

# 1.0 Introduction

## 1.1 Purpose and Scope

This *Flight Operations Manual* outlines the policy relative to the use of Pacific Northwest National Laboratory (PNNL) aircraft by PNNL employees and clients in the course of doing U.S. Department of Energy (DOE) and Laboratory business. This manual provides a guideline for PNNL staff and management personnel in the operation and use of leased, chartered, or PNNL-owned aircraft. The procedures and policies contained here are supplemental to Federal Aviation Regulations (FAR, a subsection of Title 14 of the Code of Federal Regulations) and to DOE orders and PNNL policies designed to provide for safe and correct operating practices. Flight and maintenance personnel are required to become familiar with the contents of this manual and with the procedures for the planning and performance of all flight activities.

Under most circumstances, this manual describes acceptable practices; all operating personnel are expected to adhere to the provisions of this manual and the applicable FARs in the performance of PNNL flight operations. However, this manual is not intended as a substitute for common sense and the sound judgment of the Pilot in Command (PIC), especially in matters that may require the modification of such procedures in the light of emergencies, adverse weather, or other extenuating circumstances.

This manual covers all aspects of PNNL flight operations associated with DOE work, including leased or chartered aircraft and PNNL-owned aircraft. This material also includes pilot and management responsibilities and authority, aircraft maintenance, planning and conducting of flight operations, and the training of flight and ground crew.

## 1.2 Publication and Organization of the Manual

The PNNL Environment, Safety and Health Directorate is the publisher of this manual. All questions concerning this manual should be directed to the Director of Environment, Safety, and Health or to the Aviation Safety Point of Contact (ASPOC).

Following the general policy statement, this *Flight Operations Manual* is organized into seven sections:

- Introduction
- Departmental Organization
- PNNL Aviation Policy and Procedures
- Standard Operational Procedures
- Training Curriculum
- Hazardous Materials
- Appendixes

The abbreviations and rules of construction of FAR 1.2 and FAR 1.3 are used in this manual. Forms used in flight operations are presented in Appendix A. References used as guidance for this manual are listed in Appendix B. Appendix C contains a list of definitions and acronyms used in the text. Important telephone numbers are in Appendix D. Supporting material for the section on accident and incident reports is in Appendix E. Two charts further defining duty time limitations are included in Appendix F. A copy of the *Richland Operations Office Aviation Manual 440.2* is included in Appendix G. The topic of Appendix H is low-altitude operations for the Gulfstream 159.

Certain requirements in this manual are followed by a parenthetical reference to the applicable FAR.

## 1.3 Manual Changes

Amendments in FARs and normal usage will frequently indicate a need for additions, deletions, or corrections of selected subject matter in this manual. Revisions to the manual will be issued periodically to reflect these changes. In addition, users of the manual who observe or experience a need for change are encouraged to submit their suggestions to the ASPOC for review and consideration.

PNNL issues a copy of this manual, including all revisions, to all flight crew members, maintenance personnel, and ground operations personnel. All recipients are required to keep their manual up-to-date with the revisions furnished to them. All PNNL flight, ground, and maintenance personnel must use this manual in the conduct of all operations. At least annually, the Chief Pilot tests all pilots on their knowledge of this manual.

PNNL has also furnished the DOE Richland Operations Office (DOE-RL) and DOE Headquarters with a current and complete copy of this manual. The Director of Flight Operations will provide DOE with all future revisions to this manual.

PNNL keeps a current and complete copy of this manual in each aircraft. When a PNNL airplane is away from home base, the PIC will make this manual available to local ground and flight personnel for their use. The Chief Pilot is tasked with keeping current the manuals assigned to the aircraft.

Great care has been taken to ensure the material in this manual is not contrary to any applicable FAR, DOE regulation, PNNL policy, operations procedure, or foreign regulation. However, should a conflict occur, the FARs will take precedence. Staff are required to bring any such conflict to the attention of the Director of Flight Operations for correction.

## 1.4 Document Custody Form

I am responsible for keeping this manual (number PNNL-MA-530) in usable and current condition, inserting revisions when received, and recording revision dates and insertion instructions on the Record of Revisions page.

If I resign my position, am terminated, or take an extended leave of absence, I will immediately return this manual to the Director of Flight Operations.

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