

Duties of Pilot-In-Command (PIC)

- a. Reports to the Base Lead Pilot.
- b. Final authority for the safety of passengers, cargo, and medical personnel, and has operational control for all flights which they initiate.
- c. Exercises second tier operational control as defined in Section 2 of this manual.
- d. Accomplishes and properly documents preflight inspections and inspects maintenance documents, to include status sheet, upon arrival for duty to determine the airworthiness of the aircraft. Reports any discrepancies to maintenance and documents appropriately.
- e. Keeps the aircraft exterior clean and assists in keeping the base of operations presentable. Cockpit cleanliness and organization are the sole responsibility of the pilot.
- f. Attends base monthly meetings and program training activities when duty time allows.
- g. Completes all training and qualification events required to maintain currency as dictated in FAR Part 135.
- h. Completes the Avstar computer training programs by the deadlines set out by the certificate holder.
- i. Conducts all flight operations in compliance with the FARs, the aircraft flight manual, this General Operations Manual, Operations Specifications, and Precision Air Transport' policies /procedures.
- j. Ensures proper briefing of passengers per FAR 135.117 and Section 2 of this manual.
- k. Ensures that a shift change briefing is conducted with the pilot going off duty, with medical personnel, and with the appropriate communications facility. These briefings will include, but are not limited to; aircraft status, interrupted flights, hazards map updates, forecast and current weather, medical interior issues, pending missions (PR's, training, medical), ride along, sterile cockpit, and any other pertinent information as appropriate.
- l. Ensures their assigned aircraft navigation charts and documents are current and up to date.
- m. Ensures the Chief Pilot or Director of Operations is notified in the event of encounters with the FAA such as ramp checks; base visits, or request to contact ATC. Notification may be made by email or by phone during normal duty hours. The notification shall include but not be limited to location, date, time, Inspector name, areas covered and areas of concern.
- n. Maintains positive customer relations.
- o. Notifies the Chief Pilot or in his absence, the Director of Operations whenever a medical deficiency exists that would affect the safety of the flight.
- p. Performs a complete 360 degree walk around, prior to entering the cockpit for flight and upon completion of each flight.
- q. Required to complete Precision Air Transport Flight & Duty Tracker flight log entry upon the completion of a flight with attention to detail to make sure all entries are accurate and correct.
- r. Advises the Communications Center of any issues (including maintenance) that would take an aircraft out of service for any significant period of time.
- s. Responsible for becoming familiar with all pertinent information regarding all flights, including, but not limited to NOTAMs, TFRs, weather information, etc.
- t. Completes all flight assignments in a safe and professional manner. The PIC is responsible for assuring that all crewmembers assigned to their aircraft make safety the number one priority in all activities.
- u. Responsible for correcting compliance or safety issues when directed by the Director of Operations, Chief Pilot, Safety Manager or Lead Pilot.
- v. Responsible for maintaining their qualifications in keeping with the requirements outlined in the FARs, the Precision Air Transport' Training Manual, and this General Operations Manual for their assigned position.
- w. Responsible for protecting Precision Air Transport' aircraft from damage and weather. When weather dictates and facilities are available, aircraft will be moved to a hangar.
- x. Reports potentially hazardous meteorological conditions and irregularities of communications or navigation facilities to appropriate ground radio station as soon as practicable.
- y. Submits copies of any new or reissued Airman 's Certificate or Medical Certificate to the Chief Pilot.
- z. Supervises loading of passengers, baggage, and fuel and determines that weight and balance remain within the limitations contained in the aircraft flight manual for all flight operations (Part 91 and 135).
- aa. Will not fly an aircraft with a known deficiency until the deficiency is cleared in writing by maintenance or deferred under the MEL.

- bb. Will utilize all safety equipment issued, furnished, or installed in the aircraft for all flights when operating any Precision Air Transport aircraft. Examples of these would include flight helmets, flight suits, HTAWS, TAWS, Radar Altimeter and NVG's. NVG's will be mounted on the helmet during night operations and will be flipped up when not required.
- cc. When performing a PAIP drill, will contact the Communication Center to notify them that it is practice only.
- dd. Actively participates in the continuous improvement of the company's Safety Management
- ee. System (SMS) and is familiar with the SMS policies, processes, and procedures.
- ff. Performs other duties as assigned.