AC 125-1

DATE 1/22/81

ADVISORY CIRCULAR

OPERATIONS OF LARGE AIRPLANES SUBJECT
TO FEDERAL AVIATION REGULATION PART 125

DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration
Washington, D.C.

RECORD OF CHANGES

NO. AC 125-1

CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL USE	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL USE

FAA Form 1320-5 (5-68) SUPERSEDES PREVIOUS EDITION

GPO : 1968 OF—308-383

AC 125-1

DATE 1/22/81

ADVISORY CIRCULAR

DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration
Washington, D.C.

FAR GUIDANCE MATERIAL

Subject: OPERATIONS OF LARGE AIRPLANES SUBJECT TO FEDERAL AVIATION REGULATION PART 125

1. PURPOSE. This advisory circular sets forth one means that would be acceptable to the Administrator to assist persons in complying with the requirements of Federal Aviation Regulation (FAR) Part 125. It also provides, in Chapter 1, a test of applicability for those operations which may be subject to Part 125.

2. BACKGROUND. Part 125 was issued to establish a uniform set of certification and operational rules for large airplanes having a seating capacity of 20 or more passengers or a maximum payload capacity of 6,000 pounds or more, when used for private carriage. These rules substantially upgrade the level of safety applicable to large airplanes formerly operated under Part 91.

3. RELATED FAR'S. FAR Parts 43, 65, 91, 121, 123, 125, 135, and 145.

4. RELATED READING MATERIAL.

a. Additional information may be found in:

(1) AC 61-56A, Flight Test Guide: Instrument Pilot - Airplane.

(2) AC 61-57A, Flight Test Guide: Type Rating - Airplane

(3) AC 120-12, Private Carriage Versus Common Carriage by Commercial Operators using Large Aircraft.

(4) AC 120-27A, Aircraft Weight and Balance Control.

(5) AC 121-14C, Aircraft Simulator and Visual System Evaluation and Approval.

(6) AC 43-9A, Maintenance Records: General Aviation Aircraft.

(7) AC 121-21A, Information Guide for Training Programs and Manual Requirements in the Air Transportation of Hazardous Materials.

Initiated by: AFO-820/AWS-340

b. The Federal Aviation Administration (FAA) publishes an Advisory Circular Checklist, AC 00-2 (latest revision), which is available free, upon request from:

U.S. Department of Transportation
Publications Section, M-443.1
Washington, D.C. 20590

This checklist contains complete information on how to order AC's of interest.

R. L. COLLIE
Acting Director of Flight Operations

CONTENTS

Page No.

CHAPTER 1. APPLICABILITY OF PART 125

1. Scope and Contents. 1
2. Applicability: Seating Vs Payload Capacity. 1
3. Compensation Permitted. 1
4. Is Part 125 Applicable to your Operation? 1
5. Definition of Terms. 2
Figure 1-1 - Test for Part 125 Applicability. 3
6. What is the Deadline to File Applications Under the Transition Rights? 4
Figure 1-2 - Determination of Application Options. 5
7. What Operations are Permitted during Implementation Period? 6
8. What Operators have Deferred Compliance Dates? 6
Figure 1-3 - Examples: Operations Permitted During Implementation Period. 7
Figure 1-4 - Examples: Deferred Compliance. 8 (thru 12)
9.-12. RESERVED.

CHAPTER 2. PREPARING FOR CERTIFICATION

13. Scope and Contents. 13
14. Contacts with the FAA District Office. 13
15. Time Constraints. 13
16. Initial Informal Contact. 13
17. Timetable for Certification. 13
18. Should you Submit a Request for Deviation Authority? 14
19. Determine how you will Comply with Part 125. 14
20. Operations Specifications. 14
21. Developing Company Manuals. 14
22. Minimum Equipment List. 14
23. Maintenance Program. 15
24. Airplane Required. 16
25. Crewmembers. 16
26. Request for a Check Airman Authorization. 16
27. Administrative Resources. 16
28. List of Personnel. 16
29. Management Personnel. 17
30. Application Letter. 17
31. Formal Application. 17
32. Foreign Based Operators. 18
33. Ready for the Inspection. 18
34.-37. RESERVED. 18 (thru 22)

CHAPTER 3. CERTIFICATION

38. Scope and Contents. 23
39. Receipt for Application. 23
40. Inspection Team. 23

Page No.

41. Review of Operations Specifications/Company Manuals. 23
42. Scheduling Required Tests and Inspections. 23
43. Airplane Inspection. 24
44. Emergency Evacuation Demonstration. 24
45. Designation of a Check Airman. 25
46. Testing of Crewmembers. 25
47. Facilities (Base) Inspection. 25
48. Issuance of Operating Certificate. 26
49. Approval of Operations Specifications. 26
50. Acceptance of the Policy/Procedure Manual. 26
51. Approval of Minimum Equipment List. 27
52. Final Certification. 27
53.-57. RESERVED. 27 (thru 30)

CHAPTER 4. FAA SURVEILLANCE

58. Scope and Contents. 31
59. Inspection Authority. 31
60. Identification of Inspectors. 31
61. Facility (Base) Inspections. 31
62. Ramp Inspections. 31
63. En Route Inspections. 31
64. Aircraft Inspections. 32
65. Simulator Surveillance. 32
66. Check Airman Surveillance. 32
67.-71. RESERVED. 32 (thru 36)

CHAPTER 5. OPERATIONAL CHANGES

72. Scope and Contents. 37
73. Change of Ownership. 37
74. Voluntary Surrender of Certificate and Operations Specifications. 37
75. Change of Business Name or Address. 37
76. Change of Management Personnel. 38
77. Amendments to Operations Specifications. 38
78. What are your Petition Rights? 39
79. Revisions to Company Manuals. 39
80. Changes to your Airplane Fleet. 39
81. Changes to Airplane Passenger Capacity or Interior Configuration. 40
82. Revisions to Minimum Equipment Lists. 40
83.-86. RESERVED. 40 (thru 44)

CHAPTER 6. PREPARATION OF OPERATIONS SPECIFICATIONS

87. Scope and Contents. 45
88. Purpose of Operations Specifications. 45
89. Required Contents of the Operations Specifications. 45
90. Format of Operations Specifications. 46

Page No.

91. Preparation of Operations Specifications. 46
92. Forwarding Operations Specifications. 47
93. Disposition of Operations Specifications. 47
94.-97. RESERVED. 47 (thru 50)

CHAPTER 7. DEVELOPMENT OF A COMPANY MANUAL

98. Scope and Contents. 51
99. Manual Requirements. 51
100. Contents of the Manual. 51
101. Policy Vs Procedure. 52
102. Development of Procedures. 52
103. Recommended Format of the Manual. 53
104. Company Organization. 53
105. Copies of Operations Specifications. 53
106. Minimum Equipment List. 53
107. Airplane Loading Instructions. 53
108. Preflight Planning and Flight Release Procedures. 54
109. Procedures for Assuring Airworthiness of Airplane. 55
110. Pre-Takeoff Procedures. 56
111. Flight Operation Procedures. 57
112. Post Flight Procedures. 57
113. Emergency Procedures. 57
114. Airplane Inspection Program. 58
115. Separation of Operations and Maintenance Portions of the Manual. 59
116.- 122. RESERVED. 59 (thru 62)

CHAPTER 8. CREWMEMBER, SIMULATOR, AND CHECK AIRMAN REQUIREMENTS

123. Scope and Contents. 63
124. Limitations on the use of Crewmember Services. 63
125. Pilot In Command. 63
126. Second In Command. 64
127. Flight Engineer. 65
128. Flight Navigator. 66
129. Flight Attendants. 67
130. Meeting Testing Requirements and Recency of Experience. 68
131. Use of Simulators. 71
132. Authorization of a Check Airman. 71
133. Approval of Check Airmen. 72
134. Check Airman Recurrent Requirements. 73
135. Surveillance of Check Airmen. 73
136. Record of Airmen Proficiency/Qualification Check. 73
137. Cancellation of Check Airman Authorization. 74
138. Check Airmen not Employed by the Certificate Holder. 74
139.-145. RESERVED. 74 (thru 76)

Page No.

CHAPTER 9. AIRPLANE INSPECTION PROGRAM

146. Scope and Contents. 77
147. Inspection Programs - General. 77
148. Inspection Program Content. 77
149. Engine Overhaul Requirements. 78
150. Proration. 79
151.-157. RESERVED. 80 (thru 84)

CHAPTER 10. DEVIATION AUTHORITY (§ 125.3)

158. Scope and Contents. 85
159. Deviation Authority - General. 85
160. Format and Content of Request. 85
161. If a Deviation is Granted. 86
162.-167. RESERVED. 86

APPENDIX 1. SAMPLE OF ATTACHMENT REFERENCED IN PARAGRAPH 19 (6 Pages). 1

APPENDIX 2. SAMPLE OPERATIONS SPECIFICATIONS (12 Pages). 1

APPENDIX 3. RECOMMENDED MANUAL FORMAT (1 Page). 1

CHAPTER 1. APPLICABILITY OF PART 125

1. SCOPE AND CONTENTS. This chapter provides a discussion regarding the applicability of Part 125 to certain large airplane operations in other than common carriage and the exceptions to this applicability. It also provides an outline of the operations permitted during the transition to the requirements of Part 125.

2. APPLICABILITY: SEATING VS PAYLOAD CAPACITY.

a. The determination of applicability for Part 125 is: Does the operator use an airplane with seating capacity (configuration) for 20 or more passenger seats or a maximum payload capacity of 6,000 pounds or more?

b. If the airplane has 20 or more passenger seats, Part 125 is applicable. However, the operator could reconfigure the airplane (remove the seats) so that it has a passenger seating capacity of 19 or less. In this situation, Part 125 would not be applicable, unless the calculated maximum payload capacity is 6,000 pounds or more.

c. Maximum payload capacity is defined in § 125.9. If, through calculations in accordance with this definition, the maximum payload is determined to be 6,000 pounds or more, Part 125 is applicable regardless of the number of seats.

d. Exceptions to the applicability of Part 125 are discussed in paragraph 4 of this Advisory Circular (AC).

3. COMPENSATION PERMITTED. Part 125 is applicable to large airplane operations in other than common carriage. A person is considered to be engaged in "common carriage" when "holding out" to the general public or to a segment of the public as willing to furnish transportation within the limits of its facilities to any person who wants it. Advertising through telephone yellow pages, billboard, television, radio, and individual ticketing are examples that have been legally found to be holding out. Section 125.11(b) prohibits Part 125 certificate holders from conducting any operation which results directly or indirectly from holding out to the general public. Further information regarding common carriage vs. private carriage can be found in AC 120-12.

4. IS PART 125 APPLICABLE TO YOUR OPERATION?

a. The applicability of this Part is outlined in § 125.1.

b. The exceptions from applicability to Part 125 are addressed in the following questions. Any person operating large airplanes who does not meet the criteria for one or more of the exceptions shown in the answers to these questions must make application for certification under Part 125.

NOTE: The questions are arranged to correspond consecutively with those in the diagram in Figure 1-1. Only the answers which result in exceptions to the applicability of Part 125 are provided.

(1) Question 1: Do you operate at least one civil airplane with a seating capacity of 20 or more passengers or a maximum payload capacity of 6,000 pounds or more? If no, Part 125 does not apply. (Reference: § 125.1(a).) If yes, move to question 2.

(2) Question 2: Is your large airplane registered in the United States? If no, Part 125 does not apply. (§ 125.1(a).) If yes, move to question 3.

(3) Question 3: Will your U.S.-registered airplane be operated in any portion of the United States or territory, commonwealth, or possession of the United States? If no, and you are not a U.S. citizen, you are only required to comply with the inspection program and maintenance requirements of § 125.247. (Reference: § 125.1(c).) If yes, move to question 4. Foreign based U.S. citizens also move to question 4.

(4) Question 4: Is your airplane operated on a restricted, limited, or provisional airworthiness certificate, special flight permit, or experimental certificate? If yes, Part 125 does not apply. (Reference: § 125.1(b)(2).) If no, move to question 5.

(5) Question 5: Do you conduct intrastate common carriage as the holder of a Commercial Operator Certificate under the provisions of Parts 121 or 135? The key is intrastate common carriage. If yes, then you must continue to operate under the commercial operator requirements of Parts 121 or 135. (§§ 121.1(a)(5) or 135.1(a)(3).) If no, move to question 6. All other commercial operators must convert to Part 125 requirements as outlined in paragraph 8 of this AC.

(6) Question 6: Do you presently hold an air carrier operating certificate issued under Parts 121 or 135? If yes, then you are not eligible for a Part 125 operating certificate. (Reference: § 125.11(a).) If no, move to question 7.

(7) Question 7: Are your airplanes presently required to be operated under Parts 121, 135, or 137? If yes, Part 125 does not apply. (Reference: § 125.1(b)(1).) If no, Part 125 is applicable to your operation, proceed to paragraph 6.

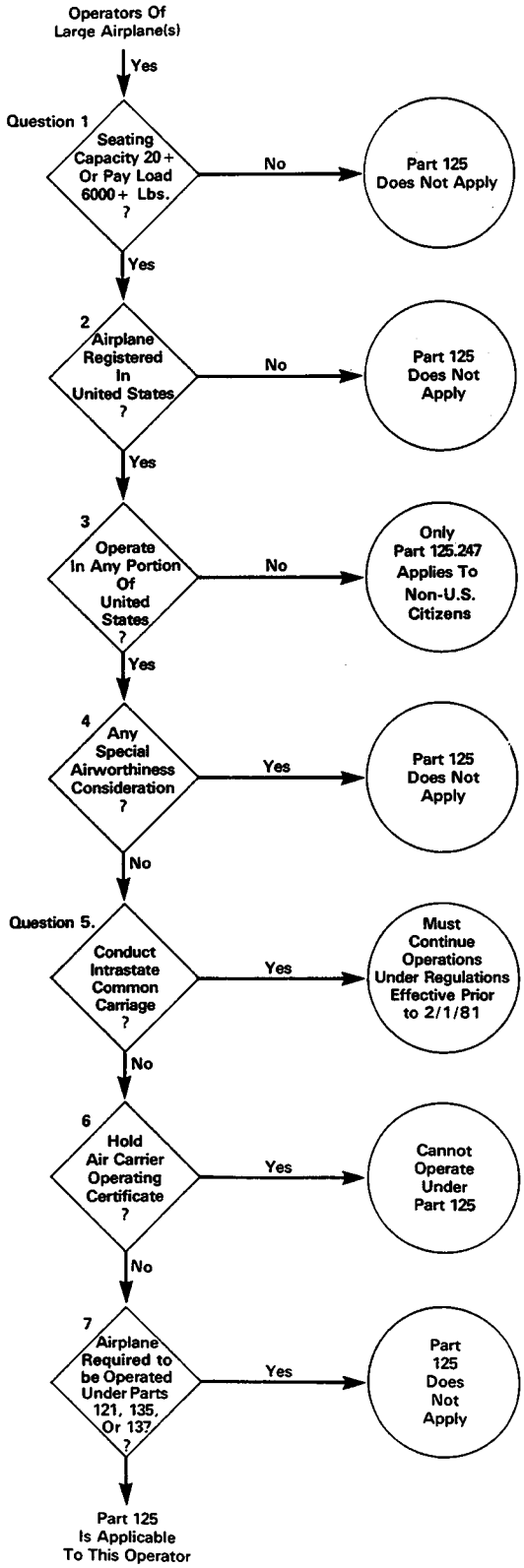
5. DEFINITION OF TERMS. For the remainder of this chapter, the following definitions of terms used will apply:

a. Implementation Period. That period between February 1 and June 1, 1981, provided for the transition of large airplane operations in air commerce to the requirements of Part 125.

b. Transition Rights. This term refers to the rights of the operators of large airplanes who were conducting operations prior to the effective date of Part 125 to continue those operations under previously applicable regulations until the FAA acts to approve or deny their certification under Part 125.

c. Deferred Compliance Date. Part 125 provides the option for certain operators to continue operations under their presently applicable regulations until January 1, 1983. This phrase is used to describe that provision.

FIGURE 1-1. TEST FOR PART 125 APPLICABILITY



6. WHAT IS THE DEADLINE TO FILE APPLICATIONS UNDER THE TRANSITION RIGHTS?

a. Operators who make formal application after June 1, 1981, must be certificated under Part 125 before beginning operations.

NOTE: The remainder of the information in this chapter is only applicable to persons in operations on June 1, 1981.

b. If you presently conduct operations to which Part 125 is applicable, you may make formal application at any time after February 1, 1981. Only those operators who make formal application to the appropriate Flight Standards district office before midnight June 1, 1981, may continue in operation after that date under the rules in effect on January 31, 1981. This formal application must be complete, containing all items specified in paragraph 31 of this circular. (Section 125.5(b) actually states "before June 1," however, May 31, 1981 falls on a Sunday and under the provisions of the Administrative Procedure Act, this deadline is extended to the next working day.)

c. Your options in regard to this deadline are addressed in the questions below. (These questions are summarized in Figure 1-2.)

(1) Question 1: Do you hold a commercial operators' certificate conducting other than common carriage under Part 121; an air travel club certificate under Part 123; or operations specifications under Part 129? If yes, you may continue your present operations until January 1, 1983. However, certification under Part 125 must be obtained to continue operations beyond that date. (Reference: § 125.1(d) and (e).) If no, move to question 2. (Persons presently holding operating certificates as commercial operators operating airplanes that meet the applicability criteria of Part 125 under the provisions of Part 135 are not eligible for this deferred compliance privilege.)

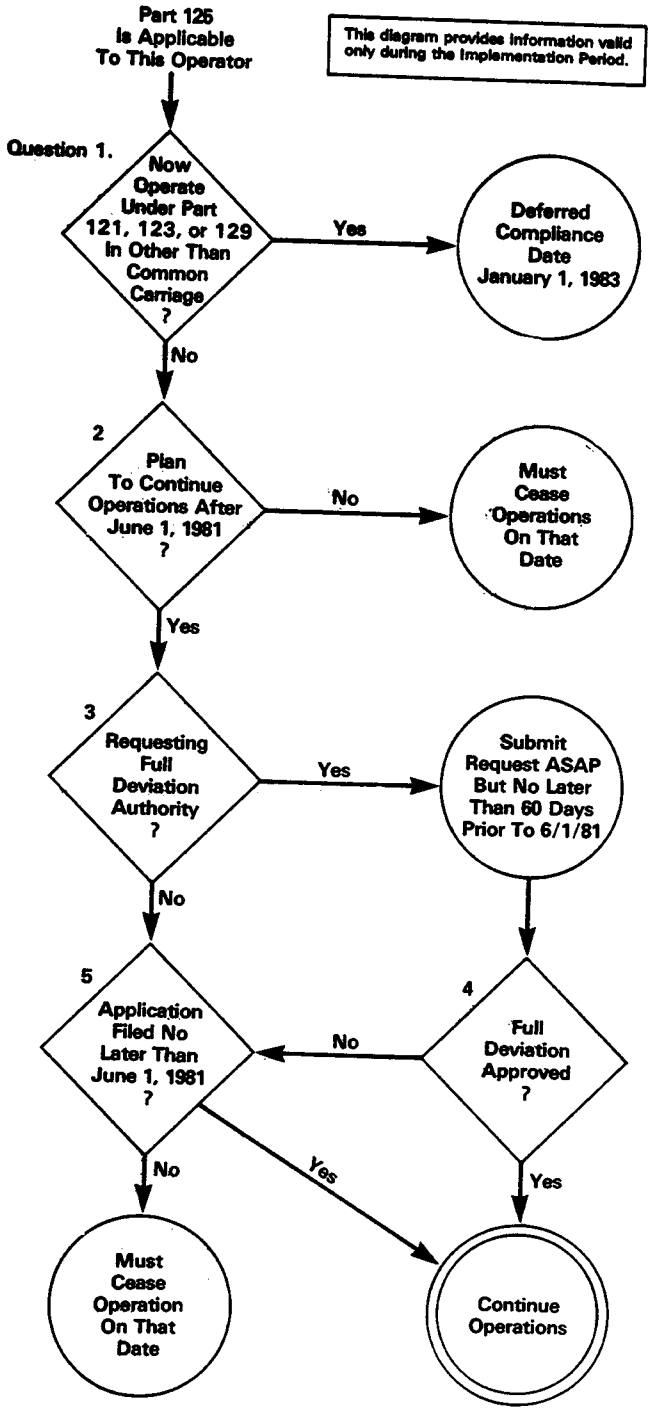
(2) Question 2: Do you plan to continue operations after June 1, 1981? If no, you may continue operations until midnight on that date. (Reference: § 125.5(b).) If yes, move to question 3.

(3) Question 3: Do you believe that you have sufficient justification to seek deviation authority from all of the requirements of Part 125? If yes, move to question 4. You may request deviation authority to continue to conduct your operations under the regulations in effect on January 31, 1981. The procedure for making the request for deviation is discussed in Chapter 10. If no, move to question 5.

(4) Question 4: Was request for deviation from all of Part 125 approved? If yes, you may continue operations under the provisions of applicable regulations as stated in the deviation authorization. If no, your formal application for certification must be made to the district office no later than close of business on June 1, 1981. You should bear in mind that should full deviation authority not be approved, formal application must be filed by the deadline in order to continue operations without interruption.

(5) Question 5: Was a complete formal application (see paragraph 30) made prior to close of business June 1, 1981? If no, you must cease operations at

FIGURE 1-2. DETERMINATION OF APPLICATION OPTIONS



midnight on that date. If yes, you may continue operations under the regulations in effect on January 31, 1981, until the FAA acts on your application.

7. WHAT OPERATIONS ARE PERMITTED DURING IMPLEMENTATION PERIOD? The following examples are provided in order to clarify the policies regarding operations permitted during the implementation period: (These examples are presented graphically in Figure 1-3.)

a. Situation 1: You elect to cease operation rather than meet the requirements of Part 125. If so, you may continue operations under the regulations in effect on January 31, 1981, until midnight, June 1, 1981.

b. Situation 2: You were already operating on the effective date of FAR 125. You may make application on or after this date and continue to operate under regulations in effect on January 31, 1981, until you are certificated. After certification all operations must be conducted under Part 125.

c. Situation 3: If your application in the above situation is denied and reapplication is not made by midnight June 1, 1981, you may continue operations under regulations in effect on January 31, 1981, until June 1, 1981.

d. Situation 4: In the event you file another application on or before June 1, 1981, you may continue operation under regulations in effect on January 31, 1981, until the district office acts to issue or deny an operating certificate.

e. Situation 5: If you make application on June 1, 1981, you may continue operations under previously applicable rules until the district office acts to issue or deny an operating certificate.

f. Situation 6: If you request and are granted deviation authority from all of the requirements of Part 125, you may continue operations indefinitely under the applicable regulations shown in the deviation authority.

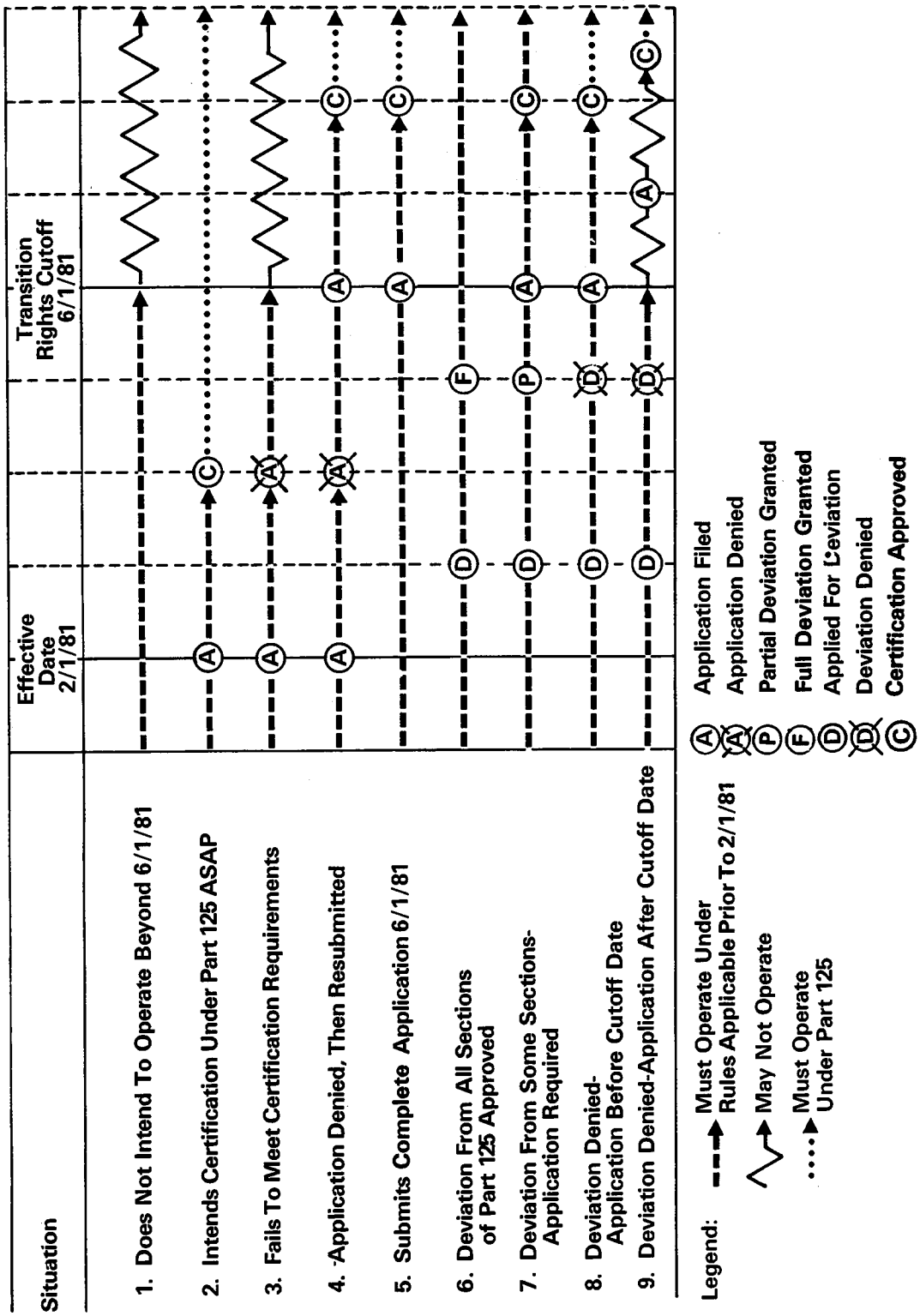
g. Situation 7: If you requested full or partial deviation authority and were granted partial deviation authority, you must still make application for certification on or before June 1, 1981, if you plan to continue uninterrupted operations under previously applicable rules until the district office acts on your application.

h. Situation 8: If your request for deviation is not approved, you must make formal application under Part 125 on or prior to June 1, 1981, in order to continue your operation uninterrupted.

i. Situation 9: If in situation 7 you failed to make formal application by the cutoff date, you must cease operation after June 1, 1981.

8. WHAT OPERATORS HAVE DEFERRED COMPLIANCE DATES? Persons holding a certificate under Part 123 or commercial operators operating under the rules of Part 121; or conducting operations using operations specifications issued under Part 129 do not have to comply with Part 125 until January 1, 1983. (Commercial operators engaged in intrastate common carriage do not have to comply with Part 125.) The following

FIGURE 1-3. EXAMPLES: OPERATIONS PERMITTED DURING IMPLEMENTATION PERIOD



anticipated situations are provided for clarification of the deferred compliance period: (See Figure 1-4.)

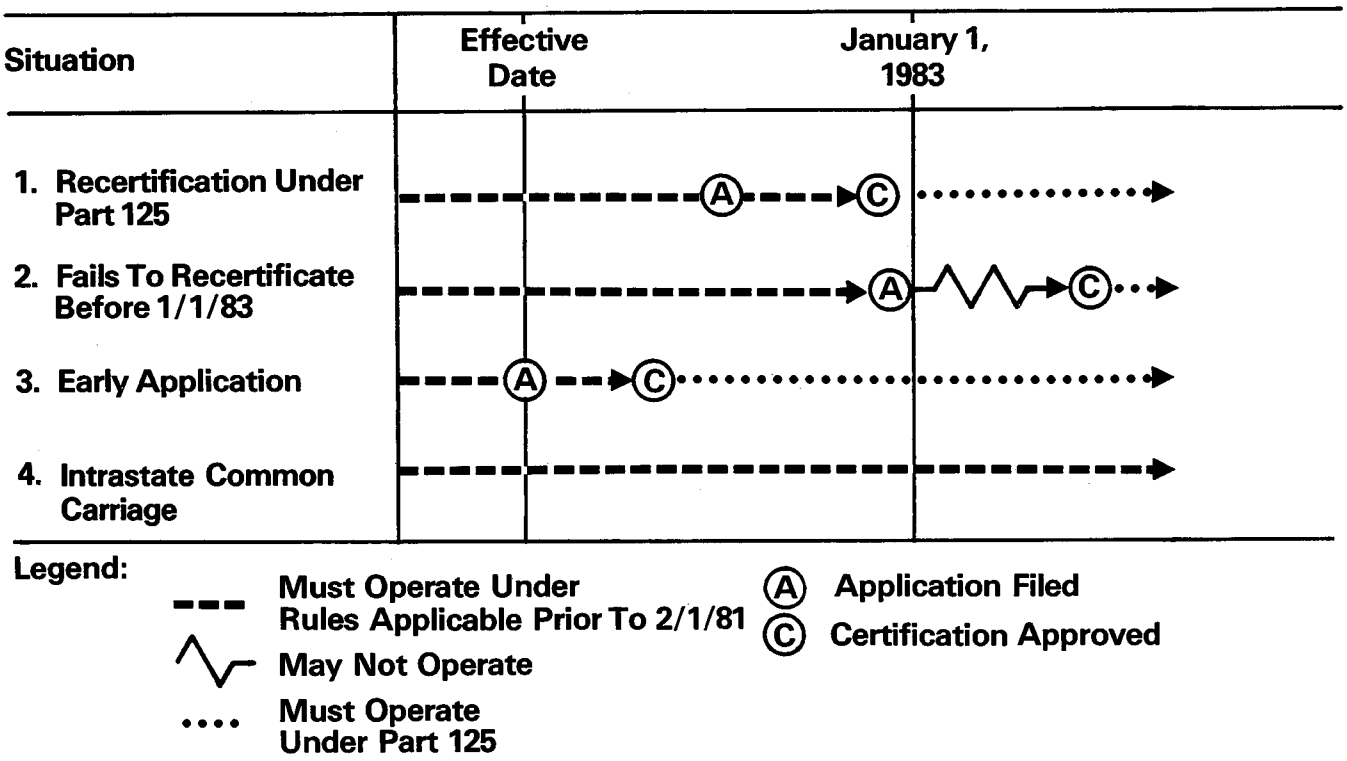
a. Situation 1: Operators who are eligible for this deferred compliance period must file their applications to convert to Part 125 requirements and receive FAA certification prior to January 1, 1983, in order to continue operations after that date. They must, however, continue to hold valid operating certificates until the certification under Part 125 is complete.

b. Situation 2: If the above operators do not receive certification under Part 125 or the domestic, flag, or supplemental rules of Part 121 prior to that date, they must cease operations on January 1, 1983, until certificated.

c. Situation 3: They may, however, elect to make application to convert to Part 125 requirements at any time on or after the effective date of this Part (February 1, 1981). After certification they will operate in accordance with Part 125 requirements.

d. Situation 4: The commercial operator conducting intrastate common carriage must continue to operate under the applicable rules of Part 135 or 121.

FIGURE 1-4. EXAMPLES: DEFERRED COMPLIANCE



9.-12. RESERVED.

CHAPTER 2. PREPARING FOR CERTIFICATION

13. SCOPE AND CONTENTS. This chapter outlines the steps which should be considered in preparation for certification under Part 125. It provides general guidance with references to other chapters in this circular where more specific guidance is necessary. Examples of acceptable submissions are also referenced in this chapter.

14. CONTACTS WITH THE FAA DISTRICT OFFICE. As the applicant, you are encouraged to make informal contact with your local FAA Flight Standards district office by telephone or in person, before proceeding with the development of the documents necessary for certification. It may be helpful to seek comments regarding the operations, maintenance, and avionics aspects of your operation at intermediate steps in the development of these documents. These informal contacts, and submissions of draft documents for their review, will assure the acceptability of the formal application and, in many cases, lessen the amount of time involved in the process of certification.

15. TIME CONSTRAINTS. Applicants are required to submit their complete formal application at least 60 days prior to the intended date of operation. (Reference: § 125.21.) This formal application must contain all items listed in paragraph 31 of this circular. Your preparation of the formal application with its required attachments could, under normal circumstances, also take as much as 60 days. You should bear in mind the time involved for your preparation of the complete formal application package, and the 60-day period for FAA processing of that application, when planning the intended date for beginning operation under Part 125.

16. INITIAL INFORMAL CONTACT.

a. As soon as the decision is made to conduct operations with large airplanes and you have determined the planned operations will not fall under any of the exceptions to Part 125 discussed in Paragraph 4 of this circular, you should contact the local Flight Standards district office. During this contact you will be able to discuss the scope of operations planned and get FAA input on the Part 125 requirements that may be applicable to the planned operation.

b. The district office will be able to give specific and timely input if you are prepared to supply in reasonable detail:

(1) An outline of operations planned, including the number and type of aircraft to be used,

(2) A list of key management personnel who will represent the company during the certification process, and

(3) An estimate of the dates on which you intend to make formal application for certification and plan to begin operations under Part 125.

17. TIMETABLE FOR CERTIFICATION. At the initial informal meeting the FAA will review with you the steps necessary to develop the formal application and complete certification. They will also assist you in determining the timetable you should

meet in order to complete all aspects of preparing for, and completing, certification by the date you plan to begin operations under Part 125.

18. SHOULD YOU SUBMIT A REQUEST FOR DEVIATION AUTHORITY? After initial contact with the district office, you should begin to firm up your options to pursue. One that you should consider early is whether or not to submit a request for authority to deviate from some or all sections of Part 125. Chapter 10 outlines the procedures for making this request.

19. DETERMINE HOW YOU WILL COMPLY WITH PART 125.

a. Assuming that authority is not given for full deviation from Part 125, you will be required to submit with the application an attachment which summarizes, for each applicable section, how your organization intends to comply with Part 125 requirements. A comprehensive example is provided in Appendix 1.

b. When developing this attachment a determination should be made of those items which will be included in the operations specifications, and your policy and procedures manual to satisfy the types of operation planned. Your intentions should be specifically referenced as to location in the manual or operations specifications, or how you will otherwise assure compliance with the applicable sections.

20. OPERATIONS SPECIFICATIONS. You should be able to develop your operations specifications using the guidelines contained in Chapter 6 of this circular. The operations specifications should outline, on an FAA Form 1014, Operations Specifications (available from the district office), the operations proposed, address the requirements of § 125.31(b), and any limitations you plan to observe in addition to those specifically required by the regulations. An example of operations specifications is provided in Appendix 2.

21. DEVELOPING COMPANY MANUALS.

a. After the operations planning has been completed, the next logical step would be the formulation of the policies and procedures that you want company personnel to follow in the performance of their duties. Part 125 requires these policies and procedures to be contained in a manual and specifies some of the contents (Reference: §§ 125.71, 125.73, and 125.249).

b. Specific guidance on the formulation of this manual is included in Chapter 7 and Appendix 3.

c. Section 125.75 requires that you have FAA approved flight manuals for each aircraft. Procedures should assure that these manuals are up-to-date and available to the crewmembers as required by § 125.71(e). Modifications to the operating procedures and performance data presentation must be approved by the FAA. (§ 125.75(b).)

22. MINIMUM EQUIPMENT LIST.

a. A Minimum Equipment List (MEL) is a method by which a Part 125 certificate holder can, under controlled conditions, operate an airplane with specified items of

equipment inoperative until repairs are available or feasible. Authority for the use of an approved MEL is provided in § 125.201(b).

b. Items of equipment required on an airplane may be dictated by the aircraft type certificate, the operational requirements (e.g., Part 125), or, in the case of optional equipment, by the operator. The MEL is developed by the operator from the MMEL. The MEL submitted by the operator may not be less restrictive than the MMEL from which it was developed, and provides for approval to deviate under controlled conditions from certain operational requirements. These "controlled conditions" may be restrictions from flight during night, in IFR or icing conditions, or by changes in in-flight operational procedures, temporary deactivation of components or other procedures.

c. If you desire to use an MEL, you should:

(1) Obtain a copy of the Master Minimum Equipment List (MMEL) for your airplane. (The FAA district office for your area should be able to provide a copy of the MMEL.)

(2) Develop a proposed MEL for your operations following the instructions provided with the MMEL and guidance from the FAA district office. Your proposed MEL should be typed on an FAA Form 8430-7, Minimum Equipment List (available from the district office).

(3) Submit your proposed MEL as a section of the Manual in your formal application for certification.

d. Due to differences in operational factors, e.g., lack of maintenance bases, some options provided in the MMEL may not apply to Part 125 certificate holders. Each approved MEL will be tailored to the particular certificate holder's operations.

23. MAINTENANCE PROGRAM.

a. During your initial contacts with the district office, and when developing the maintenance inspection program, you should follow the guidance provided in Chapter 9. It should be noted that a certificate holder under Part 125 is not authorized by Part 125 certification to perform maintenance, preventive maintenance, rebuilding, or alteration. Such authority is not contained in Part 43. This does not prevent an operator who holds Part 125 operating certificate from providing for its maintenance requirements by employing persons authorized to perform maintenance under Part 43.

b. Before submitting the formal application, you should assure that your airplanes meet all applicable airworthiness requirements in Subpart E of Part 125 and all equipment requirements of Subpart F for the operations proposed. Inoperative or unavailable equipment may be cause for denial of certification or limitations on the proposed operations.

c. You should also assure that adequate qualified personnel are available to perform your maintenance program, or agreements with other companies to perform this maintenance are satisfactory.

24. AIRPLANE REQUIRED. Part 125 does not specifically require an applicant to own or have exclusive use of an airplane. Sections 125.27 and 125.31 require that a determination be made that you are properly equipped and the registration number and aircraft type be shown in your operations specifications. Essentially, this requires that a specific airplane(s) which meets the requirements of Part 125 for the operations shown in your operations specifications be available at the time of certification. You may, however, request changes to the operations specifications at any time after certification. The procedures for adding or deleting airplanes are discussed in Chapter 5 of this circular.

25. CREWMEMBERS.

a. You should review the requirements of §§ 125.263 through 125.269 in light of your proposed operations and assure that you will have an adequate number of crewmembers to conduct them.

b. You are not required to have a formal training program; however, you should provide training for your crewmembers, or otherwise assure that they will be capable of successfully completing the testing requirements of §§ 125.287, 125.289, and 125.291.

c. Your crewmembers' qualifications should be reviewed in light of their intended duties (Reference: §§ 125.261, 125.263, and 125.285). These qualifications will be reviewed immediately prior to their oral and practical tests under Part 125.

d. You must set up and maintain the crewmember records required by § 125.401.

e. Further guidance regarding crewmember qualification and testing is available in Chapter 8.

26. REQUEST FOR A CHECK AIRMAN AUTHORIZATION. The FAA may authorize a company pilot to act as a check airman and conduct the pilot testing required by §§ 125.287 and 125.291. (Reference: § 125.295.) These authorizations are issued when the FAA determines that a need exists based on factors such as the complexity of the operation (number of aircraft and flight personnel) and where the company can provide a qualified nominee. Further information on this subject can be found in Chapter 8. Requests for check airman authorizations should be submitted by letter to the district office.

27. ADMINISTRATIVE RESOURCES. An adequate supply of forms and manuals to comply with the applicable Federal Aviation Regulations and company procedures contained in the company's policies and procedures manual should be available to company personnel. During certification, district office personnel will review these provisions to assure that you have the necessary resources to begin operation.

28. LIST OF PERSONNEL. A list of the personnel who will be employed in the following positions should be developed as an attachment to the application (Reference: § 125.21(b)):

a. each management position (name and address); and

b. each flight crewmember with the type of certificate held including ratings and certificate numbers.

29. MANAGEMENT PERSONNEL.

a. Each applicant must show that it has sufficient management personnel, including a Director of Operations, in accordance with Part 125. (Reference: § 125.25.)

b. The FAA may deny an application for a certificate if it finds that any management person you intend to employ was previously employed in a similar position by a holder of a certificate under Parts 121, 123, 125, or 135, whose operating certificate was revoked, if that person's employment or control contributed materially to the reasons for revoking that certificate (Reference: § 125.27).

30. APPLICATION LETTER.

a. The formal application for certification should be submitted as a letter, preferably on company letterhead.

b. This letter should contain:

(1) a statement that you are applying for a certificate to conduct operations under Part 125;

(2) a general outline of the areas where you intend to conduct flight operations;

(3) a reference to the attachment discussed in paragraph 19 which outlines how you intend to meet the applicable sections of Part 125;

(4) the names of management personnel who are authorized to act for the company in official dealings with the FAA; and

(5) the date you intend to begin flight operations under Part 125.

31. FORMAL APPLICATION.

a. The formal application package should include:

(1) The application letter,

(2) The attachment listing the management personnel and flight crewmembers,

(3) The attachment specifying how you propose to comply with each applicable section of Part 125,

(4) An original and two copies of your proposed operations specifications,

(5) A copy of the manuals required by §§ 125.71, 125.75, and 125.249,

(6) A copy of any deviation authority received, and

(7) A copy of any contract or agreement with a person or persons who will perform required inspections or maintenance.

b. Your application should be submitted to the Flight Standards district office nearest to your principal base of operations.

32. FOREIGN BASED OPERATORS.

a. U.S. citizens. If you are a U.S. citizen operating U.S.-registered airplanes, you must comply with Part 125 regardless of where your airplanes are based or operated. Your application should be submitted to the FAA district office at the nearest port-of-entry.

b. Foreign citizen, not operating in U.S. If you are not a U.S. citizen and operate a U.S.-registered airplane subject to Part 125 entirely outside the United States, its commonwealth, territories or possessions, you need only comply with requirements of § 125.247. The inspection program required by § 125.247(a)(3) and the maintenance program under § 125.247(d) must be approved prior to their use after June 1, 1981.

c. Foreign citizen, operating into U.S. If you are not a U.S. citizen and wish to operate a U.S.-registered airplane in any portion of the United States, its commonwealth, territories or possessions, you must be certificated under Part 125, or hold deviation authority under Part 125. Your formal application should be submitted to the Flight Standards district office at the nearest U.S. port-of-entry.

33. READY FOR THE INSPECTION. Submission of the formal application is considered to be an indication that your organization is ready for the inspections and tests required for certification.

34.-37. RESERVED.

CHAPTER 3. CERTIFICATION

38. SCOPE AND CONTENTS. This chapter outlines the usual sequence of events in the certification process after you submit a formal application.

39. RECEIPT FOR APPLICATION. Upon receipt of your formal application, the district office will issue a letter acknowledging that receipt.

40. INSPECTION TEAM. The district office will normally assign a team of inspectors from operations, airworthiness, and avionics specialties to review the application and attached documents and perform the inspections shown in this chapter for certification.

41. REVIEW OF OPERATIONS SPECIFICATIONS/COMPANY MANUALS.

a. The inspection team will review the operations specifications to determine that they:

(1) Contain adequate provisions to meet all items listed in § 125.31(b).

(2) Contain any other provisions applicable to your operations.

(3) Do not contain information that is contrary to the FAR.

(4) Contain reference to any deviations authorized.

b. The team will review the company policy and procedure manual to determine that it:

(1) Contains adequate procedures and policies concerning all items listed in §§ 125.73 and 125.249(a), and similar information relating to §§ 125.401, 125.403, 125.405, 125.407, 125.409, and 125.411.

(2) Contains any other procedures and policies necessary to meet any unique operations conducted by the company or authorized by the operations specifications.

(3) Does not contain procedures or policies contrary to the FAR or operations specifications.

c. The team will also review the Airplane Flight Manual with emphasis on those portions which were modified to accommodate your particular operation. (Reference: § 125.75(b).)

42. SCHEDULING REQUIRED TESTS AND INSPECTIONS.

a. After the review of the application, attachments, and enclosures is satisfactorily completed, the district office will schedule the inspections of your airplane and, if appropriate, maintenance facilities. They will also schedule the flight tests for the flight crewmembers.

b. Foreign based operators who have made application for certification under Part 125 will be issued a special flight permit by the district office authorizing a one-time flight of their airplane to and from a U.S. port-of-entry for the purpose of a Part 125 certification inspection.

43. AIRPLANE INSPECTION. All airplanes listed on the operations specifications will be inspected to:

a. Determine that they are properly registered and carry a registration certificate;

b. Determine that they are certificated and carry an appropriate airworthiness certificate;

c. Determine that the airplane empty weight and center of gravity have been calculated on the basis of an actual weighing within 36 months;

d. Ensure that the requirements of Subpart E have been met;

e. Ensure that the requirements of Subpart F, as appropriate to the operation to be conducted, have been met;

f. Determine that the engines conform to the maintenance program requirements for § 125.247(d);

g. Determine that all items on the airplane have been inspected in accordance with the inspection schedule established in the inspection program required by § 125.247;

h. Determine that an appropriate Approved Airplane Flight Manual is on board;

i. Determine conformity with the aircraft type certificate data;

j. Ensure that it is in a condition for safe operation.

44. EMERGENCY EVACUATION DEMONSTRATION.

a. If you operate an airplane seating more than 44 passengers you must demonstrate the ability to evacuate that type of airplane, with full seating capacity including crewmembers, within 90 seconds unless: (Reference: § 125.189)

(1) You have previously conducted this test in the same airplane under § 121.291(b).

(2) You have previously demonstrated this evacuation using an airplane of the same type and configuration under Part 125.

b. Specific instructions for preparing and conducting the emergency evacuation demonstration are found in Appendix B of Part 125.

45. DESIGNATION OF A CHECK AIRMAN.

a. If you request approval of a check airman and the FAA finds that this approval is warranted by the operational factors and your nominee is acceptable, he/she must complete the qualifying evaluations.

b. He/she must complete the instrument proficiency test provided in § 125.291. He/she will conduct flight test(s) of other company flight crewmembers while being observed by an FAA inspector. Assuming he/she successfully completes these tests, the company will be issued a Letter of Authorization.

c. Further information regarding check airmen is contained in Chapter 8.

46. TESTING OF CREWMEMBERS.

a. The check airman or FAA inspector conducting the crewmember testing will review the company records required by § 125.401 for these crewmembers. The flight crewmembers will be requested to present their airman and medical certificates and logbooks for review.

b. All pilot crewmembers must successfully complete the 12-month test required by § 125.287 before they can serve as a pilot. An FAA Form 8410-1, Airman Proficiency Qualification Check, will be used to document the results of that test. A copy of the completed form should be maintained in the company records.

c. Pilots who will serve as a pilot in command must successfully complete the instrument competency check required by § 125.291. A letter of competency will be issued following the successful completion of the instrument proficiency check. A copy of this document should be maintained in the company records.

d. The certificate holder is responsible for the testing of the flight attendants' knowledge and competency per § 125.269.

e. Further information regarding crewmember qualification is provided in Chapter 8.

47. FACILITIES (BASE) INSPECTION. Members of the FAA inspection teams will visit your principal business office, and operations base.

a. Operations. Inspectors will review provisions you have made to satisfy the policies and procedures in your operations specifications and company manuals, such as flight release, weight and balance, flight locating, aircraft checklists, passenger briefing, etc. You must have adequate provisions to conduct operations.

b. Airworthiness.

(1) Unlike the Part 121 certificate holders, the holder of a Part 125 operating certificate is not authorized under that certificate to accomplish maintenance or return aircraft to service after maintenance. This does not preclude a certificate holder from employing certificated mechanics who can perform these functions on the authority of their certificates or providing the facilities necessary for the accomplishment of the maintenance. A Part 125 certificate holder

may also hold a certificate under Part 145 for a repair station. In this case, aircraft maintenance and return to service may be accomplished under the authority of the Part 145 certificate, provided the repair station holds the appropriate ratings. Unless the Part 125 certificate holder is able to provide for maintenance through one of these methods, it will be necessary to provide for scheduled and/or routine maintenance through agreements with other organizations which have the appropriate authority and ratings to accomplish the maintenance.

(2) During the certification process, the FAA will review your agreements with other organizations for maintenance, and any other provisions you have made for the accomplishment of maintenance, to assure that you have provided for all aspects of scheduled and unscheduled maintenance. If you have elected to provide the facilities for the maintenance of your airplanes, these facilities and the authority which will be used to perform the maintenance and return aircraft to service will be subject to review and inspection. All aspects of the facilities and personnel will be evaluated regarding understanding of your manual, personnel qualifications and experience, equipment, and the overall ability of the facility to produce a properly inspected and maintained airplane. This will also be true in respect to avionics functions.

48. ISSUANCE OF OPERATING CERTIFICATE.

a. You will be issued a Part 125 Operating Certificate upon successful completion of the tests and inspections discussed in this chapter. (Reference: § 125.27(a).)

b. A copy of the certificate must be displayed in each of your airplanes. (Reference: § 125.7(a).)

c. If changes to the information on this certificate become necessary, consult Chapter 5.

49. APPROVAL OF OPERATIONS SPECIFICATIONS.

a. The operations specifications will be signed by an authorized FAA inspector and returned to you. You should retain the original and place copies in your company manual.

b. A copy of the operations specifications should be signed and dated in the space on the reverse side of each FAA Form 1014 labeled "Received for the Applicant by" and returned to the district office.

c. Changes or amendments to these operations specifications are discussed in Chapter 5.

50. ACCEPTANCE OF THE POLICY/PROCEDURE MANUAL.

a. The company manual presented for review and acceptance will be returned to you with the operating certificate. The manual will be dated and initialed by an

FAA inspector as "accepted" or "approved" depending upon the FAR requirements regarding that particular section.

b. You should maintain a copy of this manual at your principal operations base (Reference: § 125.71(b)) and make copies available to ground and maintenance personnel and furnish copies to flight crewmembers as outlined in § 125.71(d).

c. Revision of the manual is discussed in Chapter 5.

51. APPROVAL OF MINIMUM EQUIPMENT LIST.

a. Under normal circumstances, the MEL for your airplane(s) will be an approved part of your manual.

b. A letter of authorization to use the MEL will be issued by the FAA district office.

c. A copy of this letter must be kept in your airplane(s). (Reference: § 125.201(b)(2).) It may be inserted as a page in your manual in the MEL section.

d. Changes to approved MEL are discussed in Chapter 5.

52. FINAL CERTIFICATION. Upon receipt of the operating certificate, approved operations specifications, and accepted company manual, certification is complete. You are now a Part 125 certificate holder.

53.-57. RESERVED.

CHAPTER 4. FAA SURVEILLANCE

58. SCOPE AND CONTENTS. This chapter explains the surveillance that the FAA conducts on Part 125 certificate holders.

59. INSPECTION AUTHORITY.

a. Section 125.45 requires that as a certificate holder you must allow the FAA, at any time or place, to make any inspections or tests to determine your compliance with the Federal Aviation Act of 1958, the FAR, its operating certificate and operations specifications, its letter of deviation authority, or its eligibility to continue to hold its certificate or letter of deviation authority.

b. In the course of exercising this inspection authority, FAA inspectors (operations, airworthiness, and avionics) conduct facility (base) inspections, ramp inspections, aircraft inspections, en route inspections, and other related surveillance.

60. IDENTIFICATION OF INSPECTORS. All FAA inspectors authorized to conduct these inspections have an inspector credential (FAA Form 110A) which identifies them as an inspector. The certificate holder's personnel may request to see this credential when approached by any inspector, unknown to them, to conduct any of these inspections.

61. FACILITY (BASE) INSPECTIONS. These inspections are conducted on a recurring basis to ascertain that the certificate holder's facilities continue to meet the original certification standards.

62. RAMP INSPECTIONS. The FAA conducts unannounced surveillance of aircraft which have just completed, or are about to engage in, flight operations. The major items reviewed in these inspections include: flightcrew certification, flight and duty time limitations, instrument and equipment requirements, weight and balance limitations and procedures, and flight locating requirements, etc.

63. EN ROUTE INSPECTIONS.

a. On this inspection, the FAA inspector will ride on the flight deck and observe and evaluate crew performance during a Part 125 operation. The inspectors are authorized to make this inspection, on an unannounced basis, provided they identify themselves by presenting their credential and a copy of a completed FAA Form 8430-13, Request for Access to Aircraft, to the certificate holder or his/her representative, i.e., pilot in command, etc.

b. Certificate holders should make their flightcrews aware of the requirements of Section 125.317 that an inspector who presents these above documents should be allowed free and uninterrupted access to the pilot compartment of the airplane. Failure to allow this access, except in cases involving the invoking of the emergency authority of the pilot in command, will result in enforcement action against the pilot and/or certificate holder.

c. Inspectors will brief the pilot in command of their findings at the termination of the flight and, as necessary, advise management personnel of the company.

64. AIRCRAFT INSPECTIONS. FAA airworthiness inspectors will conduct spot inspections of aircraft operated under Part 125 on a regular basis to determine that the aircraft continues to meet the original standards for certification.

65. SIMULATOR SURVEILLANCE. FAA inspectors will conduct periodic surveillance of simulators, or other training devices, which have been approved for use by the certificate holder in the conduct of checks required by §§ 125.287 and 125.291 and recent experience under § 125.285.

66. CHECK AIRMAN SURVEILLANCE. FAA inspectors will periodically observe authorized check airmen conduct oral and flight tests to assure that applicable standards and procedures are being used.

67.-71. RESERVED.

CHAPTER 5. OPERATIONAL CHANGES

72. SCOPE AND CONTENTS. This chapter outlines changes to your operation which will require that you inform, or get the approval of, the FAA prior to implementation.

73. CHANGE OF OWNERSHIP.

a. A Part 125 operating certificate cannot be transferred from one person to another. Upon change of ownership, the FAA will suspend the operating certificate under the provisions of § 125.29. A determination will be made that the new owner's operation meets the certification requirements of Part 125 as outlined in Chapter 2 and 3 of this circular.

b. Purchasers of a company holding a Part 125 operating certificate may avoid having the company's operations interrupted through coordination with the district office which issued the certificate prior to the transfer of ownership.

c. The new purchaser may not have to complete all steps of the certification process if the FAA determines that no significant changes to the basis for original certification of the company or its operations under Part 125 will occur as a result of the transfer of ownership. However, the district office may require that some or all of the actions listed in Chapter 2 and 3 be taken.

74. VOLUNTARY SURRENDER OF CERTIFICATE AND OPERATIONS SPECIFICATIONS.

a. Certificates and operations specifications which are voluntarily surrendered for cancellation should be accompanied by a written request for cancellation from the operator. The request should either be signed by a person authorized to act for the company, or by the owner. This request may not be conditional.

b. If the certificate or operations specifications have been lost or destroyed, a statement by the certificate holder to this effect should be included in the written request for cancellation.

75. CHANGE OF BUSINESS NAME OR ADDRESS.

a. Address changes of the principal business office, operations base and/or maintenance base must be reported, in writing, to the FAA district office, at least 30 days in advance of the change (Reference: § 125.47). This change may necessitate an inspection by the district office personnel to assure that the new facilities meet the requirement of Part 125.

b. The notification should be forwarded to the local district office in letter form.

c. In the case of a change to the address on the operating certificate, you should request that your certificate be amended to show the new address.

76. CHANGE OF MANAGEMENT PERSONNEL.

a. The certificate holder is required to notify the district office of changes in the management personnel assignment (which were provided to the FAA in the application letter and/or company manuals) within 10 days (Reference: § 125.25(c)). These changes will be reviewed to determine that any new persons have not been previously employed in situations described in § 125.27(b)(2).

b. The notification should be made by a brief letter and accompanied by a proposed revision to the appropriate manual page.

77. AMENDMENTS TO OPERATIONS SPECIFICATIONS.

a. It may, at times, become necessary to amend your operations specifications due to changes in equipment, personnel, or facilities. The amendments may be initiated by you or the FAA.

b. If you initate the request, you should, at least 15 days prior to the date you want the amendment to be effective (the district office may agree to a shorter period):

(1) Make the proposed change on the front side of FAA Form 1014. Only the affected page should be changed; it is not necessary to revise all pages.

(2) Complete the upper portion of the reverse side of the affected page(s).

(3) Submit an original and two copies of your proposed revision to the certificate-holding district office.

c. If the FAA determines an amendment is necessary they will:

(1) Provide a notice by letter which explains the proposed amendment inviting you to submit, within a period of time, not less than 7 days, your comments regarding the amendment.

(2) If after consideration of your reply, the FAA decides:

(i) Not to require the proposed amendments, they will notify you, in writing, that the proposed amendment is withdrawn.

(ii) To adopt the amendment in which case they will prepare an original and two copies of an FAA Form 1014 containing the amendment and forward it to you as an enclosure to a letter giving notice of the adoption.

(3) The effective date of the amendment will be based on the anticipated delivery date of the letter plus 30 days in order to give you 30 days to petition for reconsideration.

(4) You should sign on the bottom of the reverse sides of the FAA Form 1014 and return one copy to the district office. Your signature does not

indicate acceptance or adoption. It merely acknowledges receipt of that page of the operations specifications.

78. WHAT ARE YOUR PETITION RIGHTS? You may, within 30 days, petition the FAA for reconsideration of an FAA decision regarding the operations specification.

a. If you petition, no change in the operations specifications will take place until the FAA has considered your petition and informed you, in writing, of their decision.

b. Your petition should be submitted, in writing, to the Director, Office of Flight Operations, AFO-1 (for Parts A, B, C, or E), or the Director, Office of Airworthiness, AWS-1 (for Part D), 800 Independence Avenue, S.W., Washington, D.C. 20591.

79. REVISIONS TO COMPANY MANUALS.

a. You may amend your manuals and incorporate new or revised practices or procedures. When making these revisions, you should:

(1) Assure that they comply with the provisions of the FAR.

(2) Submit the revision to the FAA district office for acceptance prior to planned implementation.

b. The FAA may request revision to any part of the manual when such revision is in the interest of safety, or when the manual does not meet the requirements of the applicable FAR.

c. The procedures for revising a manual, required by § 125.71, are essentially the same as that for amending operations specifications.

d. Proposed amendments/revisions should be submitted to the FAA district offices for acceptance or approval sufficiently early to permit action prior to intended use. The proposal will be handled in the same manner as the original manual. If the revision/amendment is to a portion of the manual which must be approved, the procedures may not be incorporated in the manual for use until that approval has been granted.

e. It should be noted that you are required to keep your manual current. (Reference: § 125.71(a) and (d).) Thus if you change procedures and do not revise or amend your manual prior to initiating the procedures, you have not acted in accordance with Part 125.

80. CHANGES TO YOUR AIRPLANE FLEET.

a. The addition or deletion of airplanes from your fleet will require changes to your operations specifications following the guidelines in paragraph 77b.

b. Additions of different make and type or model of airplanes to your fleet may also result in a requirement for:

(1) Crewmember testing. (Reference: §§ 125.287 and 125.289).)

(2) Revisions of your inspection program. (Reference: §§ 125.71(a) and 125.73(n).)

(3) An emergency evacuation demonstration. (Reference: § 125.189.)

c. A new airplane may not be operated under Part 125 until these requirements are met.

81. CHANGES TO AIRPLANE PASSENGER CAPACITY OR INTERIOR CONFIGURATION. An emergency evacuation demonstration will be necessary if you increase the passenger capacity by more than 5 percent or make a major change to the interior configuration that will affect the emergency evacuation of passengers before the airplane is operated under Part 125. (Reference: § 125.189(a)(2).)

82. REVISIONS TO MINIMUM EQUIPMENT LISTS. If you desire to change your approved MEL, you should:

a. Consult with the FAA district office regarding your proposed revision.

b. Modify only those pages which will contain the revised portions as directed by the district office.

c. Submit your proposed revision to the district office.

d. Not use the proposed revision or insert it into any document used by the flight crewmembers until it is approved by the district office.

83.-86. RESERVED.

CHAPTER 6. PREPARATION OF OPERATIONS SPECIFICATIONS

87. SCOPE AND CONTENTS. This chapter provides guidelines for preparing operations specifications.

88. PURPOSE OF OPERATIONS SPECIFICATIONS.

a. Operations specifications outline the operations which you, as a Part 125 certificate holder, are allowed to conduct; are an extension of, and supplement to, the operating rules, and contain limitations not specifically covered in the regulations.

b. The operations specifications provide for the tailoring of special authorizations for an operator who conducts specialized operations.

89. REQUIRED CONTENTS OF THE OPERATIONS SPECIFICATIONS.

a. The operations specifications should contain: (Reference: § 125.31(b).)

(1) The kinds of operations authorized.

(2) The types and registration numbers of airplanes authorized for use.

(3) Approval of the provisions of the operator's manual relating to airplane inspections, together with necessary conditions and limitations.

(4) Registration numbers of airplanes that are to be inspected under an approved airplane inspection program under § 125.247.

(5) Procedures for control of weight and balance of airplanes.

(6) Any other item that the Administrator determines necessary to cover a particular situation.

b. Other subject areas which should be considered in the preparation of the operations specifications are:

(1) Number of flight attendants. (Reference: § 125.269.)

(2) IFR takeoff weather minimums and alternate airport requirements. (Reference §§ 125.365(b) and 125.381.)

(3) Alternate airport weather minimums. (Reference: § 125.369.)

(4) Takeoff and landing weather minimums. (Reference: § 125.381(a).)

(5) Types of instrument approach procedures authorized for use. (Reference: § 125.325.)

(6) Category II minimums. (Reference: § 125.379(c).)

(7) Use to touchdown, of an approved flight control guidance system with automatic capability (Reference: § 125.329(d) hereafter called Category III operations.)

(8) Fuel supply. (Reference: § 125.377(b) and (d).)

(9) Flight crewmember rest, flight time, and duty time. (Reference: § 125.357(b).)

(10) Extended overwater operations under VFR. (Reference: § 125.363(d).)

(11) Other overwater operations under IFR. (Reference: § 125.363(d).)

(12) Operations where a flight navigator or long range navigation equipment or both are required. (Reference: § 125.267(b).)

90. FORMAT OF OPERATIONS SPECIFICATIONS.

a. The format for the operation specifications is shown in the example in Appendix 2.

b. Each paragraph shown in Appendix 2 should be addressed with appropriate limitations or deviations or, when no authorization or limitation is necessary, a negative statement such as "Not authorized" or "None."

c. Any paragraph may contain restrictions in addition to, or more demanding than those required by Part 125 where requested by the certificate holder or when the Administrator determines that a restriction is necessary for safety of a particular operation. Where the certificate holder has been issued a deviation that deviation will be inserted in the appropriate paragraph.

d. Each Part of the operations specifications should include a paragraph for "other" restrictions, limitations, and/or deviations as necessary to assure the safety of any unique operations of the certificate holder.

91. PREPARATION OF OPERATIONS SPECIFICATIONS.

a. Operations specifications are prepared on an FAA Form 1014. (Blank copies of these forms are available from the FAA district offices.)

b. An original and two copies of each page will be prepared.

c. The applicable parts of both sides of the original and copies will be completed as shown by the example in Appendix 2 of this circular.

d. Occasional strikeovers or erasures are acceptable, but must be initialed by the applicant. Since these specifications are legal documents (between the operator and the FAA), care must be taken in their preparation and processing.

e. The operator is responsible for completion of the FAA Form 1014 in its entirety except for the entries: "Effective date," "Inspector's recommendations," approval or disapproval "By direction of the Administrator," "Amendment No.," and "Supersedes specifications date." These entries will be made by the district office.

92. FORWARDING OPERATIONS SPECIFICATIONS.

a. The completed operations specifications should be forwarded to the appropriate district office (original and two copies).

b. The district office inspector will review these documents and, if no revisions are necessary, sign and return them to the operator.

c. The operator, or its designated representative (previously designated in the application letter to the FAA) will sign on the "Received for the Applicant by:" line, and one copy will be returned to the FAA district office.

93. DISPOSITION OF OPERATIONS SPECIFICATIONS.

a. A copy of the operations specifications must be maintained at the principal operations base. (Reference: § 125.41.)

b. Pertinent excerpts should be included in the company manual. (Reference: § 125.43(b).)

c. Each employee will be informed of the provisions of the operations specifications that apply to his/her duties and responsibilities. (Reference: § 125.43(a).)

94.-97. RESERVED.

CHAPTER 7. DEVELOPMENT OF A COMPANY MANUAL

98. SCOPE AND CONTENTS. This chapter provides general guidelines for the development of the company manual required by § 125.71.

99. MANUAL REQUIREMENTS. Part 125 requires that a certificate holder prepare and keep current a manual setting forth his/her procedures and policies. The FAA will review the provisions of this manual and subsequent revisions and "accept" or "approve" them as applicable prior to their use. The other requirements of Part 125 regarding manuals are:

a. Employee Personnel.

(1) Must use the manual while conducting company operations. (Reference: § 125.71(a).)

(2) Will be provided pertinent portions of the manual (ground and maintenance personnel). (Reference: § 125.71(d).)

(3) Will be furnished pertinent portions of the manual (flight crewmembers). (Reference: § 125.71(d).)

(4) If furnished a copy, will keep it up-to-date. (Reference: § 125.71(e).)

b. Disposition of Other Copies.

(1) One copy will be maintained at the principal operations base. (Reference: § 125.71(b).)

(2) One copy will be furnished to the FAA Flight Standards district office. (Reference: § 125.71(d)(2).)

(3) Appropriate parts of that manual will be carried on each airplane when it is away from the principal operations base. If all, or any portion of this maintenance manual is kept solely on microfilm, a suitable reading device must be carried aboard the aircraft. (Reference: § 125.71(f).)

100. CONTENTS OF THE MANUAL.

a. The contents of the manual are outlined in §§ 125.73 and 125.249. The FAA district office will review the procedures and may require that they be revised where they are contrary to FARs and accepted safe operating practices, or where they fail to provide adequate direction for all items specified by the FARs.

b. The certificate holder may have additional policies and procedures which are not specifically required by Part 125 in its manual. Except for portions of the manual which are approved, e.g. the maintenance program, the contents of these manuals are "accepted" by the FAA. If you desire to insert policies or procedures in the manual that are not required by Part 125, the FAA will not require that you revise these policies or procedures unless they are contrary to the FARs or, in the opinion of the reviewing office, would result in an unsafe condition.

101. POLICY VS. PROCEDURE.

a. Part 125 makes numerous references to "procedures" when outlining the contents of the manual. During subsequent discussions of the manual contents in this chapter, the term "procedure" will refer to a step-by-step logical progression of actions and decisions to achieve an objective. The term "policy," where used, will refer to a requirement established by company management which it wants company personnel to follow. Thus, a step-by-step description of how to do something, such as a preflight checklist, is a procedure. A company requirement, such as "No flight may depart on a cross-country flight with less than 12 quarts of oil in the engine," is a policy.

b. Policies may be contained within procedures or stated by themselves. But where Part 125 calls for procedures, the certificate holder must provide a step-by-step logical progression of action and decision statements. This requirement may be waived by the FAA district office where the applicant can show that due to the size of the operation or other mitigating circumstances, a statement of policy or a series of these statements will accomplish the purpose of the procedure and still meet all of the requirements of the FAR in regard to that procedure.

102. DEVELOPMENT OF PROCEDURES. Some guidelines which the certificate holder should consider in the development of procedures include:

a. Procedures should flow in a logical sequence. Perhaps the best examples of procedures are aircraft checklists.

b. The most effective procedures are usually those which are simple and contain only information absolutely necessary to their accomplishment. Again, the aircraft checklists.

c. The user must know the purpose of the procedure and view the procedure as an acceptable method of accomplishing that purpose.

d. Authors of procedures should consider, for each procedure and major steps within that procedure:

(1) Responsibility. Who is responsible for each step? Is it clearly understood or stated in the procedure?

(2) The standards of performance. Are the acceptable standards of performance stated as policy within the procedure where necessary?

(3) The individual user. The success of a procedure depends on the experience, training, and ability of the average user. A procedure may be "short and sweet" where the user is capable of achieving the purpose of the procedure without extensive direction, or detailed where the average user would have limited training or experience to fall back on.

(4) The sources of help and information available. Where there are no sources, i.e., check airmen, company management, etc., normally available when a procedure is being used, the author should provide sufficient detail to make the user independent of these sources.

(5) Resources available. If a form, checklist, or tool is necessary to accomplish a procedure, where would it be located? Where would extra ones be located?

(6) Time available. Will there be sufficient time available under normal circumstances to accomplish the procedure to the standards desired? If not, the author should consider simplifying the procedure or revising the duties of the user to make that time available.

103. RECOMMENDED FORMAT OF THE MANUAL. A logical format for the policy and procedure manual is provided in Appendix 3 for your consideration. Each major heading, and the recommended contents and considerations which should be included under that heading, is discussed in the remainder of this chapter.

104. COMPANY ORGANIZATION.

a. The manual should include a section which contains the name of each person who is authorized to act for the certificate holder, the person's assigned area of responsibility; duties, responsibilities, and authority. (Reference: § 125.73(a).) When the operator has a maintenance organization within the company that organization must be described. (Reference: § 125.249(a)(1).)

b. A block diagram may be included as a method of portraying the relationships of organizational entities within the company.

c. This section should also identify the person(s) who are authorized to give tests required by Part 125 and the tests they are authorized to conduct. (Reference: § 125.73(q).)

105. COPIES OF OPERATIONS SPECIFICATIONS. The insertion of copies of your operations specifications will satisfy the requirement of § 125.73(c). Only the front side of the FAA Form 1014 is necessary, but there is no objection to the inclusion of the reverse side.

106. MINIMUM EQUIPMENT LIST. Insert the pages of your Minimum Equipment List(s) in this section. This will satisfy the requirement of § 125.73(i).

107. AIRPLANE LOADING INSTRUCTIONS.

a. Weight and Balance. The procedures for ensuring compliance with weight and balance limitations should contain, for each type of aircraft operated, how the certificate holder:

(1) wants the determinations of the weight of the passengers, crew, and baggage to be made.

(2) wants the calculations of the airplane center of gravity (C.G.) to be made, including any loading schedules or other approved methods, if provided with instructions for use.

(3) wants the load manifest completed.

(4) wants the airplane loaded, including instructions for loading of cargo in the cargo and passenger compartments; blocking of seats or compartments or adjusting fuel loads to remain in C.G. limits; ensuring that loads are not inadvertently redistributed or shifted in flight by crewmembers, cargo handlers, or other concerned personnel; and loading hazardous materials.

(5) will ensure that none of his/her airplanes will be operated in excess of 36 months without being reweighed to determine the empty weight and center of gravity.

(6) wants hazardous materials to be handled, including notification of the pilot in command. (Reference: § 125.73(o).)

b. Operations Specifications. The weight and balance procedures will be incorporated in the certificate holder's operations specifications (Reference: § 125.31(b)(5).)

c. Refueling. The certificate holder is required to develop procedures in the manual that outline the methods for refueling the aircraft to ensure that his/her airplanes are: fueled with the proper grade of uncontaminated fuel and protected from fire (including electrostatic protection). Procedures should also be established for the supervision and protection of passengers during refueling. Some publications which may be of assistance in developing these procedures are:

(1) AC 00-34A, Aircraft Ground Handling and Servicing.

(2) AC 20-43C, Aircraft Fuel Control.

(3) FAR 159, National Capitol Airports, § 159.133.

(4) NFPA No. 407, Aircraft Fueling. This document can be ordered from the National Fire Protection Association, 60 Battery March Street, Boston, Massachusetts 02110.

108. PREFLIGHT PLANNING AND FLIGHT RELEASE PROCEDURES.

a. The certificate holder should consider including policy or procedure in his/her manual regarding preflight planning and flight release. The following information is representative of the logical contents of these procedures:

(1) The manual should clearly show who has operational control and authority to sign the flight release (§ 125.351(b)) under all anticipated situations.

(2) Instructions for completion of the flight release form required by § 125.403 may be necessary to assure standardized completion by different crews.

(3) Instructions for disposition of copies of the load manifest, flight release, and flight plan prior to, and after, a flight per § 125.405.

(4) The person having custody of copies of these forms at a place other than the principal operations base should be identified in the manual. (Reference: § 125.405(e)(1).)

(5) Flight locating procedures per §125.53 should be provided if the certificate holder anticipates any occasion when an FAA flight plan would not be filed for a Part 125 operation. (Reference: § 125.73(1).)

109. PROCEDURES FOR ASSURING AIRWORTHINESS OF AIRPLANE.

a. Maintenance Log. Section 125.407 requires that the manual include a procedure for keeping copies of an airplane maintenance log in the airplane for access by appropriate personnel. The manual should include, at a minimum, a copy of that log, instructions for its completion, and the certificate holder's policies for disposition of copies and carriage in the airplane.

b. Return to Service. Section 125.73(e) requires procedures for ensuring that the pilot in command knows what required airworthiness inspections have been made and that the airplane has been approved for return to service. The manual should include:

(1) An explanation of the inspections required and the proper entries in the airplane maintenance log and/or airworthiness release form to document return to service.

(2) Identification of the persons qualified to sign these documents.

(3) Identification of the persons authorized to perform maintenance, preventive maintenance, or alteration to Part 125 airplanes and the proper entries for return to service.

c. Maintenance Away From Base. Section 125.73(h) requires that the manual have procedures for the pilot in command to follow in obtaining maintenance and servicing at a place where previous arrangements per § 125.249(a)(2) have not been made. These procedures should include:

(1) When the pilot is authorized to act for the operator,

(2) What persons are authorized to perform this maintenance,

(3) What persons are authorized to inspect the work performed, and

(4) The proper entries indicating completion of that work.

d. Mechanical Irregularities or Defects. The procedures regarding handling of mechanical irregularities are broken into two groups: procedures for pilot reporting and recording of these irregularities (§ 125.73(f)); and procedures for the pilot in command to use in determining the status of reported irregularities (§ 125.73(g)). In association with these procedures, the certificate holder should have a method to ensure that the reporting to the FAA per § 125.409 is accomplished properly.

(1) Pilot Reporting. This procedure should describe the type of entries which should be made, where they should be recorded, and any other postflight actions required of the pilot regarding mechanical irregularities.

(2) Determining Status. This procedure should contain adequate instructions to maintenance personnel (bearing in mind the away-from-base situations) as to the certificate holder's policies for correction of irregularities and the proper types of entries on the airplane maintenance log. A pilot or mechanic should be able to easily determine the status of an irregularity by consulting the latest page of the airplane maintenance log and the instructions contained in this portion of the manual.

(3) Reports to FAA. The certificate holder should provide guidance to his/her personnel as to the mechanical malfunctions, failures, and defects which should be reported to the FAA, the method for making that report, and the time requirements. The Malfunction or Defect Report, FAA Form 8010-4 (available from the district office), is suggested as the form for making this report.

e. Flight with Inoperative Equipment. If the certificate holder elects not to use an approved Minimum Equipment List, the procedures required by § 125.73(i) should be inserted in this section.

110. PRE-TAKEOFF PROCEDURES.

a. Passenger briefing Procedures: (§ 125.73(k)). The manual should include:

(1) Delegation of responsibility to another crewmember if the pilot-in-command will not personally make the briefing.

(2) An example of the briefing which contains all items listed in § 125.327(a) except that the briefing for § 125.327(a)(6) may be included separately.

(3) A statement of policy regarding where (i.e., before taxi, before flying overwater, etc.) this briefing will be made.

b. Assistance to Infirm Persons. The manual should direct the pilot in command to ensure that persons needing assistance of another to move to an emergency exit be assisted by a flight attendant who has received a briefing on what to do if an emergency evacuation becomes necessary (§125.73(p)). The guidelines for this assistance should be included in the manual under "Emergency Procedures."

c. Other Procedures. The certificate holder should include in this section of the manual any other procedures or polices necessary regarding the pre-takeoff phase of operation.

111. FLIGHT OPERATION PROCEDURES.

a. A copy of the certificate holder's cockpit checklist for normal, abnormal and emergency procedures may be included in this section.

b. The certificate holder may also want to include procedures or statements of policy regarding:

(1) Use of oxygen for medical purposes (§ 125.219).

(2) Operations in icing conditions (§ 125.271).

(3) Operations in vicinity of thunderstorms and squall lines.

(4) Manipulation of controls while carrying passengers (§ 125.313).

(5) Admission of persons to the flight deck (§§ 125.325 and 125.317).

(6) Reporting potentially hazardous weather and apparent irregularities of navigation aids (§ 125.321).

(7) Carriage of persons without compliance with the passenger carrying requirements of Part 125 (§ 125.331).

(8) Other procedures or policies which the certificate holder deems necessary to the conduct of its operations.

112. POST FLIGHT PROCEDURES.

a. This section should include a statement of policy regarding pilot reporting of mechanical irregularities and refer the pilot to the section of the manual which outlines the procedures for handling mechanical irregularities.

b. It should also outline the certificate holder's reporting procedures and policies for incidents, emergencies, and accidents. If the procedures for making these reports are contained in another section of the manual such as "Emergencies," this procedure should refer the employee to the proper section.

c. Other procedures which are pertinent to the postflight phase of a Part 125 operation should be included, such as, off loading of cargo; disposition of flight release, load manifest, and flight plan forms; contacts with the operation base required by flight locating procedures, etc.

113. EMERGENCY PROCEDURES. This section is primarily intended for administrative procedures associated with emergencies. It may include:

a. An outline by crewmember of their emergency duties and responsibilities for each type and model of aircraft.

b. General guidelines for the evacuation of persons needing assistance (§ 125.73(p)).

c. Accident notification procedures

d. Procedures for the certificate holder's management personnel to declare an emergency (§ 125.319).

e. Procedures for reporting deviations from FAR (§§ 125.319(c), 91.3 and 91.48).

114. AIRPLANE INSPECTION PROGRAM.

a. See Chapter 9 for more specific guidance regarding the aircraft inspection program.

b. The maintenance manuals required by § 125.249 are an integral part of those required by § 125.71. It should be noted that while those required by § 125.71 are "accepted" the portions required by § 125.249 must be "approved."

c. The inspection programs required by Part 125 are very similar to those required under Part 91, Subpart D. Notable differences are:

(1) Regardless of the option selected, the program must be approved for your use;

(2) Part 125 provides that you may be required to make changes in your inspection program by requesting a change to your inspections specifications.

d. Since your application must contain a summary attachment (see paragraph 19) in which you explain how you will comply with each section of Part 125, the use of an inspection program developed by another person must be thoroughly understood by you. If you do not anticipate an organization which includes management personnel who are maintenance qualified, such expertise will be valuable at least on a temporary basis in the development of policies, procedures, inspection programs, etc. This is doubly so if you elect to develop your own inspection program.

e. Your inspection program should be a detailed explanation of exactly how you intend to control the inspection program and how you will have the aircraft inspected. It must also explain what will be inspected, when it will be inspected, and to what standard it will be inspected. The district office personnel of the FAA reviewing your manual will make every effort to provide you with complete and specific information regarding any changes or additions required.

f. For clarity, key terms used in Part 125 relative to inspection programs are defined as follows:

(1) Instructions. The explanation of who will do what and when it will be done. This includes assignment of responsibilities, assignment of duties, and detailed administrative controls.

(2) Procedures. The explanation of how something is to be done, be it inspection, maintenance, recordkeeping, or operating your administrative systems.

(3) Standards. Conditions, specified requirement and functional limits, which must be met during the accomplishment of inspection and maintenance to determine the airworthiness of an item.

(4) Tests. Examination of an item in order to ensure that the item meets specified requirements.

(5) Checks. Examination to determine the functional capability or physical integrity of an item.

115. SEPARATION OF OPERATIONAL AND MAINTENANCE PORTIONS OF THE MANUAL.

a. Section 125.71(d) provides for the issuance and/or availability of appropriate portions of the manual to ground and maintenance personnel and crewmembers based on their particular duties.

b. At the certificate holder's option, it will be acceptable to have two major portions of the manual, operations and maintenance. If the certificate holder chooses this option, the format of the maintenance portion may be organized in a manner suitable to the operator and readily understandable by its personnel. The operations specifications material should retain its identity as operations specifications so that the operator's personnel can identify it as such.

116-122. RESERVED.

CHAPTER 8. CREWMEMBER, SIMULATOR, AND CHECK AIRMAN REQUIREMENTS

123. SCOPE AND CONTENTS. This chapter outlines the Part 125 crewmember requirements with respect to certificates, ratings, experience, initial and recurrent testing, and recency of experience. It also discusses the FAA policies regarding use of simulators to meet Part 125 crewmember requirements and the designation of check airmen.

124. LIMITATIONS ON THE USE OF CREWMEMBER SERVICES. Part 125 certificate holders may not use the services of any crewmember (pilot, flight engineer, flight navigator, or flight attendant) who does not meet all of the requirements of the FAR outlined for that specific function in the following paragraphs. Any person who uses the services of crewmembers not specifically qualified under Part 125 or performs these services without having met the qualifications will have operated contrary to the regulations.

125. PILOT IN COMMAND. The Part 125 requirements for a pilot in command are:

a. Minimum Entry Qualifications.

(1) Airman Certificate: Commercial pilot, with appropriate category, class, and type rating, and an instrument rating. (Reference: § 125.281(a).)

(2) Medical Certificate: At least a valid second-class medical certificate issued within the past 12 calendar months. (Reference: § 61.123(c).)

(3) Minimum Flight Experience: 1,200 hours of flight time as a pilot, including 500 hours of cross-country flight time, 100 hours of night flight time, including at least 10 night takeoffs and landings and 75 hours of actual or simulated instrument flight time, at least 50 hours of which were actual flight. (Reference: § 125.281(b).)

b. Part 125 Testing Requirements.

(1) Written or oral test every 12 months on each type of airplane operated. (Reference: § 125.287(a).)

(2) Competency test in each type of airplane operated every 12 months. (Reference: § 125.287(b).)

(3) For IFR, an instrument competency test every 6 months, including satisfactory demonstration of: (Reference: § 125.291(a).)

(i) Each type of precision approach he/she wishes authorization to use. (Reference: § 125.291(b).)

(ii) Two different non-precision approaches if he/she would like an authorization to make non-precision approaches, or a particular type of non-precision approach if he/she wishes authorization to make only that type of approach. (Reference: § 125.291(b).)

c. Recency of Experience.

(1) Takeoffs and Landings. Three takeoffs and landings in the past 90 days. (Reference: § 125.285(a).) In the event he/she does not maintain this currency on a continuous basis and allows his/her recency of experience to lapse, the qualifying takeoffs and landings must be made under the supervision of a check airman as specified in § 125.285(b).

(2) Flight under Instrument Flight Rules. This recency of experience is satisfied by the Part 125 instrument competency check (§ 125.291) and remains valid for up to seven months if the crewmember is used in the grace period provided by § 125.293(a).

d. Crewmember Records. The records of the pilot in command should include:

(1) A copy of his/her airman and medical certificates,

(2) For each type of airplane, a record of satisfactory completion of the checks required by § 125.287.

(3) If appropriate, a certification per § 125.263(c) that he/she is capable of emergency performance of the flight engineer functions by type of airplane.

(4) A record of satisfactory completion of the instrument competency check required by § 125.291.

(5) A flight/duty time record to assure that the requirements of § 125.37 are met.

(6) A record of each action taken concerning the release from employment or physical or professional disqualification. Hold this record at least 6 months. (Reference: § 125.401(a)(2).)

126. SECOND IN COMMAND. A second-in-command pilot is required by § 125.263(a) when the airplane type certificate and airplane flight manual specify a minimum crew of two pilots. The Part 125 requirements for the second in command are:

a. Minimum Entry Qualifications.

(1) Airman Certificate. Commercial pilot with appropriate category and class and instument ratings. (Reference: § 125.283(a).)

(2) Medical Certificate. At least a valid second-class medical certificate issued within the past 12 calendar months. (Reference: § 61.23(c).)

(3) Minimum Flight Experience. No minimum flight experience is specified for the original qualification under Part 125.

b. Part 125 Testing Requirements.

(1) Written or oral test every 12 months on each type of aircraft. (Reference: § 125.287(a).)

(2) Competency test in the type of airplane used every 12 months. (Reference: § 125.287(b).)

c. Recency of Experience.

(1) Takeoffs and Landings. Three takeoffs and landings in the past 90 days. In the event he/she does not maintain this currency on a continuous basis and allows his/her recency of experience to lapse, the qualifying takeoff and landings must be made under the supervision of a check airman as specified in § 125.285(b).

(2) Flight under Instrument Flight Rules. The recency of experience required under § 61.57(e) for a pilot in command. (Reference: § 125.283(b).) That is, 6 hours of instrument time under actual or simulated IFR conditions within the past 6 months, at least 3 of which were in flight in an airplane, including at least 6 approaches, or passed an instrument competency check in an airplane.

d. Crewmember Records. The records for a second-in-command pilot should include:

(1) A copy of his/her airman and medical certificates.

(2) For each type of airplane, a record of satisfactory completion of the checks required by § 125.287.

(3) If appropriate, a certification per § 125.263(c) that he/she is capable of emergency performance of flight engineer functions by type of airplane.

(4) A flight/duty time record to assure that the requirements of § 125.37 are met.

(5) A record showing recency of experience per §§ 125.285 and 125.283.

(6) A record of each action taken concerning the release from employment or physical or professional disqualification. Hold this record at least 6 months. (Reference: § 125.401(a)(2).)

127. FLIGHT ENGINEER. A flight engineer is required where the airplane type certificate and airplane flight manual requires a flight engineer. The Part 125 requirements for the flight engineers are:

a. Minimum Entry Qualifications.

(1) Airman Certificate. A current flight engineer certificate with the appropriate class ratings. (Reference: § 125.265(a).)

(2) Medical Certificate. At least a valid second-class medical certificate, or other evidence of medical qualification acceptable for the issue of a flight engineer certificate under § 63.42, issued within the past 12 calendar months. (Reference. § 63.31(c).)

(3) Minimum Flight Experience. No minimum total experience is required; however, there are some recency of experience requirements which are outlined in paragraph 127c of this circular.

b. Part 125 Testing Requirements. No initial or recurring testing requirements are specified under Part 125 so long as the flight engineer meets the recency of experience requirements for the type of airplane used. If not, the flight engineer must be checked by an authorized representative of the Administrator on that type of airplane to determine that he/she is familiar and competent with all essential current information and operating procedures. (Reference: § 125.265(b).) This check will be valid for 6 months and subject to the grace provisions of § 125.293.

c. Recency of Experience. At least 50 hours of flight time as a flight engineer on the type of airplane to be used within the past 6 months; or a check as specified in § 125.265(b).

d. Crewmember Records. The records of the flight engineer should include:

(1) Copies of his/her airman and medical certificates.

(2) A copy of a record showing recency of experience, or a copy of a current check, per § 125.265(b).

(3) A flight/duty time record to assure that the requirements of § 125.37 are met.

(4) A record of each action taken concerning the release from employment or physical or professional disqualification. Hold this record at least 6 months. (Reference: § 125.401(a)(2).)

128. FLIGHT NAVIGATOR. Flight navigators are required on all flights outside the conterminous U.S. where the airplane's position cannot be reliably fixed for periods exceeding 1 hour. The Part 125 qualifying requirements for flight navigators are:

a. Minimum Entry Qualifications.

(1) Airman Certificate. A current flight navigator certificate. (Reference: § 125.267(a)(1).)

(2) Medical Certificate. A valid second-class medical certificate issued with the past 12 calendar months. (Reference: § 63.51(c).)

b. Part 125 Testing Requirements. There are no initial or recurring Part 125 testing requirements for flight navigators.

c. Recency of Experience. No recency of experience for flight navigators is specified in Part 125; however, we recommend that you assure that your navigator is briefed for the particular type airplane as to:

(1) Limitations on climb, cruise, and descent speeds;

(2) Each item of navigational equipment installed including appropriate radio, radar, and other electronic equipment;

(3) Airplane performance;

(4) Airspeed, temperature, and pressure indicating instruments or systems;

(5) Compass limitations and methods of compensation;

(6) Cruise control charts and data, including fuel consumption rates;

(7) Operating limitations;

(8) Fuel consumption and cruise control;

(9) Flight planning;

(10) Each normal and emergency procedure; and

(11) The approved Airplane Flight Manual.

d. Crewmember Records. The records of the flight navigators should include:

(1) A copy of his/her airman and medical certificates.

(2) A flight/duty time record to assure that the requirements of § 125.37 are met.

(3) A record of each action taken concerning the release from employment or physical or professional disqualification. Hold this record at least 6 months. (Reference: § 125.401(a)(2).)

129. FLIGHT ATTENDANTS. Certificate holders must provide the minimum number of qualified flight attendants specified in their operations specifications for the airplane operated. The Part 125 requirements for flight attendants are:

a. Minimum Entry Qualifications. No minimum entry qualifications such as certificates or experience are specified for flight attendants; however, we recommend that you assure that your flight attendants are medically fit to perform their assigned duties.

b. Part 125 Testing Requirements. Flight attendants must be tested before their services are used, and every 12 months thereafter, on the subjects listed in § 125.289. (See paragraph 130c for further information.)

c. Recency of Experience. No recency of experience for flight attendants is specified in Part 125.

d. Crewmember Records. Flight attendant records should include a certification by the certificate holder that the attendant has completed their initial or recurrent testing under § 125.289 showing the date of that test. (Reference: § 125.401.)

130. MEETING TESTING REQUIREMENTS AND RECENCY OF EXPERIENCE.

a. Twelve Month Check (§ 125.287).

(1) Written or Oral Tests. All pilots are required to complete a written or oral test of the subjects listed in § 125.287(a) for each type of airplane in which they perform in a pilot capacity initially and every 12 months thereafter. Those who maintain this qualification on more than one airplane will be subject to the knowledge items in §§ 125.287(a)(2), (3), and (8) for each type of airplane.

(2) Flight Test. All pilots are required to satisfactorily complete the competency check required by § 125.287(b) for each type of airplane in which they perform in a pilot capacity initially and every 12 months thereafter. The extent of that competency check is left to the discretion of the check airman; however, the minimum contents of the check for the pilot in command should be:

(i) Three takeoffs and landings to a full stop as the sole manipulator of the controls, including one takeoff and landing in a cross wind condition (if wind conditions permit);

(ii) Engine-out procedures and maneuvering with an engine out while executing the duties of a pilot in command, including one takeoff with simulated failure of the most critical powerplant after V1 and one landing in a simulated engine out condition;

(iii) At least one steep turn;

(iv) Approaches to stalls in takeoff, cruise and landing configurations;

(v) Recovery from specific flight characteristics that are peculiar to the airplane type;

(vi) A zero flap visual approach to a point at which a landing could have been successfully made;

(vii) A rejected landing;

(viii) A rejected takeoff; and

(ix) Demonstration of normal, abnormal, and emergency procedures.

(3) Second-in-Command. The certificate holder may elect to have some pilots receive "second-in-command only" checks. In those cases, these pilots will take the check at their duty station. The check airman should not require the simulated failure of a powerplant on takeoff at or after V1. The check airman may also limit the number of abnormal and emergency procedures these pilots have to demonstrate. The completed FAA Form 8410-1 (discussed in paragraph 130a(6) of this circular) will contain an entry under "type of check" which indicates that these pilots have only second in command privileges; e.g., "FAR 125.287 (SECOND IN COMMAND ONLY)."

(4) Emergency Flight Engineer Functions. Those pilots the certificate holder wants qualified to perform emergency flight engineer functions per § 125.263(c) will be required to demonstrate the knowledge and skill to perform these functions for an authorized representative of the Administrator.

(i) This qualifying check may be administered in an airplane of the appropriate type on the ground.

(ii) It may be given in conjunction with the 12-month check or the instrument competency check in that airplane.

(iii) The qualifying check will cover all anticipated critical situations with respect to the fuel, electric, hydraulic, and environmental systems and any other function of the flight engineer critical to the safe operation of that particular airplane.

(iv) The results of this check will be entered on an FAA Form 8410-1. Those items listed under "flight engineer" which were checked will be graded and an entry will be made under "Remarks" stating the results of that test, e.g., "Satisfactorily demonstrated emergency flight engineer functions per § 125.263(c) for Boeing 727."

(5) Maneuvers Required. The FAA inspector or designated check airman may require any of the maneuvers and procedures currently required for the original issuance of the particular pilot certificate required for the operations authorized and appropriate to the category, class, and type of airplane involved. (Reference: § 125.287(b).)

(6) Forms Issued. When a pilot satisfactorily completes the requirements of § 125.287 for a particular type of airplane an FAA Form 8410-1 will be issued to the pilot showing the results of that check. This form will constitute an authorization to perform pilot-in-command duties in that type of airplane in VFR conditions under Part 125. The holder of this check is also authorized to perform second-in-command duties in IFR conditions under Part 125 in this type of airplane, without completing an instrument competency check, if the second-in-command instrument recency of experience requirements have been met.) The pilot should have a copy of the form issued for this

check in his/her personal possession during these operations. (Reference: § 125.261(a)(2).)

b. Six-Month Instrument Competency Check. (§ 125.291)

(1) General. All persons who serve as pilot in command under IFR of an airplane during Part 125 operations must satisfactorily complete the instrument competency check outlined in § 125.291 initially and every 6 months thereafter.

(2) More than One Airplane. A pilot must take this check in the types of airplanes which the certificate holder has assigned him/her to perform pilot duties under Part 125. If that person is only assigned to one type of aircraft, the check must be accomplished in that type. (Reference: § 125.291(d).) If, however, that person is assigned to more than one type of airplane, the check will be done on a rotational basis. (Reference: § 125.291(e).) For example, a pilot assigned to a DC-4, DC-7, and L-1049, whose first instrument competency check was in June 1981 in the DC-4, could take the check due in January 1982 in the DC-7, and the June 1982 check in the L-1049. He/she would not be allowed to use just one of the aircraft to take successive instrument proficiency checks nor required to take more than one check per 6-month period.

(3) Contents of Check. The instrument proficiency check will consist of an oral or written equipment test for the type of airplane and a flight check under simulated or actual IFR conditions. (Reference: § 125.291(c).) The general content of the equipment check and flight check is included in § 125.291(c). More specific information is available in AC 61-56A, Flight Test Guide: Instrument Pilot - Airplane; and AC 61-57A, Flight Test Guide: Type Rating - Airplane. The check will include the procedures and maneuvers for a commercial pilot certificate with an instrument and type rating. (Reference: § 125.291(c)(1).)

(4) Forms Issued. A letter of competency will be issued to the pilot upon successful completion of check. This letter will contain a list of the types of instrument approach procedures and facilities authorized. (Reference: § 125.291(g).) This letter will constitute an authorization for the pilot to perform pilot-in-command duties under IFR during operations under Part 125. An FAA Form 8410-1 will also be issued showing successful completion of the checks required by § 125.287. (Reference: § 125.287(c).) Copies of these documents should be in the pilot's personal possession during operations under Part 125. (Reference: § 125.261(a)(2).)

c. Flight Attendant Testing.

(1) General. Flight attendants may not be used if they have not been tested in the preceding 12 calendar months by the certificate holder on the areas listed in § 125.289.

(2) Development of Test. The certificate holder should develop a test which will determine that the flight attendants are knowledgeable and competent to perform their assigned duties and responsibilities. This test can be a combination of written and oral questions and procedures to be performed or simulated. The certificate

holder will maintain at least one copy of all test questions, written and oral, and list of procedures which are performed as a part of this test.

(3) Result of Test. The results of each flight attendant's performance on this test will be inserted in the crewmember's record. Each attendant should be issued a memo which contains the certificate holder's name, the date of the test, and a statement that this named flight attendant has satisfactorily completed the certificate holder's test. The flight attendant should have a copy of this record in his/her personal possession during Part 125 operations.

131. USE OF SIMULATORS.

a. Section 125.297(a) provides for the use of approved simulators for the checks required by Subpart I of Part 125. Sections 125.287(f) and 125.291(f) provide for the FAA to approve the use of a simulator or other appropriate training device to give portions of the 12-month check and the instrument competency check. Section 125.285(c), with some limitations, provides for the use of a visual simulator to meet the recency of experience requirements outlined in § 125.285(b).

b. To take advantage of these provisions, the certificate holder must request approval of the simulator or other training device in writing, specifying the intended application. FAA inspectors will then evaluate the simulator or device with respect to its intended use and commonality with the certificate holder's airplane. If they determine that it is satisfactory for the application intended, the FAA will issue a letter to the certificate holder specifying the applications for which the simulator may be used.

c. The certificate holder does not have to own or otherwise have physical possession of the simulator. As long as it has been evaluated and approved specifically for the use of the certificate holder, it may be owned and operated by another organization. It will be the certificate holder's responsibility to assure that the simulator continues to meet the standards and applications originally approved. If the FAA determines that the basis for original approval are derogated, the approval will be immediately withdrawn.

d. Should the simulator or other training device become inoperative, out of tolerance for the applications approved, or otherwise unavailable for the checks authorized, the check maneuvers will be accomplished in the airplane.

132. AUTHORIZATION OF A CHECK AIRMAN.

a. Part 125 provides for the authorization of a check airman to perform some or all of the checks required in Subpart H or I. (Reference: § 125.295.) The checks which a check airman may be authorized to perform are:

(1) Twelve-month checks required by § 125.287.

(2) Instrument competency checks required by § 125.291.

(3) Flight engineer familiarization checks required by § 125.265(b) and the Emergency Flight Engineer Function checks given to pilots per § 125.263(c).

(4) Recency of experience observations required by § 125.285(b) and (c)(2).

b. Request for approval of a check airman should be submitted, in letter form, by the operator to the local FAA Flight Standards district office.

c. Each request received by a district office will be reviewed to determine the need, based on manpower utilization and convenience to the government and the operator, and the qualifications of the nominee before scheduling any tests. If a determination is made that a need does not exist, or the nominee is not qualified, the operator will be advised, by letter, of the reasons for not acting on its request.

d. Check airmen selected by the operator will be required to meet the following qualifications:

(1) The requirements of § 125.287 for each type of airplane on which he/she will perform checks.

(2) The requirements of § 125.291 for pilot in command under IFR.

(3) Possess the ability to properly evaluate another pilot's technique and proficiency and have the qualifications, knowledge, and experience which commands respect and confidence.

133. APPROVAL OF CHECK AIRMEN.

a. General. The local FAA Flight Standards district office is responsible for ensuring the qualifications of check airmen. The certificate holder is not required to designate check airmen for the purpose of determining the initial or continued competency of flight attendants. Appropriate supervisors or instructors may be utilized for these purposes. These personnel do not require FAA approval.

b. Approval. All check airmen must be approved by the district office. Approval will be contingent upon the individual being properly certificated, qualified in accordance with § 125.295, and having demonstrated ability to conduct and evaluate flight checks and other tests to the satisfaction of an FAA inspector.

(1) Initial Designation. FAA inspectors will determine if a check airman designee possesses the following:

(i) A thorough knowledge of requirements associated with administering the particular flight check or test.

(ii) A clear understanding of what is considered appropriate action to be taken when acceptable standards have not been met.

(iii) A satisfactory knowledge of FAA procedures and regulations and procedures pertinent to the operations in which he/she will be used.

(2) Unsatisfactory Evaluation of Designee. If a candidate for check airman fails to demonstrate the required knowledge, ability, techniques, and proficiency, that person will not be approved as a check airman. The operator will be advised, by letter, of the reasons for withholding or rescinding such approval.

(3) Approval Procedures. If the check airman applicant is considered to be satisfactory, the certificate holder will be so advised by letter. This letter will state the full name of the check airman, the specific check airman duties he/she is approved for, and the specific type(s) of aircraft on which he/she may conduct the required checks.

(4) Authorization Letter. The check airman authorization letter is issued to the certificate holder, not to the airman. The check airman is limited to checking only those pilots employed by the operator.

134. CHECK AIRMAN RECURRENT REQUIREMENTS. Check airmen are required to participate in the regular proficiency check program of the operator, as appropriate, to the airman function for which they are approved. Section 125.295 requires check airmen and flight instructors to hold at least the airman certificates and ratings that must be held to serve as a pilot in command in operations under Part 125.

135. SURVEILLANCE OF CHECK AIRMEN. The FAA will supervise check airmen through a combination of the following:

a. Surveillance. Surveillance will be accomplished through observation of flight checks or other tests conducted by the check airmen. FAA inspectors conducting surveillance of check airmen will normally meet with the check airman prior to the check to review the manner in which the flight will be conducted, areas of special emphasis, and established standards of performance expected during a check.

b. Surveillance Results. Check airman and the observing FAA inspector should mutually agree on the results of an observed competency, instrument proficiency, or line check before the pilot being checked is advised of the results. Any discussion concerning the pilot or the results of the observed check will not be discussed in the presence of the pilot being checked. The FAA will, if there is a problem with regard to the performance of the check airman, inform the company in writing of the problem, discrepancies, if any, and corrective action which should be taken. This letter will also advise the company as to the future status of the check airman. The FAA inspector observing the conduct of the check will normally debrief the check airman following the check airman's debriefing of the pilot being checked.

136. RECORD OF AIRMEN PROFICIENCY/QUALIFICATION CHECK.

a. Check airmen will record the results of all knowledge and flight tests on an Airman Proficiency/Qualification Check, FAA Form 8410-1. The form should be completed in duplicate, with one copy being provided to the pilot being checked, and the original being placed in the certificate holder's files.

b. A letter of competency issued to a pilot who passes an instrument proficiency check will contain the make and model of aircraft used.

137. CANCELLATION OF CHECK AIRMAN AUTHORIZATION.

a. The FAA will cancel the authorization for any check airmen if:

(1) That airman does not carry out his/her responsibilities with firmness and in full conformity with the prescribed standards, or

(2) The airman terminates his/her employment with the certificate holder.

b. In situation a(1), a letter of cancellation will be forwarded to the certificate holder requesting that the letter of authorization be returned to the district office.

c. In situation a(2), the certificate holder should forward the letter of authorization to the district office for cancellation.

138. CHECK AIRMEN NOT EMPLOYED BY THE CERTIFICATE HOLDER.

a. Certificate holders who contract for training with another organization may elect to nominate a qualified employee from that organization to perform the crewmember checks required by §§ 125.287 and 125.291.

b. This nominee will be subject to all initial and recurrent requirements specified in this chapter for check airmen.

c. If such an authorization is issued to the certificate holder, the check airman is only authorized to check the certificate holder's crewmembers. The authorization remains the property of the certificate holder, and he/she remains responsible for the actions and performance of the check airmen while the airman is conducting checks of the certificate holder's personnel.

139.-145. RESERVED.

CHAPTER 9. AIRPLANE INSPECTION PROGRAM

146. SCOPE AND CONTENTS. This chapter provides guidelines for development of the certificate holder's airplane inspection program.

147. INSPECTION PROGRAMS - GENERAL.

a. Operators who have been operating their airplanes under the provisions of Parts 121, 123, or Subpart D of Part 91 may submit their existing inspection programs for approval under Part 125. However, approval under another part is not tantamount to approval under Part 125. Such programs should be carefully reevaluated prior to submission.

b. Since any inspection program selected under § 125.247(e) must be approved for a specific operator's use, the FAA will review all programs to ensure that they meet the regulatory requirements, are complete, meet the needs of the intended operation, and do not rely on quality control procedures which are not available or not used. When an inspection program is comprised of the inspection portions of a continuous airworthiness program, approved for an operator under Part 121 or 135, consideration must be given to the effect of not doing all the maintenance, required in that program, on the effectiveness of the inspection portion of the program.

148. INSPECTION PROGRAM CONTENT.

a. Inspection programs must cover the entire airplane, including the airframe, engines, propellers, survival equipment and emergency equipment, appliances and the component parts of any of these. If a program is selected under § 125.247(e)(1) or (e)(2) which does not address all of these items, prior to its use, it must be modified to include them. Most airplane manufacturer's recommended programs do not include all appliances etc., since the manufacturer has no way of determining what will be installed on the airplane after delivery. When such is the case, the recommendations of the manufacturer of the appliance or equipment will be made a part of the Part 125 program. It should be noted that § 125.247 does not reference only the airplane manufacturer. In addition, to these basic considerations, inspection programs to be completed must include:

(1) Instructions for conducting the inspection, that is the administrative methods used to ensure that qualified persons conduct the inspection, at the proper time, in a proper manner, execute the correct records and otherwise act in accordance with the procedures of the program.

(2) Procedures to be used in actually conducting the inspection. These procedures are to be sufficiently detailed to permit a person, unfamiliar with the program, to read, understand, and properly conduct the inspection or segment thereof.

(3) Standards to which the inspection is to be conducted. Standards differing from or in addition to those specified in FAR 43, §§ 43.13 and 43.15, are to be included.

(4) All checks, routine and special, which must be accomplished in determining the airworthiness of the items being inspected.

(5) The engine overhaul periods required by § 125.247(d)(2).

b. Changes to inspection programs may be made at the request of the operator or the FAA. Any changes must be approved by the FAA and made a part of the manual prior to use. Changes initiated by the FAA will be made via a change to operations specifications.

149. ENGINE OVERHAUL REQUIREMENTS.

a. Section 125.247(d) provides only two options regarding engine overhaul period. It provides that all engines operated under Part 125 will be maintained in accordance with a specified engine overhaul periods; either one recommended by the manufacturer or one approved by the FAA.

b. The rule references only an overhaul period. It does not specify the maintenance procedures to be used on the engine between overhauls or those to be used at overhaul. Therefore, establishing an overhaul period does not preclude the use of manufacturer's programs, reliability programs, continuous airworthiness programs, or any other system which will ensure the continued airworthiness of the engine. Operators, therefore are at liberty to make their programs as simple or as sophisticated as they desire within two limitations. That is, the programs must be appropriate to the overhaul periods being used and the systems being used must be within the organizational and equipment capabilities of the operator.

c. When an FAA approved overhaul period is established, either because the manufacturer has not recommended one or in order to operate an engine beyond the manufacturer's recommended period, it will be based on the manufacturer's recommended overhaul period or the period specified for that engine in a Maintenance Review Board (MRB) report. Those engines for which neither a manufacturer's recommendation or an MRB report exists will have an overhaul period established which is consistent with the operating history of that make and model engine, in general, and the history of the specific engine. Regardless of the base used to establish an overhaul period, any program or system proposed, which will ensure the continued airworthiness of the engine, beyond the base period, will be given full consideration.

d. Approval of an overhaul period indicates approval of the programs or systems and data used to substantiate that overhaul period. Consequently, such programs, systems, and the data will need to be thoroughly documented and appropriately referenced in operations specifications along with the overhaul period.

e. The systems or programs, used in conjunction with an overhaul period, together with instructions for their use and control will be made a part of the manual required by § 125.249.

f. The basic overhaul period recommended by the manufacturer or specified in an MRB report is appropriate for operators with limited experience with a particular engine and for operators who have operated an engine(s) under an inspection program

which did not contain maintenance requirements to ensure continued airworthiness of the engine.

g. A commercial operator certificated under Part 121 prior to January 1, 1983, may have extended engine overhaul periods approved for use. Such extended engine overhaul periods may be approved for use under Part 125 provided the operator continues to use the programs which supported the overhaul time under Part 121. If the program approved under Part 121 does not include an overhaul period, one must be established, as indicated earlier, which is consistent with the program. This same consideration will be given to operators certificated under Part 123 provided the operator has not used an inspection program only for the engines.

150. PRORATION.

a. Proration is a procedure for determining the overhaul time expended under one maintenance system and to establish the time remaining to overhaul under a new program thus permitting further utilization of an affected item without need for immediate overhaul. Under Part 125 Proration:

(1) Applies only to aircraft engines;

(2) Is optional with the applicant/certificate holder;

(3) May be used only at initial certification by an applicant who has been operating the specific equipment under Parts 121 and 123;

(4) May not be applied to life limited components or to times specified in airworthiness directives.

b. Operators will not be permitted to change aircraft records to show only adjusted times since overhaul, but will be required to maintain records showing both adjusted and actual times since overhaul.

c. The percentage of overhaul time expended is to be computed on the actual time since last overhaul and the times obtained via proration may be rounded to the nearest 10 hour figure.

d. The actual time since overhaul and the proration time to overhaul will be indicated in the certificate holder's operations specifications. The prorated time limits will be cancelled at the first complete overhaul of the aircraft engine, to which they apply, and overhaul will be accomplished thereafter in accordance with the certificate holder's program approved under § 125.247(d).

e. If an increase in overhaul time limits is approved for an operator operating on prorated times, that increase will not be prorated but will be credited in its entirety.

f. An airplane for which there is a U.S. Type Certificate and Maintenance Review Board report, but which has been operated under foreign registry, may be phased into a Part 125 program via proration, provided the certificate holder or applicant presents satisfactory evidence indicating that the program under which

the airplane was maintained is at least equivalent to a program approved by the FAA for that type aircraft.

g. When an applicant or certificate holder desires to utilize proration, the following information must be submitted to the district office in which that operators principal base of operation is located:

(1) Operations specifications containing overhaul time limits utilized for the particular engine by the previous operator whether or not that operator is the present operator under Part 125. If those operations specifications do not show hours, the submitting operator will submit such other specifications or documents which will, in fact, establish the overhaul time limits in hours. If it is necessary to correct information to hours, the computations for conversion will be included.

(2) Operations Specifications preface pages pertinent to the particular engine. This is required because the engine may have been operated in accordance with a preface page showing utilization of adjusted time since overhaul, calculated via the proration formula.

(3) Documents itemizing the approved overhaul time under which the engine has been operated.

(4) The actual time since last overhaul.

(5) The percent of overhaul time use in previous operation.

(6) The new approved overhaul time.

(7) Prorated time remaining to overhaul will be determined by using the following mathematical procedures.

(i) Divide the actual time since overhaul by the approved overhaul time limit under which the engine was operated. The result carried to three places, will represent the percentage of approved overhaul time already used.

(ii) Multiply the new approved overhaul time limit by the result of division in "Step 1." This will result in the prorated TSO to be used under the new program.

(iii) Subtract the prorated TSO arrived at in "Step 2" from the overhaul time limit approved in the new program. The result will represent the number of hours remaining to overhaul under the new program.

151.-157. RESERVED.

CHAPTER 10. DEVIATION AUTHORITY (SECTION 125.3)

158. SCOPE AND CONTENTS. This chapter outlines the action necessary to apply for deviation authority.

159. DEVIATION AUTHORITY - GENERAL.

a. Deviation authority is included in the rule so that the FAA may, upon considerations of all the circumstances of a particular operation, issue deviation authority providing relief from specified sections of Part 125. Deviation authority may be granted from one or more sections of Part 125, depending on circumstances of the operation and the justification provided by the applicant. Consideration will be given to requests for deviation from all of Part 125.

b. Requests for deviation from specific sections should include justification for each such request by section of the rule; i.e., § 125.223. The FAA will assess all of the factors involved, i.e., operational safety record, experience with the particular type of aircraft, compensation arrangements, seating capacity of the aircraft, and company operating procedures, in its evaluation of all requests for deviation authority.

160. FORMAT AND CONTENT OF REQUEST.

a. The request for deviation should be in the form of a letter preferably on company letterhead. It should contain a description of all pertinent information concerning the proposed operations. Information that may be appropriate includes:

(1) Business name(s) and address.

(2) Names and brief resumes of the aviation management personnel.

(3) Names of airmen personnel (including mechanics) and a breakdown of their experience with the aircraft operated.

(4) A discussion of the aviation department/company's position in the overall organization with respect to relationships with parent and subsidiary companies and arrangements for compensating the aviation department/company.

(5) Aircraft the company operates, including, for each aircraft, the following information: (Types of aircraft may be grouped where they are all used for the same operation.)

(i) Aircraft type,

(ii) Registration numbers,

(iii) Special equipment installed (only when requesting deviation from equipment requirements),

(iv) Number of passenger seats,

(v) Company's experience with this type of aircraft, i.e., years of operation; accident, incident, and violation history of company and personnel.

(vi) Maintenance program now used (if the deviation request involves any maintenance program requirements).

(vii) A discussion of all types of operations and compensation planned for this aircraft. The examples in § 91.181 may be used in this discussion.

(6) Justification for the deviation showing:

(i) The subpart, section, and paragraph, or groupings of the same, from which deviation is requested (not necessary when requesting complete deviation),

(ii) The reason for the request,

(iii) The mitigating circumstances which should qualify their operation for a deviation; and

(iv) How an equivalent level of safety will be maintained.

(7) The person authorized by the company to answer any questions regarding this request and his/her office telephone number (including area code).

b. Requests for deviation authority should be addressed to the:

Associate Administrator for Aviation Standards, AVS-1
800 Independence Avenue, S.W.
Washington, D.C. 20591

161. IF A DEVIATION IS GRANTED. If your request for deviation is granted, a letter from the Associate Administrator for Aviation Standards will be issued outlining the operations permitted by the deviation and the limitations that must be observed. When a partial deviation is granted, it will be incorporated in the company's operations specifications, except in those cases where persons are authorized to deviate from all of the requirements of Part 125. These persons will be required to carry a copy of this letter in the aircraft during all flight operations.

162.-167. RESERVED.

APPENDIX 1. SAMPLE OF ATTACHMENT REFERENCED IN PARAGRAPH 19

This attachment to the formal application letter should address each applicable section and specify how the operator intends to comply with the requirements of the rule. The following examples are representative of how this requirement may be met, but are not intended to imply that another approach would not be equally acceptable.

SUBPART A - GENERAL

125.1 Applicability

Avalon Aviation intends to conduct operations which meet the applicability of this Section.

125.3 Deviation Authority

Avalon Aviation intends to comply with the requirements of FAR Part 125 without deviation from the rule.

125.5 Operating Certificate and Operations Specifications Required

Avalon Aviation understands they may not operate under the requirements and privileges of Part 125 until receiving a Part 125 operating certificate and approved operations specifications.

SUBPART B - CERTIFICATION RULES AND MISCELLANEOUS REQUIREMENTS

125.21 Application for Operating Certificate

Avalon Aviation has provided the appropriate information to FSDO-64. We are planning to begin operations under Part 125 on June 1, 1981.

125.23 Rules Applicable to Operations Subject to FAR Part 125

Avalon Aviation will comply with the applicable rules of Part 91, and when operating outside the U.S., will comply with ICAO procedures and/or the rules specified by the country concerned and any rules of Parts 61, 91, or 125, which is more restricted.

125.25 Management Personnel Required

Avalon Aviation has included this information in the manual (Chapter 1).

125.27 Issue of Certificate

Avalon Aviation meets all the requirements of this section and should be issued an operating certificate under FAR Part 125.

125.29 Duration of Certificate

Avalon Aviation understands that the certificate is effective until surrendered, suspended, or revoked, and is aware of the requirement to return the certificate to the Administrator in the event of an order of suspension or revocation.

125.31 Contents of Certificate and Operations Specifications

Avalon Aviation has supplied this necessary information to the FAA to complete an operating certificate and our proposed operations specifications contain references to all required contents.

125.41 Availability of Certificate and Operations Specifications

Avalon Aviation will maintain the original operating certificate and operations specifications available for inspection at the principal operations base, located at the following address:

Avalon Aviation, Inc.
1750 Broad Street
Tulsa, Oklahoma 57692

All of our aircraft will have a copy of the operating certificate displayed on board.

125.43 Use of Operations Specifications

The Avalon Aviation Policy and Procedure Manual contains a complete set of operations specifications. Each flight crewmember is provided with a copy of the manual and briefed on the contents of the operations specifications. At least one copy of the manual will be readily available to all crewmembers on all flights.

125.49 Airport Requirements

Avalon Aviation aircraft will not attempt operations into any airport unless it is properly equipped and adequate for the proposed operation, considering such items as size, surface, obstructions, facilities, public protection, lighting, navigational and communication aids, and air traffic control. Our policies regarding the use of airports are contained in Chapter 8 (Flight Operations Procedures) of the manual.

125.53 Flight Locating Requirements

The pilot in command assigned to an Avalon Aviation flight, will be responsible for operational control of each flight. The pilot in command will obtain the necessary information for the safe conduct of the flight and file an FAA flight plan with the nearest FAA Flight Service Station. Procedures to be followed for which an FAA flight plan is not filed are

contained in Chapter 5 (Preflight Planning and Flight Release Procedures) of the manual.

SUBPART C - MANUAL REQUIREMENTS

125.71 Preparation

Avalon Aviation has prepared or acquired the manuals required to conduct operations. A revision system has been established to maintain these manuals in a current status. We are enclosing a copy of the policy and procedure manual and the Airplane Flight Manual.

SUBPART D - AIRPLANE REQUIREMENTS

125.91 Airplane Requirements: General

Avalon Aviation airplanes will, at all times, carry an appropriate and current airworthiness certificate. Company flight and ground employees will accomplish the appropriate inspections prior to each flight to ensure that the airplane is in an airworthy condition, and meets the applicable airworthiness requirements set forth in the Chapter 6 (Procedure for Assuring Airworthiness of Airplane) of the manual.

Avalon Aviation has established a procedure for weighing of the aircraft in Chapter 4 (Airplane Loading Instructions) of the manual.

SUBPART E - SPECIAL AIRWORTHINESS REQUIREMENTS

125.189 Demonstration of Emergency Evacuation Procedures

Avalon Aviation has requested relief from the actual demonstration, which requires the evacuation of the full seating capacity, including crewmembers from the Boeing-727 aircraft, on the basis of prior demonstrations as a certificate holder under FAR Part 123. Evacuation demonstration from the Douglas DC-9 will be accomplished as required by this section and has been scheduled with the Flight Standards District Office on January 3, 1981.

SUBPART F - INSTRUMENT AND EQUIPMENT REQUIREMENTS

125.203 Radio and Navigational Equipment

Avalon Aviation airplanes will be operated with the equipment specified in this section. Reference: Minimum Equipment List (Chapter 3 of the Manual).

125.215 Operating Information Required

Avalon Aviation will maintain the materials, in current and appropriate form in the aircraft, accessible to the pilot while seated at the pilot station. All flight crewmembers will be required to use the appropriate checklists for the operations conducted.

125.223 Airborne Weather Radar Requirements

Avalon Aviation airplanes are equipped with approved airborne weather radar systems. Appropriate information is available in the manual and in the Airplane Flight Manual. Reference: MEL (Chapter 3).

SUBPART G - MAINTENANCE

125.243 Certificate Holder's Responsibilities

Avalon Aviation has contracted all aircraft maintenance including required inspections to:

Paradise Airlines
501 Heggin Road
Tulsa, Oklahoma 73156

SUBPART H - AIRMAN AND CREWMEMBER REQUIREMENTS

125.261 Airman: Limitations On Use of Services

Crewmember records will be maintained at the principal operations base. A copy of the airman certificate, medical certificate, and the results of all checks or tests will be maintained for each flight crewmember employed by Avalon Aviation, Inc.

125.263 Composition of Flight Crew

Avalon Aviation airplanes will be operated by the number and type of crewmembers specified in the FAA-approved Airplane Flight Manual. All flight crewmembers assigned to the Boeing 727 aircraft will be expected to be capable of performing emergency flight engineer functions. The pilot in command is designated on the flight release. Qualified captains will be designated only by the Director of Flight Operations.

125.267 Flight Navigator and Long-Range Navigation Equipment

Avalon Aviation will comply with the requirements of this section. We are requesting approval of the use of the Omega or Loran-C to meet the long range navigational equipment requirements in lieu of a flight navigator. (See our operations specifications.)

125.271 Emergency and Emergency Evacuation Duties

Avalon Aviation meets all the requirements of this section by publishing appropriate instructions for all flight crewmembers on emergency evacuation duties. Reference: Chapter 10 of the manual.

SUBPART I - FLIGHT CREWMEMBER REQUIREMENTS

125.281 Pilot-In-Command Qualifications

Avalon Aviation is knowledgeable and will comply with the requirements of this section by checking all of our pilot's qualifications initially and on a monthly basis.

125.285 Pilot Qualifications: Recent Experience

All Avalon Aviation pilot flight crewmembers meet the recency of experience requirements of this section. We have developed a monthly status chart to assure that our crewmembers continue to meet recent experience requirements.

SUBPART J - FLIGHT OPERATIONS

125.311 Flight Crewmembers at Controls

Avalon Aviation will comply with the requirements of this section. Our policy is shown in Chapter 8 of the manual.

125.329 Minimum Altitudes for Use of Autopilot

Avalon Aviation understands and will comply with the requirements of this section. The automatic flight control system is described in the FAA-approved Airplane Flight Manual (AFM). Operational information and limitations are specified, including minimum altitudes for en route and approach.

SUBPART K - FLIGHT RELEASE RULES

125.359 Flight Release Under VFR

Avalon Aviation will comply with the requirements of this section. Our procedures in Chapter 5 of the manual cover this item.

125.375 Fuel Supply: Nonturbine and Turbopropeller-Powered Airplanes

Not applicable.

125.377 Fuel Supply: Turbine Engine-Powered Airplanes Other than Turbopropeller

Avalon Aviation will comply with the requirements of this section as it is written. No exceptions or deviations from these requirements are necessary for our operations. Our policies requarding fuel supply are outlined in our manual. Trip fuel requirements will be determined by the captain based on a thorough flight analysis. Reference: Chapter 5 of the manual and our proposed operations specifications.

SUBPART L - RECORDS AND REPORTS

125.405 Disposition of Load Manifest, Flight Release, and Flight Plans.

Avalon Aviation has developed procedures for the distribution of these documents. (See Chapter 9 of our manual.)

APPENDIX 2. OPERATIONS SPECIFICATIONS

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WASHINGTON

Form Approved.
OMB No. 04-R0075

OPERATIONS SPECIFICATIONS

Preface
Page 1

Issued to: Avalon Aviation, Inc.

PART 125 OPERATIONS

1. Applicability. These operations specifications are issued pursuant to Section 125.31 of the Federal Aviation Regulations. The certificate holder shall conduct its operations in accordance with FAR Part 125 and these specifications.

NOTICE

The examples and phraseology used in these sample operations specifications may not be applicable to a certificate holder's particular operation. Each certificate holder's operations specifications should be specifically tailored to its operation.

Effective date _____

FAA Form 1014 (2-72)

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WASHINGTON

Form Approved.
OMB No. 04-R0075

OPERATIONS SPECIFICATIONS

Part A
Page 1 of 3

Issued to: Avalon Aviation, Inc.

Part A - AUTHORIZATIONS

2. Operations Authorized. Operations of U.S.-registered civil airplanes which have a seating capacity of 20 or more passengers or a maximum payload capacity of 6,000 pounds or more in other than common carriage.

3. Limitations. Passenger carrying not authorized.

NOTE: Any restrictions necessary due to equipment or crewmember limitations should be spelled out here. If there are no limitations, insert "None."

4. Airplane Authorizations. The operator is authorized to operate the following airplanes:

Make	Model	Registration Number	Maximum Passenger Seating	Flight Attendants Required
Douglas	DC9-14	N258	0	0
Boeing	727-51	N15RK	0	0

NOTE: The maximum passenger seating capacity is determined by a demonstration of emergency evacuation procedures prescribed in FAR 125.189 and is listed in this paragraph for each airplane.

NOTE: The flight attendants required for each airplane will also be specified in this paragraph. The FAA will make a determination, considering the requirements of § 125.269(a) and the results of the emergency evacuation demonstration, of the number of flight attendants necessary to safety.

5. Extended Overwater Operations Under VFR. Extended overwater operations under VFR are permitted during cargo only operations outside the United States and its territories, subject to applicable ICAO requirements.

NOTE: Certificate holders may be granted authority to conduct extended overwater operations under VFR if they show that operating under IFR is not necessary for safety (§ 125.363(b)). If this authority is not granted in any form, insert "Not authorized."

Effective date _____

FAA Form 1014 (2-72)

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WASHINGTON

Form Approved.
OMB No. 04-R0075

OPERATIONS SPECIFICATIONS

Part A
Page 2 of 3

Issued to: Avalon Aviation, Inc.

Part A - AUTHORIZATIONS

6. Other Overwater Operations Under IFR. In addition to the requirements of § 125.363(b), the certificate holder will conduct all overwater operations departing from or arriving in the United States, under IFR.

NOTE: The Administrator has the authority to require other overwater operations to be conducted under IFR if it is determined that operation under IFR is necessary for safety (§ 125.363(c)). If no limitations are necessary for safety, this paragraph will authorize the conduct of VFR operations under other overwater operations; e.g., Operations under VFR are permitted in all other overwater operations.

7. Operations Where a Flight Navigator and/or Approved Long Range Navigation Equipment are Required.

a. The certificate holder is authorized to use cockpit navigation equipment (Omega, Loran C, etc.) to satisfy the requirement of § 125.267 and paragraph 7b provided at least two flight crewmembers are qualified in the use of the equipment and have demonstrated their ability, in flight, to reliably fix aircraft position, and the certificate holder has certified their capability in its crewmember records.

b. Notwithstanding the requirements of § 125.267, the certificate holder must provide two independent, properly functioning and approved long-range means of navigation or a flight navigator on operations between the continental United States and Bermuda.

NOTE: Where the certificate holder's operation falls in the criteria specified in § 125.267(a), the restrictions applicable to its equipment and/or crewmember requirements will be specified in this paragraph.

NOTE: The Administrator may determine that long-range navigation equipment and/or a flight navigator is necessary for safety where the airplane position cannot be reliably fixed for periods of less than one hour by the normal flightcrew, e.g. flights between the U.S. and Bermuda.

Effective date _____

FAA Form 1014 (2-72)

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WASHINGTON

Form Approved.
OMB No. 04-R0075

OPERATIONS SPECIFICATIONS

Part A
Page 3 of 3

Issued to: Avalon Aviation, Inc.

Part A - AUTHORIZATIONS

8. Other Authorizations or Limitations. The certificate holder is authorized to carry extra crewmembers and/or mechanics to and from points where they have completed or must perform duties for the certificate holder while operating under the provisions of § 125.1(b)(3) and/or § 125.331. These persons must have in their personal possession, copies of their airman certificates and, as appropriate, certifications required by subparts H and I of Part 125, which clearly identifies them as crewmembers for the certificate holder.

NOTE: This paragraph is provided for special authorizations or limitations to meet the unique circumstances of a particular operator. Deviations relating to authorizations will be included in this paragraph.

Effective date _____

FAA Form 1014 (2-72)

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WASHINGTON

Form Approved.
OMB No. 04-R0075

OPERATIONS SPECIFICATIONS

Part B
Page 1 of 2

Issued to: Avalon Aviation, Inc.

Part B - PREFLIGHT CONSIDERATIONS

NOTE: The following paragraphs may contain restrictions in addition to, or more demanding than, those required by Part 125 that the Administrator determines as necessary for safety of particular operations. Where the certificate holder has been issued a deviation, that deviation will be inserted under the appropriate heading.

9. Flightcrew Rest, Flight Time and Duty Time. As specified in § 125.37(a).

10. IFR Takeoff Weather Minimums and Alternate Airport Requirements. No pilot may takeoff an airplane under IFR unless:

a. The latest reported visibility is equal to the straight-in landing mimimums specified in the applicable instrument approach procedures considering the wind direction and velocity at the time of takeoff, or

b. There is an alternate airport located within 30 minutes for turbojet aircraft, or 1 hour for propeller-driven aircraft, at cruising speed in still air from the airport of takeoff, and the ceiling and visibility at such alternate airport at the time of departure are at or above the landing minimums authorized for its use as an alternate airport by the certificate holder.

11. Alternate Airport Weather Minimums. Unless otherwise authorized by the Administrator, no person may designate an alternate airport unless, at the estimated time of arrival, the ceiling and visibility are forecast to be:

a. For a published instrument approach prescribed or approved by the government of the country in which the airport is located. (Provided the procedures and minima meet the criteria prescribed by the United States or ICAO (PAN-OPS), and are included in an acceptable aeronautical information publication.)

(1) Precision approach procedure - 600 feet ceiling and 2 miles visibility.

(2) Non-precision approach procedure - 800 feet ceiling and 2 miles visibility.

b. Basic VFR minimums as specified in § 91.101 so as to allow descent from the MEA under VFR conditions.

Effective date _____

FAA Form 1014 (2-72)

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WASHINGTON

Form Approved.
OMB No. 04-R0075

OPERATIONS SPECIFICATIONS

Part B
Page 2 of 2

Issued to: Avalon Aviation, Inc.

Part B - PREFLIGHT CONSIDERATIONS

12. Fuel Supply.

NOTE: Certificate holders may insert the requirements of the applicable portion of §§ 125.375 or 125.377 for the operations planned or modifications as necessary to meet their particular operations.

13. Other Preflight Considerations. None.

Effective date _____

FAA Form 1014 (2-72)

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WASHINGTON

Form Approved.
OMB No. 04-R0075

OPERATIONS SPECIFICATIONS

Part C
Page 1 of 1

Issued to: Avalon Aviation, Inc.

Part C - FLIGHT OPERATIONS

14. Types of Instrument Approaches Authorized.

a. The certificate holder is authorized to use the following types of instrument approach procedures:

(1) ILS/MLS
(2) Localizer (LOC)
(3) VOR
(4) NDB
(5) ASR
(6) PAR

b. Unless otherwise authorized by the Administrator, the certificate holder shall, when an instrument letdown to an airport is necessary, use a standard instrument approach procedure prescribed for that airport in FAR Part 97.

c. The certificate holder shall use the instrument approach procedure an IFR minima prescribed or approved by the government of the country in which the airport is located, provided the procedures and minima meet the criteria prescribed by the United States or ICAO (PAN-OPS), and are included in an acceptable aeronautical information publication.

15. Landing Weather Minimums: IFR. The certificate holder's IFR landing weather minimums are those specified on the published instrument approach procedure for the category of airplane and the variation (straight-in, circling, etc.) of the approach being made.

16. Category II Operations. Not authorized.

NOTE: Category II minimums may be authorized when the flightcrew and the airplane meet CAT II requirements and would be included in this paragraph

17. Category III Operations. Not authorized.

18. Other Flight Operations Requirements. None.

Effective date _____

FAA Form 1014 (2-72)

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WASHINGTON

Form Approved.
OMB No. 04-R0075

OPERATIONS SPECIFICATIONS

Part D
Page 1 of 3

Issued to: Avalon Aviation, Inc.

PART D - MAINTENANCE

19. Aircraft Maintenance - General.

a. Irrespective of the type of operations to be conducted by Avalon Aviation [operator's name] the engine overhaul period and its supporting airworthiness program (Reference § 125.247(d)(1)) and the airplane inspection program (Reference § 125.247(a)(3)) shall be applicable to all aircraft listed and authorized for use by Avalon Aviation under Federal Aviation Regulations Part 125.

b. The airplanes, their component parts, accessories and appliances will be inspected and checked, repaired, and otherwise maintained in airworthy condition in accordance with the maintenance and inspection procedures and functions set forth in Avalon Aviation's manual.

c. The following aircraft will be maintained in accordance with these operations specifications:

Registration Number	Serial Number	Approved Engine Overhaul Period	Supporting Document
N 258	47018	1000 hours	Avalon Engine Maintenance Program (Approved 6/1/81)
N 15RK	19400	1000 hours	ABC Airlines Engine Maintenance Program (Approved 5/4/79)

NOTE: List airplanes by registration number, serial number, and approved engine overhaul. Reference, by exact identification, the documents used to support the approved overhaul period following the aircraft list.

20. Leased Aircraft Maintenance Program Requirements.

a. Avalon Aviation is authorized to maintain Boeing 727-51, S/N 19400, N 15RK; #1 engine: JT8D-11, S/N 485-689-001; #2 engine: JT8D-11, S/N 485-689-002; #3 engine: JT8D-11, S/N 485-689-010 [describe airplane by make, model, serial number, and registration number and describe engine by make, model and serial no.] in accordance with ABC Airlines approved maintenance program [insert exact inspection

Effective date _____

FAA Form 1014 (2-72)

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WASHINGTON

Form Approved.
OMB No. 04-R0075

OPERATIONS SPECIFICATIONS

Part D
Page 2 of 3

Issued to Avalon Aviation, Inc.

PART D - MAINTENANCE

program or engine maintenance program], in accordance with the aircraft lease agreement between Avalon Aviation and ABC Airlines [lessee and lessor] dated 6/1/81. All maintenance accomplished under this authorization will be in accordance with ABC Airlines Manual and will be recorded on ABC Airlines forms.

b. This authorization has no bearing on Avalon Aviation's airplane inspection program or approved overhaul period for this type airplane or aircraft engine.

NOTE: If the operator does not have a leased airplane, insert "Not Applicable" following the paragraph title.

21. Maintenance Contracted Arrangement Authorization.

a. Avalon Aviation is authorized to utilize the provisions of a contractual agreement with XYZ repair station identified as: Avalon Aviation/XYZ Repair Station Engine Maintenance Agreement dated 6/3/81 wherein XYZ provides all scheduled maintenance for engines on N 258, S/N 47018 [specify services to be provided].

b. Under terms of this agreement maintenance records will be made by XYZ in accordance with Avalon Aviation's procedures manual and FAR 43. These records will be made available to Avalon Aviation by XYZ, and Avalon Aviation will make these records available to the Federal Aviation Administration upon request.

c. In the event this arrangement is cancelled, altered, or if Avalon Aviation should cease for any reason to use the services contracted for, Avalon Aviation's entire scheduled engine maintenance program [identify aircraft inspection program or aircraft engine overhaul period, as appropriate] will be subject to reevaluation by the FAA.

NOTE: If the certificate holder does not have a maintenance contract, insert "Not Applicable" following the paragraph title.

Effective date _____

FAA Form 1014 (2-72)

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WASHINGTON

Form Approved.
OMB No. 04-R0075

OPERATIONS SPECIFICATIONS

Part D
Page 3 of 3

Issued to: Avalon Aviation, Inc.

PART D - MAINTENANCE

22. Prorated Time.

a. The aircraft engines listed hereon which have prorated times shall be overhauled in accordance with the respective time limits set forth in: Proration Document #1, dated 6/2/80.

b. This document is applicable to Pratt-Whitney JT8D-1A Engines, Serial Numbers: 495-317-050, 495-317-125 [make, model, and S/N of each engine] until they are first overhauled, thereafter this document is cancelled and the engines will be maintained in accordance with the programs and procedures approved in support of Avalon Aviation's overhaul periods for the specific engine.

c. Records maintained on the above aircraft shall show the actual and prorated time since overhaul and thereafter time in service shall be added thereto.

NOTE: If no aircraft engines have been prorated, insert "Not Applicable" following the paragraph title.

Effective date _____

FAA Form 1014 (2-72)

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WASHINGTON

Form Approved.
OMB No. 04-R0075

OPERATIONS SPECIFICATIONS

Part E
Page 1 of 2

Issued to: Avalon Aviation, Inc.

Part E - WEIGHT AND BALANCE PROGRAM

23. Operational and Payload Weights to be Used.

a. Avalon Aviation, Inc. is authorized to use average passenger weights to compute passenger loads over any route, except in those cases where nonstandard weight passenger groups are carried.

b. Average Passenger Weight.

(1) An average weight of 160 pounds (summer) may be used for adult passengers during the calendar period of May 1 through October 31.

(2) An average weight of 165 pounds (winter) may be used for adult passengers during the calendar period of November 1 through April 30.

(3) An average of 80 pounds may be used for children between the ages of 2 and 12. Children above 12 years of age are classified as adults for the purpose of weight and balance computations. Children less than 2 years old considered "babies in arms."

(4) The above passenger weight includes minor items normally carried by a passenger such as handbags and attache cases.

(5) Use of average passenger weight is not authorized in the case of flights carrying passengers whose average weight obviously does not conform with the normal standard weight.

c. Actual Passenger Weight. Actual weight will be used when a passenger load consists partly or entirely of the athletic squads or other groups which are larger or smaller than the average passenger weight as set forth in paragraph 23b(1) above, or when the passengers' average weight obviously does not conform with the average passenger weight.

Actual passenger weight may be determined by scale weighing of each passenger prior to boarding the aircraft, with such weight including minor articles carried on board by the passenger. If such articles are not weighed, account for the estimated weight. The actual passenger weight may also be determined by asking each passenger his/her weight and thereto a predetermined constant to provide for handcarried articles and also to cover possible seasonal effect upon passenger weight due to variance in clothing weight.

Effective date _____

FAA Form 1014 (2-72)

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WASHINGTON

Form Approved.
OMB No. 04-R0075

OPERATIONS SPECIFICATIONS

Part E
Page 2 of 2

Issued to: Avalon Aviation, Inc.

Part E - APPROVED WEIGHT AND BALANCE PROGRAM

d. Crew Weight. For crewmembers, the average weight of 170 pounds may be utilized.

e. Passenger and Crew Baggage. When actual passenger weights are used the following average passenger baggage weights may be used in lieu of actual weights:

(1) For each piece of check baggage, an average of not less than 23.5 pounds; and

(2) For each passenger boarding the aircraft, average of not less than 5 pounds for hand baggage whether or not such baggage is carried by the passenger.

(3) Do not use average passenger baggage weights in computing the weight and balance of flights involving the carriage of special groups.

24. Instructions for Calculation of Center of Gravity.

NOTE: Insert, for each type of airplane, references as to the specific method for calculation; e.g., loading schedule, etc., included in manual.

25. Special Instructions for Loading.

NOTE: Insert any instructions for special situations; e.g., livestock, etc. Any type of cargo or passenger loading situations which require specialized loading methods will necessitate special instructions and approval in this portion of the operations specifications.

Effective date _____

FAA Form 1014 (2-72)

APPENDIX 3. RECOMMENDED MANUAL FORMAT

PREFACE PAGE

A preface page containing a brief statement signed by a person in company management (preferably the president), which outlines the purpose of the manual and emphasizes that company management wants the policies and procedures to be followed, should be inserted as the first page of the manual.

REVISION PAGE

Section 125.73 requires that each revised page of the manual has the revision number and date of the last revision.

Publishing a list of effective pages which shows the current revision number for each page has proven to be an effective method for maintaining a current manual per § 125.71(a). This page can be inserted following the preface page.

TABLE OF CONTENTS

A table of contents should be included which lists the major topics in each chapter and the appropriate page number.

CHAPTER 1 - Company Organization.

The contents of each of the following chapters are discussed in Chapter 7 of this advisory circular beginning with paragraph 104.

CHAPTER 2 - Operations Specifications.

CHAPTER 3 - Minimum Equipment List.

CHAPTER 4 - Airplane Loading Instructions.

CHAPTER 5 - Preflight Planning and Flight Release Procedures.

CHAPTER 6 - Procedures for Assuring Airworthiness of Airplanes.

CHAPTER 7 - Pre-Takeoff Procedures.

CHAPTER 8 - Flight Operation Procedures.

CHAPTER 9 - Post-Flight Procedures.

CHAPTER 10 - Emergency Procedures.

CHAPTER 11 - Airplane Inspection Program.

APPENDICES

The appendices may be used to include other information the certificate holder wants to have available to his/her personnel; such as a copy of Part 125, etc.