2020 Edition - AubreyAire LLC

Everything But Flying

Part 91 Aviation Self Management Prep

Section 01 - Introduction

Section 02 - Interpersonal Review

Section 03 - Expectation Vs. Reality

Section 04 - CRM & SRM

Section 05 - Set Up for Success

Section 06 - The Ultimate Checklist

Section 07 - Mini Ground/Flt. Line walk

01 Introduction

WELCOME TO AVIATION REALITY

Crash course in flying: Push forward, houses get bigger… pull back, houses get smaller. Don't hit the houses. Congrats! You are a pilot! Going through flight training is one of the hardest and most rewarding accomplishments of your life, and if you have decided to make it a true blue career move, what's better than getting paid to see the world? I will tell you what's better; knowing how to handle this very different lifestyle choice and learning everything you can on how to manage yourself, your time, your finances, your very different dynamic crew settings, your health, gender bias (yes its quite an un-talked about thing), and different types of jobs in the industry YOU haven't ever thought about before. Basically, welcome to learning everything but flying!

ATC STYLE

WHO YOU'RE TALKING TO

WHO YOU ARE

WHERE YOU'RE AT

WHAT YOU WANT TO DO

WHERE YOU WANT TO GO

02 Interpersonal Review

It ALL Starts with just YOU… and then just YOU becomes it ALL.

Heaven forbid, if you lost your ability to fly tomorrow, who would you BE? What would you DO? It's easy to get caught up in fully identifying with your career and lifestyle in aviation. Understand you are a human-BEING not a human-"doing".

- 5 Big Audacious Dreams non-aviation related
  1. _____
  2. _____
  3. _____
  4. _____
  5. _____

- 5 Big Audacious Dreams that revolve around aviation
  1. _____
  2. _____
  3. _____
  4. _____
  5. _____

02 Interpersonal Review

THE UPS & THE DOWNS (pun intended)

You chose a unique career, because you are unique. Nothing about this lifestyle is written in a book, can be explained in one sitting or can be accurately stereotyped in truths. There are some seriously amazing benefits to being in aviation and there are also some pretty taboo “lets not talk about it” downfalls too. Well we’re going to go there and hash it out.

- 5 Benefits of being in Aviation

1. _____
2. _____
3. _____
4. _____
5. _____

- 5 Downfalls of being in Aviation

1. _____
2. _____
3. _____
4. _____
5. _____

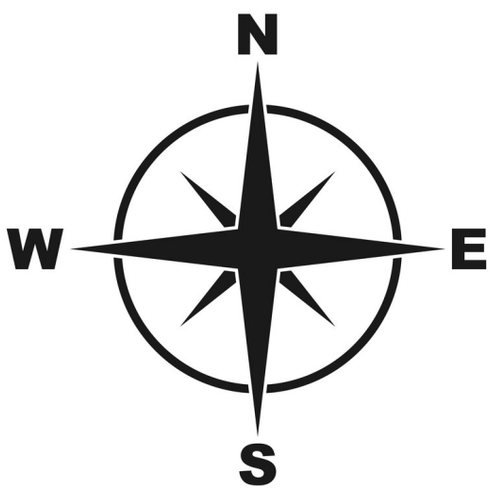
02 Interpersonal Review

THE UPS & THE DOWNS (continued)

Just like reading the ever-changing dynamics of weather, you get to ultimately decide where, how and when to alter your course to conduct a safe flight. Same goes for the dynamics of your career; you get to decide how to play up the benefits and make the downfalls work for you. You know how to do this already!!! Start with these 3 simple steps but apply them personally:

AVIATE

- BE PRESENT
- BECOME AWARE OF YOUR SURROUNDINGS
- ABSORB THE MOMENT



NAVIGATE

- WHERE ARE YOU AT
- WHERE DO YOU HAVE TO GO
- WHER DO YOU WANT TO GO
- ARE YOU FULLY CAPABLE OF FULFILLING THE TASK

COMMUNICATE

- IDENTIFY THE NECESSARY PARTIES INVOLVED
- CLEARLY EXPLAIN YOUR NEEDS
- ASK QUESTIONS IF YOU DON'T UNDERSTAND
- SPEAK UP IF YOU ARE NOT ABLE
- SPEAK UP IF YOU NEED MORE
- ADMIT YOUR SHORTCOMINGS

03 Expectation vs. Reality

YOUR EXPECTATION / THIER REALITY

AS A CAPTAIN

Experience

Availability

Dress Code

Show Time

AS A COPILOT

Experience

Availability

Dress Code

Show Time

03 Expectation vs. Reality

YOUR EXPECTATION / THIER REALITY CONTINUED

AS A CAPTAIN

Trip Preparation Duties

Preflight Duties

Paperwork Duties

Post Flight Duties

Pay

AS A COPILOT

Trip Preparation Duties

Preflight Duties

Paperwork Duties

Post Flight Duties

Pay

03 Expectation vs. Reality

THEIR EXPECTATION / YOUR REALITY

AS A CAPTAIN

Experience

insurance requirements

- Regulatory Requirements
- Open Pilot Warranty Vs. Named Insured
- Accredited School

Availability

Depending on operation

-Contract

-Retainer

-Salary

Dress Code

Slacks / button down or polo

Show Time

Typically 1 hour prior to departure show time

AS A COPILOT

Experience

Enough to meet regulation requirements

Availability

Always available

Dress Code

Same but better

Show Time

Always before the captain

03 Expectation vs. Reality

THEIR EXPECTATION / YOUR REALITY CONTINUED

AS A CAPTAIN

Trip Preparation Duties

Acquire trip info
- -Which aircraft
- -where to where
- -T.O.D.
- -number of pax
- -Special requests

Flight Plan

Schedule online time

Schedule fuel

W.B.

Weather Observation

Contact & Brief Copilot

Call ahead FBO

Hotel Accommodations

Airline Accommodations (if any)

Transportation Accommodations

Preflight Duties

Review Weather

File Flight Plan

Confirm WB

Brief Copilot

Monitor Fueling

Aircraft Preflight

Run/Review Numbers

Paperwork Duties

Trip Expenses

MX Squawks

Extra's

Post Flight Duties

Clean up ext. plane

Denote fuel

Denote stock

Denote squawks

Debrief Copilot

Pay [see next page]

AS A COPILOT

Trip Preparation Duties

Confirm Trip Info with Captain

Get copies or access to fltplan and WB info (if avail.)

Complete any prep tasks assigned by Captain

Email or Text all confirmations

Preflight Duties

Review Weather

Brief w/ Capt.
- -Confirm Flight Plan filed
- -Confirm W.B.

Confirm Aircraft interior is clean

Coffee / Ice / Papers / Windshield / GPU or APU power on

Get Clearance

Run Numbers

Do separate walk around

Paperwork Duties

Confirm w/ Capt. how trip Amenities will be paid for

Keep copies of all receipts

Post Flight Duties

Clean up trash

Cross Seat belts

Clean out Coffee pot

Vacuum floor

Denote stock

Debrief w/ Capt.

Pay [see next page]

CREW/SINGLE PILOT RESOURCE MANAGEMENT

FINDINGS

In the 1970s, investigators discovered that more than 70 percent of air crashes involved human error rather than failures of equipment or weather. A NASA workshop examining the role of human error in air crashes found that the majority of crew errors consisted of failures in leadership, team coordination and decision-making.

The aviation community responded by turning to psychologists such as John K. Lauber, PhD, and Robert Helmreich, PhD, to develop new kinds of psychological training for flight crews. That training focuses on group dynamics, leadership, interpersonal communications and decision-making. The training is known as crew resource management (CRM). Lauber, a former member of the National Transportation Safety Board, defined CRM as "using all available sources — information, equipment and people — to achieve safe and efficient flight operations." More specifically, CRM is the process used by crew members to identify existing and potential threats and to develop, communicate and implement plans and actions to avoid or mitigate perceived threats. Using CRM methods, airplane crews can avoid, manage and mitigate human errors. And as secondary benefits, CRM programs improve morale and enhance efficiency of operations.

As part of the validation of the behavioral impact of CRM training, Helmreich (who is now deceased) and colleagues at the University of Texas Human Factors Research Project developed an observational process, the Line Operations Safety Audit (LOSA) to assess CRM practices. In LOSA, expert observers ride in the cockpit on scheduled flights under conditions of strict confidentiality and record not only CRM practices but also threats in the operational environment and how they are managed, as well as the nature and management of crew errors. LOSA data have provided valuable information about the threats that air crew members face, and how CRM practices help them deal with those threats.

CREW/SINGLE PILOT RESOURCE MANAGEMENT

SIGNIFICANCE

CRM alerted the aviation industry to the human interactions that are an integral part of any team performance. This training has the potential to save lives and money, as well as prevent accidents and lawsuits.

While no one can assess how many lives have been saved or crashes averted as a result of CRM training, the impact has been significant. LOSA data demonstrate that 98 percent of all flights face one or more threats, with an average of four threats per flight. Errors have also been observed on 82 percent of all flights with an average of 2.8 per flight. Consistent with the outstanding safety record of commercial aviation, the great majority of errors are well managed and inconsequential, due in large measure to effective CRM practices by crews. LOSA provides organizations and regulators with a valid means of monitoring normal operations. By understanding what crews do successfully as well as where things go wrong, researchers can help develop more effective training and safety initiatives.

A real-world example of how CRM may have saved lives can be found in the textbook *Social Psychology*, by psychologist David Myers, PhD, comparing two airline crashes in the 1980s:

Helmrich (1997)...notes that flawed group dynamics were evident when an Air Florida plane lifted off from Washington's National Airport (now Reagan National Airport) on a winter day in 1982. Ice in a sensor caused the speed indicators to read too high, leading the captain to apply too little power as the plane ascended:

First Officer: Ah, that's not right.
Captain: Yes, it is, there's 80 [referring to speed].
First Officer: Nah, I don't think it's right. Ah, maybe it is.
Captain: Hundred and twenty.
First Officer: I don't know.

It wasn't right, and the first officer's muting his concerns led to the plane's stalling and crashing into a Potomac River bridge, killing all but five people on board.

But in 1989, the three-person crew flying a United Airlines DC-10 flight from Denver to Chicago responded as a model team to imminent disaster. The crew, whose members had been trained in crew resource management, faced the disintegration of the center engine, severing lines to the rudder and ailerons needed to maneuver the plane. In the 34 minutes before crash landing just short of the Sioux City airport runway, the crew had to devise a strategy for bringing the plane under control, assessing damage, choosing a landing site, and preparing the crew and passengers for the crash. Minute-by-minute analysis of the cockpit conversation revealed intense interaction — 31 communications per minute (one per second at its peak). In these minutes, the crew members recruited a fourth pilot who was flying as a passenger, prioritized their work, and kept one another aware of unfolding events and decisions. Junior crew members freely suggested alternatives and the captain responded with appropriate commands. Bursts of social conversation provided emotional support, enabling the crew to cope with the extreme stress, and to save the lives of 185 of the 296 people on board.

CREW/SINGLE PILOT RESOURCE MANAGEMENT

PRACTICAL APPLICATION

Based on the evidence that CRM is effective, the International Civil Aviation Organization, a regulatory component of the United Nations, began requiring CRM programs for member countries. CRM also informed the development of maintenance resource management, an effort to improve teamwork among aircraft maintenance workers. The U.S. Air Force, among others, now uses MRM training programs to boost communication, effectiveness and safety among the crews that maintain and repair aircraft.

The medical community is also responding to findings of human error and failures by adapting aviation's approach to crew coordination. The U.S. Department of Health and Human Services has developed a program called TeamSTEPPS to improve communication and teamwork skills among health care professionals, with the goal of improving patient health and safety. The program is being implemented nationwide via six medical schools that serve as regional training centers. Conceptually, TeamSTEPPS parallels CRM and crisis management.

CRM training is also being used in air traffic control, firefighting and industrial settings, including offshore oil operations and nuclear power plants. The training helps workers in control rooms and emergency command centers avoid making operational errors that may lead to accidents.

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CREW/SINGLE PILOT RESOURCE MANAGEMENT

INTRO & HUMAN RESOURCES

Introduction:

- Crew Resource Management (CRM) is the process of coordinated action among flight and ground crew members enabling effective interaction while performing flight and ground tasks
- According to the NTSB, 50-80% of all mishaps involve pilot error as a result of poor Aeronautical Decision-Making
- While professional pilots will often fly with a crew-concept, most General Aviation pilots will not, leading to the development of Single-Pilot Resource Management (SRM)
    - As termed by the FAA, is still CRM because you have resources out there to help you such as Air Traffic Controllers, Flight Service Stations, base frequencies, and other pilots
        - Regardless of how many people are in the aircraft, these tools are always available and should be utilized as appropriate
        - Good crew coordination can increase effectiveness, maximize resources, and optimize risk management.

Human Resources:

- Human resources include everyone routinely working with the pilot to ensure flight safety
    - Weather briefers, flight line personnel, maintenance personnel, crew members, pilots, and air traffic personnel
- This is accomplished by using the key components of the communication process: inquiry, advocacy, and assertion
- Pilots must recognize the need to seek enough information from these resources to make a valid decision
- After the necessary information has been gathered, the pilot's decision must be passed on to those concerned, such as air traffic controllers, crew members, and passengers
- The pilot may have to request assistance from others and be assertive to safely resolve some situations

CREW/SINGLE PILOT RESOURCE MANAGEMENT

EQUIPMENT & INFORMATION WORKLOAD

Equipment:

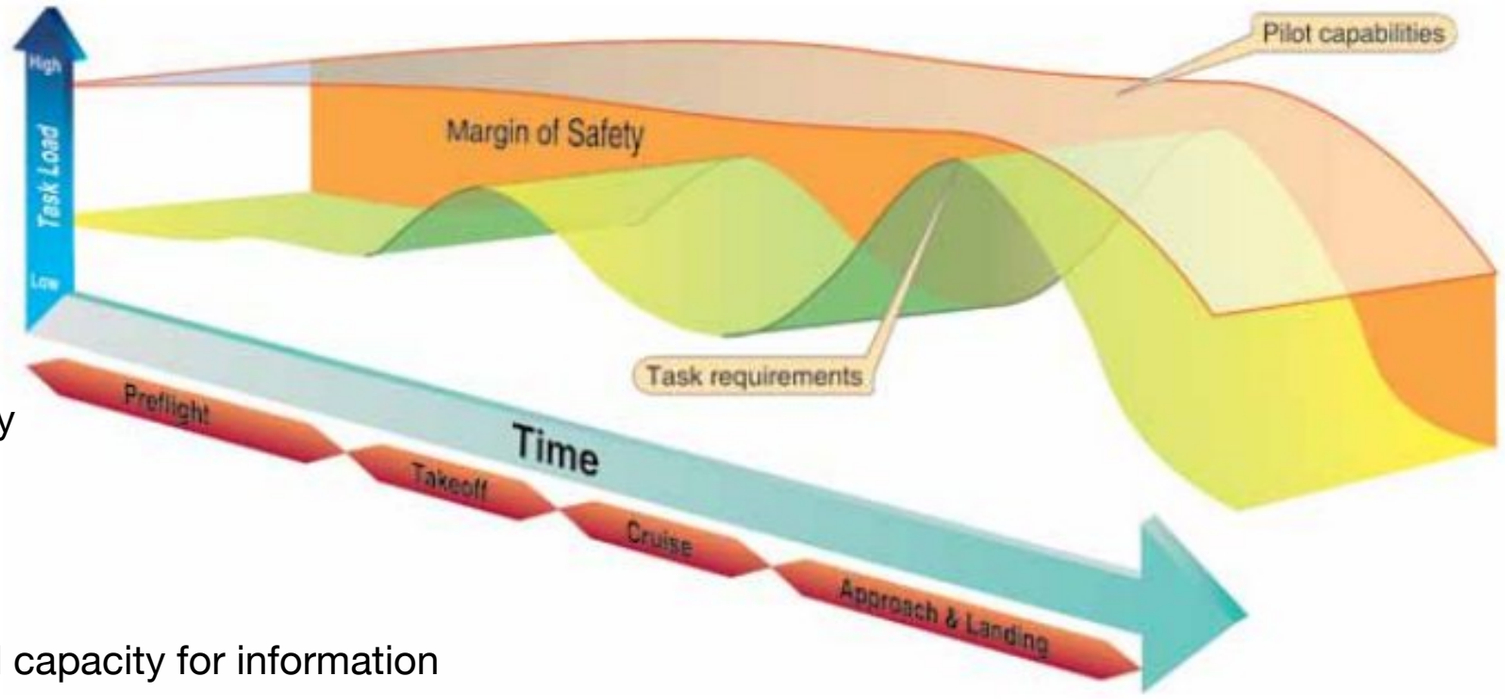
- Equipment in many of today's aircraft includes automated flight and navigation systems
- These automatic systems, while providing relief from many routine flight deck tasks, present a different set of problems for pilots
- The automation intended to reduce pilot workload essentially removes the pilot from the process of managing the aircraft, thereby reducing situational awareness, leading to complacency
- Information from these systems needs to be continually monitored to ensure proper situational awareness
- Pilots should be thoroughly familiar with the operation of and information provided by all systems used
- It is essential that pilots be aware not only of equipment capabilities, but also equipment limitations in order to manage those systems effectively and safely

Information Workload:

- Information workloads and automated systems, such as autopilots, need to be properly managed to ensure a safe flight
- The pilot flying in Instrument Meteorological Conditions (IMC) is faced with many tasks, each with a different level of importance to the outcome of the flight
    - **Example:** a pilot preparing to execute an instrument approach to an airport needs to review the approach chart, prepare the aircraft for the approach and landing, complete checklists, obtain information from Automatic Terminal Information Service (ATIS) or Air Traffic Control (ATC), and set the navigation radios and equipment
- The pilot who effectively manages his or her workload will complete as many of these tasks as early as possible to preclude the possibility of becoming overloaded by last minute changes and communication priorities in the later, more critical stages of the approach
- Routine tasks delayed until the last minute can contribute to the pilot becoming overloaded and stressed, resulting in erosion of performance
- Effective resource management includes recognizing hazardous situations and attitudes, decision-making to promote good judgment and headwork, and managing the situation to ensure the safe outcome of the flight

CREW/SINGLE PILOT RESOURCE MANAGEMENT

TASK MANAGEMENT



- The Margin of Safety

TASK MANAGEMENT

- Pilots have a limited capacity for information
- Once information flow exceeds the pilot's ability to mentally process the information any additional information will become unattended or displace other tasks and information already being processed
- This is termed channel capacity and once reached only two alternatives exist:
  - Shed the unimportant tasks, or
  - Perform all tasks at a less than optimal level
- Like an electrical circuit being overloaded, either the consumption must be reduced or a circuit failure is experienced
- The pilot who effectively manages the tasks and properly prioritizes them will have a successful flight
  - This unnecessary focus displaces capability and prevents the pilot's ability to appreciate tasks of greater importance
  - **Example:** do not become distracted and fixate on an instrument light failure (Eastern Airlines Flight 401)
- Routine checklists should be accomplished as Do/Verify or Challenge/Response if single-piloted/crew operations
  - Work toward flows, but always go back to the checklist
  - Read/Do methodologies should be reserved for abnormal checklists such as emergency procedures

CREW/SINGLE PILOT RESOURCE MANAGEMENT

SKILLS AND BEHAVIORS

- **Mnemonics:**
  - DAMCLAS ("Damn Class")
  - SADCLAM ("Sad Clam")
  - MCSALAD ("McSalad")
- **Decision Making:**
  - Ability to use logical and sound judgment based on information available
  - Effective decisions can be made by:
    - Assessing the problem
    - Verifying information
    - Identifying solutions
    - Anticipating consequences of decisions
    - Telling others of the decision and rationale
    - Evaluating the decision
  - Improved through teamwork, extra time, alert crew, decision strategies and experience
- **Assertiveness:**
  - Willingness to actively participate
  - Ability to state and maintain position
    - Provide info without being asked
    - Make suggestions
    - Ask questions
    - Confront ambiguities
    - Maintain position when challenged
    - State opinions
    - Refuse unreasonable request
    - Accept the most conservative response to the situation until more information is available
  - **Two challenge rule:**
    - If the pilot does not respond to two demands (i.e. "wave-off, wave-off!") take the controls
    - Avoid the sandbag syndrome and speak up when necessary
  - **Sandbag Syndrome:**
    - Comfort feeling that the other crew member has the situation under control
    - No pilot is above the momentary lapse of judgment or situational awareness
    - Stay alert and speak up when necessary
- **Mission Analysis:**
  - Ability to coordinate, allocate, and monitor crew and aircraft resources
  - Organize and plan for what will occur
  - Monitor the situation
  - Review and provide feedback of what has occurred

04 CRM & SRM

CREW/SINGLE PILOT RESOURCE MANAGEMENT

SKILLS AND BEHAVIORS (CONTINUED)

- **Communication:**
  - Ability to clearly and accurately send and acknowledge information, instructions, commands, feedback
  - Important to: conduct effective missions, avoid mishaps, pass info, maintain situational awareness
  - **Sender:** Communicate clearly, convey info accurately, concisely, timely, request verification or feedback, verbalize plans
  - **Receiver:** Acknowledge communication, repeat, paraphrase, clarify info, provide useful feedback
- **Leadership:**
  - Ability to direct and coordinate activities of crew, and stimulate them to work as a team
    - Direct and coordinate crew
    - Delegate tasks
    - Ensure crew understands expectations
    - Focus attention on crucial aspects
    - Keep crew informed of mission information
    - Provide feedback on performance
    - Create and maintain professional atmosphere
- **Adaptability/Flexibility:**
  - Ability to alter a course of action to meet situation demands
    - Alter Behavior
    - Be open and receptive
    - Help others
    - Maintain constructive behavior under pressure
    - Adapt to internal and external changes
  - Adaptability is required when transitions occur, a crew-member is incapacitated or when interactions are strained
- **Situational Awareness:**
  - What is happening in the cockpit and mission?
    - Detect and comment on deviations
    - Provide advance info, identify potential problems
    - Demonstrate awareness of task performance and mission status
  - Prepare through a comprehensive brief
  - Acknowledge potential problems
  - Use all information sources and update and revise your flight image
  - Situational awareness is critical in our ability to respond effectively
  - **Combat loss of Situational Awareness by:**
    - Actively questioning and evaluating your mission progress
    - Use assertive behaviors when necessary
  - Analyze your situation and Communicate!

04 CRM & SRM

CREW/SINGLE PILOT RESOURCE MANAGEMENT

SINGLE PILOT RESOURCES MANAGEMENT

- While CRM focuses on pilots operating in crew environments, many of the concepts apply to single-pilot operations
- SRM is defined as the art and science of managing all the resources (both on-board the aircraft and from outside sources) available to a single pilot (prior to and during flight) to ensure the successful outcome of the flight. SRM includes the concepts of ADM, risk management (RM), task management (TM), automation management (AM), controlled flight into terrain (CFIT) awareness, and situational awareness (SA)
  - SRM training helps the pilot maintain situational awareness by managing the automation and associated aircraft control and navigation tasks
  - This enables the pilot to accurately assess and manage risk and make accurate and timely decisions
  - SRM is all about helping pilots learn how to gather information, analyze it, and make decisions
  - Although the flight is coordinated by a single person and not an onboard flight crew, the use of available resources such as auto-pilot and air traffic control (ATC) replicates the principles of CRM
- Single-Pilot Resource Management (SRM) is about how to gather information, analyze it, and make decisions
  - Learning how to identify problems, analyze the information, and make informed and timely decisions is not as straight forward as the training involved in learning specific maneuvers
- Learning how to judge a situation and "how to think" in the endless variety of situations encountered while flying out in the "real world" is more difficult
- There is no one right answer in ADM, rather each pilot is expected to analyze each situation in light of experience level, personal minimums, and current physical and mental readiness level, and make his or her own decision

04 CRM & SRM

CREW/SINGLE PILOT RESOURCE MANAGEMENT

SINGLE PILOT RESOURCES MANAGEMENT

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Conclusion:

- CRM enables the use of all available resources and communications to provide safe operations through systematic collaboration
- The success or failure of CRM rests ultimately with each individual performing duties as aircrew
  - Maintain sterile cockpit as appropriate, practice cockpit management, question the unusual, and listen-don't anticipate
- Optimal CRM training is integrated, research-based, and skill-oriented, incorporating the Information, Demonstration, Practice, and Feedback Methodology
- Aircrew shall exhibit thorough knowledge of self, aircraft, team, environment, the seven critical skills, and risk to employ sound and logical judgment in the prevention of human errors
- Human error is the leading causal factor in aviation mishaps
- Additional human error-based training should complement CRM training

CREW/SINGLE PILOT RESOURCE MANAGEMENT

CHALLENGE RESPONSE PLANNING

Current Crew CRM
STRENGTHS

_____
_____
_____
_____
_____

Current Crew CRM
WEAKNESSES

_____
_____
_____
_____
_____

Communications/Decision Making

- Briefings
- Inquiry/assertiveness/advocacy
- Crew self-critique
- Conflict resolution
- Communications/decisions
- DA/MDA altitude
- Field elevation

Crew Coordination

- Leadership/followership
- Concern for tasks
- Interpersonal relations
- Group climate

Workload Management/Situational Awareness

- Preparation
- Planning
- Vigilance
- Workload distribution
- Distraction avoidance
- Automation Management

05 Setup for Success

PAY SCALE

ORGANIZATIONAL TOOLS

AIRPLANE CHEAT SHEET

TOLD CARD

INVOICE SAMPLE

BUDGET TEMPLATE

RESOURCES

PRINTABLE

ULTIMATE CHECKLIST

05 Set Up for Success

PAY SCALE

CONTRACT ★ RETAINER ★ SALARY

CONTRACT PILOTS RATES vary from aircraft type, location base, title needed for trip and length of mission. There is no written pay scale for contract rates so it is best to discreetly talk to pilots in your area in order to figure out the general consensus. The bigger the type-rating, the larger the day-rate. (SIC's typically get paid less) and pending on location, the pay scale will vary. Bigger cities usually pay more and smaller cities like to nickel and dime everything. It also depends on the aircraft management company as well. Reputations tend to separate the strong operations from the crappy pay and crappy equipment ones.

CONTRACT TRIP COVERAGE

-day rate (every day you're on the road)

-airline to and from location

-transportation to and from hotel/airport

-3 meals per day

*Sometimes a PerDiem is issued in leu of individual expenses being covered (this is a plus if you don't eat much or pack your own meals!)

PRO'S OF BEING A CONTRACT PILOT

-Own your own schedule

-Choose who you work with

-Cherry pick your trips

-Tax Write offs as 1099 employee

CON'S OF BEING A CONTRACT PILOT

-Pay for your own training

-No set Schedule

-Responsible to pay in for taxes

-Creativity required to relocate for trips

05 Set Up for Success

PAY SCALE

CONTRACT ★ RETAINER ★ SALARY

RETAINER RATES vary with position; Aircraft Management, Standby Pilot, or First Rights of Refusal are typically the three categories that require a retainer. Aircraft Management, like contracting, will vary on pay scale with size of plane and location of aircraft as well as amount of scheduling projected. A contract pilot can negotiate a retainer salary with an operation which would guarantee the pilot X days of pay whether that operation flys X days or not for that month. In return, that operation gets first rights of refusal to pilots schedule.

TYPICAL RETAINER COVERAGE

-guaranteed X days of flying pay per month (whether or not all X days have been flown)
-same coverage during trips as a contractor apply
-if pilot gets offered to fly more than X days, they can decline those trips or accept for extra day rates outside of retainer
-usually a contract is in place to outline the perimeters of the agreement
-Operation gets first rights of refusal of pilots schedule to fly outside of contract

PRO'S OF BEING ON A RETAINER

-Guaranteed Monthly Pay
-Usually local operation
-Increased Opportunity to go salary
-Still able to contract outside of agreement
-Sometime training can be negotiated

CON'S OF BEING ON A RETAINER

-You are bound by a contract
-Someone else owns your initial schedule
-Potentially lose out on other/more pay
-You constantly have to communicate requests for other trips

05 Set Up for Success

PAY SCALE

CONTRACT ★ **RETAINER** ★ **SALARY**

SALARY POSITIONS vary with responsibility. Typically salaried positions are given to full blown aircraft managers (that usually double as chief pilots) and line pilots. The salary amount varies from manager, PIC and SIC positions as well as low, medium and high paying scales depending on the area of the operation as well as the demand of the aircraft being flown.

TYPICAL SALARY COVERAGE

-Full time position

-Sometimes with benefits

-Training on aircraft types included

-Vacation time and PTO included

PRO'S OF BEING ON A SALARY

-Guaranteed Pay

-Always on same aircraft

-Always with same crew

-Time off

-Training covered

-Semi-scheduled

CON'S OF BEING ON A SALARY

-No other flying is allowed outside of Operation

-Pay usually gets capped

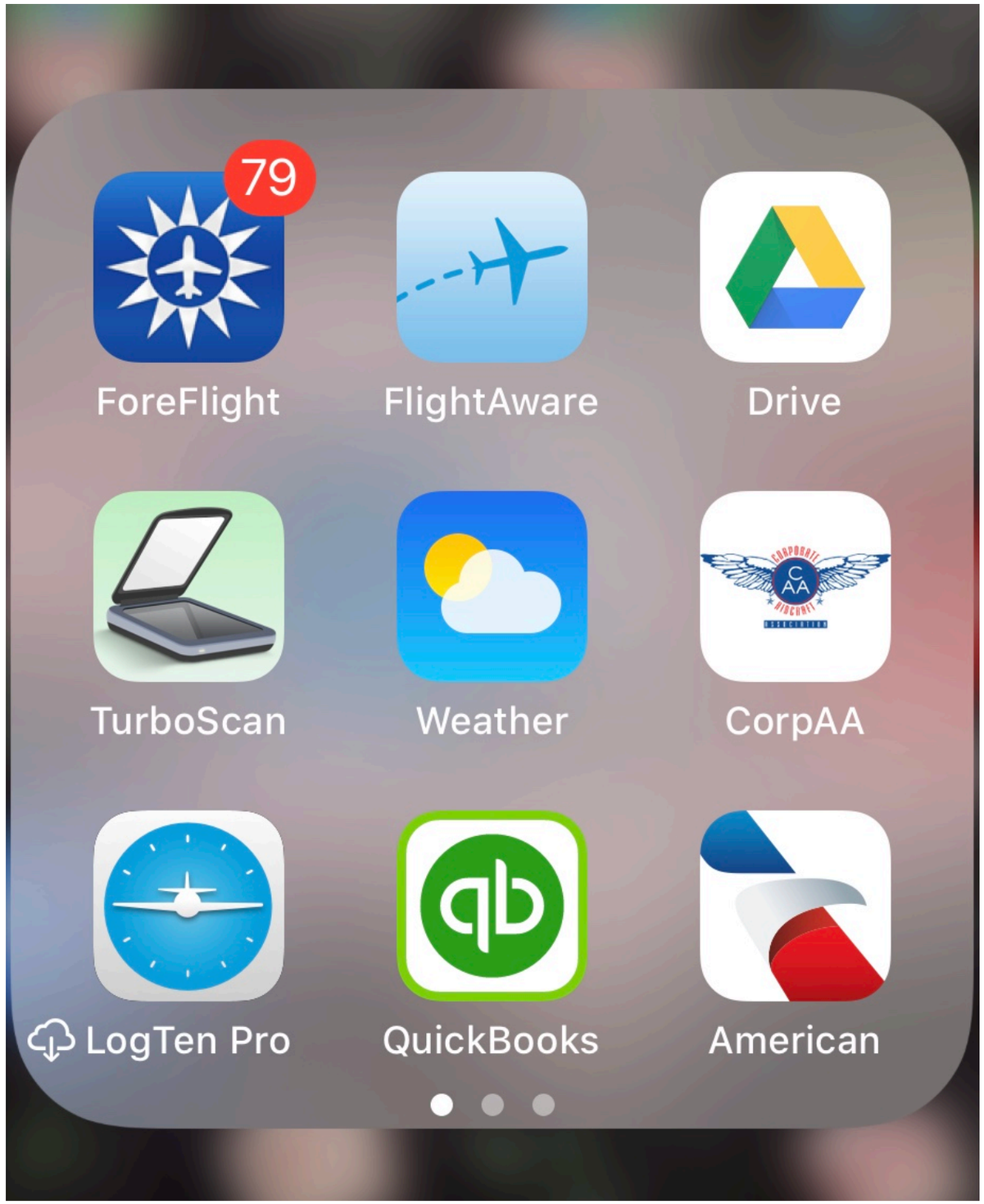
-Usually gone from home more

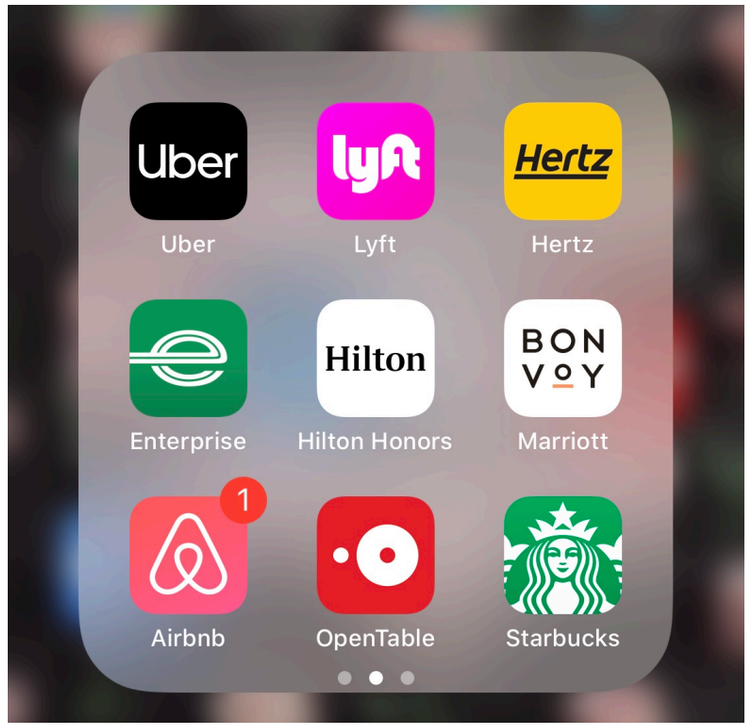
FOR A COMPLETE LIST OF PILOT SALARY SURVEY POSITIONS

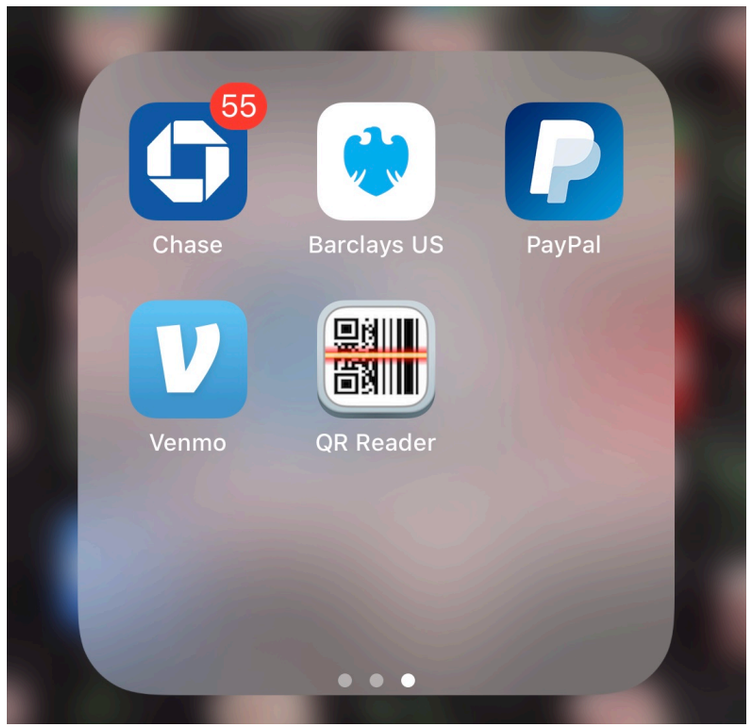
GO TO:

https://bizjetjobs.com/pilot-salary-survey

ORGANIZATIONAL TOOLS







05 Set Up for Success

ORGANIZATIONAL TOOLS

Whats in your Flight Bag?

Whether you fly contract, retainer or salary; as a pilot, you are officially the life line. You are the jack of all trades. I have found the most important thing a pilot carries with her at all times is a well stocked flight bag (also know as the pax diaper bag).

Necessities

-Lanyard
-Ipad
-Headset
-Mega Charger
-Screwdriver
-Pens
-Post-its
-Pill Box
-Emer-Kit
-Water Bottle
-Cash
-Extra/Different Charger
-Tissue
-Hand Sanitizer
-Ear Plugs
-
-
-

AIRPLANE CHEATSHEET

AIRPLANE CHEATSHEET - AUBREYAIRE LLC		
TAIL #		
TYPE	SERIAL #	
	TAS	
WEIGHTS		
BEW	MAX T/O	FULL FUEL PAYLOAD
		USEFUL LOAD
FUEL		
TOTAL QTY	WINGS	AUX
1ST HR	2ND HR	3RD HR
	BASE PRICE	
TIRE PRESSURES		
NOSE	MAINS	
CONTACT		
AIRCRAFT MANAGER	CONTACT PHONE	
LEAD PAX	CONTACT PHONE	
BILLING EMAIL		
AIRCRAFT NOTES		
AVIONICS	HEADSET ON BOARD?	Y | N
FLTPLAN.COM LOGIN	SQUAWKS	

Flying Multiple Tail Numbers?

Super easy to organize! Make multiple copies of the next page, fill them out for each tail number on your maiden trip, Snap a PDF of this cheatsheet in your newly organized turbo scan app, along with all of the aircraft documents and you are good to go!

TOLD CARD

Take Off Landing Data

These cards are commonly given out during Simulator Based training but can be used and applied to all flights. Numbers should be gathered prior to every trip.

You will need:

-Current Temperature (usually converted to Celsius)

-Planned Take-off Weight

-Pilot Flyings' Desired Flap Setting for take-off

TAKEOFF **CITATION**

ATIS

V_1	GROSS WEIGHT
V_R	FLAPS / TRIM
V_2	POWER T/O % CLIMB (SE) %
FLAP RETRACT V_{FR}	CLIMB % RWY RQD. FT.
V_{ENR}	RETURN V_{REF}

CLEARANCE

APPROACH **CITATION**

ATIS

V_{REF}	GROSS WEIGHT
V_{APP}	FLAPS
V_{AP}*	R R W Q Y D FT.
FLAP RETRACT V_{FR}	GO AROUND POWER
V_{ZF} (MNVR'G)	%

NOTES:

*VREF + 10 KIAS + WIND FACTOR

THE ULTIMATE CREW COORDINATION CHECKLIST

TRIP PREPARATION

Acquire trip info
- -Which aircraft
- -where to where
- -T.O.D.
- -number of pax
- -Special requests

Flight Plan
Schedule online time with FBO
Schedule fuel with FBO
W.B.
Weather Observation
Contact & Brief Crewmember
Call ahead FBO
Hotel Accommodations
Airline Accommodations (if any)
Transportation Accommodations

TRIP DOCUMENTS

Flight Plan
Weight & Balance
Weather & Notams

PREFLIGHT DUTIES (Day of)

Review Weather
File Flight Plan
Confirm WB
Brief Crewmember
Monitor Fueling
Aircraft Preflight
Run/Review Numbers

AIRPLANE STAGING

Battery power/GPU/APU hookup
Confirm Fuel amount
Cool down aircraft
Coffee
Ice
Papers
Windshield
Clean up back
- -cross seat belts
- -vacuum floor

Check stock
Check potty flushes
Get ATIS/AWOS
Get Clearance

CREW COORDINATION

Review weather
Review Route
Review Numbers
Confirm Baggage loading

POST FLIGHT DUTIES

Clean up plane
Denote fuel & HOBBS
Denote stock
Denote MX Squawks
Debrief with Crew

PAPERWORK DUTIES

PDF end fuel & HOBBS
PDF all receipts
PDF MX Squawks
PDF Restocking Needs
Send Invoice in timely manner

AIRPLANE CHEATSHEET - AUBREYAIRE LLC

	TAIL #		
TYPE		SERIAL #	
	TAS		
		WEIGHTS	
BEW		MAX T/O	FULL FUEL PAYLOAD
			USEFUL LOAD
		FUEL	
TOTAL QTY		WINGS	AUX
1ST HR		2ND HR	3RD HR
		BASE PRICE	
		TIRE PRESSURES	
NOSE		MAINS	
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AIRCRAFT MANAGER		CONTACT PHONE	
LEAD PAX		CONTACT PHONE	
BILLING EMAIL			
		AIRCRAFT NOTES	
AVIONICS		HEADSET ON BOARD?	Y | N
FLTPLAN.COM LOGIN		SQUAWKS	

TAKEOFF — CITATION

ATIS

V_1	GROSS WEIGHT	
V_R	FLAPS	TRIM
V_2	POWER T/O % CLIMB (SE) %	
FLAP RETRACT V_{FR}	CLIMB %	
	RWY RQD. FT.	
V_{ENR}	RETURN V_{REF}	

CLEARANCE

APPROACH — CITATION

ATIS

V_{REF}	GROSS WEIGHT	
V_{APP}	FLAPS	
V_{AP}*	R R W Q Y D	FT.
FLAP RETRACT V_{FR}	GO AROUND POWER	
V_{ZF} (MNVR'G)		%

NOTES:

*VREF + 10 KIAS + WIND FACTOR

07 Mini Ground Flight Line Walk Around

Citation SII

Exterior
- Exterior Height: 15 ft
- Wing Span: 52 ft 2 in
- Length: 47 ft 2 in
- External Baggage: 41 cu ft

Interior
- Cabin Volume: 292 cu ft
- Internal Baggage: 36 cu ft

Occupancy
- Crew: 2
- Passengers: 7

Operating Weights
- Max T/O Weight: 15100 Lb
- Max Landing Weight: 14000 Lb
- Operating Weight: 9000 Lb
- Fuel Capacity: 5603 lbs Lb
- Payload W/Full Fuel: 697 Lb
- Max Payload: 2200 Lb

Range
- Normal Range: 1430 nm
- Max Range: 1840 nm
- Service Ceiling: 43000 ft

Distances
- Takeoff Distance: 3240 ft
- Balanced Field Length: 4150 ft
- Landing Distance: 4500 ft

Performance
- Rate of Climb: 3000 fpm
- Climb Rate One Engine Inop: 906 fpm
- Max Speed: 386 kts
- Normal Cruise: 386 kts
- Economy Cruise: 312 kts
- Cost per Hour: $ 2,384.69

Power Plant
- Engines: 2
- Engine Mfg: Pratt & Whitney Canada
- Engine Model: JT15D-4B

V SPEEDS