

## **Initial Operating Experience IOE**

When performing IOE training with a new hire you are primarily showing them the day to day operation of Martinaire and UPS. It is your responsibility to ensure that the pilots have a satisfactory working knowledge of our operation as it applies out in the field.

All Martinaire Pilots are expected to comply with and be familiar with all company procedures as detailed in the Ops Spec and GOM. Additionally all Pilots must comply with applicable FAR 91 and FAR 135 Regulations.

The following checklist highlights certain areas and procedures that are critical to our day to day operations and need to be correctly followed. Further details and full lists of Pilot in Command Responsibilities and Company Procedures are detailed in the Ops Spec and GOM (especially Sections A, B and R)

Please ensure that the pilot is proficient and satisfactory in all Martinaire procedures and in particular these areas:

### **Preflight:**

Monday morning call in

Show time at airport (no less than 60 mins before scheduled departure)

Route descriptions

Weather, NOTAMS, TFR and Clearance Delivery (Local knowledge)

IFR 135 Minimum for Takeoff and Landing (OPS SPEC)

Fuel Ordering

**AFL** – VOR Checks and Next Maintenance due items are current and valid (daily check)

Obtaining Clearance

Use of tailstand

Opens all Pods and Doors prior to loading and unloading at each stop and at destination

Marshalling UPS truck and use of chocks, cones and wands

Pilot must be present to supervise Loading of the Aircraft, no exceptions

Loading procedures and proper Zone weight calculations

Weight and Balance MRA Form 01

HAZMAT/DG NOPC Form and calling into Dispatch

**Enroute:**

- WX RADAR and storm avoidance
- In flight Icing Procedures
- Trend Monitoring (Correct procedures and correct interpretation of engine instruments)
- Torque, ITT and Ng limits are being observed
- Stabilized approach and proper configuration and speed
- Correct use of Beta and brakes

**Winter Ops:**

- De-Icing Procedures

**Post flight:**

- Parking and following marshaller instructions
- Marshalling UPS truck and use of chocks, cones and wands
- AFL** – Correct use of AFL and legibly writing in times
- Maintenance calls for any squawks
- Correct procedure for Deferred items and use of MEL (must obtain Control # from Dispatch)
- Tie downs and securing aircraft
- Disconnecting Battery
- Photo of AFL Times and email to Dispatch at end of each flight segment
- Filling out Check Request forms
- End of week forms mail to Dispatch (AFL White copies, MRA Form 01 W&B, Fuel slips etc.)

Once the pilot has shown satisfactory knowledge in these areas, sign the below portion and return to Flight Ops.

\_\_\_\_\_  
your name

\_\_\_\_\_  
date

\_\_\_\_\_  
signature

\_\_\_\_\_  
route

\_\_\_\_\_  
new pilots name