
CAS MEMORANDUM O-23-02

DATE: AUGUST 27, 2023
TO: ALL PILOTS AND MECHANICS
FROM: DIRECTOR OF OPERATIONS
RE: PERSONAL ELECTRONICS (IPAD, GPS. ETC)

Effective immediately, all pilots and mechanics will start using the new Company Flight Plan 8.27.23. There is no change to GOM Company Flight Plan requirements. The new Company Flight Plan incorporates GOM requirements.

Copies of the new Company Flight Plan can be obtained from either our Homer or Fairbanks office.

For APSC flights a Company Flight Plan is not required since a flight plan is filed with APSC.

If you have any questions regarding this procedure, please feel free to contact myself or Dave Buzga.

CAS MEMORANDUM O-23-03

DATE: AUGUST 27, 2023
TO: ALL PILOTS AND MECHANICS
FROM: DIRECTOR OF OPERATIONS
RE: GOM REVISION 3 (FLIGHT PLANS)

Effective immediately, all pilots/mechanics must review GOM Revision 3 Pages 3-7 – 3-11.

The following summarizes the changes to the company flight plan requirements:

- Page 3-7 Para G
 - Flight plan must be filed via voice, text, aircraft radio, or in person
 - When operating away from Homer or Fairbanks
 - Flight plan must be filed with a responsible Company Employee
 - Mechanic assigned to the remote work
 - Designated person (APSC, AFF Flight Following SOA Forestry)
 - Prior to operating on a Company flight plan:
 - Designated Person must be available throughout the duration of the flight.
 - When no Designated Person is available, a FAA Flight Plan will be filed.
 - Pilot will communicate the departure times and confirm the ETA for completion of the flight
- Page 3-8 Para F. Update the ETA when it appears the original will be exceeded by 30 minutes
- Page 3-8 Para H. Pilots must close the flight plan upon completion
- Page 3-11 C
 - Attempt to contact the aircraft
 - SOP Tracker
 - Satellite Phone
 - Aircraft Radio
 - Notify Management

If you have any questions regarding this procedure, please feel free to contact myself or Dave Buzga.

CAS MEMORANDUM O-23-04

DATE: NOVEMBER 1, 2023
TO: ALL PILOTS
FROM: DIRECTOR OF OPERATIONS
RE: HIGH MINIMUM CAPTAINS

Effective immediately, the following program will be implemented:

To increase operational control, Maritime Helicopters, Inc is implementing a High Minimum Captain Program. This program is applicable to all new-hire pilots, pilots who have been employed with MHI for under a year, and anyone else selected by the CP or DO.

HIGH MINIMUM CAPTAIN PROGRAM

Pilots that are assigned as a High Minimum Captain will have the following ceiling/visibility restrictions.

- **Phase 1:** 500' ceiling/ 3 miles visibility
- **Phase 2:** 300' ceiling/ 1 mile visibility

High Minimum Captains will start the program in Phase 1. After 6 months, the CP and/or DO can approve placement into Phase 2. After 6 months, the CP and/or DO can approve the pilot to be removed from the program.

High Minimum Captains are prohibited from operating below the applicable Phase ceiling/visibility, unless they have obtained Chief Pilot and/or Director of Operations approval. This includes operations in un-forecast weather conditions.

If you have any questions regarding this procedure, please feel free to contact myself or Dave Buzga.