1 Purpose

To outline the minimum standard for all air operators providing charter air services for the Northwest Territories Power Corporation (NTPC). NTPC reserves the right to suspend usage of an air operator indefinitely if the requirements of this standard are not met.

2 Scope

The Charter Air Operator Standard is applicable to all charter air operator companies providing air transportation of passengers and/or goods for NTPC.

3 Definitions

Airworthy
In respect of an aeronautical product, fit and in a safe state for flight and in conformity with the applicable type design.

Approved
Approved by Transport Canada or other applicable regulatory body.

Aviation Accident
A reportable accident resulting from the operation of an aircraft, where:

a) A person sustains a serious injury or is killed as a result of:
   - Being on board the aircraft
   - Coming into contact with any part of the aircraft or its contents
b) The aircraft sustains damage or failure that adversely affects the structural strength, performance or flight characteristics of the aircraft and requires major repair or replacement of any affected component part.
c) The aircraft is missing or inaccessible.
d) The operation or use of the aircraft causes property damage or loss.

Aviation Incident
An incident resulting from the operation of an aircraft where:

a) An engine fails or is shut down as a precautionary measure.
b) A transmission gearbox malfunction occurs.
c) Smoke or fire occurs.
d) Difficulties in controlling the aircraft are encountered owing to any aircraft system malfunction, weather phenomena, wake turbulence, uncontrolled vibrations or operations outside the flight envelope.
e) The aircraft fails to remain in the intended landing or take-off area, lands with all or part of the landing gear retracted or drags any part of the aircraft.

f) Any crew member whose duties are directly related to the safe operation of the aircraft is unable to perform their duties as a result of any incapacitation and such inability to perform duties poses a threat to the safety of any person, property or the environment.
g) Depressurization occurs that necessitates an emergency descent.
h) A fuel shortage occurs that necessitates a diversion or requires approach and landing priority at the destination of the aircraft.
i) The aircraft is refueled with the incorrect type of fuel or contaminated fuel.
j) A collision, a risk of collision or a loss of separation occurs.
k) A crew member declares an emergency or indicates any degree of emergency that requires priority handling by an air traffic control unit or the standing by of emergency response services.
l) Any dangerous or harmful goods are released from or in the aircraft.
m) Any other incident involving an aircraft that would be reasonably understood to be notifiable or reportable to insurers of the aircraft.

Class
The classification of an aircraft as a single-engine airplane, a multi-engine airplane, a centre-line thrust airplane, a land airplane or a sea airplane.

Crew Member
A person assigned to duty in an aircraft during flight time.

Dangerous Goods
As defined in the *Transportation of Dangerous Good Act.*

Serviceable
In respect to an aeronautical product, fit and in a safe condition for flight.

Technical Records
A chronological record of the maintenance of an aircraft or any aeronautical product installed on the aircraft.

4 Interpretation

4.1 Licence and Air Operator Certificate

4.1.1.1 Each air operator shall hold a valid commercial license issued by the Canadian Transportation Agency and a valid air operator certificate issued by Transport Canada that authorizes the carriage of passengers and goods/cargos.

4.1.1.2 Passenger and cargo air operators shall be trained, licensed, and authorized as appropriate to perform the work requested.

4.1.1.3 Air operators shall have the operations specifications that authorize the air operator to conduct instrument approach procedures using global positioning system (GPS) or global

navigation satellite system (GNSS) with vertical guidance.

4.2 Operating Practices

4.2.1.1 Safety will always be the prime consideration. Air operators shall ensure provision of the safest and most suitable transportation possible. All operators providing air services to NTPC will operate in accordance with applicable laws and regulations, including Canadian Aviation Regulations (CARs) and the air operator certificate, as amended.

4.2.1.2 Air operators selected for use by NTPC shall demonstrate enhanced operations and strive to provide high quality aviation services. Air operators seeking business from NTPC shall have been in business for at least one year and have been without Aviation Accidents, as defined in *Section 3: Definitions*, for a minimum of one year.

4.2.2 Flight Operations Quality Assurance

4.2.2.1 The air operator shall establish and maintain a Flight Operations Quality Assurance (QA) program appropriate for the scope of operational activity and size of the organization. The QA process must include a review of all operational activity and functional areas in the operations department. The air operator shall establish checklists and a formal process for identifying deficiencies, assessing risk, establishing root cause, implementing short/long term corrective action and a follow-up mechanism to review the effectiveness of corrective actions. All operational activity shall be evaluated at intervals not exceeding 12 months.

4.2.2.2 As a minimum, the QA program shall include impartial (not having direct influence) audits of previous audits, operating authorities, company manuals, training programs/records, operational control/co-ordination systems including scheduling, flight/duty time monitoring, flight planning, operational flight plans, flight following, emergency response, aircraft and document inspection and passenger safety. Records of audit, corrective actions and follow-up shall be maintained.

4.2.3 Safety Management System/Aviation Safety Program

4.2.3.1 Air operators must have a formal Safety Management System (SMS) appropriate for the scale of operations and size of organization. The SMS at a minimum will include hazard/incident/accident reporting with a formal process to identify deficiencies and implement remedial action. Other elements of the SMS may include the air operator's safety policy, accident prevention, safety training, drug and alcohol use, fit-to-fly and occupational health and safety policies and practices.

4.2.3.2 NTPC may contract with air operators that do not have a formal SMS provided each air operator has a satisfactory safety record and is willing to participate in the NTPC Health & Safety Management System.

4.2.3.3 To manage associated risks, the air operator shall conduct a risk assessment whenever there is significant change in flight operations including, but not limited to, a change in key personnel; an organizational change; introduction of new aircraft or additional aircraft types; regulatory change; introduction of new routes, bases or types of operation; or amendments to internal control documents.

4.2.4 Controlled Flight into Terrain

4.2.4.1 Controlled Flight into Terrain (CFIT) continues to be a major cause of fatal aviation accidents. Air operators providing Instrument Flight Rules (IFR) or night service shall have a written CFIT avoidance program which at a minimum includes training plus stabilized approach and mandatory overshoot criteria.

4.2.4.2 Air operators selected for use by NTPC shall have a no fault go around policy where pilots exercising their authority to conduct a missed approach or go around will never be faulted or criticized.

4.3 Aviation Accident/Incident Reporting and Follow-Up

4.3.1.1 When operating an aircraft on the behalf of NTPC, it is the responsibility of the air operator to make the necessary regulatory reports for any near miss, spills, hazard, unsafe act, and/or unsafe operating procedures that directly impact flight safety. In addition, NTPC shall be notified verbally and in writing of all Aviation Accidents/Incidents.

4.3.1.2 Following an Aviation Accident/Incident the air operator shall:

- Verbally notify NTPC immediately
- Provide a written incident report to NTPC within 24 hours

4.3.1.3 A final incident investigation report shall be provided to NTPC within five (5) days of the Aviation Accident/Incident, or a progress report if the investigation needs more time.

4.3.1.4 The investigation report shall identify the root cause of the Aviation Accident/Incident and outline steps to prevent recurrence.

4.4 Passenger Manifest

4.4.1.1 A passenger manifest will be completed by NTPC and issued to the air operator prior to take-off and a copy will be carried on board the aircraft for all flights transporting NTPC personnel or contractors. Last minute changes of the passenger manifest will be relayed by NTPC to the air operator as soon as practicable.

4.5 Waivers

4.5.1.1 An air operator may request a waiver of certain requirements of this standard provided it can demonstrate that the equivalent level of safety is maintained. Should a waiver be granted it will be issued by NTPC in writing.

4.6 Survival Gear

4.6.1.1 The air operator shall provide sufficient survival equipment for the number of passengers on board the aircraft. The equipment shall be suitable for the geographical area, the season of year and anticipated seasonal climatic variations. The equipment, at minimum, shall provide:

- means of starting a fire
- water purification

- shelter
- visual signal devices
- survival handbook

4.7 Transportation of Dangerous Goods

4.7.1.1 If NTPC has requested that the air operator transport dangerous goods, the air operator must have approval from Transport Canada and any other applicable regulatory body to do so. It is the responsibility of the air operator to accept, handle, load and transport the dangerous goods in compliance with applicable legislation and regulations and its Transport Canada approved operations manual.

4.7.1.2 Passengers must not be carried in conjunction with explosives.

4.7.1.3 Explosives and detonators must not be transported together in an aircraft.

4.8 Third Party Packages

4.8.1.1 Before a third-party package may be carried by the air operator on board a flight carried out for NTPC, its carriage must be approved by NTPC and it must be properly identified by the air operator with its contents clearly listed on the package. This shall include the sender's name, telephone number and intended recipient. The recipient must be confirmed to be at the destination site. A record of any third-party packages shall be kept on file by the air operator.

4.8.1.2 It is the air operator's duty and right to open and inspect all such packages, or refuse third party packages, with the understanding that NTPC may refuse any such package.

4.9 Maintenance Authorities and Personnel

4.9.1.1 Aircraft used by the air operator for a NTPC charter must be maintained by a Transport Canada Approved Maintenance Organization (AMO).

4.9.1.2 The air operator shall have a valid AMO certificate approved for the applicable aircraft types on the Air Operator Certificate or have a contract maintenance agreement with an AMO approved by applicable regulatory authority.

4.9.1.3 The air operator shall have an approved maintenance control system and a maintenance control and/or policy manual which meets or exceeds regulatory standards.

4.9.1.4 The air operator or other AMO shall employ sufficient numbers of management personnel and trained and qualified aircraft maintenance engineers. Technician training records shall be maintained and available for review.

4.9.1 Maintenance Control and Procedures

4.9.1.1 The air operator shall maintain a system to track and schedule aircraft inspections, time between overhauls, airworthiness directives, mandatory service bulletins, calendar items, and any other item that requires timely replacement of repair. The air operator may elect to maintain such a system either on computer, or a manual record keeping system, provided the system utilized ensures timely and effective tracking of items as required by

Transport Canada.

4.9.1.2 Aircraft shall be maintained in accordance with the manufacturer's approved maintenance program and air operator's maintenance inspection and maintenance programs, as approved by Transport Canada.

4.9.1.3 The air operator shall ensure full and timely compliance with all mandatory service bulletins, or similar documents, issued by the manufacturer.

4.9.1.4 All inspection forms and worksheets shall be maintained by the air operator to current status and available for review by NTPC when requested.

4.9.1.5 Inspector signatures and/or independent certifications shall be entered on all required inspection forms and work sheets.

4.9.1.6 Inspections shall be completed within the designated time period.

4.9.1.7 Aircraft shall be in full compliance with the applicable airworthiness directives and the manufacturer's airworthiness limitations, inspection schedules, overhaul schedules, calendar retirement dates and alert service bulletins.

4.9.2 Technical Records

4.9.2.1 Aircraft technical records shall be maintained to current status. These records shall include full details of all maintenance performed, including records of serial numbers, parts numbers and time since overhaul data. Records shall also detail aircraft hours, airframe and engine cycles and component history. All entries in the technical records shall be dated, signed, and certified in accordance with regulations specified by Transport Canada.

4.9.2.2 Maintenance records shall be available for review by NTPC when requested.

4.9.3 Parts and Material Control

4.9.3.1 The air operator shall maintain, or have timely access to, a sufficient supply of spare parts in respect of the aircraft operated. These parts shall be purchased from industry-recognized suppliers who are approved by Transport Canada and shall only be received if accompanied by proper and certified documentation. This documentation, along with any serviceable tags and/or similar tracking sheets, shall be retained on file.

4.9.3.2 Spare parts shall be properly stored and tagged, with all items recorded and tracked by an inventory control system (either computer or manual). A system must also be maintained to track any items that have an expiry life. Separate areas shall be maintained for parts awaiting overhaul or repair and for unserviceable parts. Parts with no future value shall be defaced and then destroyed.

4.9.4 Maintenance Facility and Equipment

4.9.4.1 The air operator shall have a suitable temperature controlled and lighted facility large enough to effectively maintain its aircraft.

4.9.4.2 The maintenance facility shall be well organized and clean, with equipment stored so that it does not jeopardize the quality of maintenance or safety of personnel.

4.9.4.3 The maintenance facility shall have sufficient space for spare parts and records. The storage area shall prevent deterioration of parts or records.

4.9.4.4 The maintenance facility shall include appropriate ground support and manufacturer's recommended tools required to maintain the aircraft. Specialized tools shall be calibrated in accordance with the manufacturer's standards. The air operator shall maintain a tool calibration log/system to identify the unit by serial number and indicate the last calibration date and next due date.

4.9.4.5 Current copies of regulatory information and manufacturer's maintenance manuals, parts manuals and service information shall be available for each type of aircraft the air operator operates. Regulatory and technical information may be available in hardcopy or electronically.

4.9.4.6 The air operator shall maintain a publications control system that identifies publication title, catalogue number, and revision status and subscription renewal date as appropriate. Publications that are not current shall be removed from service and/or marked accordingly.

4.9.4.7 The AMO's facility shall be equipped with proper safety equipment to satisfy occupational health and safety regulatory requirements.

4.9.4.8 Safety equipment may include but is not limited to fire alarms, fire extinguishers, first aid kits, stretchers, eye wash stations, respiratory and protective clothing, eye and hearing protection, machinery shielding and safety data sheets. Safety equipment shall be periodically inspected and records maintained.

4.9.5 Technical Dispatch and Defect Control

4.9.5.1 The air operator shall have a technical dispatch system that meets or exceeds applicable legislative and regulatory requirements and ensures that:

- the aircraft is airworthy
- the inspection schedule is current and enough time is left to the next maintenance task to complete the flight
- accurate empty weight and balance data is provided to the flight crew
- all reported defects have been rectified in a timely manner or properly deferred

4.9.6 Quality Assurance

4.9.6.1 The air operator shall establish and maintain a meaningful Quality Assurance (QA) program, which is appropriate for the scope of maintenance activity and size of organization. The QA process must include a review of all technical activities of the organization. The air operator shall establish checklists and a formal process for identifying deficiencies, implementing short and long-term corrective action and a follow-up mechanism to review the effectiveness of corrective action. All maintenance activity shall be evaluated at intervals not exceeding 12 months. Records of evaluations, corrective and follow up action shall be maintained.

4.9.7 Fuel Handling and Quality Control

4.9.7.1 The air operator shall ensure a system is in place to provide clean fuel that is contamination free. This shall include written procedures for fuel handling, storage and quality control. The procedures shall ensure that the aircraft is fueled with the correct fuel and the fuel is contamination free. Procedures should include but are not limited to fuel handling training; acceptance procedures; quality control and fuel sampling; inspection and filter changes; inspection of storage facilities and dispensing equipment including aviation fuel hoses; safety equipment and record keeping.

4.9.7.2 If drum stock is used for fueling, the air operations manual and/or maintenance control manual shall include procedures for fueling from drum stock.

4.10 Safety Surveys

4.10.1.1 Air operator air services chartered by NTPC may be subject to periodic safety surveys or spot checks conducted by an authorized NTPC representative. The objective of the survey is to determine if the air operator's service satisfies this standard and NTPC's requirements.

4.10.1.2 Preference shall be given to air operators who provide safe and reliable transportation, have a low Aviation Accident/Incident rate and demonstrate a positive attitude towards safety. NTPC is seeking air services from air operators that:

- have an effective SMS
- have well-managed operational and maintenance control systems
- have professional, well-trained employees who provide above-average customer service
- have good quality and meaningful training programs
- operate aircraft that are in above-average mechanical and visual condition
- have clean and well-organized operational and maintenance support facilities

4.10.1.3 A safety survey conducted by NTPC or its representative may include, but is not limited to, inspection or verification of the following:

- **Flight Operations** - department organization; pilot hiring, training and experience level; use of flight simulators (where applicable); standard operating procedures; dispatch and flight following; transportation of dangerous goods (where applicable); flight and duty time management.
- **Cabin Safety, In-Flight Services** (where applicable) - department organization; cabin attendant safety training; joint cabin crew and pilot emergency procedures training; passenger safety procedures (aircraft and ground).
- **Company Safety Program** - includes flight safety and aviation occupational safety and health program design; emergency response plan; incident reporting system.
- **Aircraft Ground Handling** - arrival and departure procedures; de-icing/anti-icing procedures; serviceability of ground equipment; passenger airside safety procedures.

- **Maintenance Organization** (including second-party maintenance provider where applicable) - department organization; aircraft maintenance engineer; hiring, training and experience level; technical record keeping and maintenance control; defect rectification and deferred defect control; quality assurance program; parts and material control; hangar and maintenance facilities.

4.10.1.4 Discrepancies, omissions or violations identified in a safety survey may be reason for NTPC to suspend or terminate usage of an air operator.

4.11 Passenger Control

4.11.1.1 The air operator shall ensure passengers are escorted to and from the aircraft by a qualified person in accordance with the *Commercial Air Services Standards* and the air operator's operations manual.

4.12 Pre-Flight Briefing

4.12.1.1 The air operator shall ensure that a passenger briefing, as required by Transport Canada, shall be given prior to any flight (except a stop-over with no new passengers boarded) in accordance with the *Commercial Air Services Standards* and the air operator's operations manual.

4.12.1.2 The passenger briefing shall be in accordance with Transport Canada requirements and shall include, but is not limited to, the following:

- general description of aircraft
- procedures for embarking and disembarking the aircraft, including any dangers associated with the aircraft type
- outline the potential dangers of jet engines or turning propellers
- location and usage of seat belts by passengers during take-off, landing, and whenever considered necessary by the Pilot-In-Command (PIC) by reason of turbulence or any emergency which occurs during flight (recommend continued usage in flight)
- explanation of passenger briefing cards (which shall be located where each passenger is seated) with information regarding emergency equipment and exit locations of the aircraft
- location and use of normal and emergency exits
- location, presentation, action required and use of fixed passenger oxygen system
- location and use of emergency and life-saving equipment required to be carried, such as life preservers, life raft, portable fire extinguishers, first-aid kits, and survival gear
- location and explanation of the proper use of the emergency locator transmitter
- no smoking on any flight

4.13 Passenger Briefing – Float Planes

4.13.1.1 There are additional hazards associated with flight in float-equipped aircraft. It is imperative that passengers have a detailed briefing and a clear understanding of

hazards. The potential for a fatal propeller strike increases when entering or leaving a float plane, moving around a dock, moving on the floats, helping with docking, or pushing off from shore. Passengers shall pay particular attention to safety markings on docks, remain behind propeller warning lines on the floats, and beware of overhanging propellers. Passengers shall not assist with mooring unless they have been provided with the appropriate training

4.13.1.2 For flights over water the briefing shall include the correct method of embarking and disembarking from a float aircraft, location, wearing and inflation of life jackets.

4.14 Passenger Authorization

4.14.1.1 NTPC must pre-approve all passengers carried on NTPC charter flights and communicate their names to the air operator.

4.15 Shared Charters

4.15.1.1 NTPC must approve any shared charter where non-NTPC personnel are carried. NTPC does not accept liability for any non-NTPC personnel and invitees carried on a shared charter and will require appropriate indemnities from the air operator in that regard.

4.16 Emergency Response Plan (ERP)

4.16.1.1 The air operator shall develop and maintain an ERP that is appropriate to the size and scope of their operation. The ERP shall be maintained to current status at all times.

5 Fixed Wing Operations

5.1 Aircraft Requirements - General

5.1.1.1 Notwithstanding Section 5.2, multi-engine aircraft operated by two pilots shall be used to transport NTPC personnel.

5.1.1.2 NTPC reserves the right to reject any type of aircraft.

5.1.1.3 The aircraft shall be operated in accordance with the Transport Canada approved flight manual, operations manual and the standard operating procedures.

5.1.1.4 The aircraft shall be airworthy and maintained in accordance with the Transport Canada approved maintenance schedule and maintenance control manual.

5.1.1.5 Turbine airplanes providing transportation service to NTPC airstrips shall be equipped with a functioning airborne collision avoidance system. Charter flights utilizing airplanes without a functioning airborne collision avoidance system require pre-approval by NTPC.

5.1.1.6 Turbine airplanes providing transportation service to NTPC airstrips shall be equipped with a functioning wide area augmentation system (WAAS) capable receiver approved for conducting GPS/GNSS approach procedures with vertical guidance.

5.1.1.7 All turbine engines shall be monitored for negative performance trends utilizing Engine Condition Trend Monitoring (ECTM). Preference is given to automatic recording where such systems are available for engine/aircraft type. Where automatic recording is not available, manual ECTM recording is acceptable as long as appropriate trend analysis of

the data is completed.

5.1.1.8 All aircraft providing transportation service to NTPC shall be fitted with high-intensity strobe or pulsating landing lights.

5.1.1.9 The aircraft shall be equipped with a 406 MHz Electronic Locator Transmitter meeting the requirements of Technical Standing Order (TSO) C126.

5.2 Single Engine Airplanes

5.2.1.1 Single engine aircraft may be utilized for charter flights when NTPC believes that safety will not be compromised, and the capabilities of the aircraft are suitable for the task.

5.2.1.2 Single engine piston aircraft shall be restricted to operations under day visual flight rules (VFR).

5.3 Airplane Condition

5.3.1.1 NTPC reserves the right to reject any aircraft. Appearance and physical condition influence passenger confidence. Aircraft age, mechanical and visual condition are criteria for accepting or rejecting a specific aircraft.

5.3.1.2 Unless there are extenuating circumstances NTPC expects that the air operator will:

- clean the aircraft prior to use
- ensure all required safety equipment is serviceable
- ensure the cabin interior and seats are clean, in good condition and do not have torn upholstery or carpets
- ensure that deferred defects are rectified in a timely manner
- exercise minimal use of inspection tolerances

5.4 Cold Weather Operations

5.4.1.1 Unless the air operator has more restrictive cold weather limits, the following shall apply:

- when operating single engine piston aircraft, the cold weather limit for NTPC charters is -25^{o}C.
- when operating multi-engine piston aircraft, the cold weather limit for NTPC charters is -35^{o}C.
- when operating turbine aircraft, the cold weather limit for NTPC charters is -45^{o}C.

5.5 Aircrew Qualifications

5.5.1.1 The flight crew shall have been Aviation Accident free for 12 months prior to providing air services to NTPC. However, a waiver to this requirement may be granted by NTPC following an assessment conducted by the air operator. The air operator must provide the appropriate remedial ground emergency procedures, human factors, and/or flight training to address the root cause of any Aviation Accident/Incident and prevent recurrence. The air operator must demonstrate that the affected flight crew member is competent to resume flying for NTPC.

5.5.1.2 NTPC reserves the right to reject any flight crew supporting NTPC operations.

5.5.1.3 All flight crews shall receive initial and recurrent flight crew resource management training (multi-pilot operations) or pilot decision-making training (single-pilot operations).

5.5.1.4 NTPC encourages air operators to provide simulator training for flight crews. In addition to regulatory training requirements, NTPC requires recurrent simulator flight training for all pilots who fly pressurized turbo prop airplanes above 5,700 kg (12,500 lbs) and all turbo jet airplanes.

5.5.1.5 Subject to a satisfactory evaluation, NTPC may recognize training carried out in an advanced flight training device (FTD). The FTD must be certified and maintained to a minimum of Level 5 standard.

5.6 Pilot-in-Command (PIC) Requirements

5.6.1 Time on Specific Aircraft

- Minimum 10 hours on type with 1-hour additional flight training on each specific aircraft.

5.6.2 Single Engine Aircraft (piston or turbine):

- valid commercial pilot license
- 1,000 hours total time with 500 hours as PIC (individual flying experience flown in the local operating area for the air operator may be credited towards the required PIC time at the rate of 200 hours for each year)
- current on type with competency check

5.6.3 Multi-Engine Aircraft (9 seats or less, except turbo jets):

- valid commercial pilot license
- valid instrument rating
- instrument rating if flight conducted in Instrument Meteorological Conditions (IMC)
- 1,500 hours total time with 500 hours as PIC (Second-in-Command (SIC) experience flown in the local operating area for the air operator may be credited toward the PIC requirements at the rate of 2 hours as SIC equals 1 hour as PIC, but this shall not exceed one-half of the required PIC time)
- 500 hours multi-engine and valid Pilot Proficiency Check (PPC) on type
- 30 hours as PIC in the previous 90 days. The 90-day currency requirement may be waived if the pilot has completed the air operator's annual recurrent ground training, emergency procedures training, flight training and a pilot proficiency/competency check within the previous 90 days

5.6.4 Multi-Engine Aircraft (10-19 seats, except turbo jets):

- valid Airline Transport Pilot License (ATPL)

- valid instrument rating
- instrument rating if flight conducted in IMC
- 2,500 hours total time with 750 hours as PIC (SIC experience flown in the local operating area for the air operator may be credited toward the PIC requirements at the rate of 2 hours as SIC equals 1 hour as PIC, but this shall not exceed one-half of the required PIC time)
- 500 hours multi-engine and valid PPC on type
- 30 hours as PIC in the previous 90 days. The 90-day currency requirement may be waived if the pilot has completed the air operator's annual recurrent ground training, emergency procedures training, flight training and a pilot proficiency/competency check within the previous 90 days

5.6.5 Multi-Engine Aircraft (20 seats or more or turbo jets):

- valid Airline Transport Pilot License (ATPL)
- 3,500 hours total time with 1,000 hours as PIC
- 1,000 hours multi-engine and valid PPC on type
- 50 hours PIC on aircraft class
- 30 hours as PIC in the previous 90 days. The 90-day currency requirement may be waived if the pilot has completed the air operator’s annual recurrent ground training, emergency procedures training, flight training and a pilot proficiency/competency check within the previous 90 days

5.7 Second-in-Command (SIC) Requirements

5.7.1 Time on Specific Aircraft

- Minimum 10 hours on type with 1-hour additional flight training on each specific aircraft.

5.7.2 Multi-Engine Aircraft (9 seats or less, except turbo jets):

- valid commercial pilot license with IFR rating
- 250 hours total time with 100 hours as PIC (SIC experience flown in the local operating area for the air operator may be credited toward the PIC requirements at the rate of 2 hours as SIC equals 1 hour as PIC, but this shall not exceed one-half of the required PIC time)
- pilot proficiency/competency check
- line indoctrination and an initial line check

5.7.3 Multi-Engine Aircraft (10-19 seats, except turbo jets):

- valid commercial pilot license with IFR rating

- 300 hours total time with 150 hours as PIC (SIC experience flown in the local operating area for the air operator may be credited toward the PIC requirements at the rate of 2 hours as SIC equals 1 hour as PIC, but this shall not exceed one-half of the required PIC time)
- pilot proficiency/competency check
- line indoctrination and an initial line check

5.7.4 Multi-Engine Aircraft (20 seats or more or turbo jets):

- valid commercial pilot license with IFR rating
- 600 hours total time with 300 hours as PIC (SIC experience flown in the local operating area for the air operator may be credited toward the PIC requirements at the rate of 2 hours as SIC equals 1 hour as PIC, but this shall not exceed one-half of the required PIC time)
- Valid PPC
- line indoctrination and an initial line check

5.8 Float/Ski Qualifications

5.8.1.1 In addition to the requirements outlined in Sections 5.6 and 5.7, float/ski qualifications are:

- seaplane endorsement (float operations)
- two seasons float/ski experience as appropriate
- 200 hours PIC on floats/skis as appropriate

5.9 Exemptions

5.9.1.1 The air operator shall submit exemption requests for the requirements listed in sections 5.6 and 5.7 in writing outlining why the candidate (i.e., Pilot-in-Command or Second-in-Command) should be exempted and what steps have been taken to maintain an equivalent level of safety such as enhanced training, additional line indoctrination, more frequent line checks, crew pairing and enhanced dispatch.

5.9.1.2 NTPC shall review exemption requests on a case-by-case basis and may, at their discretion, issue an exemption for a specific time period. PICs may be exempted for up to 15% of the required time and SICs may be exempted for up to 20% of the required time subject to the air operator implementing the appropriate checks and balances listed above.

5.9.1.3 In addition to enhanced training and additional line indoctrination/line checks, NTPC requires that the air operator pair crews so as exempted SICs are crewed with experienced PICs and exempted PICs are crewed with experienced SICs. In addition, the Chief Pilot, Operations Manager or other designated supervisory pilot shall review operational flight programs prepared by exempted PIC.

6 Air Operator Agreement

Air Operator name:	
Address:	Phone: Email:
Declaration: "*I have received, reviewed, and understood the NTPC Charter Air Operator Standard, which I agree to follow and comply with*."	
Authorized representative:	Date:
Signature:	