

CHAPTER 1: GENERAL INFORMATION

1.1 Purpose and Construction

- A. The purpose of this manual is to provide firm guidelines to enable all Company personnel to carry out their assigned duties and responsibilities in accordance with Company policies and all FAA regulations.
- B. This manual is not intended to override or replace any Federal Aviation Regulation or the practice of common sense. Authority to deviate from any Company rules or procedures in this manual will be granted only by the president of the Company. This authority is not authorized when the Company rules or procedures are regulatory in nature.
- C. Each chapter as shown in the Table of Contents lists the individual subjects within the chapter, their paragraph numbers, and the page by chapter number where they may be found. Division of chapters by section are used where clarity necessitates.

1.2 Distribution of Manual 135.21 (d)

- A. Distribution of this manual, or appropriate portions of this manual, will be distributed as follows:

Flight crewmembers	- 1 copy each
Maintenance shop	- 1 copy
Flight following/office	- 1 copy
FAA	- 1 copy
- B. It will be the responsibility of each department head to determine that all personnel under his direction have read and are familiar with applicable portions of this operations manual and operations specifications.
- C. Each employee, who has been issued a copy of this Operations Manual, will be responsible for keeping his copy of this manual up-to-date with all the Company issued revisions. All revisions will first be approved by the FAA, prior to being issued to Company personnel. All personnel will be issued with a cover page that will be used as a control sheet. This control sheet will be signed by the employee and turned into the office, after the revision has been entered into the Operations Manual. Additionally, the "Record of Revisions " page will be updated to show the new revision has been entered into the manual.