



# **Air Carrier**

# **Standards**

**September 9, 2005**

**Updated November 6th, 2008**

**Modified for BCFSC on August 9, 2010**



# Table of Contents

Page	
Section 1.0 Definitions .....	3
Section 2.0 General Requirements .....	5
2.1 License and Operating Certificate .....	5
2.2 Operating Practices .....	5
2.3 Reporting an Aviation Occurrence or Violation .....	5
2.4 Insurance Requirements .....	6
2.5 Transportation of Dangerous Goods .....	6
2.6 Waivers .....	6
2.7 Conditions for Termination .....	6
Section 3.0 Procedures .....	7
3.1 Passenger Manifest .....	7
3.2 Pre-Flight Briefing .....	7
3.3 Stowage of Freight .....	7
3.4 Survival Gear .....	8
3.5 Remote Locations .....	8
3.6 Right to Terminate Flight .....	8
3.7 Flight Following .....	9
3.7.1 Monitoring Flight Progress .....	9
3.7.2 Reporting an Overdue Aircraft .....	10
Section 4.0 Maintenance .....	11
4.1 Maintenance General.....	11
Section 5.0 Fixed Wing Aircraft .....	12
5.1 Aircraft Requirements .....	12
5.2 Fixed Wing Pilot Qualifications .....	13
5.2.1 Pilot-in-Command .....	13
5.2.2 Second-in-Command (Co-Pilot) .....	14
Section 6.0 Helicopters .....	15
6.1 Helicopter Requirements .....	15
6.2 Helicopter Pilot Qualifications .....	16
6.2.1 Pilot-in-Command .....	16
6.2.2 Second-in-Command .....	16
6.3 Helicopter Procedures for Slinging Operations .....	17
Section 7.0 Training .....	18
7.1 Training General .....	18
7.2 Initial Training .....	18
7.3 Recurrent/Update Training .....	19
Section 8.0 Audits .....	20



## Section 1.0 Definitions

“Interfor” means International Forest Products Limited

“Air Carrier” means any commercial air operator, company or person who offers air transportation to an Interfor or Interfor contract employee.

“Aviation occurrence” means:

- Any accident, incident, or irregularity associated with the operation of aircraft; and
- Any situation or condition that the Transportation Safety Board has reasonable grounds to believe could, if left unattended, induce an accident or incident.

“Aviation irregularity” means any aviation related event affecting the safety or operation of an aircraft.

“Reportable aviation accident” means an accident resulting directly from the operation of an aircraft where 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, or
- being directly exposed to the jet blast or rotor downwash of the aircraft;
- The aircraft sustains damage or failure that adversely affects the structural strength, performance or flight characteristics of the aircraft and that requires major repair or replacement of any affected component part; or
- The aircraft is missing or inaccessible.

“Reportable aviation incident” means an incident resulting directly from the operation of an airplane or rotorcraft regardless of weight where:

- an engine fails or is shut down as a precautionary measure;
- a transmission gearbox malfunction occurs;
- smoke or fire occurs;
- 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;
- the aircraft fails to remain within the intended landing or takeoff area, lands with all or part of the landing gear retracted or drags a wing tip, an engine pod or any other part of the aircraft;
- any crew member whose duties are directly related to the safe operation of the aircraft is unable to perform the crew member’s duties as a result of a physical incapacitation that poses a threat to the safety of any person, property or the environment;
- depressurization occurs that necessitates an emergency descent;
- a fuel shortage occurs that necessitates a diversion or requires approach and landing priority at the destination of the aircraft;
- the aircraft is refueled with the incorrect type of fuel or contaminated fuel;
- a collision, a risk of collision or a loss of separation occurs;



- 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;
- a sling load is released unintentionally or as a precautionary or emergency measure from the aircraft; or
- any dangerous goods are released in or from the aircraft

“violation” means any cited contravention of Canadian Air Regulations (CARs) or directions of the Minister of Transport or the Minister’s representative

“Dangerous Goods” means dangerous goods as defined in the Transportation of Dangerous Goods regulations.

“ACA” Aircraft Certification Authority

“AIP” Aeronautical Information Publication

“AME” Aircraft Maintenance Engineer

“AMO” Approved Maintenance Organization

“ATP” Airline Transport Pilot

“CARs” Canadian Aviation Regulations

“FM” Frequency Modulation

“VHF” Very High Frequency

“VFR” Visual Flight Rules

“IFR” Instrument Flight Rules

“MOCA” Minimum Obstacle Clearance Altitude

“PIC” Pilot-in-Command

“PPC” Pilot Proficiency Check

“WCB” Workers’ Compensation Board

“WHMIS” Workplace Hazardous Materials Information System



## Section 2.0 General Requirements

### 2.1 License and Operating Certificate

Air Carriers must hold a valid Canadian Transportation Agency issued license and a Transport Canada issued Air Operating Certificate. Air Carriers providing aviation service to Interfor will operate in accordance with the rules and regulations specified in the Aeronautics Act, Canadian Aviation Regulations, Air Carrier's Operating Certificate(s), Transportation of Dangerous Goods Regulations, Company Operations Manual, Maintenance Control Manual, Maintenance Policy Manual, and the Interfor Air Carrier Standards.

### 2.2 Operating Practices

**Safety will be the prime consideration when providing Aviation Service to Interfor.**

The Air Carrier will operate in a professional manner in full compliance with applicable local, provincial, and federal laws, Canadian Aviation Regulations, and the Interfor Air Carrier Standards. Convenience or other considerations should never outweigh safety considerations in the conduct of any charter flight. The Pilot-in-Command will have complete responsibility for all phases of any flight.

### 2.3 Reporting an Aviation Occurrence or Violation

All aviation occurrences and/or violation of the Canadian Aviation Regulations associated with flights managed from the Air Bases Interfor deals with (air craft that Interfor may likely use - and involving pilots from the Interfor Approved Pilots List), shall be **immediately** reported to the appropriate Interfor Operations Manager by the Air Carrier. A detailed written report will be forwarded to the appropriate Interfor Operations Manager within 48 hours.

**When a reportable aviation *accident*, as defined in Section 1 of these standards, Aeronautical Information Publication, Transportation Safety Board Regulations, and the Air Carrier's Company Operations Manual occurs, all Interfor-related flight operations with that Air Carrier shall cease and not resume without approval from the appropriate Interfor Operations Manager. In the case of an aviation *incident* that causes the Interfor Operations Manager concern, the manager has the right to suspend use of the Air Carrier.**



## **2.4 Insurance Requirements**

Air Carrier will maintain a minimum of \$5,000,000 of liability insurance when transporting Interfor personnel or contract employees.

The Air Carrier must provide Interfor with documentary evidence of insurance and a photocopy of the certificate of insurance coverage on the anniversary date of renewal. The Air Carrier must have an account in good standing with the British Columbia Workers Compensation Board.

## **2.5 Transportation of Dangerous Goods**

The Air Carrier must have Transport Canada approval for the Transportation of Dangerous Goods. It is the responsibility of the Air Carrier to accept, handle, package, load and transport the dangerous goods in compliance with the Transportation of Dangerous Goods Regulations, and the Air Carrier's Transport Canada approved flight operations manual.

It is the responsibility of Interfor personnel and/or contract employees to deliver any Dangerous Goods that require transporting to the Air Carrier.

## **2.6 Waivers**

No variance from these standards or the Interfor audit process is permitted unless a specific written waiver is issued by Interfor.

## **2.7 Conditions for Termination**

Any of the following conditions may be reason for Interfor to discontinue utilization of the Air Carrier:

- Any occurrence or violation that Interfor considers unacceptable;
- Failure to comply with the Interfor Air Carrier Standards;
- Failure to comply with the applicable Canadian Aviation Regulations;
- Failure to report an Aviation Occurrence or Violation;
- Failure to maintain an aircraft in an airworthy condition;
- Failure by the Air Carrier to participate in an audit requested by Interfor.



## **Section 3.0 Procedures**

### **3.1 Passenger Manifest**

No flights will be made with Interfor personnel and/or contract employees on board unless prior to take-off, all passenger names and companies have been recorded in writing and a copy left with the Air Carrier or a responsible person.

Pilot-in-Command will notify Flight Follower prior to departure from camp/remote location with any changes to the original manifest

### **3.2 Preflight Briefing**

A passenger briefing as required by Transport Canada shall be given prior to any flight (except a stop-over with no new passengers boarded). It will include, but not limited to the following:

- General description of the aircraft;
- Locations and operation of exits;
- Locations and operation of emergency equipment;
- Emergency landing and evaluation procedures;
- Life Preservers location, instructions how to remove from stowage, donning method, and not to inflate inside aircraft;
- For helicopters, the dangers of turning main and tail rotors;
- For fixed wing aircraft, the dangers of jet engines or turning propellers;
- Procedures for entering and exiting the aircraft;
- Use of seat belt for landing and take-off, turbulence etc. (recommend continuous use in flight);
- Explanation of passenger briefing cards (one for each passenger), with information regarding emergency equipment and exit location;
- Means of communication between crew and passengers;
- Reminder not to carry-on dangerous goods and restricted items including bear spray and bear bangers;
- Smoking policy on the aircraft.

### **3.3 Stowage of Freight**

- All freight, baggage and equipment must be secured and not block any passenger exits as instructed by the Pilot.
- Dangerous Goods including explosives, corrosives, aerosols, flammable liquids, and hazardous materials will be delivered to the Air Carrier for transporting and/or stowed as instructed by Pilot.



### **3.4 Survival Gear**

All Interfor or contract passengers must wear, or carry on board, appropriate clothing for the conditions which may reasonably be anticipated. The Pilot shall deny carriage to people not suitably equipped.

### **3.5 Remote Locations**

During severe or winter conditions, passengers will not be left at remote locations unless suitable shelter and/or transportation are available.

### **3.6 Right to Terminate Flight**

If at any time during a flight an Interfor and/or contract personnel feels their safety is being compromised by the Pilot or the condition of the aircraft they may request termination of the flight.







### **3.7 Flight Following**

Air Carrier will have a full time trained Flight Follower onsite whenever an aircraft is dispatched to fly Interfor personnel and/or contract employees. Air Carrier will utilize a Communications system which allows ongoing communications between Pilot-in-Command and Flight Follower.

**Note:** Satellite phone may be necessary to meet the 30 minute check in requirement. Communication options: VHF or FM radio; Satellite phone or a combination of radios and satellite phone.

In remote camp situations where the pilot does not have communications with their Base these alternate flight following procedures may be followed:

- Responsible person in camp is trained by the pilot to be a Flight Follower.
- The Flight Follower will have immediate access to a working communication system capable of contacting the aircraft and the Rescue Co-ordination Centre.
- A written test is completed by the Flight Follower and information is documented.
- All procedures are given to Flight Follower with authority and expectation that they will act as stated in these standards under 3.7.2 Reporting an Overdue Aircraft.

#### **3.7.1 Monitoring Flight Progress**

For each flight the Pilot-in-Command will:

- Brief the Flight Follower on the Itinary of the Flight.
- Advise the Flight Follower of any changes to the Itinary as soon as possible.
- Call the Flight Follower at Take-off and Prior to Landing.
- File a position report every 30 minutes while in flight. File a position report every 15 minutes if inclement weather and/or an abnormal condition is encountered.
- Advise the Flight Follower when flight is complete.
- Advise Flight Follower whenever pre-arranged holding time is changed.

**Note:** Air Carrier must have written check-in procedures or an approved tracking system for known dead zone areas.

An Air Carrier can request a variance for the communication system from Interfor that will allow verbal communications between the pilot and flight follower only at each take-off and landing if an Interfor approved tracking system is in place. This system **must** have a trained Flight Follower monitoring the system a minimum of once every 30 minutes.



### 3.7.2 Reporting an Overdue Aircraft

Procedure for reporting an overdue aircraft:

When the 30 minute position report has not been received the Flight Follower will initiate the following as appropriate:

- Contact the Pilot.
- Contact the Air Carrier Chief Pilot.
- Contact Pilots and Flight Followers from other companies.
- Contact camps in the area.
- Initiate a flight reconnaissance with an aircraft in the area of last known communications.
- 60 minutes after the last communications with the aircraft:
  - Contact Flight Services Stations (1-866-992-7433)
  - Contact Rescue Coordination Centre (1-800-567-5111)
  - Contact Interfor (8:00 am – 4:30 pm) (area code & phone number)
- After hours contact an Interfor Manager:

Name	Home	Cell
XXXX	XXXXXX ( )xxx-xxxx ( )xxx-xxxx	
XXXX	XXXXXX ( )xxx-xxxx ( )xxx-xxxx	
XXXX	XXXXXX ( )xxx-xxxx ( )xxx-xxxx	



## **Section 4.0 Maintenance**

### **4.1 Maintenance General**

The Air Carrier must ensure sufficient qualified maintenance personnel are available, either as full time staff, or by contract maintenance agreement, to maintain the aircraft in an airworthy condition.

The Air Carrier's Person Responsible for Maintenance will maintain records of maintenance scheduling and maintenance control system requirements and make such records available for examination at any time.

Maintenance will be performed and/or certified by qualified and trained personnel employed by the Air Carrier or a contracted Approved Maintenance Organization. Work performed by personnel not meeting the requirements of these standards will be supervised and certified by an Aircraft Maintenance Engineer who meets the qualifications outlined in these standards.

Personnel certifying maintenance will hold a valid and subsisting Aircraft Maintenance Engineer license, rated for the category and type of aircraft used, and will have current experience (within the last two years) on the type of aircraft used or on a similar type. All maintenance performed on aircraft will be certified by an Aircraft Maintenance Engineer who has been issued Aircraft Certification Authority by the Approved Maintenance Organization conducting the maintenance. The Aircraft Maintenance Engineer must also meet the qualifications and training requirements of these standards.

The Air Carrier will make available to Interfor representatives any aircraft maintenance information and records requested for use in determining compliance with the terms of these standards.

The Air Carrier will implement an aircraft daily inspection program. These daily inspections will be carried out each day the aircraft is required for service, and the inspection will be recorded and certified in the aircraft journey log book.

Aircraft will be maintained in accordance with regulatory requirements and the Transport Canada approved maintenance schedule. Maintenance requirements including Airworthiness Directives issued by Transport Canada and/or Manufacturer's Regulatory Agency will be complied with as required.

The Air Carrier will ensure all deferred defects are rectified or reviewed at each scheduled inspection. In addition to the Air Carrier's Maintenance Control Manual requirements, a current list of deferred defects will be maintained in the aircraft journey logbook and at the aircraft base.



## Section 5.0 Fixed Wing Aircraft

### 5.1 Aircraft Requirements

**Interfor reserves the right at all times to accept or reject any aircraft intended to transport Interfor and/or contract personnel.**

Only aircraft operated by a commercial Air Carrier will be used on flights transporting Interfor and/or contract personnel.

Multi-engine aircraft are preferred for the transportation of Interfor and/or contract personnel. Single-engine aircraft may be used, over the appropriate terrain, where there is an operational requirement for floats or skis. Single-engine aircraft may be used at the discretion of the Air Carrier, when runway conditions would prove hazardous to a multi-engine aircraft.

Two pilots are required for all IFR flight operations using multi-engine aircraft carrying Interfor and/or contract personnel.

Twin engine aircraft will be flown at a maximum take-off weight that will allow, in the event of an engine failure at or after critical engine failure speed on take-off, to:

**VFR:** climb to an altitude of 1,000 feet above the airport and return for a landing.

**IFR:** climb to procedure turn altitude or the published sector altitude for the instrument approach in use, carry out the full approach and land at the departure airport or climb to the minimum on route altitude and proceed to a take-off alternate airport within one hour of departure.

Allowing for meteorological conditions along with normal fuel consumption, all aircraft will be flown at a maximum take-off weight that will permit continued flight with one engine inoperative at or above the following:

**VFR:** an altitude of at least 1,000 feet above the highest terrain within three miles of each side of the intended track.

**IFR:** the minimum obstruction clearance altitude (MOCA).

If the aircraft will be operated in known, forecast or anticipated icing conditions it must be equipped with approved and functioning systems for the prevention or removal of ice accumulations from the wings, tail surfaces, power plants, propellers and windshield.



## 5.2 Fixed Wing Pilot Qualifications

Pilots for Air Carriers transporting Interfor and/or contract personnel shall be free of any unacceptable; reportable aviation incident, reportable aviation accident, aviation occurrence, or "violations" in the past 24 months as determined by an Interfor Aviation Evaluation Team. Pilots will also be pre-approved or be in the process of being approved by the same Interfor Aviation Evaluation Team. It is the airlines responsibility to forward completed "Pilot Information Forms" to Interfor and based on this information and an evaluation by Interfor staff an approved pilot list will be maintained and utilized by the Company. Crews must observe all published landing and take-off minimums and exercise sound conservative judgment when confronted with adverse weather conditions. Minimum flight crew qualifications are:

### 5.2.1 Pilot in Command

#### a) Single Engine Aircraft:

- valid commercial license;
- 500 hours PIC on fixed wing aircraft;
- 200 hours on floats if flying a float plane

#### b) Piston Multi-Engine Aircraft:

- valid commercial license;
- Instrument rating if flight conducted IFR;
- 2,000 hours total time with 1500 hours PIC;
- 1,000 hours multi-engine with valid pilot proficiency check (PPC) on type;
- 50 hours as PIC in the previous 90 days.

#### c) Turbo-Prop Aircraft (Non-Pressurized):

- valid commercial license with IFR rating;
- 2,500 hours total time with 1,000 hours PIC;
- 500 hours multi-engine and valid PPC on type;
- 50 hours PIC on aircraft make and type;
- 50 hours as PIC in the previous 90 days.

#### d) Turbo-Prop Aircraft (Pressurized):

- valid airline transport license;
- 3,000 hours total time with 1,500 hours PIC;
- 500 hours multi-engine and valid PPC on type;
- 750 hours PIC on aircraft make and type;
- 50 hours as PIC in the previous 90 days.

#### e) Turbo-Jet Aircraft:

- valid airline transport license;
- 5,000 hours total time with 3,000 hours PIC;
- 750 hours PIC on aircraft make and type;
- 50 hours as PIC in the previous 90 days.



### **5.2.2 Second in Command (Co-Pilot)**

#### **a) Piston Multi-Engine Aircraft:**

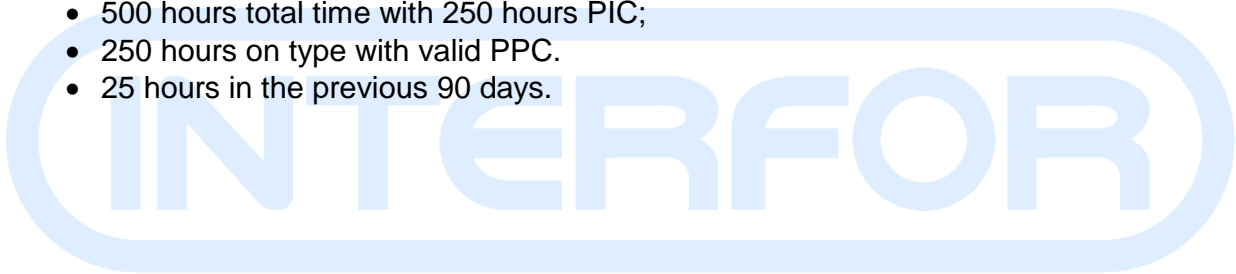
- valid commercial license;
- IFR rating if flight conducted IFR;
- 300 hours total time with 150 hours PIC;
- 50 hours multi-engine and valid PPC on type, if required;
- 25 hours in the previous 90 days.

#### **b) Turbo-Prop Aircraft (Non-Pressurized):**

- valid commercial license with IFR rating;
- 500 hours total time with 250 hours PIC;
- 50 hours multi-engine and valid PPC on type, if required;
- 25 hours in the previous 90 days.

#### **c) Turbo-Prop Aircraft (Pressurized) and Turbo-Jet Aircraft:**

- valid airline transport license;
- 500 hours total time with 250 hours PIC;
- 250 hours on type with valid PPC.
- 25 hours in the previous 90 days.





## Section 6.0 Helicopters

### 6.1 Helicopter Requirements

**Interfor reserves the right at all times to accept or reject any helicopter intended to transport Interfor and/or contract personnel.**

Only helicopters operated by commercial Air Carriers will be used on flights carrying Interfor and/or contract personnel.

All helicopters carrying Interfor and/or contract personnel should be turbine powered.

Some light piston helicopters may suit certain jobs but care must be taken to ensure that each job is reviewed with aircraft performance and Interfor and/or contract personnel safety in mind.

Single engine helicopters carrying Interfor or contract personnel shall not be operated over open water beyond their auto rotation distance from land unless **all** three of the following conditions are met:

1. Helicopter is fitted with fixed or pop out floats.
2. Helicopter will carry life rafts as detailed in CARs.
3. All passengers will have access to an approved life preserver.

All helicopters operated under IFR rules must have at least two engines and two pilots. Prior to each flight, one pilot must be designated as pilot-in-command and one as second-in-command.

A flight watch system other than flight plans or flight notes must be in place.

- The flight following for helicopters working from remote bases (i.e. Helifor camps or individual logging camp) may be relegated to a responsible person that is onsite. See 3.7 Flight Following.



## **6.2 Helicopter Pilot Qualifications**

Pilots for Air Carriers transporting Interfor and/or contract personnel shall be free of any unacceptable; reportable aviation incident, reportable aviation accident, aviation occurrence, or “violations” in the past 24 months as determined by an Interfor Aviation Evaluation Team. Pilots will also be pre-approved or be in the process of being approved by the same Interfor Aviation Evaluation Team. It is the airlines responsibility to forward completed “Pilot Information Forms” to Interfor and based on this information and an evaluation by Interfor staff an approved pilot list will be maintained and utilized by the Company. Crews must observe all published landing and take-off minimums and exercise sound conservative judgment when confronted with adverse weather conditions. Minimum flight crew qualifications are:

### **6.2.1 Pilot-In-Command**

#### **a) Single Engine Helicopters:**

- valid commercial helicopter license endorsed on type;
- 500 hours PIC on helicopter;
- 300 hours on turbine;

#### **b) Twin-engine Helicopters:**

- valid commercial helicopter license endorsed on type;
- IFR/ATP (if applicable to the operation);
- 2,000 hours helicopter time with 1,000 hours PIC;
- 100 hours on type;

### **6.2.2 Second-In-Command**

#### **a) Twin-engine Helicopters:**

- valid commercial helicopter license endorsed on type
- IFR rating (if applicable to the operation);
- 100 hours helicopter time;





### **6.3 Helicopter Procedures for Slinging Operations**

Helicopter operations involving external loads are by nature an operation with inherent risks. No passengers are permitted on the helicopter during slinging operations. The helicopter Air Operator shall have safety procedures in place which include the following:

1. **Job planning, hazard assessment and a helicopter safety briefing program shall be conducted prior to start up. The helicopter Air Operator or a representative shall conduct on-the-job safety meetings and crew briefings whenever a change in ground support personnel takes place.**
2. **All incidents shall be reported and investigated according to established Interfor policy.**
3. Drop zones or landing areas should be large enough to prevent sling loads from contacting trees or other obstructions.
4. Where a spotter is required the spotter shall wear a brightly colored jacket and a hard hat with chin-strap. Adequate ear and eye protection shall also be worn by the spotter at all times during slinging operations.
5. The spotter shall be the only person beneath the helicopter during slinging operations unless the load requires additional personnel to safely maneuver it into position. If a spotter's helper is required this person must be equipped accordingly and thoroughly briefed by the lead spotter.
6. The spotter must have access to a portable radio capable of communicating with the helicopter pilot and if possible with the helicopter base camp.
7. All slinging support equipment (lanyards, nets, cables, shackles, etc.) will be visually inspected prior to use.
8. Refueling procedures will follow industry accepted standards for the storage, handling, and dispensing of aviation fuel. Proper grounding techniques must be used to connect the refueling source to the airframe and the refueling nozzle to the helicopter prior to opening the fuel cap. These procedures must also include the monitoring of filtration equipment for the presence of water or sediment in the fuel.
9. The helicopter Air Operator must be aware of the increased risks that can arise from crew fatigue and adhere to the duty time restrictions in CARs.



## **Section 7.0 Training**

### **7.1 Training General**

All personnel involved in providing the service outlined in these Standards will successfully complete the appropriate training necessary to ensure competence for the tasks they are responsible for in accordance with the requirements of Canadian Aviation Regulation, Transportation of Dangerous Goods Regulations, Human Resources and Skills Development Canada Labour Program – Occupational Health and Safety, Air Carrier's Transport Canada approved manuals, and these Interfor Air Carrier Standards.

All personnel will receive Initial and Recurrent training for all operational requirements and related safety procedures necessary to provide the requested aviation services. This includes but is not limited to emergency procedures, flight following, fuel handling, de-icing, ground handling, Transportation of Dangerous Goods, Occupational Health and Safety requirements, Workplace Hazardous Materials Information System, and Workers' Compensation Board regulations and requirements.

Training Records will be maintained by the Air Carrier and be available during Interfor audits and/or as requested.

### **7.2 Initial Training**

Pilots will successfully complete Initial Training as required and detailed in the Canadian Aviation Regulations and the Air Carrier's Operations Manual.

Flight Followers will successfully complete Initial Training as required and detailed in the Canadian Aviation Regulations and the Air Carrier's Operations Manual.

Aircraft Maintenance Engineers (including Pilot/AMEs) certifying maintenance will successfully complete the aircraft initial maintenance training course(s) at a training agency approved by Transport Canada, or have two years experience as an AME maintaining aircraft of the same type.

Apprentices and unlicensed personnel will receive initial/familiarization and update training for all tasks they will perform.



### **7.3 Recurrent/Update Training**

Pilots will successfully complete Annual and Recurrent Training as required and detailed in the Canadian Aviation Regulations and the Air Carrier's Operations Manual.

Flight Followers will successfully complete Annual and Recurrent Training as required and detailed in the Canadian Aviation Regulations and the Air Carrier's Operations Manual.

Aircraft Maintenance Engineers performing and/or certifying maintenance on aircraft used to transport Interfor and/or contracted personnel will complete update technical training every two years.





## Section 8.0 Audits

Air Carriers used by Interfor may be subject to annual audits and/or spot checks conducted by Interfor personnel or authorized representative.

Audits may be conducted on a routine basis with prior notification. Spot checks may be conducted unannounced. The Air Carrier shall make available all personnel and aircraft records including contracted Approved Maintenance Organization(s) including access to facilities as required for the audit.

An audit may include, but not limited to inspection or verification of the following:

- verify compliance with the Interfor Air Carrier Standards and Regulatory requirements;
- licensing and operating certificates;
- insurance coverage;
- qualifications and training records of flight and maintenance personnel;
- details of accidents, incidents, occurrences, and violations;
- condition and airworthiness of aircraft;
- dispatch and flight watch procedures;
- passenger and load manifest procedures;
- flight planning procedures and flight logs;
- pilot duty-time records;
- training as specified in the Company Operations and Maintenance Control/Policy Manuals;
- adherence with Company Operations and Maintenance Control/Policy Manuals;
- transportation of dangerous goods procedures, training and certification;
- weight and balance procedures;
- passenger briefing;
- aircraft checklists and their use;
- refueling and fuel contamination control procedures;
- aircraft documentation;
- serviceability of aircraft radios and equipment;
- emergency, survival and first aid equipment;
- facilities;
- evaluation and quality assurance programs;
- aircraft maintenance and maintenance control system records;
- defect control: recording, rectification, deferral and recurring;
- parts control.

Discrepancies, omissions or violations of one or more of the above may be reason for rejection as an Interfor approved Air Carrier.