

INSTRUCTIONS FOR USE OF COMPANY FORMS

TAB 1

FLIGHT DATA CARD (Form .91-05)

The FLIGHT DATA CARD is used in the cockpit by the PIC as a method of managing TAKEOFF and LANDING data (TOLD Card) as well as other information such as take off time, landing time (collected from the Navigation System Cockpit Display Unit) fuel volume at departure, landing and fuel burn (USED FUEL). This card simplifies the collection and recording of information while confined to the flight deck. Once a flight has been completed the data recorded on this card will be transferred to the TRIP ENVELOPE (form .91-04 / fuel up-lift information) and the FLIGHT LOG (form .91-01 / flight time and trip details). Any discrepancies recorded during any operation will be recorded on the AIRCRAFT DISCREPANCY LOG (form .91-02)

Once a flight has been completed, a copy of the FLIGHT DATA CARD must be placed inside the TRIP ENVELOPE and submitted to the Operator.

TAB 2

TRIP ENVELOPE (Form .91-04)

The TRIP ENVELOPE is used by the PIC as a method of collecting and managing all expenses incurred during each flight. All expense items as well as fuel and oil purchases must be recorded on the exterior of the envelope and all receipts must be collected and kept inside the envelope.

Personal Expense Form (Form .91-07)

The PERSONAL EXPENSE FORM is available for the Flight Crew to use as a method of collecting and managing Personal expenses incurred during each flight. All expense items must be recorded and all receipts must be attached and kept inside the envelope.

Once a flight has been completed, the completed TRIP ENVELOPE along with all expense receipts shall be submitted to the Operator.

TAB 3

FLIGHT MANIFEST (Form .91-01)

The flight manifest must be completed for all flights. From left to right and top to bottom, complete the following information for each flight:

Enter the aircraft Type, Registration, Date, and Log Page Number.

Record your estimated departure time, arrival time (in GMT), and estimated flight hours to ensure that this flight will not exceed any flight time and or duty limitations.

Enter the assigned PIC first initial and complete last name.

Enter the time (GMT) the PIC went on duty, off duty, and total hours of duty time.

Enter the assigned SIC first initial and complete last name.

Enter the time (GMT) the SIC went on duty, off duty, and total hours of duty time.

The PIC shall sign that he certifies that this flight complies with all pertinent FARs applicable to the rules under which this flight is conducted.

Flight Itinerary

Enter the flight type code corresponding to the appropriate leg (refer to the flight type codes key in the lower middle of the page / Operator List).

Enter the Four-letter identifier for the departure airport (i.e. KFXE).

Enter the Four-letter identifier for the arrival airport (i.e. KHPN).

Enter the “out” time (GMT) that the aircraft leaves the chocks.

Enter the “off” time (GMT) that the aircraft leaves the ground.

Enter the “on” time (GMT) the aircraft touches down for landing.

Enter the “in” time (GMT) the aircraft comes to a complete stop.

Enter the **flight time** in hours and tenths (1.2, 2.7, etc.). The **flight time** is the difference between the “on” and “off” times. **Flight times are used to record aircraft times for maintenance purposes.**

Enter the **block time** in hours and tenths (1.3, 2.9, etc.). The **block time** is the difference between the “in” and the “out” times. **Block times are used to record pilot times for flight and duty purposes.**

A clock time key is provided in the lower center of the flight manifest to convert hours and minute to hours and tenths.

Enter the portion of the block time that was conducted in IMC.

Enter a checkmark for which crewmember conducted the approach.

Enter the type of approach, i.e. P for precision, N for non-precision, V for visual.

Enter the portion of the block time that was conducted during nighttime.

Enter a checkmark for which crewmember conducted the landing (PIC or SIC) and whether the landing was during nighttime or daytime.

Continue entering information as needed for each leg of the flight using the same process. Add all flight time legs from the “flight” column and record the total “flight” time in the “Total Today” box. If more than six legs are flown, then continue entering flight information on another flight manifest as needed.

Next Scheduled Maintenance

The next scheduled maintenance information is used as a quality control check to prevent inadvertent over-flight of a maintenance inspection.

Consult the Aircraft Maintenance Status Sheet (Form .91-03) and extract the next maintenance item that is due. Record the aircraft hours, aircraft landings (airframe cycles), or calendar date in the appropriate box.

Consult the aircraft VOR LOG section of this form and record the due date of the next VOR check (30 days after the last VOR check).

Compare the estimated flight hours (or cycles / calendar days) for this flight to the hours (or cycles / calendar days) remaining until the next inspection. If the remaining flight hours (or cycles / calendar days) are insufficient to complete the planned flight, then the PIC must discontinue

all activities immediately and contact My Jet Manager, Inc. for further instructions.

Aircraft Times and Cycles

Aircraft times are derived from the flight time and recorded in hours and tenths (1.3, 2.9, etc.). Three rows are provided to record flight time and cycles; "Today" is all cumulative flight time from each leg added together to get the total flight time today, "Forward" is the carried-forward flight time and cycles from the previous flight, and "Total" is the sum of adding "Today" amounts to "Forward" amounts.

Enter the **flight time** for today in the Aircraft Total Time, Left Engine, and Right Engine blocks.

Enter the aircraft cycles (landings) for today in the Aircraft Cycles block.

Enter the Propeller hours in the blocks provided.

Carry forward the previous flight times and cycles extracted from the last flight manifest totals and enter them into the "Forward" row as required.

Add "Today's" flight times and cycles to the "Forward" flight times and cycles and record them in the "Total" times and cycles boxes as required.

You may carry forward the totals from the completed manifest to the next manifest and enter the times and cycles into the "Forward" row.

VOR Check information (middle right of log page) should be carried forward from the previous log page. When completing a VOR check, record the following information.

Top Line: Date the check was completed.

Middle Line: Station ID (three letter identifier) and type (VOR / VOT / etc.).

Lower Line: CDI reading (+ value / - value) for the number 1 and the number 2 VOR receiver.

Passengers

Enter the passengers' full names and place a checkmark on the leg number corresponding to the passengers' flight.

Remarks section (Lower Right) is available for trip notes.

Once the FLIGHT MANIFEST (Form .91-01) has been completed, the original (Top Page / White Copy) of the completed Flight Log / Manifest shall be KEPT WITH THE AIRCRAFT PAPERS.

The remaining copies must be distributed as follows:
(Yellow Copy): forwarded to the Maintenance Manager,
(Pink Copy): remains in the Trip Envelope and forwarded to the Operator.
(Goldenrod Copy) forwarded to My Jet Manager, Inc.

TAB 4

AIRCRAFT DISCREPANCY LOG (Form .91-02)

Note: The Deferred Maintenance Item Log (Form .91-06) can be found in the Minimum Equipment List Manual.

The aircraft discrepancy log should be completed at the end of each flight when maintenance is required.

From left to right and top to bottom, complete the following information for each flight:

Enter the Date.

Enter the Registration Number

Enter the Flight Log Page Number.

Enter the Total Time

Enter the Total Cycles

Enter the Location of the Aircraft / Airport Identifier
(at the time the form is being completed).

When discrepancies are discovered, complete the following information:

For the first discrepancy, enter the number "1" in the "Number" column.

Enter the first discrepancy in the first discrepancy box. Use as many discrepancy boxes as required to adequately describe the discrepancy in sufficient detail.

If additional discrepancies exist, then continue to identify each discrepancy by number (i.e. 2, 3, 4...etc.) in the "Number" column and enter the corresponding discrepancy into the discrepancy box.

Continue entering discrepancies until all discrepancies are properly recorded. Use additional pages if necessary.

The PIC must sign the bottom of the aircraft discrepancy log.

The corrective action boxes will be completed by authorized maintenance personnel.

The "Mechanic Signature & #" boxes are completed by authorized maintenance personnel.

MINIMUM EQUIPMENT LIST PROCEDURES

(MEL Manual & DMI List Form .91-06)

Note: The Deferred Maintenance Item Log (Form .91-06) can be found in the Minimum Equipment List Manual.

The FAA has approved Ops Spec "D-095, MMEL used as an MEL" for N770GE flight operations. Specific MEL management procedures (O & M Procedures) can be found in the Minimum Equipment List Manual and shall be followed in the event that instruments or equipment become inoperative.

The PIC must consult the approved aircraft MEL Manual to determine if inoperable instruments or equipment may be deferred. If the inoperable instruments or equipment are deferrable in accordance with the MEL Manual, the PIC must follow these procedures and may continue the flight. If the inoperable instruments and or equipment are not deferrable in accordance with the MEL, then inoperable instruments or equipment must be repaired prior to flight.

All discrepancies must be cleared with the appropriate corrective action prior to the next flight.

When used, the completed Aircraft Discrepancy Log must be included in the Trip Envelope and submitted as follows:

The original (Top Page / White Copy) of the completed Aircraft Discrepancy Log shall be KEPT WITH THE AIRCRAFT PAPERS.

The remaining copies must be distributed as follows:

(Yellow Copy): forwarded to the Maintenance Manager,

(Pink Copy): remains in the Trip Envelope and forwarded to the Operator.

(Goldenrod Copy) forwarded to My Jet Manager, Inc.

TAB 5**AIRCRAFT STATUS SHEET (Form .91-03)**

The **AIRCRAFT STATUS SHEET** (aircraft inspection status) is completed by My Jet Manager, Inc. in conjunction with the Maintenance Manager and provided to the Operator / PIC to demonstrate compliance with aircraft maintenance inspections. The PIC must reference the individual inspection items, determine when they were last complied with and when they are next due to ensure that an over-flight of any inspection will not occur.

The inspection item that is nearest to its next due date/time/cycle must be extracted from the aircraft inspection status sheet by the PIC and listed on the flight log - manifest under the "next scheduled maintenance" section. The PIC must compare the estimated flight time and cycles at the planned completion of the flight to the remaining hours and cycles for the next inspection due to ensure that over-flight of any inspection will not occur. A "new" up-dated status sheet will be provided monthly via FAX or e-mail.