Part 135 Training Program - Section 2
Non-Aircraft Specific

Section 2

Westwind Aviation, Inc.

Non- Aircraft Specific Training
Part 135 Training Program - Section 2
Non-Aircraft Specific

BASIC INDOCTRINATION TRAINING

AIRCRAFT FAMILY - Single Engine General Purpose
- VFR Only – 16 Hours
- VFR/IFR – 24 Hours

OBJECTIVE OF TRAINING
- At the end of the Basic Indoctrination Training curriculum Segment, the pilot shall understand Westwind Aviation Inc. policies, procedures and means of compliance with the Federal Aviation Regulations, while engaged in the business of air commerce.
- Additionally, successful completion of this curriculum segment ensures the pilot is fully prepared to enter Aircraft Ground and Flight Training Curriculum Segments.

OPERATOR-SPECIFIC SUBJECT AREAS
- Duties and Responsibilities
- Appropriate Provisions of the CFRs

AIRMAN-SPECIFIC SUBJECT AREAS
- Flight Control (flight locating procedures and operational control)
- Weight and Balance
- Aircraft Performance and Airport Analysis
- Airport Ground Operations Safety
- Runway Operations Safety
- Meteorology
- Winter Operations/ Ground Icing
- Navigation
- Airspace and ATC procedures
- En route and terminal area charting and flight planning
- Instrument procedures
- Wake Turbulence
- All Weather Surface Operations
- Normal and Emergency Communication Procedures
OPERATOR-SPECIFIC MODULES:

Duties and Responsibilities Module
- Operational Concepts, Policies and Kind of Operation
- Forms, Records and Administrative Procedure
- Employee Standards and Rules of Conduct
- Authority and Responsibilities of Duty Position
- Required Equipment
- Manual Organization, Revisions and Employee Responsibilities Concerning Manuals
- Employees Compensation and Benefits
- Contracts

Appropriate Provisions of Federal Aviation Regulations Module
- FAR 61 Subparts A, B, F, and G
- FAR 91 Subparts A-C, and E
- FAR 119 Subparts A and C
- FAR 135 Subparts A-H, J and K
- FAR 136 Subparts A-C
- NTSB 830 Subparts A-D
- Regulatory Requirements For Westwind Aviation Inc. Manuals
- Westwind Aviation, Inc. Drug/Alcohol Testing Program
- Minimum Equipment List (MEL)
- Applicable portions of Transportation Security Regulations paragraphs 1542-Airport Security and 1544-Aircraft Operator Security

Contents of Certificate and Operations Specifications Module
- Regulatory Basis in 14CFR Part 121 or 14 CFR Part 135 (as applicable)
- Definitions, Description and Organization of Operations Specifications.
- Limitations and Authorizations of Operations Specifications
- Description of Certificate
- Description of FAA Certificate Holding District Office and Responsibilities of FAA Principal Inspectors
- Description of Manual Contents
AIRMAN-SPECIFIC MODULES

Flight Control Module
- Dispatch, Flight Release or Flight Locating Systems and Procedures (as applicable)
- Organization, Duties and Responsibilities
- Weather and NOTAM Information
- Company Communications

Weight and Balance Module
- Definitions (such as Zero-Fuel Weight, Moments and Inches of Datum)
- General Loading Procedures and Center of Gravity Computations
- Effects of Fuel Burn and Load Shifts In Flight
- Weight and Balance Forms, Load Manifests, fuel Slips and Other Applicable Documents.

Aircraft Performance and Airport Analysis Module
- Definitions (such as Balanced Field, VMC, Obstruction Planes and Maximum Endurance)
- Effects of Temperature and Pressure Altitude
- General TERPS Criteria (Obstacle Clearance Standards)
- Airport Analysis System as Appropriate to the Type of Operation and Family or Families of Aircraft
- Effects of Contaminated Runways
- Land and Hold Short Operations (LAHSO) Procedures
- Runway Limitations

Airport Ground Operations Safety
- Use of Automation
- Checklist Philosophy
- Communications
- Briefings
- Flight deck Discipline
- Taxiing
- CRM

Runway Operations Safety
- Use of Automation
- Checklist Philosophy
- Communications
- Briefings
- Flight deck Discipline
- Vigilance
- Visibility
- Runway Verification
Part 135 Training Program - Section 2
Non-Aircraft Specific

Meteorology Module
- Basic Weather Definitions (such as Forecasts, Reports and Symbols)
- Temperature, Pressure and Winds
- Atmospheric Moisture, Fog and Clouds
- Air Masses and Frontal Systems
- Thunderstorms, Icing and Windshear
- High Altitude Weather Situations (If Applicable)

Winter Operations/Ground Deicing Module
- The use of holdover times when using deicing/anti-icing fluids
- Deicing/anti-icing procedures, including inspection, check procedures and responsibilities
- Communications
- Surface contamination (i.e., adherence of frost, ice or snow) and critical area identification and knowledge of how contamination adversely affects performance and flight characteristics
- Types and characteristics of deicing/anti-icing fluids
- Cold weather preflight inspection procedures
- Techniques for recognizing contamination

Navigation Module
- Definitions (such as Class I, Class II Navigation)
- Basic Navigational Instruments
- Dear Reckoning and Pilotage Concepts and Procedures
- Navigational Aids
- VHF, VLF, GPS and Self-Contained Systems (as applicable)

Airspace and ATC Procedures Module
- Definitions (such as Precision Approaches, Airways and ATIS)
- Description of Airspace
- Navigation Performance and Separation Standards
- Controller and Pilot Responsibilities
- ATC Communications
- Air Traffic Flow Control

Enroute and Terminal Area Charting and Flight Planning Module
- Terminology of Charting Services (such as Jeppesen or NOAA)
- Take-Off Minimums, Landing Minimums and Alternate Requirements (CFR’s/OPS SPECS)
- General Westwind Aviation, Inc. Flight Planning Procedures
- Flight Service and International Procedures (as applicable)
- Airport Diagrams
- Special Airport Familiarization (as required)
- Airport Ground Operational Safety (AC 120-74 and AC91-73 current editions)
Part 135 Training Program - Section 2
Non-Aircraft Specific

Instrument Procedures Module
- Definitions (such as MDA, HAA, HAT, DH, CAT II, ILS and NOPT)
- Holding Patterns and Procedure Turns
- Precision Approaches
- Non-Precision Approaches
- Circling, Visual and Contact Approaches (as applicable)
- Landing Minimums (Basic Turbojet vs Standard)
- Visual Cues Before and During Descent Below DH or MDA

Wake Turbulence Module
- Causes
- Accident Prevention

All Weather Surface Operations Module
- Surface Movement
- Day
- Night
- Low Visibility
- Surface Movement Guidance and Control Systems (SMGCS)
  - Airport Surface Detection Equipment (ASDE-3)
  - Airport Movement Area Safety System (AMASS)
- Airport Markings
- Airport Signs
- Airport Lighting
EMERGENCY TRAINING

INTRODUCTION

- There are two types of emergency training provided by Westwind Aviation Inc. to meet the requirements of 14 CFR Part 135.331 Emergency Training.

General Emergency Training:
- This pertains to emergency drills and situations which could be encountered in any of Westwind Aviation Inc.’s aircraft.
  
  - The **Emergency Situation** subject area (Modules in Section 2) consists of instruction on the factors involved and the procedures to be followed when an emergency occurs. This includes ditching, rapid decompression, aircraft fires and persons needing first aid.
  
  - The **Emergency-Drill** subject area (Modules in Aircraft Appendix) provides instruction and practice in the actual use of certain items of emergency equipment, such as fire extinguishers, life vests and first aid equipment.

NOTE:

- Initial and Recurrent General Emergency Training outlined in this segment meets all the regulatory requirements of 14 CFR Part 135. Because of logistic and other requirements particular to general emergency training, modules are presented concurrently with other curriculum segments such as Basic Indoctrination, Aircraft Ground and Security Training. This permits greater training continuity and flexibility.

Aircraft-Specific Training:

- This includes instruction and practice in emergency and abnormal procedures associated with aircraft systems, structural design and operational characteristics. This training is provided specifically for each aircraft and listed in the Aircraft Appendix of this Manual, as well as in each Pilot Handbook.

AIRCRAFT FAMILY - Single Engine General Purpose

- Initial Training - 2 hours
- Recurrent Training – 1 hour

OBJECTIVE OF TRAINING

- At the end of the general emergency training, flight crew members will be proficient in the subjects required by **14 CFR Part 135.331**
EMERGENCY SITUATION SUBJECT AREAS

- Flight Crew Member duties and Responsibilities
- Crew Coordination
- Aircraft Fires
- First Aid Equipment
- Illness, Injury and Basic First Aid
- Ground Evacuation
- Ditching
- Previous Aircraft Accidents/Incidents
- Crew Member Incapacitation
- Basic Survival
- Hijacking/Other Unusual Situations
- Operations Above 25,000 Feet
- Rapid Decompression

EMERGENCY SITUATION MODULES:

Flight Crew Member Duties and responsibilities Module
- Emergency Assignments
- PIC’s Emergency Authority
- Reporting Incidents and Accidents

Crew Coordination Module
- PIC/SIC
- cabin Crew Notification Procedures
- Ground Agency Notification Procedures (FAA, Airport Authority)
- Westwind Aviation Inc. Communication Procedures

Aircraft Fires Module
- Fire in Flight, or on the Surface
- Smoke Control Procedures
- Electrical Equipment and Related Circuit Breakers Found in Cabin Areas
- Principles of Combustion and Classes of Fires
- Toxic Fumes and Chemical Irritants
- Use of Appropriate Hand-Held Extinguishers with emphasis on the type of extinguisher to be used on different classes of fire.
- Use of smoke masks/goggles and lavatory fires as applicable.

First Aid Equipment Module
- Contents of First Aid Kit
- Requirements For First Aid Kit Integrity
- Use of Individual Items
Part 135 Training Program - Section 2
Non-Aircraft Specific

Illness, Injury and Basic First Aid Module
- Principals of CPR
- Ear & Sinus Block
- Seeking Medical Assistance
- Treatment of Shock
- Heart Attack
- Pregnancy Situations

Ground Evacuation Module
- Aircraft Configuration
- Directing Passenger Flow
- Blocked or Jammed Exit
- Fuel Spills and Other Ground Hazards
- Handicapped Person

Ditching Module
- Cockpit and Cabin Preparation
- Passenger Briefing
- Crew Coordination
- Primary Swells, Secondary Swells and Sea Conditions
- Ditching Heading and Water Landings
- Ditching at Night

Previous Aircraft Accidents/Incidents Module
- NTSB Accident Report Reviews
- Human Factors/Consideration
- NASA Reporting System

Crew Members Incapacitation Module
- Westwind Aviation Inc. Procedures
- Reporting Requirements (NTSB)
- Interference with Crew Members

Basic Survival Module
- Area of Operation
- Desert

Hijacking/Other Unusual Situations Module
- Hijack Procedures
- Bomb Threat Procedures
- Security Coordinator Responsibilities
- In-Flight Intercept Signals and Procedures
HAZARDOUS MATERIALS TRAINING:

OBJECTIVE OF TRAINING:

- This air carrier shall not use any person to perform any assigned duties or responsibilities for acceptance, handling, storage, and/or transportation of DG/HM cargo, baggage, and DG/HM COMAT unless the individual has satisfactorily completed an initial course of study and an oral or written test regarding DG/HM. All incorrect answers shall be reviewed with the trainee until proficiency is achieved.

- In addition, within the preceding 12 calendar months, the individual must have received either initial training or annual recurrent training and satisfactorily completed an oral or written test. All incorrect answers shall be reviewed with the trainee until proficiency is achieved.

- This air carrier shall maintain a record of the satisfactory completion of the initial and recurrent training for each individual. These records will be available at the location where the personnel perform such duties, and will be maintained for as long as the employee is performing DG/HM duties and for 90 days thereafter.

TRAINING REFERENCE TABLE

- At a minimum, training in the subject matter relating to DG/HM transport will be provided to the various categories of personnel as indicated below:

<table>
<thead>
<tr>
<th>MODULE</th>
<th>AREA OF TRAINING</th>
<th>CATEGORY OF PERSONNEL (see key below)</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td>1</td>
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<tr>
<td>1</td>
<td>General Awareness/Familiarization</td>
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</tr>
<tr>
<td>2</td>
<td>Hidden Dangerous Goods</td>
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</tr>
<tr>
<td>3</td>
<td>Company Materials (COMAT)</td>
<td>X</td>
</tr>
<tr>
<td>4</td>
<td>Documentation</td>
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</tr>
<tr>
<td>5</td>
<td>Acceptance &amp; Handling</td>
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</tr>
<tr>
<td>6</td>
<td>Marking &amp; Labeling</td>
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</tr>
<tr>
<td>7</td>
<td>Classification</td>
<td>X</td>
</tr>
<tr>
<td>8</td>
<td>Identification</td>
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</tr>
<tr>
<td>9</td>
<td>Packing</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Notification to Pilot-In-Command</td>
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</tr>
<tr>
<td>11</td>
<td>Safety &amp; Reporting</td>
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</tr>
<tr>
<td>12</td>
<td>Dangerous Goods Exceptions</td>
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</tr>
<tr>
<td>13</td>
<td>Testing</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>SEE NOTE Recommended Training Time - Initial</td>
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Part 135 Training Program - Section 2
Non-Aircraft Specific

<table>
<thead>
<tr>
<th>SEE NOTE</th>
<th>Recommended Training Time- Recurrent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 hours</td>
</tr>
</tbody>
</table>

Figure 1: Training Reference Table

KEY:
2. Maintenance, stores, and other personnel engaged in ground handling, storage, and loading/unloading of DG/HM.
3. Personnel engaged in passenger and baggage check-in procedures (Skycaps, ticket counter agents, etc.).
4. Flight crew members.
5. Flight attendants and dispatchers.

NOTE:
- The extent of training varies for each personnel category depending on the responsibility of the position (e.g., Flight crew members will receive a general overview of the marking and labeling requirements, while an individual who is engaged in the actual acceptance of DG/HM will receive more detailed instructions). The material shall be covered in such scope and depth as to provide all persons with sufficient knowledge of applicable regulations and procedures to safely accomplish their specific duties.

TRAINING CURRICULUM:
- The modules listed below will be covered during the initial and recurrent training of this air carrier’s personnel. This training will be considered to comply with all requirements for the acceptance, handling, and transportation of DG/HM as specified in 49 CFR and/or the ICAO Technical Instructions. This air carrier will ensure that all materials and regulations used in its training curriculum are current and valid at the time of the training.

Module 1 - General Awareness/Familiarization
- Applicable Regulatory Materials
- Overview of 49 CFR Parts 100-185
- Use of ICAO Technical Instructions ~ 49 CFR 171.11
- Use of IATA Dangerous Goods Regulations
- Definitions Used in Air Transportation of Hazardous Materials ~ 49 CFR 171.8
- General Transportation Requirements ~ 49 CFR 171.2
- Carriage By Aircraft ~ 49 CFR Part 175
- Training Requirements and Recordkeeping ~ 49 CFR 172.700 Enforcement

Module 2 - Hidden Dangerous Goods
- Hidden Shipment Indicators ~ Appendix A
- Suspicious Cargo and Baggage Awareness
Module 3 ~ Company Materials (COMAT)
- Identify and Recognize DG COMAT
  - Hazardous Materials Onboard Aircraft ~ Appendix D
  - Replacement Components
  - Consumable Materials
- Specific DG COMAT Exceptions ~ 49 CFR 175.10(a)(2)
- Facility Storage, Safe Movement and Handling Requirements for DG COMAT ~ 49 CFR 175.78
  - Specific Hazards and Precautionary Measures
  - Proper Disposal Procedures for DG COMAT
  - Environmental Precautions
  - Transportation Precautions

Module 4 - Documentation
- Shipper’s Certification Requirements for Hazardous Materials ~ 49 CFR 172.204
- Shipping Paper Requirements ~ 49 CFR 172.200 and 172.201
- Description of Hazardous Materials Required on Shipping Papers ~ 49 CFR 172.202 and 172.203
- Shipping Papers for Hazardous Materials Aboard Aircraft ~ 49 CFR 175.35

Module 5 - Acceptance & Handling
- Passenger and Cargo Information Signage Requirements ~ 49 CFR 175.25 and 175.26
- Acceptance Procedures and Requirements for DG/HM ~ 49 CFR 171.2(a), 175.3, and 175.30
- Unit Load Device and Package Inspection ~ 49 CFR 175.88
- Quantity Limitations Aboard Aircraft ~ 49 CFR 175.75 and 175.85
- Stowage Compatibility ~ 49 CFR 175.78
- Orientation of Packages ~ 49 CFR 175.79
- Securing Packages ~ 49 CFR 175.81
- Location of Packages ~ 49 CFR 175.85
- Damages Shipments of Hazardous Materials ~ 49 CFR 175.90

Module 6 - Marking & Labeling
- Markings Required on Packages Containing Hazardous Materials ~ 49 CFR Subpart D
- Labels Required on Packages Containing Hazardous Materials ~ 49 CFR Subpart E
- Keeping and Replacement of Hazardous Materials Labels ~ 49 CFR 175.40

Module 7 - Classification
- Hazardous Materials ~ 49 CFR 172.101, 173.21, and 175.3
Part 135 Training Program - Section 2
Non-Aircraft Specific

Modules 8 - Identification
- Purpose and Use of the Hazardous Materials Tables ~ 49 CFR 172.101
- Proper Shipping Names ~ 49 CFR 172.101 and 172.202
- Hazard Class (Definitions) ~ 49 CFR 172.101 and 173.50 - 173.144
- UN/ID Numbers ~ 49 CFR 172.101 and 172.202
- Packing Group ~ 49 CFR 172.101 and 172.202

Module 9 - Packing
- Shippers Responsibilities ~ 49 CFR 171.2(a) and 171.12
- General Packing Requirements ~ 49 CFR 173.24, 173.24(a), and 173.27
- Packing Instructions and Assignments ~ 49 CFR 172.101 and Part 173
- Small Quantity Exceptions ~ 49 CFR 173.4
- Limited Quantity Exceptions ~ 49 CFR 173.150 – 173.156

Module 10 - Notification to Pilot-In-Command
- Notification to Pilot-In-Command ~ 49 CFR 175.33 and 175.35
- Emergency Response Information ~ 49 CFR Subpart G

Module 11 - Safety & Reporting
- Emergency Response Information ~ 49 CFR 172.600
- Hazardous Materials Discrepancy/Incident Reporting ~ 49 CFR 171.15, 171.16, 175.31, and Appendix F

Module 12 - Dangerous Goods Exceptions
- Exceptions ~ 49 CFR 175.10

Module 13 – Testing
- 49 CFR 172.702(d) and 49 CFR 172.704(d)
INSTRUCTOR TRAINING

SPECIAL CURRICULUM SEGMENT - FLIGHT INSTRUCTOR/CHECK AIRMAN

OBJECTIVE OF TRAINING
- To qualify the pilot for duties as a Flight Instructor or Check Airman

FLIGHT INSTRUCTOR REQUIREMENTS
- Westwind Aviation Inc. Flight Instructors shall meet the requirements of 14 CFR Part 135.338 and 135.340

CHECK AIRMAN REQUIREMENTS
- Westwind Aviation Inc. Check Airmen shall meet the requirements of 14 CFR Part 135.337 and 135.339 and be approved as such by the CHDO.

QUALIFICATIONS: FLIGHT INSTRUCTOR/CHECK AIRMAN (AIRCRAFT)
- Holds the airman certificates and ratings required to serve as a pilot-in-command in operations under 14 CFR Part 135.
- Has satisfactorily completed the appropriate training phases for the aircraft, including recurrent training, that are required to serve as a pilot-in-command in operations under 14 CFR Part 135.
- Has satisfactorily completed the appropriate proficiency or competency checks that are required to serve as a pilot-in-command in operations under 14 CFR Part 135.
- Has satisfactorily completed the applicable training requirements of 14 CFR Part 135.339 (Check Airmen) or 135.340 (Flight Instructors).
- Holds at least a Class III medical certificate unless serving as a required crew member, in which case hold a Class I or Class II medical certificate as appropriate.
- Has satisfied the recency of experience requirements of 14 CFR Part 135.247.
- In the case of a Check Airman, has been approved by the administrator for the Check Airman duties involved.

FLIGHT INSTRUCTOR/CHECK AIRMAN TRAINING HOURS:

<table>
<thead>
<tr>
<th>FLIGHT INSTRUCTOR/CHECK AIRMAN</th>
<th>GROUND TRAINING</th>
<th>FLIGHT TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight Instructor</td>
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<tr>
<td>Check Airman Authorized to Conduct 135.299 Line Checks</td>
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<td>2.0</td>
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<tr>
<td>Check Airman Authorized to Conduct 135.293, 135.297 Checks</td>
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</table>
Part 135 Training Program - Section 2
Non-Aircraft Specific

<table>
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<tr>
<th>and 135.299 Checks</th>
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<tbody>
<tr>
<td>Figure 2: Flight Instructor/Check Airman Training Hours</td>
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</tr>
</tbody>
</table>

FLIGHT INSTRUCTOR/CHECK AIRMAN MODULES

Flight Instructor/Check Airman Ground Training Module
- Instructor/Check Airman duties, functions and responsibilities
- The applicable provisions of 14 CFR Part 135 and Certificate Holders Policies and Procedures
- The appropriate methods, procedures and techniques for conducting the required training/checks
- Proper evaluation of pilot performance including the detection of:
  - Improper and insufficient training
  - Personal characteristics that could adversely affect safety
- Appropriate corrective action for unsatisfactory training/checks
- Additional training for pilots who do not hold a valid Flight Instructor Certificate
  - The fundamental principles of the teaching-learning process
  - Teaching methods and procedures
  - The instructor-student relationship
- FAA Exemptions, as amended (if applicable)

The following elements must be specific to the aircraft type for which the Instructor/Check Airman is training:

- Approved methods, procedures and limitations for performing required Normal, Abnormal and Emergency Procedures in the aircraft.
- The safety measures for emergency situation that is likely to develop during training/checking.
- The potential results of improper or untimely safety measures during training/checking.

Flight Instructor/Check Airman flight Training Module*
- The safety measures to be taken from either pilot seat for emergency situations that are likely to develop during training/checking
- The potential results of improper, untimely or non-execution of safety measures during training/checking
- Training and practice in conducting flight training/checks from the left and right pilot seats in the required Normal, Abnormal and Emergency procedures to ensure competence to conduct the flight training/checking required by 14 CFR Part 121 or 135.

* This module must be specific to the aircraft type for which the Instructor/Check Airman is training.
INTRODUCTION

This training outline will ensure that each pilot has a satisfactory level of training and skill to properly perform the task as authorized by FAR 43.3(i). The instructor is responsible for completing all items in this Training Program before completing the pilots training record.

The Director of Maintenance or his designee will be authorized under this training program to act as an air transportation ground instructor. Qualifications are as follows:
- A&P license
- Familiarization with seat removal and installation training procedures.
- Air transportation ground instructor training certificate completed.

The following areas are required training items that will be covered in this pilot training class. The instructor will be responsible for ensuring each area is covered in enough detail, based on the pilot’s prior experience and knowledge, to ensure the task can be accomplished unsupervised with no compromise of safety or workmanship. Some pilots with a mechanical background may be fully competent after this class and hands on the first time, while others may need additional instruction in one or more areas to ensure a complete understanding of the task.

The instructor is responsible to ensure the applicant is fully trained and capable of performing the task by instructing at minimum the following topics. All work will comply with either of the following:
- 208CD 1 as revised, Chapter 25-21-00
- T207 Service Manual, Section 3

OBJECTIVE OF TRAINING

To provide the student with the knowledge necessary to:
- Ensure proper removal and installation of seats in company aircraft.
- Ensure proper weight and balance documentation after seat removal or installation is performed.
- Ensure proper methods of cargo load restraint for all company flight operations.

TRAINING COMPLETION TIME

- Initial Training 1 Hour
- Recurrent Training 0.5 Hour
SEAT REMOVAL AND INSTALLATION SUBJECT AREAS

- Seat Removal Procedures
- Seat Installation Procedures
- Cargo Load Restraint Procedures
- Completion of Seat Removal/Installation Record
- Use of Seat Configuration Form

SEAT REMOVAL AND INSTALLATION MODULES

Seat Removal Procedures:
- Required Tools and Equipment
- Removal of Seats
- Storage of Removed Seats

Seat Installation Procedures:
- Required Tools and Equipment
- Installation of Seats
- Removal of Seats from Storage

Cargo Load Restraint Procedures:
- Required Tools and Equipment
- Installation of Special Barriers or Restraining Devices
- Removal and Storage of Special Barriers or Restraining Devices

Completion of Seat Removal/Installation Record:
- Purpose of Seat Removal/Installation Record
- Location of Seat Removal/Installation Record
- Completion of Seat Removal/Installation Record

Use of Seat Configuration Form:
- Purpose of Seat Configuration Form
- Location of Seat Configuration Form
- Completion of Seat Configuration Form
CREW RESOURCE MANAGEMENT TRAINING

INTRODUCTION

- This training outline will ensure that each pilot has a satisfactory level of crew resource management training and skill to properly perform their duties as pilot in command as required by FAR Part 135.330. Because Westwind Aviation performs only single pilot operations, the emphasis of this training module will be on developing best single pilot practices, to enable self-analysis, and create an improvement in operating performance of single pilot crews.

- The following areas are required training items that will be covered in this pilot training module. The instructor will be responsible for ensuring that each area is covered in enough detail, based on the pilot’s prior experience and knowledge, to ensure the task can be accomplished with no compromise of safety.

OBJECTIVE OF TRAINING

- To provide the pilot with the knowledge necessary to:
  - Apply crew resource management concepts to single pilot operations
  - Perform single pilot crew resource management concepts to Westwind operations.

TRAINING COMPLETION TIME

- Initial Training 1 Hour
- Recurrent Training 0.5 Hours

CREW RESOURCE MANAGEMENT SUBJECT AREAS

- Authority of the pilot in command.
- Communication processes, decisions, and coordination
- The flight team.
- Workload and time management.
- Situational Awareness
- Fatigue
- Stress
- Aeronautical decision making and judgment
CREW RESOURCE MANAGEMENT MODULES:

Authority of the Pilot in Command:
- Pertinent regulations
- Attention and perception
- Information processing

Communication Processes, Decisions, and Coordination
- Communication with air traffic control,
- Communication with personnel performing flight locating and operational personnel
- Communication with passengers.

The Flight Team:
- Building a flight team
- Maintenance of a flight team

Workload and Time Management:
- Distractions and interruptions
- High workload environments and error management

Situational Awareness
- Definition of situational awareness
- Clues to loss of situational awareness
- Maintenance of good situational awareness

Fatigue:
- Symptoms of fatigue and effects on performance
- Avoidance strategies and countermeasures.

Stress:
- High workload and stress
- Stress reduction strategies

Aeronautical Decision Making and Judgment:
- Training tailored to the operator’s flight operations and aviation environment.
- Decision making and memory