



CREW DUTIES (*Technique*)

CAPTAIN

Tips: Everything Outside:

Fuel, Lav Service, De-Ice, Baggage,
Oxygen, Clean Windshield and Transportation

Duties:

- Check-In with company
- Handle normal day-to-day communications with company
- Interior Preflight – Cockpit/Publications
- Exterior Preflight
- Check open MEL items
- Fill out Logbook
- Review weather
- File flight plan as required
- Review all paperwork
- Pay for fuel, catering, etc.
- Greet owners in FBO lobby and I.D. then escort to aircraft
- Post-flight aircraft after flight
- Contact company with flight times. Address any maintenance issues
- Arrange services from FBO
- Complete all trip paperwork as required
- Arrange for transportation to/from hotel
- Secure aircraft when left unattended
- Secure aircraft at end of day

FIRST OFFICER

Tips: Everything Inside:

Catering, Coffee, Ice, Newspapers,
Cabin Cleanup, Vacuum, Trash, etc.

Duties:

- Check acft security prior to entry
- Stow crew bags/ covers
- Connect battery
- Preflight cabin interior
- Clean interior, restock supplies
- Newspapers
(NYT, WSJ, USA Today, Local)
- Coffee, Water, Ice
- Catering & Crew Food
- Verify fuel loaded per PIC request
- Cockpit prep (checklists, charts)
- Weight & Balance verified
- ATIS/Clearance (use PDC if available)
- FMS programmed (sleep mode)
- Setup avionics for departure
- Computations completed
(V speeds, takeoff & landing dist.)
- Review WX & master flight plan
- Greet passengers at aircraft, load baggage before/unload after flight
- Upon Arrival - Clean cabin after flight; lav service, restock, prepare aircraft for next flight
- Secure aircraft when left unattended
- Install engine/pitot covers at end of day
- Install Emer Exit security pin at end of day
- Disconnect Battery at end of day

First Officer Preflight Flow/Routine

- Open acft, stow bags & covers.
- Connect Battery
- Send in coffee/water pots for filling; request ice, papers, catering, crew food, etc. be brought out.
- Verify all requested catering and other items are on-board.
- Perform interior preflight; prep cockpit
- Start APU if able; use GPU or battery power if not.
- Get ATIS; perform necessary performance computations.
(Follow Checklist)
- Get clearance. Review against master flight plan.
- Program FMS - Sleep Mode
- Review airport charts and approach plates.
- Remain at aircraft awaiting passengers. Conduct passenger briefing as required
- Complete Checklist Up To "Engine Start"

* When PIC is available, complete Pre-Departure Safety Briefing

Ask About:

- AvTrip Card
- Atlantic Rewards Enrollment
- Captain's Bucks Program
- Exxon Pilot's Rewards Card
- Chevron FlyBuys Rewards

Cabin Interior Preflight - Expanded

Stow Emergency Exit Pin in Aft Closet

AED

Blanket/Pillows

Lav/Sink

Aft Closet

- Water Barrier
- Dog Harness (2)
- Circuit Breakers
- Slim Jim
- Portable DVDs (2)

Fire Extinguishers (2)

Seatbelt Extender / Ashtrays

Magazines

FlightPhone (3) Operation

Life Preservers (9)

Seatback Briefing Cards (7)

Audio/Visual Equipment Operational

First Aid Kit *w/ Security Seal* (Fwd Closet)

Lighting (Normal/Emergency)

Cockpit Audio Extension Cord

Smoke Goggles

Operational D Cell Flashlight

Ensure You Have:

- Pilot's Certificate
- Medical Certificate
- Passport
- I.D. Badge
- Driver's License
- FOM
- Blackberry Pager
- Brass Name Tag
- Aircraft Key
- Cash for Tips (*Recommend minimum \$200.00*)
- IOE Folder