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## 302 FLIGHT PLANS

1. All company aircraft will file a flight plan using one or more of the following:
  - A. FAA Flight Service Station
  - B. Hospital Flight Coordinator at the Hospital of operation for EMS operations.
  - C. Offshore Flight Coordinator for Gulf of Mexico Operations.
  - D. Responsible individual(s) who have detailed information of the operation in remote areas.
2. All flight plans not filed with FSS must include the same information required on FAA VFR flight plans (FAR Part 135.79).
3. When the PIC files a flight plan with the Hospital Flight Coordinator or Offshore Flight Coordinator he/she is responsible for advising the Flight Coordinator of any delays or changes.

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### 303 Operational Control Coordinators & Flight Coordinators

#### 1. Operational Control Coordinator

The Operational Control Coordinator (OCC) will:

- A. For each base of responsibility, the OCC shall review and mark as reviewed, the Metro Aviation Form OCF-1 found on [www.metro-](http://www.metro-) to determine that a qualified crew and airworthy aircraft is placed in service. Any restriction to the crew or deferred maintenance on the aircraft must be noted on the OCF-1 (i.e. restricted from Night, IFR, NVG or etc.). The OCF-1 may be received by e-mail or fax when website information is not available.
- C. The OCC will monitor each flight or series of flights that is initiated, and ensure safe termination of the flight(s). This will be accomplished by the Metro Aviation Form OCF-2 found on [www.metro-](http://www.metro-) or through information received from base flight coordinators or Metro Aviation personnel.
- D. If notified of an in-flight emergency, or of an overdue aircraft, by the Flight Coordinator or other flight following agencies, the OCC will be immediately notified and ensure current Post Accident/Incident Plan (PAIP) procedures are initiated and followed.
- E. At any time, in the event that the OCC becomes aware of a potential risk or issue of non-compliance with the authorizations, limitations, and procedures in this manual, and the applicable regulations, the OCC has the authorization to terminate a flight in a manner appropriate to the risk.

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## 2. Flight Coordinator

The Flight Coordinator or his/her designee will:

- A. Enter flight request information to the OCF-2. Upon receiving acceptance or decline from the pilot, that information will be entered on the OCF-2. This action will generate a Flight Control Number.
- B. Maintain current and all required flight plan information required per FAR 91.153 on file at the base of operations.

Note: This information is: Aircraft Registration number/Call Sign, Type Aircraft, Name and address of pilot in command, point of departure, proposed route of flight, altitude or "VFR", true airspeed, point of first intended landing, estimated time to that point, fuel on board (in hours), and the number of people on board.

- C. The aircraft will make position reports as required to the Flight Coordinator who will keep a log of the time and position. The use of a Automatic Vehicle Locating device such as Outerlink or Skywatch may be utilized, but does not relieve the Flight Coordinator of flight locating responsibilities.
- D. If a flight is diverted from its original destination, the Flight Coordinator will update the OCF-2 to reflect this change as soon as practical.
- E. Initiate Aircraft Overdue and Emergency Plan procedures in the current Post Accident/Incident Plan (PAIP).
- F. For Off Shore flights, when requested by the PIC, obtain Warning Area information from the nearest Air Route Traffic Control Center (ARTCC). For Gulf of Mexico Warning Areas contact Houston ARTCC at 713-230-----.