

## AVIATION OPERATIONS CHECKLIST CHARTER AIRCRAFT

CHARTER/LEASE OPERATOR: \_\_\_\_\_

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

CERTIFIED TO OPERATE UNDER 14 CFR PART: \_\_\_\_\_

This checklist is to assure that the planned use of charter/lease aircraft meets the requirements of DOE ORDER 440.2B, *Aviation Management and Safety*, and the *Hanford Site Aviation Implementation Plan*. If there are any responses marked NO or NA (for Not Applicable), justification must be attached. Such a response may require the review and approval of the DOE-RL Aviation Safety Committee.

	YES	NO	NA
1. The aviation services contractor or subcontractors shall hold Air Carrier, Commercial Operator, or other appropriate certificates under 14 CFR Parts 91, 121, 125, 127, 133, 135, 137, and 145 as applicable for the types of operations being conducted. The specifications and ownership of the prospective aircraft shall be listed on the Operating Specification. All 14 CFR Part 135 operators must identify all aircraft to be used in the Contract listed by FAA registration number on a Department of Transportation, OST Form 4507 in accordance with 14 CFR Part 298.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Verification document/s attached.	<input type="radio"/>	<input type="radio"/>	
• Attach a copy of the OST Form 4507.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Multi-engine modern aircraft shall be utilized unless project-specific requirements call for single-engine aircraft.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Multi-engine	<input type="radio"/>		
• Single-engine	<input type="radio"/>		
3. Flight crews shall include a minimum of two qualified pilots on multi-engine aircraft.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Minimum pilot in command (PIC) qualifications are:			
• FAA Commercial Pilot Certificate [Airline Transport Pilot Rating (ATP) desired] with appropriate category and class rating:			
Commercial	<input type="radio"/>		
ATP	<input type="radio"/>		
• A second-class medical certificate is required:			
First Class	<input type="radio"/>		
Second Class	<input type="radio"/>		
5. Minimum flight experience is:			
• 1200 hours in category	<input type="radio"/>	<input type="radio"/>	
• 100 hours in class	<input type="radio"/>	<input type="radio"/>	
• 100 hours PIC in category during the previous 12 months	<input type="radio"/>	<input type="radio"/>	
• 25 hours PIC in make and model of aircraft, 10 hours of which shall have been within the preceding 6 months	<input type="radio"/>	<input type="radio"/>	
Pilots should be named in the operating specifications of the aviation services contractor and certified for the specific types of operations to be conducted.	<input type="radio"/>	<input type="radio"/>	
6. Pilots shall be full-time employees or listed on the aviation operator's operations specifications.	<input type="radio"/>	<input type="radio"/>	
• Verification document/s attached	<input type="radio"/>	<input type="radio"/>	
7. The copilot, when one is required, shall be instrument rated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The charter operator and pilots shall be fully certified for types of aircraft to be used.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Verification document/s attached	<input type="radio"/>	<input type="radio"/>	
9. All aircraft shall be certified for instrument flight and equipped in accordance with applicable FAA regulations. Manufacturer and FAA minimum equipment lists will be used as required.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Verification document/s attached	<input type="radio"/>	<input type="radio"/>	
10. All aircraft, except military aircraft, shall be certified by the FAA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Verification document/s attached	<input type="radio"/>	<input type="radio"/>	
11. Operator-owned aircraft, not leased aircraft, shall be used whenever possible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Verification document/s attached	<input type="radio"/>	<input type="radio"/>	

## AVIATION OPERATIONS CHECKLIST CHARTER AIRCRAFT (continued)

	YES	NO	NA
12. If research-oriented flying or an FAA waiver is required, the flight crew, to the extent possible, must have logged 5 hours within the preceding 30 days in the make and model of aircraft to be flown. At least two of the five hours will be project-specific type of flying.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. When the installation of any additional equipment is required, the aviation operator shall have the appropriate exemptions or permits from the FAA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. The charter operator shall have full control over the aircraft maintenance and all aircraft shall be maintained in accordance with applicable FAA regulations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Verification document/s attached.	<input type="radio"/>	<input type="radio"/>	
15. Training programs shall meet, to the extent possible, the requirements of 14 CFR parts 121 or 135 for both flight and ground personnel.	<input type="radio"/>	<input type="radio"/>	
16. The charter operator shall provide a suitable flight and ground crew training program for the safe handling of the types of materials and cargo to be transported.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Contract provisions require that, prior to research-oriented flying, there shall be a safety meeting held that will include the project leader, the charter operator's flight crew, MSA Safety, and all personnel associated with the flight, including ground personnel. Documentation to be provided to file.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Contract provisions require the charter pilot and technical administrator to document each flight using the aircraft preflight checklist and safety meeting documentation. Documentation is to be provided to file.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Certain special safety requirements may be necessary for air shipments of radioactive cargo and other special cargo.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. The aviation operator shall have a survival kit (when required) suitable for the season of the year, the terrain that flight is to be conducted over, and other environmental conditions. Also there shall be a first aid kit of adequate capacity and a suitable fire extinguisher on board the aircraft.	<input type="radio"/>	<input type="radio"/>	
21. On research flights, the charter operator shall, to the extent possible, provide shoulder-harness-type seat belts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. On research flights, MSA line management will be notified of each flight and track location and expected takeoff and landing times. If the aircraft crew has not notified line management within one hour after the expected landing time, emergency procedures will be implemented.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. When research-oriented flying is conducted below 2000 feet AGL, the charter operator shall maintain obstacle maps that are updated prior to each flight. The maps indicate the height AGL of all existing obstacles to flight in the area where the operations are being conducted.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Insurance requirements for charter operations (a certificate evidencing this insurance is required; if the charter is for more than 30 days, special permission is required).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

NOTE: Insurance requirements including Aircraft and Passenger Liability, Bodily Injury and Passenger Liability, hull coverage, and property damage liability may vary. Additional insurance for the MSC company involved may be required. Proper insurance amounts must be verified by the ACPOC.