



Maritime Helicopters

APPENDIX E:
SINGLE-ENGINE FIXED-WING
STANDARD
OPERATING PROCEDURES



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1 – GENERAL

1.1 PURPOSE

These procedures are in addition to the guidance found in the Maritime Helicopters, Inc. General Operations Manual (GOM). Pilots are expected to be knowledgeable of and comply with all guidance in the GOM as well as this Fixed-Wing Standard Operating Procedures manual. Compliance with Maritime Helicopters, Inc. Fixed-Wing Standard Operating Procedures (SOPs) is mandatory. No portion of the SOPs should be construed as contrary to any Federal Regulation or State Regulation.

These SOPs stipulate the policies and procedures essential for ensuring that each pilot fully understands his/her responsibilities and duties when functioning as a Pilot-in-Command in a single-engine/single pilot aircraft.

This document is available online for Maritime Helicopters Inc. employees on the SharePoint site. Contact the Chief Pilot for login information.

1.2 SUPPORTING DOCUMENTS

These SOPs supplement and/or expand on the information contained in the following publications:

- AC 120-71B Standard Operating Procedures for Flight Deck Crewmembers
- MHI General Operating Manual
- MHI Pilot Training Program Manual
- Aircraft Pilot Operating Manual

1.3 CHECKS, CHECKLISTS, AND MEMORY ITEMS

1.3.1 GENERAL

Checks, Checklists, and Memory Items have been developed for the operation of the aircraft to ensure that required actions are not inadvertently omitted or completed in an inappropriate sequence. All Normal and Emergency Checklists are located on laminated cards and kept in the aircraft. Additional aircraft information can be found in the POH. Checklist definitions are listed below for reference.

1. A check is a series of actions; a checklist is the physical written document that is associated with the check.
2. Memory Items are checks for an abnormal or emergency situation that require immediate action and are therefore carried out from memory without reference to the checklist.

1.3.2 COMPLETION OF CHECKS AND MEMORY ITEMS

The PIC is responsible for ensuring checklists are followed and completed for each phase of flight. The PIC may accomplish normal checklists via a flow and then verify completion using the laminated checklist in the aircraft before considering the checklist complete. When a second pilot is used, the non-flying pilot may complete the checklist as a "Challenge and Response." Checklists are to be used for all flights in normal and abnormal/emergency situations.

For Abnormal/Emergency checklists, the PIC will complete memory items first and then reference the laminated emergency checklists in the aircraft to ensure all items are complete. Additional POH procedures can be referenced using the iPad time and conditions permitting.



1.4 PILOT QUALIFICATIONS FOR DISPATCH

The Assistant Chief Pilot-FW, Chief Pilot, DO or designated base manager will ensure the assigned PIC meets Part 135.263 and 135.267 requirements before dispatch. Pilots will be required to complete the company Pilot Flight and Duty Log on a monthly basis to track all assigned duties. Flight and Duty Logs will be kept in their permanent training records.

2 – PRE-FLIGHT

2.1 FLIGHT PLANNING CONSIDERATIONS (VFR ONLY)

Single-engine fixed-wing operations are authorized for VFR operations only under Part 135 on-demand Air Carrier operations. The PIC will obtain the departure, enroute and destination weather prior to flight from an approved source. The PIC will consider the following information and restrictions during flight planning:

1. Normally weather can be obtained using Foreflight on the iPad or directly from FSS for the departure, planned destination and enroute. If the destination does not have official weather reporting, the PIC will attempt to contact personnel at the location for weather conditions prior to launching. If no weather is available for the destination, the PIC is required to obtain Assistant Chief Pilot- FW, Chief Pilot, DO or designated base manager approval prior to launch.
2. In accordance with Part 135.205, no person may operate an aircraft under VFR in uncontrolled airspace (Class G) when the ceiling is less than 1,000 ft unless the flight visibility is at least 2 SM. 1000-3 is required for VFR in controlled airspace for most airports. The PIC is authorized to use Special VFR procedures if the visibility is at least 1 SM and clearance from clouds can be maintained within the controlled airspace; however, you must maintain 2 SM visibility in uncontrolled airspace. Special VFR requires an ATC clearance from the controlling ATC or can be relayed through FSS.
3. In accordance with Part 135.203, except for takeoff or landing, no person may operate an aircraft under VFR during the day below 500 ft above the surface or 500 feet horizontally from any obstacle; or at night, an altitude less than 1,000 feet above the highest obstacle within a horizontal distance of 5 miles from the intended course to be flown or in designated mountainous terrain, less than 2,000 feet above the highest obstacle within a horizontal distance of 5 miles from the intended course to be flown.
4. In accordance with Part 135.89, unpressurized flight operations above 12,000 feet and flights between 10,000 and 12,000 feet for greater than 30 minutes will not be conducted unless the pilot in command has the use of supplemental oxygen.
5. In accordance with Part 135.209, fuel will be sufficient to fly to the destination plus 30 minutes reserve at normal cruising speed. If the destination does not have fuel, then the PIC is required to have enough fuel to either return to the departure airport or to another airport where fuel is available. An additional 10% trip fuel should be added when no fuel is available at the destination. An allowance should also be made for warm-up and taxi.
6. Forecast or actual icing conditions (to include freezing rain) are prohibited for aircraft without certified de-icing equipment.
7. Any inflight divert to the planned or unplanned alternate will require a Flight Irregularity Report (FIR) to be completed within 24 hours of landing. The Assistant Chief Pilot-FW, Chief Pilot, DO or designated base manager should be notified as soon as practicable to discuss options and logistical issues once safely on the ground.

2.2 OPERATIONS INTO UNFAMILIAR/NEW AIRFIELDS

Prior to operating in or out of a new airfield/airstrip, one of the following options should be accomplished before conducting revenue operations:

1. Schedule a flyover in conjunction with another revenue or non-revenue flight without passengers to inspect the runway and ramp area. If landing is feasible, walk the runway/ramp and generate a comprehensive strip report for the company to plan from for future revenue operations.



2. Contact other Air Carrier companies that regularly operate out of the airfield to get pertinent information. If possible, see if they are willing to give a formal briefing to our crews before departure.
3. Charter an Air Carrier that flies into the airfield to fly a pilot to conduct an airfield inspection and generate a strip report for the company.
4. For new airfields/strips with no known service, coordinate to have a MHI helicopter fly a pilot to conduct an airfield inspection and generate a strip report for the company.

Additional Considerations:

1. Airfields with no support/monitoring. Consider a visual flyover when feasible to verify runway condition. This is especially critical during the spring and fall time periods when conditions change rapidly.
2. During the visual fly over look for the following:
 - a. Soft conditions from recent rain or overnight freezing and thawing.
 - b. Sinkholes. Areas of the runway that have settled as a result of the spring thaw.
 - c. Water washouts. Areas cut through and into the elevated runway caused by heavy rains, flooding rivers and bank erosion.
 - d. Tire ruts from 4 wheelers, vehicles and heavy equipment traveling on the runway.
 - e. Tundra shift. Areas of the runway that have heaved or sunk due to uneven thawing of the permafrost.
 - f. Airport lighting condition. Check lighting condition and the alignment. lights will be missing run over, shot out and burned out. Very easy to line up on the wrong lights during low visibility.
 - g. Wind socks are almost always missing or shredded so look for anything to read the wind such as lakes, rivers, building heat exhaust, tarps, smoke, blowing snow, snow drifts, car exhaust and most importantly aircraft alignment in relation to the runway and ground speed vs indicated airspeed while on approach.
 - h. Sun alignment. Whenever possible, land with the sun at your back especially when it's low on the horizon.
 - i. Snow drifts are very difficult to see in low visibility/white out conditions. Practice extreme vigilance in and around taxi areas. Leave your Landing/Taxi lights on while taxiing to help cast shadows on the drifts.

NOTE: Consider the "3-Pass Technique" when making landing decisions at airfields with unknown conditions.

1. First Pass. Fly over the landing surface preferably into the wind and offset to the side of runway to confirm all of the conditions. Identify the touchdown point, abort/go-around point, length of usable landing surface, turn around point and any unforeseen hazards. If everything looks satisfactory on the first pass then land the aircraft noting all of the information above.
2. Second Pass. If there were any concerns from the first pass, take a second look to reconfirm everything you saw and attempt to eliminate your concerns. If everything is satisfactory, land the aircraft noting all of the information from both passes. If there are still concerns or you went around for some reason but still feel it's landable, consider a third and final attempt.
3. Third Pass. If you find you can't accomplish the landing within the three passes, it is recommended that you abort the landing and return to base. Don't talk yourself into something you will regret.

2.3 MAINTENANCE RELEASE/UNSCHEDULED MAINTENANCE

No airplane will knowingly be released for company flight operations if the flight time left before any required airworthiness inspection or component time is not sufficient to cover the airplanes estimated return to a destination where maintenance is available. The pilot shall ensure that prior to the flight that the time limitations for scheduled aircraft maintenance will not be exceeded during any flight assignment.

Prior to dispatch, the Director of Maintenance will ensure no inspections are due, all open discrepancies are cleared from the Aircraft Log and the aircraft is airworthy. For single-engine fixed-wing aircraft without an approved Minimum Equipment List (MEL), any open discrepancy must be addressed before release. The PIC is responsible for reviewing the Aircraft Log prior to the flight to ensure all open discrepancies are cleared from the Aircraft Log and there is sufficient time remaining to complete the flight before the next required inspection is due.



In the event an aircraft discrepancy occurs at a location other than the Homer repair facility, the PIC will contact the Assistant Chief Pilot-FW, Chief Pilot, DO or designated base manager and Director of Maintenance to determine the best course of action to either repair the aircraft or ferry it back to Homer provided the discrepancy does not affect safety of flight. Ferry flights are only authorized by the Director of Maintenance in conjunction with the PIC on a case-by-case basis.

2.4 AIRCRAFT PREFLIGHT INSPECTION

Before the first flight of the day the PIC will perform an external and internal pre-flight inspection of the airplane. It is the responsibility of the PIC to ensure that the walk around has been completed in its entirety and that the pre-flight inspection is completed and aircraft log completed/signed. On through flights, the PIC should do an abbreviated preflight inspection/walkaround and cockpit prep prior to every flight.

With the exception of the Aircraft Logbook and Normal/Emergency Checklists, all required flight publications will be located in the EFB (Electronic Flight Publications) along with a laminated checklists for normal and emergency procedures. The minimum required publications for flight are as follows:

1. Aircraft Log (Metal Folder/Tin)
 2. Normal/Emergency Checklists (Laminated hardcopy checklist)
 3. GOM
 4. Aircraft Pilot Operating Handbook
 5. SOPs
 6. Weight and Balance/Equipment List
 7. Aeronautical charts/publications for flight
- NOTE: Paper copies may be used if the EFB is not operational or available.

2.5 AIRCRAFT REFUELING

The pilot in command is responsible for the proper fueling of the assigned aircraft and shall supervise the refueling to ensure only authorized personnel fuel the aircraft.

1. The minimum fuel required to complete the flight plus reserves shall be determined prior to refueling and flight operations. (See para 2.1.1)
2. Only 100LL fuel (or higher grade) should be used; automotive fuel is not authorized.
3. All fuel will be filtered during fueling operations.
4. A fire extinguisher shall be immediately available to the refueler.
5. There shall be no smoking within 50 feet of the aircraft during fueling or sump operations.
6. No passengers within 50 feet of the aircraft during fueling or sump operations.
7. The aircraft and fuel source shall be bonded prior to and throughout refueling.
8. All aircraft switches shall be off during fueling operations.
9. The refueler shall prevent contamination of fuel tanks from precipitation and debris.
10. The desired quantity shall be fueled and a visual inspection of the tanks conducted.
11. Fuel sumps should be checked for contamination and drained until clear.

2.6 PREFLIGHT PREPARATION

Before the first flight of the day, the PIC will complete the RAM/Flight Planning Worksheet and do a thorough review of matters pertaining to the flight. This will include, but is not limited to:

1. Flight Profile/Overview
2. Weather/NOTAMs (departure, destination, enroute)
3. Terrain and obstacles
4. Passenger and cargo manifests (copy should be left at Homer Operations)
5. Weight and balance (use actual weights for cargo and passenger loads/copy should be left at Homer Operations)
6. Flight plan filed (use Foreflight, FSS or MHI local form)
7. Maintenance status of the aircraft



2.7 WEIGHT AND BALANCE

It is the responsibility of the pilot in command to ensure the aircraft is loaded within weight and balance limits and will remain within these limits throughout all flight operations. In no case shall the pilot in command delegate this responsibility. Weight and Balance will be calculated using the Foreflight profile on the iPad and the data will be transferred to the RAM worksheet to meet Part 135 record keeping requirements.

2.8 SEAT REMOVAL AND INSTALLATION

The pilot in command is responsible for checking the aircraft's current seating arrangement and ensuring that it is configured correctly according to the planned flight. The following personnel are authorized to remove and install seats in company aircraft:

1. MHI assigned mechanics
2. Pilots who have undergone seat removal and installation training with a certified mechanic.

The Aircraft Log will be annotated when seats are removed/installed to include a statement referencing the adjusted weight and balance. When seats are reinstalled an inspection of the locking mechanism and seat alignment will be accomplished and annotated in the Aircraft Log. No seat shall be subjected to any undue stress or twisting motion either during installation or removal.

2.9 FLIGHT FOLLOWING

In accordance with Part 135.79, a company flight plan must include at least the information required in a VFR flight plan and an estimated time and location for re-establishing communications. If a company flight plan is used, the PIC will ensure there is a company representative available for communications and tracking during the flight.

Flight following and locating procedures shall be provided by:

1. Company flight plan along with Spider Tracks Locating software in the aircraft and Homer Operations
2. FAA VFR flight plan if no company representative is available for tracking
3. During company flight following procedures and locating procedures, Homer Operations will keep a duplicate copy of the flight plan, passenger/cargo manifests, and completed weight and balance.

In the event an aircraft operating on a company flight plan is more than 30 minutes overdue from the latest ETA, the following steps are to be taken:

1. Attempt contact with the aircraft via VHF radio or any other means of communication.
2. Back track the flights route with Spider tracks and determine whether an SOS signal was received.
3. Contact other aircraft Operators or Clients with potential knowledge of the aircraft's location.
4. Request information from the FSS (Kenai FSS) 1-866-864-1737.
5. Notify Company Management, DO, Dave Jones (907) 388-8390 and Chief Pilot Dave Buzga (208) 596-9076 to initiate the company Emergency Response Procedures (ERP) checklist.

2.10 PASSENGER AND CARGO CONSIDERATIONS

It is the responsibility of the PIC to load and secure all cargo on board the aircraft, including carry-on baggage.

Passengers:

1. The PIC or a company representative will weigh and manifest all passengers and their baggage. A copy of the manifest will be left with Homer Operations prior to departure.
2. No passengers may carry a deadly or dangerous weapon aboard company aircraft without written approval from the Director of Operations, except federal or state personnel who are authorized to carry weapons. The PIC is authorized to carry a weapon. All firearms carried onboard company aircraft will be unloaded.



3. Aerosol bear repellents (pepper spray) will not be carried inside the aircraft. Note: Aerosol bear repellents may be carried in the nose baggage compartment only and should be sealed in a plastic bag.

Cargo:

1. All cargo including carry-on baggage shall be carried in an approved cargo compartment and secured by an approved means bearing in mind that safety belts or appropriate tie downs must be used to prevent movement during routine ground and flight operations.
2. Passenger seats may be used if the load on the passenger seat is adequately secured to prevent movement during normal operations. The pilot must be aware of the seat load limitations.
3. The cargo must not restrict passenger's access to or use of any required emergency exits, or pilot access to an emergency exit if a regular exit is not accessible to him.
4. The cargo locations must not obscure any passenger's view of any required sign used to instruct or notify them, unless an auxiliary sign or other approved means for proper instruction or notification is provided.
5. No dangerous, radioactive or magnetized material will be carried on aircraft or handled by company personnel unless all packaging, marking, labeling, notification and necessary documentation has been complied with pursuant to the hazardous materials section of this manual and CFR 49. No hazardous materials will be accepted at remote locations unless prior arrangements have been completed in accordance with procedures contained in the hazardous materials section of this manual.

2.11 PASSENGER BRIEFING

The PIC is required to give a thorough passenger briefing before each flight which shall include the following as a minimum.

1. Location and operation of exits
2. Location of fire extinguisher and first-aid/survival kit
3. Location and operation of ELT
4. Seat belt operation and use (takeoff, enroute and landing)
5. Procedures and location for stowing personal belongings
6. No smoking
7. Use of electronic devices

2.12 COLD WEATHER PROCEDURES

No aircraft shall be started without engine preheat when outside air temperature at the airport is below 25° F. Residual engine heat from recent operations may serve the function of engine preheating. When available, an engine cover will be used when the outside air temperature is below 32° F if the engine is shut down longer than 30 minutes.

No reciprocating engine aircraft shall begin a flight when outside air temperature at the airport is below -30° F.

Forecast or actual icing conditions (to include freezing rain) are prohibited in aircraft without certified deicing equipment. When temperatures are below 40° F, pitot heat must be on before takeoff through the after-landing check. If icing conditions are encountered in-flight, the PIC should either terminate the flight by returning to the departure airport or change altitude to avoid any ice buildup. In-flight icing conditions are considered emergency operations and must be avoided.

Note: The HEA contract specifies the aircraft will be inside the hangar NLT 2 hours prior to departure in the winter to allow de-ice and warming when flights are scheduled in advance.

2.13 PRE-TAKEOFF CONTAMINATION CHECK

MHI is authorized to conduct a pre-takeoff contamination check for fixed-wing aircraft in lieu of an approved full ground deicing/anti-icing program any time the conditions are such that frost, ice, or snow may reasonably be expected to adhere to the aircraft.



During such conditions, the PIC will visually check the aircraft prior to engine start and when a takeoff can be completed within 5 minutes of the visual check. If a takeoff cannot be reasonably executed within 5 minutes of the visual check or frost, ice or snow have adhered to the wings, control surfaces, propellers, engine inlets, or other critical surfaces, the PIC will either deice the aircraft by any means available or terminate flight operations. After deicing, the PIC is required to perform another pre-takeoff contamination check to ensure the aircraft will remain free of frost, ice, or snow for a takeoff within 5 minutes of the check.

If the PIC feels he/she cannot make a takeoff from a remote airport within 5 minutes when such weather exists, then they will wait until conditions improve and notify the Chief Pilot, DO or designated base manager as soon as practical to discuss options. Consider carrying wing and engine covers when conditions warrant.

2.14 TAKE-OFF/DEPARTURE CONSIDERATIONS

Prior to takeoff, the PIC will review the departure procedures as applicable:

1. Departure Runway/Taxi (length, condition, restrictions)
2. ATIS/Weather
3. ATC Clearance/FMS Programming
4. Departure Procedure (if specified by ATC)
5. Terrain/Obstacles
6. Climb Performance (obstacle/ATC climb gradients, crossing heights etc.)
7. Emergency Procedures

3 – ARRIVAL

3.1 GENERAL

1. The PIC may need to advise the passengers prior to descent and brief them on the arrival conditions.
2. Prior to Top of Descent the PIC will obtain and record ATIS (WX).
3. The PIC should program the FMS for the arrival and approach procedure, tune the applicable nav-aids, confirming all entries prior to activation.
4. Once the approach set up is complete, the PIC will complete the Descent Checklist.

3.2 APPROACH CONSIDERATIONS PRIOR TO DESCENT/ARRIVAL

1. Runway Length/Conditions
2. Weather (ATIS, AWOS, FSS etc.)
3. Arrival method
4. Backup Instrument Approach (if available)
5. Terrain/Obstacles
6. Flap Setting/Vref Speeds
7. Ground Operations/Taxi plan
8. Emergency Procedures

3.3 VISUAL APPROACH CONSIDERATIONS

1. If an instrument approach is available to the intended runway, it should be loaded in the FMS to provide a raw data backup reference for glidepath and course guidance on final. The Descent and Approach Checklist should be completed prior to descent, except during multiple patterns, when it is completed on the downwind leg.



2. The aircraft should be configured so as to turn onto the final approach with enough time and altitude to be stabilized with the final flap setting and propeller set to maximum RPM no lower than 500 AFE.
3. When landing is assured, the aircraft is slowed to Vref over the approach end of the runway for landing. Do not excessively hold the aircraft off the runway in the flare; this can result in a stall prior to touchdown. Stalling during the landing flare may result in inadequate control margins during crosswind conditions.
4. During turbulent air, consideration should be given to increasing the approach speeds.

3.4 STABILIZED APPROACH CRITERIA

Significant changes in speed, pitch, bank and configuration during an approach can seriously degrade situational awareness and complicate proper actions at the decision point. The following criteria are those that are required to meet the definition of a stabilized approach. If any of the stabilized approach conditions below are not met, or if it becomes inadvisable to continue for landing for any reason a go-around shall be initiated.

1. The aircraft is on the correct flight path and fully configured for landing
2. Only small changes in heading/pitch are necessary to maintain the correct flight path
3. The airspeed is not more than Vref +10 / - 5 KIAS
4. Sink rate is 1,000 FPM or less below 500 ft AFE.
5. All checklists have been completed

3.5 LANDING

3.5.1 GENERAL

1. The PIC must ensure the aircraft is capable of landing within the available runway based on the conditions and aircraft performance. SAFO recommends adding 15% to calculated landing distances to compensate for unforeseen conditions or changes.
2. Unless otherwise briefed, touch down shall be made with reference to the GS/PAPI/VASI (when available) or within the first one third of the runway.
3. Brakes should only be applied once the nose wheel is on the runway, and then only to assist in slowing to a safe taxi speed.
4. Directional control should be maintained using coarse application of rudder, into wind aileron, and differential braking as necessary.
5. Landings should be made with power at idle. Carrying power into the flare will greatly increase both the touchdown speed and the landing distance required.

3.5.2 CROSSWIND LANDINGS

The preferred crosswind technique requires that the upwind wing be lowered during the approach and flare with sufficient opposite rudder applied to align the aircraft with the runway, (wing low method). The nose wheel should be held on the ground during the ground roll, along with into wind aileron. As airspeed decreases during the ground roll, aileron and rudder inputs should progressively increase toward maximum deflection.

3.6 AFTER LANDING/SHUTDOWN

The After Landing Checklist may be initiated only when clear of the runway. In conditions of light aerodrome traffic and/or if a long taxi on the active runway is required before exiting to a taxiway, the After Landing Checklist may be done on the runway. For Stop-and-Go or multiple VMC pattern landings, an abbreviated Before Takeoff Checklist will be accomplished to ensure the aircraft is configured properly for takeoff.



The PIC will complete the required postflight documents pertinent to the contract being performed. In general, the Aircraft Log, DFR, RAM worksheet, manifests, hazardous cargo paperwork, and fuel receipts should be completed and provided to Homer Operations to be processed and archived.

4 – ABNORMAL/EMERGENCY PROCEDURES

All Emergency and Abnormal procedures are outlined on the laminated checklists located in the aircraft and further defined in the Pilot Operating Handbook. In general, the following steps should be used as a guide to help focus your efforts to safely return the aircraft on the ground.

1. **FLY THE AIRCRAFT.** Only perform tasks that will not compromise the primary duty of flying the aircraft.
2. **ANALYZE THE PROBLEM.** Analyze the problem to determine if there are any immediate actions to be taken to remedy the situation.
3. **PERFORM MEMORY ITEMS.** Perform memory items in a controlled, measured manner. Delay any checklist actions until the aircraft is safely under control.
4. **COMPLETE APPROPRIATE CHECKLIST.** Complete non-memory items on the emergency or abnormal checklist and land as soon as practical.