



Maritime Helicopters

MARITIME HELICOPTERS

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SPECIAL FLIGHT PERMIT PROGRAM

ENRA619D

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07/26/21**

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Record of Revisions

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List of Effective Pages

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FAA PRINCIPAL MAINTENANCE INSPECTOR

FAA PRINCIPAL AVIONICS INSPECTOR



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1. Introduction

[14 CFR Part 21.197 (c)]

This program provides Maritime Helicopters, Inc. (MHI) Maintenance and Operations personnel guidance on policies and procedures while operating under a Special Flight Permit (SFP) with continuing authorization to conduct a Ferry Flight Program (CAFP).

This Special Flight Permit Program with Continuous Authorization to Conduct Ferry Flights must be approved under Paragraph D084 of the Maritime Helicopters Operations Specifications and a copy of the D084 shall be carried onboard the aircraft during all Ferry Flights. Flight and maintenance crews must be in compliance with the listed procedures while operating under a Special Flight Permit except under special circumstances (See Para 9.2).

2. Manual Revisions

The Director of Maintenance oversees the Special Flight Permit Program Manual revisions. Changes made will be summarized in the change summary table and indicated throughout the manual by change bars. A vertical bar (change bar) in the right margin indicates a change, addition, or deletion in the adjacent text for the current revision of that page only. The change bar is dropped at the next revision of that page. The effected pages will also be annotated by updating the revision level and date in the top right-hand corner. The list of effected pages will also be updated.

The Director of Maintenance shall submit the proposed revision in electronic PDF format to the Federal Aviation Administration (FAA) Certificate Holding District Office (CHDO) for review and approval. Should a proposed revision be found non-approvable by the FAA, the Director of Maintenance will immediately withdraw the proposed revision and decide whether to further revise and resubmit to the FAA CHDO.

2.1 Manual Revisions and Control

The Director of Maintenance is responsible for revisions. This program manual requires FAA approval prior to release. Revisions to this manual must be routed to the FAA for approval prior to distribution. This manual cannot be published or distributed to end users prior to formal submission to and approval by the FAA.

The Director of Maintenance shall post a digital copy on the company website and accessible to maintenance crews. The web-based manual shall be maintained by the Director of Maintenance.

3. Duties and Responsibilities

The Director of Maintenance is responsible for program management, quality and improvements, with authority to establish and modify policies, procedures, instructions and information.

The Director of Maintenance may delegate the review and issuance of Special Flight Permits to the MHI Chief Inspector.



4. Purpose

A Special Flight Permit is required in order to operate an aircraft that does not meet all applicable airworthiness requirements. An aircraft is considered airworthy if it conforms to its type design (or properly altered configuration) and is in condition for safe operation. In order to qualify for a Special Flight Permit, the aircraft must be capable of safe flight.

Examples of situations requiring a Special Flight Permit include:

- Open discrepancies entered by pilot in log book.
- Open discrepancies entered by mechanic in log book (for instance, if an aircraft has been inspected, and found to be unairworthy).
- Aircraft is unairworthy due to unscheduled maintenance or special inspection.
- Aircraft requires AD compliance.

It is not intended for other reasons or purposes such as;

- Repositioning Flights
- One-Engine inoperative Ferry Flights
- Maintenance Operational Flights
- Delivering or exporting Aircraft
- Flights in excess of max certificated Takeoff Weight
- Operating not on OpSpec/Mspec D085
- Evacuating aircraft from areas of impending Danger

5. Eligibility

If there are any questions as to whether or not a Special Flight Permit is required for further operation the Director of Maintenance or Chief Inspector must be contacted telephonically, by text or email.

The Director of Maintenance retains the overall responsibility to review all requests and determine if a Special Flight Permit is required.

6. AD Related Special Flight Permits

[14 CFR 39.23]

There can be no Airworthiness Directives due unless the ferry flight is to an approved maintenance facility to accomplish the AD. MHI aircraft are not authorized to operate under a Special Flight Permit if unauthorized by the AD. Additionally, MHI must comply with any published restrictions.

If the AD is issued against a product or appliance installed on MHI aircraft, the product may not be operated during the flight. The PIC and mechanics will determine if the aircraft can be operated safely with the product/appliance inoperative. If a determination that the flight may be conducted at a satisfactory level of safety, a Special Flight Permit may be issued with a limitation that the product/appliance not be operated for the duration of the flight.



7. Maintenance Entries

In order to operate an aircraft for which a Special Flight Permit is required, a properly certificated mechanic shall, using the most current technical data, inspect or evaluate the discrepancy to determine if the aircraft is in a safe condition for the intended flight. The mechanic must be qualified, trained and authorized to certify work on the airframe type.

Prior to operating under a Special Flight Permit, maintenance record entries must be made to include the following:

- Log Book Discrepancy Entry: Explicit statement of the circumstances which prevent the aircraft from being airworthy. This entry will include the date, aircraft total time, signature, certificate type and number.
- Log Book Corrective Action Entry: Explicit statement that the Special Flight Permit has been received and the aircraft will be operated in accordance with the provisions of the Special Flight Permit. This entry will include the date, aircraft total time, signature, certificate type and number.

8. Limitations

Operations under a Special Flight Permit require extra vigilance on the part of pilots and mechanics to ensure that the flight crew is not left without recourse if a necessary system or instrument should fail during the ferry flight.

Operational limitations (route or VMC) or alternate procedures (dipstick in lieu of operating fuel gauge) may be used when backup systems are not installed or operating. All operational environment and performance issues that might affect the flight must be considered.

The pilot shall be appropriately certificated and shall determine the minimum essential cargo and crew. Whether the flight is VFR or IFR and whether it is conducted during the day or night must be indicated on the permit. A company flight plan must be filed, and the point of flight origin, intermediary stops, and destination noted on the permit. The pilot is responsible for risk acceptance decisions.

NOTE: Carriage of cargo or persons other than essential crew for the flight is prohibited.

8.1 Aircraft Configuration

[14 CFR 91.409(a)]

MHI aircraft intending to operate under a Special Flight Permit shall be inspected or evaluated by a properly certificated mechanic before flight and shall be operated in accordance with the FAA approved Flight Manual. This includes adherence to the following limitations;

- Aircraft must be listed on Operations Specifications paragraph D085
- Center of Gravity (CG)
- Maximum Gross Weight
- Fuel and Fuel Distribution
- Weather minimums appropriate to the aircraft operating condition.



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Additionally, flight crews shall be briefed by the mechanic and must comply with any special operational requirements listed on the Special Flight Permit to include, but not limited to;

- Operational Equipment Required for Safe Flight
- Aircraft Configuration/Airspeed Limitations
- Maneuvers
- Limitations such as imposed by alterations such as speed tape.
- Ferry flight situations (especially aircraft damage) that might require the performance of maintenance or alterations on the aircraft to assure safe flight.
- Limit on usage of flight equipment such as autopilot, etc. if applicable.

8.2 One Engine Inoperative

[14 CFR 91.611]

MHI aircraft are not authorized to operate under a Special Flight Permit with one engine inoperative.

9. Documentation

9.1 Permit Process

Once it is determined that a Special Flight Permit is required, a Form (see Appendix A) shall be initiated by the Director of Maintenance or his designee. Some situations may require the airframe, engine or appliance manufacturer to be contacted for a determine if a) the aircraft can be operated safely in the altered state, b) asked to provide specific approval to include guidance on limitations, if any, for the intended operation.

NOTE: If required, manufacturer approvals must come from an appropriate source such as Product Support Engineering. If verbal approval is obtained due to remote operations, the person's name, title, contact information and date obtained must be annotated on the reverse side of the Special Flight Permit Form. Verbal authorizing will be followed up in writing as soon as practical.

The completed Special Flight Permit Form along with any special instructions, documents and/ or limitations shall be forwarded via email or facsimile to maintenance and flight crews.

9.2 Issuance

[14 CFR 21.197 (c), 91.203(b)]

The completed Special Flight Permit Form must be carried on board the aircraft along with a copy of a D084 when operating under this program. If unable to print, a smart phone or tablet copy may be used in lieu of.

MHI aircraft shall carry a blank Special Flight Permit Form and current approved copy of D084. This will be for use under special circumstances when, due to a remote location, there is no internet coverage and only Sat Phone contact. Only in these situations may a Special Flight Permit be filled out and only under direct phone supervision.



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This process must be completed by strict accordance with the following procedure;

1. The mechanic shall communicate directly with the Director of Maintenance or the Chief Inspector.
2. Both shall go over the permit line by line and fill in per DOM/FLM direction.
3. Any restrictions or special instructions, if any, shall be discussed.
4. The mechanic will sign the flight permit and ensure it is displayed for the flight.
5. A log book entry will be made I/A/W Para 7.

If the flight permit is issued via email or text message, it must include the aircraft registration number, date, whether the flight is VFR or IFR, day or night, the origin and destination of the flight including any intermediate stops and any operating limitations appropriate to the flight.

All mechanical irregularities discovered during the course of a flight will be brought to the attention of the maintenance department after the flight.

NOTE: Special Flight Permits expire after a specific date or when the aircraft lands at the base where the required maintenance is to be performed.

9.3 Record Keeping

The original permit will be affixed to the aircraft log page to be forwarded to the Homer or Fairbanks Maintenance Records Departments. Additionally, a copy of the completed log book entries and the Ferry Permit shall be sent via email to the FAA Certificating Holding District Office (CHDO) within 2 business days.

10. Special Flight Permits for Aircraft involved in Accidents or Incidents

Aircraft involved in an accident or incident requesting a Special Flight Permit may not be ferried until the NTSB releases the aircraft, the local FSDO is notified and clearance is received to operate.

11. Special Flight Permits Operations in a Foreign Country

MHI shall not operate under a Special Flight Permit in a foreign country unless MHI has obtained permission from the country.

12. Training

The Director of Maintenance and his designees will be thoroughly familiar with this Special Flight Permit Program. All MHI maintenance and flight crews shall also review this program and an acknowledgement of training certificate shall be placed in each individuals records jacket.

Training shall include situations where there is no internet availability and the procedures outlined in [Para 9.2. Issuance.](#)



13. Continuing Analysis and Surveillance

Both the Director of Maintenance and the MHI Quality and Safety Manager shall be responsible for continuous analysis of the Special Flight Permit Program. The Quality and Safety Manager responsibilities include Safety Risk Management (SRM) and auditing. Elements of the Audit will focus on, but not limited to;

- Policy and Procedures Compliance
- Safety Assurance
- Adherence to Regulations and Statues
- Any required outsourcing
- Training

The Quality and Safety Manager shall determine the audit intervals. The audits must be performed at a minimum annually. The results of the SRM process and Audits will be provided to the Director of Maintenance. These results shall include items that adversely impact the effectiveness, safety of the program or help personnel perform their duties and responsibilities with a higher degree of safety.

Audit results will be reviewed and a determination made to development/modify operational procedures, identification of hazards and/or ineffective risk controls. This shall be accomplished through the manual revision process outlined under paragraph 2.1 Manual Revisions and Control.

Comments from management, flight and maintenance crew are encouraged and all suggestions will be evaluated.



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14. APPENDIX A – Special Flight Permit Form

Maritime Helicopters Inc. Special Flight Permit

With continuous authorization operating limitations

Date	Registration number	Make and model	Serial number	Acft total time

- Pilot must hold at least a valid commercial rotorcraft pilot certificate and be rated in type equipment.
- The pilot shall determine minimum essential cargo and crew necessary for the flight. This is a non-revenue flight. Cargo and persons not necessary for the flight are prohibited
- Flight to be conducted is** (check two) ☐ VFR ☐ IFR & ☐ Day ☐ Night
- Only from** _____, **Via** _____, **Destination** _____
- The pilot must file a company flight plan.
- A certified A&P mechanic must inspect or evaluate this aircraft prior to flight.
- An entry shall be made in the maintenance record Corrective Action that the Special flight Permit has been received and the aircraft will be operated in accordance with the provision of the Special Flight Permit. This entry will include the date, aircraft total time, signature, certificate type and number. This entry will also include aircraft chronological information and the signature, certificate type and number.
- The Director of Maintenance or his designee shall approve the special permit or provide approval via facsimile, email, text message or telephonically via sat phone.
- Flight into or over any foreign country including Canada is prohibited unless prior approval.

I certify this aircraft is safe for the intended ferry flight and that no airworthiness directives apply except in accordance with requirements of the airworthiness directive.

Mechanic signature	Date	Certificate Type and Number

- This form must be carried on board the aircraft when operating under a special ferry flight permit.

This form delivered to the aircraft by the following method: (choose one)

☐ In Person ☐ Electronically ☐ Facsimile ☐ Sat Phone

- If completed via Sat Phone, sent by; ☐ DOM ☐ Chief Insp
- This form shall go with the log book carbon to records department. A copy of the finished log pages and this permit shall be forwarded via email to the FAA CHDO within 2 business days.
- The following additional restrictions must be adhered to;

- _____
- Issued by _____ Printed Name _____ Date _____