



OPERATIONS MEMO O-17-04

To: All Pilots/Mechanics

From: Dave Jones
Chief Pilot

Date: April 29, 2017

Subject: Control of Life Preservers

In order to maintain accountability of Life Preservers within Maritime Helicopters, Inc. the following controls will be implemented immediately:

1. Pilot-in-Commands (PICs) will verify the number of Life Preservers that are located in the aircraft during the initial preflight and again at the end of the duty day. In the event a life preserver is missing, the PIC will contact the applicable expeditor and have it returned to the helicopter upon its return.
2. On crew change days the following procedure may apply- Maritime will supply life vests for the rig onboarding and the rig will supply for the off boarding. Note- this will continue through the crew change period however **the PIC is responsible to ensure the aircraft has adequate life vests on the final trip to shore.**
3. PICs will brief all passengers that they are required remove the life preservers prior to exiting the aircraft. Life preservers will be placed on the vacant seat.
4. PICs will brief **all** expeditors to verify that arriving passengers do not still have the life preserver on.
5. Life preservers will be distributed as follows:
 - a. Cook Inlet Platforms (Client owned)
 - i. Osprey – Ten (10) each maintained by the platform expeditor.
 - ii. Randolph Yost - Ten (10) each maintained by the platform expeditor.
 - b. Nikiski- Eight (8) each maintained in the hangar.
 - c. Kodiak- Five (5) each maintained in the hangar.
 - d. Homer- Fourteen (14) each maintained in the hangar.
 - e. Akutan- Eight (8) each maintained in the hangar.
 - f. Fairbanks – Thirteen (13) (Switlik) each maintained in the hangar.

Please insure that all life vests are labeled (Ie-Maritime Helicopters, Osprey, Yost with a sharpie).

If you have any questions contact Dave Jones in Fairbanks at 907-452-1197 or Dave Buzga in Homer at 907-235-7771.

**MARITIME HELICOPTERS
PUBLICATIONS
ROUTING MEMORANDUM**

DATE: 5/2/17

TO: All Pilots

FROM: Operations

SUBJECT: CAS memo O-17-04

Please complete the verification of receipt below and return this form to the Records Department in Fairbanks via email to faiaadmin@maritimehelicopters.com or by fax to (907)452-4539

BY SIGNING THIS FORM I ACKNOWLEDGE I have reviewed and will comply with the memo listed above

EMPLOYEE SIGNATURE

DATE



OPERATIONS MEMO O-17-01

To: All Pilots

From: Dave Jones
Chief Pilot

Date: February 14, 2017

Subject: **§135.87 Carriage of cargo including carry-on baggage.**

Effective immediately, items that exceed the aircraft floor loading limits or will cause damage to the aft cabin (windows, seats, and floor) will not be transported internally.

In addition, all pilots will ensure compliance with the following:

- Cabin floor loading limitations will not be exceeded.
- Baggage compartment loading limitations will not be exceeded.
- All cargo loaded into the cabin will meet the requirements stated below.
- Aft cabin passengers will have access to both exits.
- Cargo that poses a high risk of aircraft damage while being loaded/unloaded or transported should be carried externally.

Listed below is the expectation/legality of carrying internal cargo in our aircraft.

§135.87 Carriage of cargo including carry-on baggage (extract).

(c) It is carried in accordance with each of the following:

(1) For cargo, it is properly secured by a safety belt or other tie-down having enough strength to eliminate the possibility of shifting under all normally anticipated flight and ground conditions, or for carry-on baggage, it is restrained so as to prevent its movement during air turbulence.

(2) It is packaged or covered to avoid possible injury to occupants.

(3) It does not impose any load on seats or on the floor structure that exceeds the load limitation for those components.



OPERATIONS MEMO O-17-02

To: All Pilots/Mechanics

From: Bob Fell
Director of Operations

Date: February 15, 2017

Subject: **Aircraft Cleaning**

To insure aircraft are clean and presentable for our clients, the following procedures must be followed after flights have concluded for the day.

1. Aircraft windows must be cleaned.
2. Interiors (if dirty) must be wiped clean.
3. Floors (if dirty) must be vacuumed or wiped clean.
4. Headsets organized and stowed.
5. Seatbelts must be folded.
6. Electronic Flight Bag shall be placed on the charger
7. iPad Charging cord and adapter must be placed in the helicopter (unless they are being used for iPad charging)

If the aircraft returns during normal business hours to a base where mechanics are present, maintenance shall take care of these duties. If it is after hours when the aircraft returns, the pilot shall take care of these duties.

When the aircraft is working in the field (away from Homer/Fairbanks hangar), the assigned mechanic is expected to take care of these duties. If no mechanic is assigned to the trip, the pilot shall take care of these duties.

The appearance of the aircraft is important to our image making these steps necessary.

If you have any questions contact Steve Slade or Dave Buzga in Homer at 907-235-7771 or Isaac Mackey or Dave Jones in Fairbanks at 907-452-1197.



OPERATIONS MEMO O-17-03

To: All Pilots/Mechanics

From: Dave Jones
Chief Pilot

Date: April 11, 2017

Subject: § 135.168 Emergency equipment: Overwater Rotorcraft Operations

IAW § 135.168 Emergency equipment: Overwater Rotorcraft Operations, effective April 24, 2017. All Maritime Helicopters, Inc. Pilots will ensure compliance with the following.

1. Anytime Maritime Helicopters, Inc. aircraft **are** operated beyond autorotational distance from the shore line (excluding Takeoff and Landing) **all** occupants will wear an approved life preserver equipped with an approved survivor locator light.

(a) Definitions. For the purposes of this section, the following definitions apply -

Autorotational distance refers to the distance a rotorcraft travel in autorotation as described by the manufacturer in the approved Rotorcraft Flight Manual.

Shoreline means that area of the land adjacent to the water of an ocean, sea, lake, pond, river, or tidal basin that is above the high-water mark at which a rotorcraft could be landed safely. This does not include land areas which are unsuitable for landing such as vertical cliffs or land intermittently under water.

2. IAW § 135.117 passengers will be briefed on the use of life preservers, ditching procedures and emergency exit from the rotorcraft in the event of a ditching, and the location and use of life rafts and other life preserver devices if applicable.

If you have any questions contact Dave Jones in Fairbanks at 907-452-1197 or Dave Buzga in Homer at 907-235-7771.

(4) It is not located in a position that obstructs the access to, or use of, any required emergency or regular exit, or the use of the aisle between the crew and the passenger compartment, or located in a position that obscures any passenger's view of the "seat belt" sign, "no smoking" sign, or any required exit sign, unless an auxiliary sign or other approved means for proper notification of the passengers is provided. **(See Note 1)**

(5) It is not carried directly above seated occupants.

(6) It is stowed in compliance with this section for takeoff and landing.

(7) For **cargo only operations**, paragraph (c)(4) of this section does not apply if the cargo is loaded so that at least one emergency or regular exit is available to provide all occupants of the aircraft a means of unobstructed exit from the aircraft if an emergency occurs. **(See Note 2)**

NOTE 1: Emergency exit requirements are stated in **Part § Part 27 Airworthiness Standards Normal Category Rotorcraft requirements**. Both exits must be readily accessible to each passenger.

§27.807 Emergency exits (extract).

(a) *Number and location.* (1) There must be at least one emergency exit on each side of the cabin readily accessible to each passenger. One of these exits must be usable in any probable attitude that may result from a crash;

Note 2: §135.85 Carriage of persons without compliance with the passenger-carrying provisions of this part doesn't apply to passengers, this person must be authorized by the FAA and is required to be performing a duty connected with the operation.

§135.85 Carriage of persons without compliance with the passenger-carrying provisions of this part

(g) A person, authorized by the Administrator, who is performing a duty connected with a cargo operation of the certificate holder.

If you have any questions contact Dave Buzga at (907) 235-7771 or Dave Jones at (907) 452-1197.



OPERATIONS MEMO O-17-04

To: All Pilots/Mechanics

From: Dave Jones
Chief Pilot

Date: April 29, 2017

Subject: Control of Life Preservers

In order to maintain accountability of Life Preservers within Maritime Helicopters, Inc. the following controls will be implemented immediately:

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Please insure that all life vests are labeled (Ie-Maritime Helicopters, Osprey, Yost with a sharpie).

If you have any questions contact Dave Jones in Fairbanks at 907-452-1197 or Dave Buzga in Homer at 907-235-7771.

**MARITIME HELICOPTERS
PUBLICATIONS
ROUTING MEMORANDUM**

DATE: 5/2/17

TO: All Pilots

FROM: Operations

SUBJECT: CAS memo O-17-04

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BY SIGNING THIS FORM I ACKNOWLEDGE I have reviewed and will comply with the memo listed above

EMPLOYEE SIGNATURE

DATE

CAS MEMORANDUM M-17-04

DATE: 08/15/17
TO: ALASKA ALL
FROM: DIRECTOR OF OPERATIONS
CC: BOB FELL
RE: MAINTENANCE OPERATIONAL CHECKS

In addition to guidance in Paragraph 2.19 Maintenance Operation Checks in Maritime Helicopters General Maintenance Manual (GMM), the following procedures must be followed for any maintenance that requires the aircraft to be started and/or flown; rotors in motion.

- The mechanic shall do a complete review of the Maintenance Operational Check (MOC) with the pilot. The pilot shall brief back the check to ensure that completely understand the MOC.
- If there is any question(s) concerning the check, the pilot or mechanic will call either Brent, Isaac, Dave Buzga, Dave Jones, Bob or myself to clarify. There cannot be any ambiguity when it comes to performing any MOC.
- If there is a written procedure, the book/Ipad will be open to that procedure and it will be followed as a checklist. If the checklist is interrupted, the pilot shall start back from the beginning to ensure all the proper steps have been completed.
- Any and all Cautions and Warnings in Maintenance Manuals or the RFM **MUST** be followed, no exceptions.
- Until the MOC check is completed, the aircraft will be not considered released from maintenance. Factors such as clients waiting on the helicopter, weather windows etc. will not take any precedence on finishing the check, paperwork done and a second set of FOD eyes has looked at the aircraft if applicable.

The above steps are in effect immediately.

Steve Slade
Director of Maintenance



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Homer, AK 99603
Tel: 907.235.7771
Fax: 907.235.7773

www.maritimehelicopters.com

**MARITIME HELICOPTERS
PUBLICATIONS
ROUTING MEMORANDUM**

DATE: 8/15/17

TO: All Mechanics and Pilots

FROM: Records Department

SUBJECT: CAS memo M-17-04

Please complete the verification of receipt below and return this form to the Records Department in Fairbanks via email to faiaadmin@maritimehelicopters.com or by fax to (907)452-4539

BY SIGNING THIS FORM I ACKNOWLEDGE I have reviewed and will comply with the memo listed above

EMPLOYEE SIGNATURE

DATE



OPERATIONS MEMO O-17-05

To: All Pilots

From: Dave Jones
Chief Pilot

Date: September 14, 2017

Subject: Aircraft Fuel Samples

An external auditor while conducting an audit of our facilities noticed aircraft fuel samples were not being taken IAW our own Fuel Quality Manual. This is unacceptable, the company has spent considerable time developing our policies and procedures to ensure safe aviation operations. It is paramount that our procedures and policies are followed. If we aren't doing operations IAW our written procedures, we either need to start doing them that way or change the procedures.

1. Listed below is an extract from our Fuel Quality Manual.

12.2 Aircraft Fuel Samples

The Pilot-in-Command will ensure the daily fuel system sumping procedure as outlined by the Aircraft/ Rotorcraft Flight Manual has been performed. A "Clear & Bright" fuel sample taken from the main fuel tank sump will be placed in a sample jar, marked with the aircraft tail number, and be retained until the aircraft has completed all daily flights. If the fuel does not pass the "Clear and Bright" test, it must be tested with the Velcon Water Detection kit or the Shell Water Detection capsule. If it does not pass these tests, the fuel must be rejected.

If you have any questions contact Dave Jones in Fairbanks at 907-452-1197 or Dave Buzga in Homer at 907-235-7771.