKED

PITCH TRIM — TAILPLANE EMERG.....CHECKED

NORMAL TAILPLANE C/B.....IN

TAKEOFF TRIM.....SET

REVERSER EMERGENCY STOWAGE.....CHECKED

COMPUTER MANUAL MODE.....CHECKED

CAUTION — UNCOMMANDED ACCELERATION: CMPTR AUTO —

SHUT DOWN ENGINE

APU.....STOP 1 SEC · OIL LT — MASTER OFF

APU BLEED.....OFF

PILOT SLIDING WINDOW.....CLOSED / CHECKED

WING A/I (10 SEC MAX).....3 ITTs RISE — OFF

ENG A/I 1 AND 3, THEN 2...ITTs RISE — [ON / OFF]

FLAGS.....OUT OF VIEW

TAKEOFF BRIEFING.....COMPLETE

FLIGHT CONTROLS.....FREE

TAXI CHECKLIST COMPLETE

BEFORE TAKEOFF

C/R

PF CALLS · APPROACHING HOLD-SHORT · PM READS

SLATS / FLAPS.....T/O

TAKEOFF TRIM.....

AIRBRAKES.....0 / IN

X-BP (3).....CLOSED

YD.....OFF — CHECKED

START SELECTORS.....[GRD / AIR START]

AIR START: CONTAMINATED RWY · MODERATE RAIN / SNOW ·

MODERATE ICING

HEADINGS / BUGS / ASEL.....CHECKED / SET

HOLD — CLEARED ONTO RUNWAY

ANTICOLLISION LIGHTS.....ALL

RADAR.....ON

TRANSPONDER.....assigned CODE - TA/RA

LANDING LIGHTS.....ON

PITOT HEATING.....ON

WARNING LIGHTS.....ALL OUT

RWY ASSIGNMENT / ALIGNMENT..CKD / RWY

BEFORE TAKEOFF CHECKLIST COMPLETE

T/O: THRUST FULL FWD · T/O ITT / N1 CHECKED · #2 P.BK LT OUT

AFTER RELEASE · 100 KT: TIME / ASI X-CHECK · +RATE: GEAR UP · MID

CABIN DOOR CLOSED AS REQUIRED · V2+25: FLAPS UP ONE NOTCH AT A TIME

AFTER TAKEOFF

R/D

PF CALLS · 3,000 FT AGL · PM SILENT

LANDING GEAR.....UP

SLATS / FLAPS (at V2 + 25).....CLEAN

YD.....ON

START SELECTORS.....GRD START — IGN OUT

CLIMB POWER.....SET

CABIN PRESS / TEMP.....CHECKED

TAXI LIGHT.....OFF

PM: “AFTER TAKEOFF CHECKS COMPLETE”

CLIMB

C/R

PF CALLS AT 10,000 FT AGL · PM READS

ENGINE PARAMETERS.....CHECKED

ANTI-ICE.....[ON / OFF]

ENG + WING A/I ON BEFORE VISIBLE MOISTURE AT TAT +10°C

OR BELOW

FASTEN BELTS.....AS REQUIRED

HOLD — TRANSITION LEVEL

ALTIMETERS.....STANDARD SET / X-CHECKED

LANDING LIGHTS.....OFF

CLIMB CHECKLIST COMPLETE

CRUISE C/R

PF CALLS · LEVEL · REPEAT HOURLY

ENGINE PARAMETERS.....CHECKED
FUEL QUANTITY..... LB — BALANCED
EQUALIZE: X-BP 2-1 AND 2-3 OPEN · MONITOR · CLOSED
ALTIMETERS.....WITHIN 200 FT
CABIN PRESSURIZATION.....CHECKED

CRUISE CHECKLIST COMPLETE

DESCENT C/R

PF CALLS · BEFORE TOP OF DESCENT · PM READS

PRESSURE CONTROLLER.....SET ____ FT
ANTI-ICE.....AS REQUIRED
TERMINAL WEATHER.....RECEIVED
MDA / DA.....SET / X-CHECKED
APP / LDG V-SPEEDS.....REVIEWED / SET
APPROACH BRIEFING.....COMPLETE

HOLD — TRANSITION ALTITUDE

ALTIMETERS..... SET / X-CHECKED
LANDING LIGHTS.....ON
FASTEN BELTS.....ON
PASSENGER DOOR CURTAIN.....OPEN

DESCENT CHECKLIST COMPLETE

APPROACH C/R

PF CALLS · BELOW 10,000 FT · PM READS

X-BP (3).....CLOSED
SLATS / FLAPS.....APPROACH ____

APPROACH CHECKLIST COMPLETE

BEFORE LANDING C/R

PF CALLS AFTER "GEAR DOWN" · PM READS

LANDING GEAR.....DOWN — 3 GREEN
HYDRAULIC PRESSURE.....CHECKED
ANTISKID.....CHECKED
AIRBRAKE HANDLE.....IN
START SELECTORS.....AS REQUIRED
SLATS / FLAPS.....40° + SLATS
VREF..... KT

BEFORE LANDING CHECKLIST COMPLETE

GO-AROUND (40° + SLATS): T/O THRUST · GO-AROUND ATTITUDE ·
AIRBRAKE 0 · SLATS-FLAPS 20° + SLATS · +RATE: GEAR UP ·
IAS VREF – 5 KT

AFTER LANDING R/D

PIC CALLS · CLEAR OF ALL RUNWAYS · PM SILENT

THRUST REVERSER.....STOWED
ENG 2 IDLE · TRANSIT / REV UNLOCK LIGHTS ON, THEN OUT
WING A/I.....OFF
WINDSHIELD (3) · PITOT (3).....OFF
START SELECTORS.....GRD START — IGN OUT
LANDING LIGHTS / TAXI LIGHT.....OFF / ON
ANTICOLLISION LIGHTS.....RED
RADAR.....STBY
TRANSPONDER †.....[TA/RA -or- STBY]
AIRBRAKE HANDLE.....0
SLATS / FLAPS.....CLEAN
TRIMS (ALL).....T/O POSITION
A-B BUSES.....TIED
APU / APU BLEED.....[ON / OFF]

PM: "AFTER LANDING CHECKS COMPLETE"

PARKING / SHUTDOWN C/R

PIC CALLS · PARKED · PM READS

TAXI LIGHT.....OFF
PARK BRAKE INTERMEDIATE — #2 P.BK STEADY
ST-BY PUMP.....OFF
RADAR / TRANSPONDER.....OFF
IRS (3) · VHF 1.....OFF
AV MASTERS · FMS MASTERS.....OFF — LTS ON
STBY HORIZON.....CAGED
ENG A/I.....OFF
POWER LEVERS (AFTER 2 MIN IDLE).....CUT-OFF
BOOSTERS (3).....OFF

SHUTDOWN CHECKLIST COMPLETE

SECURING R/D

PIC · POWERING DOWN / LEAVING AIRCRAFT

EXTERIOR / INTERIOR LIGHTS.....OFF
PASSENGER SIGNS.....OFF
APU.....SHUT DOWN
E BATT †.....OFF
BAT 1 - BAT 2.....OFF
CHOCKS.....IN PLACE
PARK BRAKE.....[SET / RELEASED]
COVERS / GUST LOCK / EXIT LOCKS..INSTALLED

SECURING CHECKLIST COMPLETE

NOTE

QUICK TURN (SAME CREW, AIRCRAFT POWERED):
BEGIN AT BEFORE START — COCKPIT PREP (SEPARATE SHEET)
OMIT SHADED (FFOD) ITEMS

† CONFIGURATION ITEMS — CONFIRM FOR EACH TAIL:
E BATT: MOD M2331 · #2 P.BK AT T/O: ON WITH SB F900-42

FAA APPROVAL

POI SIGNATURE: _____

DATE: _____

Revision: ORIGINAL - 24 Aug 2026

APPENDIX B — FALCON 50 NORMAL PROCEDURES CHECKLIST

DM AIR — DASSAULT FALCON 50 NORMAL PROCEDURES CHECKLIST

REV ORIGINAL (DRAFT) — 24 AUG 2026

COMPLY WITH THE FOH SOP AND CHECKLIST POLICY (FOH SEC. 4-5; GOM CH 11). USE THE FAA-APPROVED AFM/MANUFACTURER CHECKLIST FOR ALL ABNORMALITIES AND EMERGENCIES.

CONDUCT THE PREFLIGHT IN ACCORDANCE WITH MANUFACTURER PROCEDURES.

DRAFT — AFM CONFORMANCE REVIEW BY THE CHIEF PILOT REQUIRED BEFORE OPERATIONAL USE

GRAY SHADING = FIRST FLIGHT OF DAY ITEM · [] / ____ = STATE THE ACTUAL VALUE · METHODS: C/R = CHALLENGE-RESPONSE, R/D = READ AND DO, SILENT (PM) PER GOM 11.6.1

SAFETY / POWER-OFF CHECKS (FIRST FLIGHT OF DAY)	
	R/D
EXTERIOR PREFLIGHT / GEAR PINS-COVERS....	COMPLETE / REMOVED
PILOT (DV) WINDOW.....	OPEN / AS REQUIRED
PARKING BRAKE.....	SET
LANDING GEAR HANDLE / EMERGENCY GEAR HANDLE	
.....	DOWN / PUSHED IN
FUEL SHUTOFF SWITCHES.....	DOWN AND GUARDED
ENGINE FIRE EXTINGUISHERS.....	SAFETIED / INDICATORS CHECKED
POWER LEVERS.....	CUTOFF
STANDBY HYDRAULIC PUMP.....	OFF
AIRBRAKES.....	RETRACTED
SLAT/FLAP HANDLE.....	CLEAN
EMERGENCY SLAT SWITCH (IF INSTALLED).....	GUARDED
OXYGEN PRESSURE / CONTROL.....	CHECKED / NORMAL

SAFETY / POWER-OFF CHECKS (CONT'D)	
	R/D
PITOT / ANTI-ICE / WINDOW HEAT.....	ALL OFF
BLEED AIR PANEL.....	SET
FUEL PANEL.....	SET
ELECTRICAL PANEL / BUS TIE.....	SET PER AFM
IGNITION.....	SET FOR GROUND START PER AFM
ENGINE COMPUTERS (AS INSTALLED).....	SET PER AFM
CIRCUIT BREAKERS.....	CHECKED - ALL IN
AFT EQUIPMENT BAY / ACCESS PANELS.....	CLOSED
OVERHEAD PANEL AND LIGHTS.....	CHECKED - ALL OFF
SAFETY / POWER-OFF CHECKLIST COMPLETE	

POWER ON	
	R/D
BATTERIES.....	ON / VOLTAGE CHECKED
PARKING BRAKE / ANNUNCIATION	SET / CHECKED PER AFM
STANDBY HORIZON / EMERGENCY-STANDBY BATTERY (AS INSTALLED).....	ON / VOLTAGE CHECKED
ANNUNCIATOR PANEL.....	TESTED - DIM/BRIGHT
ENGINE FIRE WARNING.....	TESTED
FUEL QUANTITY / COUNTERS.....	CHECKED / RESET
NAV LIGHTS.....	ON
EXTERNAL POWER (IF USED).....	CHECKED / ON PER AFM
POWER ON CHECKLIST COMPLETE	

APU START - IF INSTALLED	
	R/D
BATTERY VOLTAGE.....	CHECKED
APU MASTER.....	ON
APU.....	START - MONITOR
APU GENERATOR / AMMETER.....	CHECKED
BATTERIES.....	CHARGE RATE CHECKED
APU BLEED.....	ON WHEN PERMITTED PER AFM
IF APU NOT INSTALLED / INOP.....	GPU OR BATTERY START PER AFM
APU START - IF INSTALLED CHECKLIST COMPLETE	

BEFORE START	
	C/R
EMERGENCY LIGHTS.....	ARMED
AVIONICS / FMS MASTERS.....	ON
NAV/ATTITUDE REFERENCE SYSTEMS (IRS/AHRS AS INSTALLED).....	ON / ALIGNING
STANDBY HORIZON.....	UNCAGED / CHECKED
LANDING GEAR PANEL / LIGHTS.....	TESTED
TAKEOFF CONFIGURATION WARNING (AS INSTALLED)	
.....	TESTED
PRESSURIZATION CONTROLS.....	TESTED AND SET
HYDRAULIC QUANTITIES.....	CHECKED
STANDBY PUMP.....	ON
AIRBRAKES.....	EXTENDED
STALL WARNING/PROTECTION SYSTEM(S).....	TESTED
AIRBRAKES.....	RETRACTED

BEFORE START (CONT'D)	
	C/R
TRIMS (ALL INSTALLED).....	CHECKED AND SET
STANDBY PUMP.....	OFF
AIR DATA SYSTEMS (AS INSTALLED).....	TESTED
OXYGEN MASKS / MIC / AUDIO.....	TESTED - BOTH PILOTS
BATTERY TEMPERATURE MONITOR (IF INSTALLED).	TESTED
RADIO ALTIMETER(S).....	TESTED AND SET
TCAS.....	TESTED
GPWS/TAWS.....	TESTED
COCKPIT VOICE RECORDER (AND FDR AS INSTALLED)	
.....	TESTED
ALTIMETERS.....	SET AND CROSSCHECKED
TRANSPONDER.....	SET
RADIOS / NAV.....	SET

BEFORE START (CONT'D)	
	C/R
FMS/NAV SYSTEM.....	INITIALIZED / PROGRAMMED / BRIEFED
TOLD CARD / BUGS / TAKEOFF TRIM.....	COMPUTED AND SET
DEPARTURE BRIEF.....	COMPLETE
FUEL REQUIRED / ON BOARD / COUNTERS....	VERIFIED / SET
PRESSURIZATION.....	SET
PASSENGER BRIEFING.....	COMPLETE AS REQUIRED
DOORS.....	CLOSED / LIGHTS OUT
BEACON / SEAT BELTS / NO SMOKING.....	ON
FUEL BOOST PUMPS.....	ON / CHECKED
PARKING BRAKE.....	SET / CHOCKS AS REQUIRED
BEFORE START CHECKLIST COMPLETE	

ENGINE START	
	C/R
START AREA / GROUND CREW	CLEAR / CLEARED TO START
IGNITION.....	SET FOR GROUND START PER AFM
START SEQUENCE.....	PER AFM
ENGINE INSTRUMENTS.	MONITORED - STABILIZED PER AFM
REPEAT FOR REMAINING ENGINES.....	PER AFM SEQUENCE

ENGINE START CHECKLIST COMPLETE

AFTER START	C/R
BUS TIE / ELECTRICAL PANEL.....	SET FOR FLIGHT PER AFM
GENERATORS / VOLTS / AMPS.....	CHECKED
BLEED AIR ISOLATION (AS INSTALLED)...	CYCLED / SET PER AFM
ENGINE COMPUTERS (AS INSTALLED).....	CHECKED
APU BLEED (IF INSTALLED).....	OFF FOR ANTI-ICE CHECK
ANTI-ICE - WING.....	CHECKED / OFF OR AS REQUIRED
ANTI-ICE - ENGINES.....	CHECKED / OFF OR AS REQUIRED
WINDSHIELD / WINDOW HEAT (ALL INSTALLED).....	ON
ENGINE INSTRUMENTS.....	CHECKED
HYDRAULICS.....	CHECKED
ANTI-SKID.....	TESTED
STANDBY PUMP.....	ON

AFTER START (CONT'D)	C/R
SLATS / FLAPS.....	SET FOR TAKEOFF / INDICATIONS CHECKED
STALL WARNING/PROTECTION SYSTEM(S).....	TESTED IN TAKEOFF CONFIGURATION
AUTOPILOT TRANSFER / YAW DAMPER.....	CHECKED / OFF
MACH TRIM (IF INSTALLED).....	ON
RADAR / TRANSPONDER.....	STANDBY / AS REQUIRED
RADIOS / NAV.....	ON / CHECKED
AFTER START CHECKLIST COMPLETE	

TAXI	C/R
BRAKES (NO. 1 AND NO. 2 SYSTEMS) / ANTI-SKID.....	CHECKED - RETURN TO NORMAL SYSTEM
THRUST REVERSER.....	CHECKED / STOWED
FLIGHT CONTROLS.....	CHECKED - FREE AND CORRECT
HEADINGS / HORIZONS.....	CHECKED IN TURNS
FUEL PANEL / QUANTITY.....	CHECKED
TRIMS.....	SET FOR TAKEOFF
SLATS / FLAPS.....	VERIFIED SET FOR TAKEOFF
WARNING / ANNUNCIATOR PANEL.....	CHECKED
APU AND APU BLEED (IF INSTALLED).....	OFF / AS REQUIRED
PILOT (DV) WINDOW.....	CLOSED AND LOCKED
ALTITUDE SELECT / FLIGHT INSTRUMENTS.....	SET AND CROSSCHECKED
TAKEOFF BRIEF.....	COMPLETE
TAXI CHECKLIST COMPLETE	

BEFORE TAKEOFF	R/D
APU AND APU BLEED (IF INSTALLED).....	CONFIRMED OFF
TRANSPONDER / TCAS.....	ON / ALT
IGNITION.....	AS REQUIRED PER AFM
EXTERIOR / LANDING LIGHTS.....	ON
PITOT HEAT.....	ON WHEN CLEARED FOR TAKEOFF
WARNING PANEL / FLAGS.....	VERIFIED CLEAR
RUNWAY.....	VERIFIED - CLEARED AND CORRECT RUNWAY
BEFORE TAKEOFF CHECKLIST COMPLETE	

AFTER TAKEOFF	SILENT (PM)
LANDING GEAR.....	UP
SLATS / FLAPS.....	CLEAN - PER AFM SCHEDULE
IGNITION.....	OFF / AS REQUIRED
TAXI LIGHT.....	OFF
YAW DAMPER.....	AS REQUIRED
STANDBY PUMP.....	SET PER AFM

PRESSURIZATION.....CHECKED
PM REPORTS: AFTER TAKEOFF CHECKS COMPLETE

CLIMB / CRUISE	C/R
IGNITION (IF ON).....	OFF / AS REQUIRED
SEAT BELTS / NO SMOKING.....	AS REQUIRED
ALTIMETERS (AT TRANSITION ALTITUDE)...	STANDARD SET AND CROSSCHECKED
EXTERIOR LIGHTS.....	AS REQUIRED
PRESSURIZATION / CABIN TEMPERATURE.....	CHECKED
CLIMB / CRUISE THRUST.....	SET PER AFM/PERFORMANCE DATA
ENGINE PARAMETERS.....	CHECKED
GENERATORS / VOLTS / AMPS. .	CHECKED - LOAD SHARING
FUEL PANEL / QUANTITY / BALANCE.....	CHECKED
ANTI-ICE.....	AS REQUIRED
OXYGEN MASKS / PRESSURE.....	CHECKED
CIRCUIT BREAKERS.....	CHECKED
HYDRAULICS.....	CHECKED
CLIMB / CRUISE CHECKLIST COMPLETE	

DESCENT	C/R
PRESSURIZATION / CABIN.....	SET FOR LANDING
ANTI-ICE.....	AS REQUIRED
LANDING DATA / TOLD / BUGS. .	COMPUTED / CHECKED / SET
APPROACH BRIEFING.....	COMPLETE
ALTIMETERS (AT TRANSITION LEVEL).....	SET AND CROSSCHECKED
FUEL PANEL.....	CHECKED / SET FOR LANDING PER AFM
ENGINE PARAMETERS.....	CHECKED
EXTERIOR LIGHTS / SEAT BELTS / NO SMOKING.....	AS REQUIRED / ON
ENTRY DOOR CURTAIN.....	STOWED AS REQUIRED
DESCENT CHECKLIST COMPLETE	

APPROACH	C/R
SEAT BELTS / NO SMOKING.....	ON
STANDBY PUMP.....	ON
FUEL CROSSFEED / BOOST CONFIGURATION.....	SET FOR LANDING PER AFM
ALTIMETERS / MINIMUMS.....	SET AND CROSSCHECKED
NAV / FMS.....	SET FOR APPROACH
CREW / PASSENGER BRIEF.....	COMPLETE
APPROACH CHECKLIST COMPLETE	

BEFORE LANDING	C/R
LANDING GEAR.....	DOWN - VERIFIED DOWN AND LOCKED
ANTI-SKID.....	CHECKED
SLATS / FLAPS.....	LANDING POSITION - PER AFM/TOLD
AIRBRAKES.....	RETRACTED
LANDING LIGHTS.....	ON / AS DESIRED
WARNING PANEL.....	CHECKED CLEAR
HYDRAULICS.....	CHECKED
AUTOPILOT.....	OFF PER AFM/OPSPEC LIMITATIONS
BEFORE LANDING CHECKLIST COMPLETE	

AFTER LANDING	SILENT (PM)
IGNITION.....	SET FOR GROUND OPERATION PER AFM
PITOT HEAT.....	OFF
ANTI-ICE.....	OFF / AS REQUIRED
WINDSHIELD / WINDOW HEAT.....	OFF

SLATS / FLAPS.....	CLEAN
AIRBRAKES.....	RETRACTED
TRIMS.....	RESET
RADAR / TRANSPONDER.....	OFF-STANDBY / AS REQUIRED
LANDING LIGHTS / STROBES.....	OFF
BUS TIE / ELECTRICAL PANEL..	SET FOR GROUND PER AFM
APU (IF INSTALLED).....	START AS REQUIRED
APU BLEED (IF INSTALLED).....	AS REQUIRED PER AFM
PM REPORTS: AFTER LANDING CHECKS COMPLETE	

PARKING / SHUTDOWN	C/R
PARKING BRAKE / CHOCKS.....	SET / AS REQUIRED
THRUST REVERSER.....	STOWED
TAXI LIGHT.....	OFF
STANDBY PUMP.....	OFF
AVIONICS MASTERS.....	OFF
POWER LEVERS. .CUTOFF - AFTER ENGINE STABILIZATION PER AFM	
FUEL BOOST PUMPS.....	OFF / AS REQUIRED
BEACON / SEAT BELTS / NO SMOKING.....	OFF
TRANSPONDER.....	STANDBY
BATTERIES.....	CHARGE RATE CHECKED (IF APU/GPU POWERING)
FLIGHT TIME / FUEL BURN.....	RECORDED
PARKING / SHUTDOWN CHECKLIST COMPLETE	

SECURING	R/D
FMS / AVIONICS MASTERS.....	OFF
NAV/ATTITUDE REFERENCE SYSTEMS (IRS/AHRS AS INSTALLED).....	OFF
STANDBY HORIZON.....	CAGED / OFF PER AFM
NAV / COMM RADIOS.....	OFF
EMERGENCY / STANDBY BATTERY (AS INSTALLED).....	OFF
APU (IF INSTALLED).....	SHUTDOWN PER AFM
APU BLEED (IF INSTALLED).....	OFF
NAV LIGHTS.....	OFF
EMERGENCY EXIT LIGHTS.....	OFF / DISARMED
BATTERIES (NO. 1 AND NO. 2).....	OFF
CHOCKS / PARKING BRAKE.....	IN / RELEASED
PILOT (DV) WINDOW.....	CLOSED
COVERS / PINS / SECURING EQUIPMENT.....	INSTALLED AS REQUIRED
SECURING CHECKLIST COMPLETE	