



Aviation Services “Call when needed” agreement

2019 Winter



Saskatchewan Ministry of Environment

Aviation Services Call When Needed Agreement (2019W)

Between

Air Carrier

(Company Name)

Of

(Address)

(City/Town)

(Postal Code)

(here-in-after called the "Carrier")

Offer to provide:

HER MAJESTY THE QUEEN, in the right of the Province of Saskatchewan, represented by the Honourable Minister of Environment

(here-in-after called the "Charterer")

With helicopter/fixed wing aviation services on an "as and when required basis in accordance with the herein contained terms, conditions and carrier certified rates".

PLEASE NOTE: This Aviation Services Call When Needed Agreement (2019W) shall take precedence over any and all previous agreements and will remain in force until March 31, 2020, at that time all air carriers that have complied with the requirements of this agreement and have been placed on the Charterer's Approved Air Carrier list will have the opportunity to adjust their rate schedules. The rates submitted by the Carrier shall be confidential to the staff of the Charterer and the Carrier.

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2.0 TERMS

2.1 APPLICATION OF THIS AGREEMENT

- A. The terms, rates and charges in this agreement constitute the conditions upon which the Carrier agrees to perform Commercial Air Charter Services under C.A.R.'s subparts 702 Aerial Work, 703 Air Taxi, 704 Commuter Operations and 705 Airline Operations authorities, if and when they are required, and are as much a part of every formal or verbal contract of air carriage between the Charterer and the Carrier as if set out therein. This includes policies & procedures of the Charterer in regard to items as:

- method of payment
- method of submitting charter rates
- averaging and
- minimum charges

This also includes specific policies and operational procedures of the Charterer that are further outlined in this 2019 Call When Needed Agreement and the Saskatchewan Ministry of Environment Safe Working Practices.

- B. The Carrier shall provide a copy of this agreement to their aircrew and accounting staff to facilitate completing the 'Daily Flight Reports' and perform 'Invoicing', according to the guideline and requirements of this document.
- C. The relationship of the Carrier to the Charterer in performing the services under this Agreement is that of an independent contractor, and nothing in this Agreement is to be construed as creating an agency, partnership or joint venture relationship between the Carrier and the Charterer. Any personnel of the Carrier performing the services are employees of the Carrier and are not to be considered employees of the Charterer for any purpose.

2.2 SUBMISSION REQUIREMENTS

The Carrier shall provide the following documents prior to issuance of the Charterer's Ministry's approval as an air carrier:

- A copy of their current Transport Canada Operations Certificate and details and/or proof regarding their certification or approvals for:
 - hover emplane and deplane,
 - flight under reduced visibility,
 - VFR OTT,
 - night VFR,
 - IFR,
 - passenger and/or cargo carriage,
 - Transportation of Dangerous Goods by Air.
- A current Certified Insurance Certificate endorsed as per Section 3.3
- ESN tracking number by aircraft satellite tracking system provider
- Signed and completed - ONLY Page 1 and Tables 1 to 4 of this agreement
- Minimum Leg Charges

- A listing of company principals, postal address, phone and fax numbers
- A **current pilot roster**: It is preferred that pilot information be entered in the air carriers section of WEBAIR - <http://www.webaircanada.com> . Otherwise these details can be manually submitted using **Table 5** of this agreement. This information shall be updated if it changes through the season.

2.3 REGISTERING AIRCRAFT AND FUEL RATES

- A. The Carrier shall submit aircraft charter rates to the Charterer detailing their hourly rates and minimums for each specific make/model of aircraft on the proper forms, (as attached);
- Table 1 - Helicopter Daily Rates and Daily Minimums Form
 - Table 2 - Fixed Wing Hourly Rates and Daily Minimums Form
 - Table 3 - Fuel Rate (by Location)
 - Table 4 - Specialty Services and Optional Equipment Form
- B. Rates submitted shall be in force from October 1, 2019 until March 30, 2019.

New for 2019 – Email copy to: AviationServices@gov.sk.ca

Mail or Fax Copies to:

**Saskatchewan Ministry of Environment
Wildfire Management Branch
Box 3003, Hwy #2 North
Prince Albert, Saskatchewan
S6V 6G1 Fax: (306) 953-3544**

- C. Air carriers that have not submitted the required documentation will not be considered for hire until they have complied with this "Call When Needed" Agreement and been placed on the "Approved List". This could create some hardship if documentation is not received until the fire season is upon us. Please submit complete information early to reduce future problems.
- D. It is only necessary to register one rate for each specific make/model of aircraft. If you have 7 Bell 206 B's, then insert the rate, write "7" in the registration column and annotate the individual registrations. We will record the registration on our "Short Term Aviation Services Contract", if and when we hire you.
- E. The Carrier will submit **'dry rates' for each aircraft type**. CWN numbers will be generated for each rate. Fuel rates shall be submitted where applicable; see Sections 7.6, 7.7 and 8.3 (Table 3).
- F. Details of any minimum charges; i.e. minimum legs, etc., shall be submitted.

2.4 DETAILED TERMS

- A. All Saskatchewan contracts are averaged over the full term of each individual contract.
- B. The pilot is authorized by the Carrier to sign Short Term Contract, Flight Authorization, and Saskatchewan Ministry of Environment Daily Flight Report documents.

- C. All aircraft that are burning fuel supplied by the Charterer (e.g. a twin Otter operating out of a fire camp and refueling from the Charterer's fuel cache), will indicate so on their Saskatchewan Daily Flight Report and no fuel charges are to be invoiced.
- D. Hours and minutes for which a charge is made are to be **Flight Time**. For fixed wing aircraft, this shall be computed from the time the aircraft commences to taxi before take-off until it ceases to taxi after landing. Any minimum leg charges shall reflect this fact.
- E. For the purposes of this agreement, Short Term Contracts shall cover a maximum period up to and including 10 days.
- F. Where an air carrier applies minimum leg charges or standby times, a table of how these charges are applied shall be submitted.
- G. Saskatchewan Ministry of Environment has adopted a 'Zero Tolerance Policy on Harassment' in the workplace. The Carrier is expected to adhere to this policy.
- H. In the event that the helicopter is involved in an aviation occurrence, incident or accident, the flight crew shall submit a written report to the Minister or their delegate.

3.0 AIR CARRIER REQUIREMENTS

3.1 DOCUMENTS

Where Wildfire Integrated Information Network (WIIN) is tracking the aircraft the WIIN system will generate a Saskatchewan Daily Flight Report for approval and signature by the Charterer's authorized representative. Otherwise a standard Saskatchewan Daily Flight Report form shall be used. Copies of the Daily Flight Reports and any Short Term Aviation Services Contract or Flight Authorization (that is applicable to those Flight Reports) shall be attached to the invoice issued by the Carrier to the Charterer for payment.

The Charterer will issue a Saskatchewan Daily Flight Report(s) to the Carrier's Pilot or the authorized representative, who shall review and ensure the Daily Flight Report is complete according to the guidelines in the Saskatchewan Pilot's Handbook. The Daily Flight Report shall be signed by the air carrier representative and the Charterer's authorized representative. Copies of the Daily Flight Report(s) and any Short Term Aviation Services Contract or Flight Authorization (that is applicable to those Flight Reports) shall be attached to the invoice issued by the Carrier to the Charterer for payment.

3.2 HOLDBACK AND WORKERS' COMPENSATION

- A. The Charterer is entitled to, out of each and every payment to be paid to the Carrier under this Agreement, retain a 10% holdback for 40 days after completion of the services, and at the expiration of the 40 days after the completion of the services, the Minister shall continue to be entitled to retain the holdback until:
 - i. The Carrier provides the Charterer with a statutory declaration or other evidence satisfactory to and in a form required by the Charterer certifying that all debts, claims, or liabilities for labour, equipment, materials, supplies, services, Workers' Compensation Board (Saskatchewan) contributions or other obligations arising from or related to the performance of the services have been paid in full; and
 - ii. The services have been performed and completed to the satisfaction of the Charterer.
- B. The Carrier shall comply with *The Workers' Compensation Act, 1979* and shall, upon demand by the Charterer, deliver to the Carrier a certification from the Saskatchewan Workers' Compensation Board (WCB) showing that the Carrier is registered and in good standing with the Board, and that the Charterer will have no liability to Saskatchewan Workers' Compensation Board as a consequence of this Agreement.
- C. If at any time the Charterer is unable to obtain official clearance from the WCB for and in respect of fees, premiums and assessments that are or may become payable by the Carrier to WCB relating to the Carrier performance of the services of this Agreement:
 - i. The Charterer shall be entitled to and may at his sole option withhold sufficient amounts of monies owing to the Carrier to cover the potential WCB claim and shall be entitled to remit that sum to the WCB, and further, any such holdback for the purposes of this clause is in addition to the holdback mentioned in clause (A) herein;

- ii. If the Charterer does not hold a sufficient part of the amounts earned by the Carrier under this Agreement to fully pay and satisfy actual or potential WCB claims (hereinafter called the “WCB Claim”), the Charterer shall also be entitled to, at the Charterer’s sole discretion, use the holdback money mentioned in clause (A).

3.3 INSURANCE

- A. The agreement with the Charterer, involving the Carrier’s performance of any aviation services or flying operations for the Charterer, shall contain the following indemnity and insurance provisions as a minimum and, whenever Federal minimum requirement and the Charterer’s requirements (outlined in Clause ‘C’ below) are not equal and coincide, the higher amount of indemnity and minimum insurance will apply. The Carrier shall meet the insurance requirements of the Canada Transportation Act and the Air Transportation Regulations.

The following insurance provisions are required of the Carrier providing any form of air carrier or commercial air services to the Charterer:

- B. The Province of Saskatchewan as represented by her Majesty the Queen in the Right of the Province of Saskatchewan as represented by the Minister responsible for Saskatchewan Ministry of Environment and all of the officers, directors, agents, and employees are included as Additional Insureds for their respective rights and interests but solely with respect to the operations of the Carrier’s commercial air service.
- C. Any act of omission by one or another of the Insureds shall not prejudice the rights or interest of any other Insured. This policy, subject to its limits or liability, shall apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each. The inclusion herein of more than one Insured shall not operate to increase the limits of the Insurer's liability.
- D. The Carrier’s Insurers acknowledge and accept the insurance afforded to the Additional Insured to be primary insurance without right of contribution from any other insurance which may be available to the Additional Insureds.
- E. The Carrier’s Insurers agree to waive their rights of recovery to the extent the Carrier has waived their rights of recovery. Upon payment of any loss or claim, the Carrier’s Insurers shall to the extent and in respect of such payment be thereupon subrogated to all legal and equitable rights of parties indemnified.
- F. The Carrier’s Insurers agree to give at least thirty (30) days prior written notice of any cancellation of or material change in the Insurances by the Carrier’s Insurers EXCEPTING, HOWEVER, as regards coverage in respect of War and Allied Perils (where applicable) which are subject to automatic and/or seven (7) days’ notice of cancellation provisions. Such notice will need not be given at normal expiry date of the insurances or any endorsement.
- G. To the extent that it falls within the scope and period of the insurance, liability assumed by the Carrier is insured.
- H. The Carrier will assume full responsibility for and will indemnify, defend and hold harmless the Charterer, its employees, agents, representatives, affiliated companies and independent contractors from and against any and all claims, suits, actions, proceedings damages, awards, fines, penalties, costs, expenses, obligations and liabilities of any kind whatsoever (including without limitation, attorney’s fees, court costs, and other expenses incurred in connection with any of the foregoing) arising out of or in any way relating to any delay of, injury to , or death of any person or persons (including the Charterer’s employees, agents, representatives, and independent

contractors) or the loss, delay or destruction of or damage to any property (including aircraft) of any person or persons (including the property of the Charterer, its employees, agents, representatives, affiliated companies and independent contractors) arising out of or in any way relating to the performance of duties to be undertaken by the Charterer pursuant to this agreement, regardless of how caused and regardless of whether or not caused by the actual or alleged passive or active negligent act or omission of the Charterer its employees, agents, representatives, affiliated companies or independent contractors, provided however, that the foregoing indemnification shall not apply to such claim or liability resulting from the gross negligence or willful misconduct of the Charterer

- I. With respect to Subpart 703 Aerial Taxi and Subpart 702 Aerial Work aviation services, the Carrier shall, at its own expense, obtain and maintain during the term of this Agreement, in a form and with an insurance company licensed to do business in the province of Saskatchewan and satisfactory to the Charterer, the following insurances
 - i. With respect to Part 703 Aerial Taxi aviation services, the following minimum limits of Aircraft Legal Liability Insurance applicable to bodily injury (inclusive of liability to third parties and/or passengers) and property damage (inclusive of liability to third parties and for baggage and/or cargo):
 - a. Where the MCTOW of the aircraft is not greater than 7,500 pounds, not less than a combined single limit of \$5,000,000 any one aircraft, any one occurrence,
 - b. Where the MCTOW of the aircraft is greater than 7,500 pounds but not greater than 18,000 pounds, not less than a combined single third of \$10,000,000 any one aircraft, any one occurrence, and
 - c. Where the MCTOW of the aircraft engaged in the service is greater than 18,000 pounds, not less than a combined single limit of \$20,000,000 any one aircraft, any one occurrence.
 - ii. With respect to Part 702 Aerial Work aviation services, the following minimum limits of Aircraft Legal Liability Insurance applicable to bodily injury (inclusive of liability to third parties, and/or passengers if required) and damage to property of third parties:
 - a. Where the MCTOW of the aircraft is not greater than 7,500 pounds, not less than a combined single limit of \$3,000,000 any one aircraft, any one occurrence,
 - b. Where the MCTOW of the aircraft is greater than 7,500 pounds but not greater than 18,000 pounds, not less than a combined single third of \$5,000,000 any one aircraft, any one occurrence, and
 - c. Where the MCTOW of the aircraft engaged in the service is greater than 18,000 pounds, not less than a combined single limit of \$10,000,000 any one aircraft, any one occurrence.
- J. Proof of insurance shall be issued to the Charterer prior to any flights under this Agreement and shall clearly show the following:
 - i. The Indemnities (as defined in the respective Agreement) are included as Additional Insured's for their respective rights and interests and will receive protection from the policy in the same manner as if there were a separate policy covering each Insured (subject always to the policy limit of liability).

- ii. Insurers agree to waive their rights of subrogation against the Additional Insured's to the extent the Insured has waived its rights of recovery under this Agreement.
 - iii. Confirmation that the Charterer will be notified in writing at least thirty (30) days prior to any cancellation, non-renewal or material change to the policies reducing the coverage less than stipulated herein, excepting however, as regards coverage in respect of War and Allied Perils which are subject to automatic and/or 7 days' notice of cancellation provisions, the implementation of which will immediately be notified to the Indemnities.
 - iv. A statement that the Carrier's insurance is primary without right of contribution from any other insurance which may be available to the Insured Company Parties.
 - v. Coverage under Extended Coverage Endorsement (Aviation Liabilities) AVN.52D or AVN.52E or Equivalent.
- K. The Carrier agrees to indemnify and hold harmless the Charterer, the Government of Saskatchewan and its ministers, officers, employees, and agents, from any and all third party claims, demands or actions for which the Carrier is legally responsible, including those arising out of negligence, willful harm, or crimes by the Carrier or the Carrier's employees or agents. This clause shall survive the expiration or termination of this agreement.
- L. The Charterer is not liable or responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Carrier or by any employee, agent or sub-contractor of the Carrier in the conduct of the performance of this agreement. This clause shall survive the expiration or termination of this agreement.

3.4 INSPECTION OF AIRCRAFT, FLIGHT CREW AND MAINTENANCE FACILITIES

- A. All aircraft operated under CARS's Subpart 703 Aerial Taxi and Subpart 702 Aerial Work shall be subject to an Initial Inspection at the beginning of the fire season prior to the signing of any Short Term Contract. Helicopters will be assigned a permanent number and supplied with numbered decals to be applied in a prominent position on the helicopter.
- B. Prior to initial hire, the pilot of any aircraft operating under CARS's Subpart 703 Aerial Taxi and Subpart 702 Aerial Work shall be briefed by ministry staff and complete an "Open Book Procedures Exam", based upon the Saskatchewan Pilot's Handbook, this "Call When Needed" Agreement and the training modules outlined in Clause 5. The exam will be corrected to a 100% status with the pilot by the Charterer's representative. A copy of the Initial Aircraft Inspection and exam will be filed with the Wildfire Management Aviation Services Coordinator and the appropriate Aviation Program Team Leader (for non-Wildfire Management Branch activities).
- C. All aircrew documentation, licenses, P.P.C. certification, medical certificate, as well as Aircraft Journey and/or Technical Logs may be checked by a representative of the Charterer at any time. Carriers may be required to have a safety audit of their operation by a representative of the Charterer.

4.0 FLIGHT OPERATIONS

4.1 OPERATION OF CHARTER FLIGHTS

- A. The Carrier shall have exclusive operational control over its chartered aircraft, its contents and crew and ensure that each flight is conducted in a safe and efficient manner and in accordance with the Canadian Aviation Regulations (C.A.R.S), and Standards of Transport Canada and any special restrictions, Ministry of Environment Aviation Safety Directives, Safe Work Procedures or Safety Policies that may be imposed by the Charterer.
- B. The pilot shall provide a Pre-flight Passenger Briefing, covering all emergency and survival procedures including operation of seat belts, emergency exits, E.L.T. and Survival Kit, to every passenger, prior to flight. Every person who is provided with transportation on a chartered aircraft shall comply with all the terms and conditions of the Carrier, and all persons and property aboard a chartered aircraft shall be subject to the authority of the pilot in command.
- C. The Pilot shall ensure that Ministry supervisory personnel have their contact information when assigned to a firebase or incident. The Pilot shall participate in any operational briefings for specialty operations (such as Aerial Ignition etc.).
- D. The Carrier may:
 - i. cancel or terminate a charter or any flight of a charter at any time,
 - ii. return to base or to the last point of landing, or
 - iii. divert or land at an intermediate point when such action is deemed by the Carrier to be necessary owing to the unserviceability of the aircraft, weather conditions or other conditions beyond the control of the Carrier.
- E. The Carrier may refuse to carry any passenger where it has reasonable grounds for believing that the passenger's condition is such as to involve an unusual risk of hazard to themselves or to other persons, or to any property.
- F. The Carrier shall refuse to carry any articles that it has reasonable grounds for believing will endanger the safety of the aircraft, crew or passengers or any property.
- G. The Carrier shall not be liable for delay, either before the flight is commenced or at any time during the charter, owing to weather conditions, unserviceability of the aircraft or other conditions beyond the control of the Carrier. If an aircraft becomes mechanically unserviceable for any reason, the pilot shall advise the Charterer at the earliest possible time (to assist planning). Failure to advise the Charterer may result in cancellation of any existing contract, should the air carrier not be able to supply a suitable substitute **within 3 hours**. (See Section 4.3)

4.2 CANCELLATIONS, NON-COMPLETIONS OR DEVIATIONS

- A. When a charter is cancelled by the Carrier after commencement, charges shall be charged for the completed portion only.
- B. No charges shall be charged to the Charterer:
 - i. Where flights are not completed due to mechanical failure or crew incapacity and the Carrier fails to arrange satisfactory alternative transportation; or

- ii. In respect of any flying in an unsuccessful attempt to complete a flight required under the charter, unless the Charterer, his servant or agent agreed to such flying being done, prior to the commencement of the flight.

4.3 SUBSTITUTION OF AIRCRAFT

- A. When, owing to causes beyond the control of the Carrier, the chartered aircraft is unavailable at the time the charter commences or becomes unavailable while carrying out the charter, the Carrier (within 3 hours) may furnish another aircraft of the same make/model or, with the consent of the Charterer, substitute any other make/model of aircraft at the rates and charges applicable to the aircraft originally chartered except as provided in subsections (B) and (C).
- B. When a substituted aircraft is capable of a larger payload than the aircraft originally chartered, the payload carried in the substituted aircraft shall not be greater than the payload that would have been available in the aircraft originally chartered, unless the Charterer agrees to pay the rates and charges applicable to the substituted aircraft.
- C. When the maximum payload of a substituted aircraft is smaller than the maximum payload of the aircraft originally chartered, charges shall be based on the rates and charges applicable to the make/model of substituted aircraft, except that where such rates and charges are higher, than those rates for the original aircraft chartered shall apply.

4.4 MANDATORY FUEL CHECKS

Although the Charterer will perform fuel checks to ensure the quality of bulk fuels is satisfactory, it remains the Pilot's responsibility to also check the state of the fuel before pumping or delivery into the aircraft. **The minimum pilot checks shall include:**

- A. A visual 'clear & bright' check in a clear container for visual contaminants and/or water slugs.
- B. A water check may also consist of using water paste or similar indicator. All drum fuel will be checked and pumped through the Carrier's filtering system.
- C. **After each refueling and prior to flights**, the Pilot shall drain all the aircraft's fuel sumps and/or filters that may have accumulated any water or contaminants from any refueling. **These checks shall be completed in the manufacturer's recommended order and procedures** to ensure no water is trapped within the aircraft's fuel system.

4.5 DETERMINATION OF HELICOPTER OR FIXED WING FLIGHT TIME (WIIN System)

The pilot shall review the Saskatchewan Daily Flight Report created by the Wildfire Integrated Information System (WIIN) for accuracy and completeness. **All times shown on Saskatchewan Daily Flight Sheets, and invoiced for, must also be recorded in the Aircraft Journey Log as flight time** as defined and required in C.A.R.s.

4.6 DETERMINATION OF HELICOPTER FLIGHT TIME (Manual SK Daily Flight Report)

- A. Except as provided in subsection (B), the hours and minutes for which a charge is made shall be computed from the time the helicopter commences hovering or taxiing before take-off until it ceases to hover or taxi after landing.
All times shown on Saskatchewan Daily Flight Reports and invoiced for must also be recorded in the Aircraft Journey Log as flight time where defined and required in C.A.R.s.
- B. When operations involve a continuous succession of flights each of less than ten minutes' duration, and the engine is not shut down between such flights, **flying time** shall be computed from the time the helicopter commences to hover or to taxi for the first flight until the helicopter ceases to hover or taxi after the final landing.
- C. In determining the conversion from hours and minutes: each fraction of an hour shall be stated as a decimal, established on the basis of a six-minute period as set out in the Aeronautical Aviation Publication (A.I.P.).

4.7 DETERMINATION OF FIXED WING FLIGHT TIME (Manual SK Daily Flight Report)

- A. In determining the duration of a fixed wing flight, the hours and minutes for which a charge is made shall be computed from the time the aircraft commences to taxi before take-off until it ceases to taxi after landing. No additional times shall be levied. **All times shown on Saskatchewan Daily Flight Sheets, and invoiced for, must also be recorded in the Aircraft Journey Log as flight time as defined and required in C.A.R.s.**
- B. In determining the conversion from hours and minutes: each fraction of an hour shall be stated as a decimal, established on the basis of a six-minute period as set out in the Aeronautical Aviation Publication (A.I.P.).
- C. Where an air carrier has established minimum leg charges, these must be submitted with the hourly rates.

4.8 TRANSPORT OF CARRIER'S PERSONNEL, EQUIPMENT & SPARE PARTS

- A. The Carrier shall provide or pay for the transportation, if any, of the Carrier's personnel, equipment and spare parts required for the purposes of the charter.
- B. The Carrier shall provide or pay for the transportation of:
 - i. The Carrier's personnel replaced at the request of the Charterer and replacements thereof, except where the Charterer and Carrier agree otherwise;
 - ii. The Carrier's additional personnel, equipment and spare parts except where the Charterer and the Carrier agree that the requirement thereof could not have been reasonably foreseen and provided for in the initial outbound movement or it is some special equipment requested by the Charterer.

4.9 CARRIAGE OF PERSONS

Only those persons acting in an official capacity of the Province of Saskatchewan shall be carried on any flight. Any person not acting in an official capacity of the Charterer shall obtain the approval of a duly authorized representative of the Charterer prior to being carried on any flight.

4.10 *EMPLANING AND DEPLANING FROM THE HOVER*

- A. The Carrier shall not conduct any hover emplaning and/or deplaning procedures with any person unless the Carrier's Operations Manual and flight crews have a current approval from Transport Canada to carry out such procedures. It is also the responsibility of the appropriate Carrier's approved aircrew, to sufficiently brief all of the Charterer's personnel (prior to any flight) on these procedures. Hover emplaning and deplaning of the Charterer's personnel shall only be performed when those personnel have met the requirements of the Saskatchewan Hover Emplane/Deplane Training requirements.
- B. "**Approved**" references the Hover Emplaning/Deplaning Operational Training Policies and Specifications document. These shall be included in and part of the air carriers' current Transport Canada approved Operations Manual. Aircrew shall have completed and been certified in the procedures by having met the original and/or recurrent training requirements, as provided for in the Carrier's current approved operations manual.
- C. The Saskatchewan Hover Deplane/Emplane Training Guide will provide the required Policies and Procedures for the Charterer's staff as outlined in the Wildfire Management Policy document. Copies of both documents can be made available to the Carrier by request from the Wildfire Management Aviation Services Coordinator or the Fire Centre Manager in their area.

4.11 *TERMINATION OF CONTRACT OR FLIGHT AUTHORIZATION*

Termination of any existing contract or flight authorization may result from any of the following scenarios or situations:

- A. Non-compliance with the Canadian Aeronautics Act, Canadian Aviation Regulations & Standards, or the Canadian Transportation of Dangerous Goods Act and Regulations.
- B. Prolonged unserviceability of aircraft or aircrew.
- C. Aircrew is either insufficiently experienced or is incompatible with the Charterer's staff.
- D. Unserviceable radios (immediate on-site termination).
- E. The aircraft fails to perform according to the manufacturers specifications.
- F. Failure to operate the aircraft within the Ministry Aviation Safety Directives, the Wildfire Management Branch policies, and/or the Ministry Aviation Services Call When Needed Agreement.

The Charterer maintains the last and final word in the decisions of safety!

5.0 AIR CREW REQUIREMENTS (702 Aerial Work & 703 Air Taxi)

There is definitely a minimum basic amount of Pilot-in-Command experience and skill desired in such specialty operations as forest fire management and other deliberate low altitude flying as in wildlife and game enforcement roles. The Charterer requires the following minimum aircrew requirements for aircraft utilized in the carriage of Charterer's staff or contractors.

5.1 **FIXED WING AIR CREW EXPERIENCE AND REQUIREMENTS**

A. VFR Aircraft

- i. Valid Transport Canada Commercial Pilot License endorsed for type to be flown
- ii. Valid Medical Certificate
- iii. Current and Valid Pilot Proficiency Checkride or Company Checkride with at least 25 hours on current type.
- iv. Fireline or associated experience operating in and from isolated wilderness areas.
- v. Minimum 300 hours Pilot in Command.

B. Float Equipped Aircraft (VFR Only) {in addition to (A) above}

- i. Valid float endorsement.
- ii. Minimum 500 hrs. Pilot-in-Command
- iii. A minimum of 150 hours pilot-in-command float time.
- iv. Float and associated experience (such as remote docking) operating from isolated lakes located in wilderness areas.

C. Multi-Engine Fixed Wing (VFR Only) {in addition to (A) above}

- i. Minimum Pilot-in-Command of **600 hrs. Fixed Wing**
- ii. Minimum Pilot-in-Command of 300 hrs. Multi-Engine Fixed Wing
- iii. Minimum Pilot-in-Command of 50 hrs. On Type in Past 12 Months
- iv. Emergency and Single Engine procedures practice within 30 days prior to mission.
- v. **If aircraft is on floats**, Section 5.1 (D) shall apply.

D. Multi-Engine Fixed Wing (IFR)

- i. Valid Transport Canada Commercial Pilot Licence endorsed for type to be flown with valid Class I Instrument Rating
- ii. Valid Medical Certificate
- iii. **Minimum 1500 hours** Pilot-in-Command Fixed Wing
- iv. **Minimum 500 hrs.** Pilot-in-Command. Multi-Engine
- v. **Minimum 50 hrs.** Pilot-in-Command. On Type in past 12 Months. If aircraft is on floats, a minimum of 150 hrs. Pilot-in-Command float time.

E. Other Pilot Roles (Specialized Experience)

Specialized and/or low altitude/low airspeed flying roles require very specific aircrew experience. Aviation Safety Directives have been prepared by the Saskatchewan Ministry of Environment Aviation Safety Committee to

address these issues and challenges. In these cases, **the Charterer will provide these requirements to the Carrier through the Aviation Program Team Leader** or upon special request from the M.A.S.C. (Ministry Aviation Safety Committee) or Wildfire Management Aviation Services Coordinator.

F. Experience Waivers (Restricted Operations Permission)

Recognizing the needs of the aviation industry to develop Pilot-in-Command experience, the Charterer will, upon written request from an air carrier, give consideration to using pilots with less hours than our designated minimums, but only in the following certain restricted roles.

- i. In all cases, a Carrier wishing to provide pilots with less-than-minimum requirements will have to make a written request to the Charterer, Attention: Aviation Services Coordinator, Wildfire Management, Prince Albert.
- ii. Each case will be dealt with individually and if "Restricted Operations Permission" is granted, hiring will only occur if a requirement is determined to exist, (solely by the Charterer's applicable Branch).
- iii. Any permission granted under (i) or (ii) above may be immediately cancelled by any Charterer representative who determines that any operation of the pilot is unsafe or lacks competency.
- iv. "Restricted Operations Permission" will enable pilots to carry out any flight operation for which the Carrier and Pilot have received an approval in writing from the Charterer, with the exception that **a waiver will not be granted for any of the requirements for specialized flights as defined in Ministry Aviation Safety Directives (Section 5.1 (G)) or for initial attack or aerial ignition roles in fire suppression.**
- v. It shall be the Carrier's sole responsibility to notify the Charterer, (in writing and provide proof), that a "Restricted Operations" pilot has now acquired adequate experience to qualify for all unrestricted flight duties.

5.2 HELICOPTER AIR CREW EXPERIENCE AND REQUIREMENTS

A. VFR Aircraft

- i. Valid Transport Canada Commercial (or higher) Pilot License endorsed for type to be flown
- ii. Valid Medical Certificate
- iii. Current and Valid Pilot Proficiency Checkride or Company Checkride with at least 25 hours on applicable type.

B. The pilot shall be competent in the appropriate skills as set in the Helicopter Association of Canada "Pilot Competencies for Helicopter Wildfire Operations" document:

<http://www.ihst.org/portals/54/repository/Practices-Wildfire%20Operations.pdf>

- i. General Wildfire Operations Knowledge – **Mandatory for ALL fire operations**
- ii. External Load – Short Line (horizontal reference), Long Line (vertical reference), Precision Load Placement, Water Bucketing / Tanking – **Mandatory for external load operations**
- iii. Aerial Ignition Device (AID) and Drip Torching – **Mandatory for ALL aerial ignition operations**
- iv. Hover Exit – Mandatory for Hover Emplane/Deplane operations
- v. Confined Area Operations – Mandatory for ALL fire operations

vi. Low Visibility Flight – Mandatory for ALL fire operations

The pilot shall have and be able to produce documentation of compliance with the above requirements and other specialty training such as TDG. The three 'General Wildfire Operations Knowledge' online training courses are found here: http://www.ciffc.ca/index.php?option=com_content&task=view&id=114&Itemid=259

- C. Pilot information including current status of pilot competencies shall be entered and kept current on the WebAir Canada website. <http://www.webaircanada.com/>
- D. There will be no waivers with respect to these qualifications and requirements for helicopter aircrew.

6.0 MANDATORY REQUIREMENTS (702 Aerial Work & 703 Air Taxi)

6.1 MANDATORY REQUIREMENTS

- A. All aircraft (helicopters and fixed wing), contracted to the Charterer to work within the Wildfire Management, Wildlife or Enforcement programs, must have the following minimum radio transceiver equipment.
- D. **1 VHF AM airways Transceiver** with 720 transmit and receive channels; minimum 5 watts transmit carrier power, designated as Comm.1. or VHF 1, and
- E. **1 VHF-FM Transceiver** which is immediately programmable (in the air or on the ground) with a minimum frequency range of 142.00 MHZ to 166.00 MHZ. The radio must be a permanent installation approved by Transport Canada. The transceiver must be operated from the aircraft's primary electrical system and wired into the audio panel with transmit capabilities available to both front headsets. (Aircraft not working in fire airspace or on fire patrols may be hired without the FM radio) Unserviceable radios may result in immediate termination of contract. (See 4.10(iv))
- B. **Pilots must be fully conversant with the mandatory fire program "Link Frequency" of 122.85 MHZ AM** and must always monitor it during combined air attack with Bird Dog aircraft. The Bird Dog may require helicopters and fixed wing to operate on an alternative frequency. Complex air operations will result in variable situations, so all pilots must be prepared to communicate, cooperate and conduct air operations in the safest and most effective manner possible. **All aircraft inbound to a fire zone must (prior to entry) make radio contact with any Bird Dog aircraft operating within the zone. Communication protocols are found in the SK Pilot's Handbook.**
- C. **Prior to any dispatch**, all aircrew shall have all current Charterer FM frequencies for the appropriate areas and air tanker groups, programmed into their FM radios and shall have performed a radio check with a local Ministry Radio Dispatcher. These frequencies can be found in the Saskatchewan Pilot's Handbook.
- D. **Global position satellite receiver integrated with GPS tracking hardware** and forwarding data to Saskatchewan WIIN system. ESN number is to be supplied to Provincial Wildfire Centre.
- E. Shoulder harness and lap belts are mandatory for the pilot and co-pilot positions in all aircraft providing service to the Charterer. In helicopters, shoulder restraints and lap belts are mandatory for all seats. It SHALL be the Pilot's responsibility to assure that all belts and shoulder restraints are secure and being used by all occupants of the aircraft prior to flight. All passengers will have (prior to any flight) received a Pilot's pre-flight briefing which includes the use of all belts and shoulder restraints (particularly on how to adjust, open and close quick release clasps or buckles), emergency exits, location of E.L.T and Survival Kit.
- F. **Survival equipment** will be maintained as per Transport Canada (C.A.R.S.), however, the minimum survival equipment for any single engine aircraft operating outside the parameters as laid down in the C.A.R.'s reference, will be as follows:
 - One survival blanket for each person on board (mandatory sleeping bag in summer) unless survival suits are being used.
 - One flashlight with batteries
 - One axe or one saw

- Waterproof matches
- Insect repellent during the summer months
- Sufficient survival rations to maintain all occupants for a minimum of 3 days.

The pilot has the right-of-refusal to any passengers not dressed for climate extremes (e.g., summer footwear).

- G. **Internal cargo restraints** shall be installed and used in all passenger compartments.
- H. **E.L.T.** that has been functionally tested.

6.2 *OPTIONAL EQUIPMENT*

The following equipment is **preferred** by the Charterer and its availability will be used in determining hiring and release priorities. The Carrier is requested to supply information on this subject in Table 4 - Specialty Services and Optional Equipment Form (Section 8.5).

- A. **Intercom headsets** (It is desirable to have headsets for five crew members.)
- B. **GPS that is computer compatible.** The ability to connect the aircraft GPS to a laptop for mapping is desired. The fire suppression program has identified the file format *.dxf as a standard for fire mapping. Aircraft with their own computer equipment able to perform this task should be identified to fire management.
- C. **Foam capable water bucketing** has been identified as an asset in sustained action fire suppression. Helicopters that are foam capable should identify themselves to fire management.
- D. High skid gear with bear paws.
- E. Long Range Fuel Tanks
- F. Cargo Baskets
- G. Long line sling gear
- H. Highly conspicuous paint scheme on rotor blades.
- I. High intensity strobe lighting and "wig-wag" lights.
- J. **Satellite phone.** Number is to be supplied upon aircraft inspection or to Provincial Wildfire Centre.

6.3 *SPECIALTY SERVICES*

- A. From time to time the Charterer requires specialty equipment from air carriers such as infrared scanning equipment, GPS mapping equipment or aerial ignition equipment. If you are able to supply such specialty equipment, please include information regarding availability and rates (if applicable) on Table 4 - Specialty Services and Optional Equipment Form (Section 8.5).

6.4 *REMOTE LOCATIONS*

- A. From time to time the Charterer requires operations from remote locations. Flight crews are expected to supply and have in their possession adequate personal effects (sleeping bags, toiletries, etc.) to work from those remote sites and temporary fire base bunkhouse situations.

7.0 CHARGES, EXPENSES AND INVOICING

7.1 SHORT TERM CONTRACTS

- A. The charges for the day shall be the flying time rounded to the nearest 0.1 hours as determined in accordance with Sections 4.5, 4.6 and 4.7; Determination of Flight Times (helicopter and fixed wing).
- B. Minimum charges for Short Term Contracts shall be an aggregate of all flight during the term of the charter including the daily minimum charges, or leg charges, calculated in accordance with provisions contained in Table 1 - Helicopter Hourly Rates & Daily Minimums, Column #4 or Table 2 - Fixed Wing Hourly Rates & Daily Minimums, Column #7. **Averaging of all minimums shall apply over the entire designated period of each Short Term Contract.**
- C. In the case of a Carrier making a submission which has a Daily Aircraft minimum of 1.5 hours or less per day - there will be NO AVERAGING.

7.2 FLIGHT AUTHORIZATIONS

- A. Where the Charterer requires an aircraft for a specific flight (or series of flights) on a single given day and the aircraft is not required for the exclusive use of the Charterer on that day, a Branch or Fire Centre Flight Authorization Number will be allocated. This number must appear on the Saskatchewan Daily Flight Report and any invoices subsequently submitted by the Carrier. No daily minimums shall apply. Minimum leg charges and/or standby time may apply.
- B. Charges relating to the cost of positioning an aircraft for speculation purposes by the Carrier shall be the responsibility of the Carrier. If a ferry flight to bring an aircraft into the province is mutually agreed upon in advance, by both the Carrier and the Charterer, the Carrier will be assigned a **Ferry Flight Authorization number** by one of the following Charterers' representatives:
 - i. Wildfire Management Branch Provincial Fire Manager
 - ii. Wildfire Management Branch Aviation Services Coordinator

This number must appear on the Saskatchewan Daily Flight Report and any invoices subsequently submitted by the Carrier.

7.3 HELITORCHING AND AERIAL INCENDIARY DEVICE

- A. When a helicopter is contracted and/or designated for Helitorch/A.I.D. operations, the daily flight minimums shall increase to 6 hours and will be subject to the appropriate Wildfire Management Standard Operating Procedures. Air carriers have the right-of-refusal to accept this assignment, prior to contract signature or task designation. Helitorching/A.I.D. assignments shall be noted on the daily flight report.
- B. A short term contract entered into specifically for helitorching/A.I.D. shall be for a maximum of one (1) day.
- C. In the event that the helicopter is not required for torching, it may be "stood down" from its torching assignment and the remaining portion of the 6-hour minimum flight hours may be flown off on other assignments that day.

7.4 EXPENSES

The Charterer will not pay for additional expenses, including but not limited to; crew expenses (meals and accommodation), NavCanada fees, airport fees (landing, parking, etc.) and satellite service charges.

7.5 AIR CREW GROUND TRANSPORT (Approval Required from Wildfire Management)

Any crew ground transport, other than Charterer supplied vehicles, will not be paid for by the Charterer unless written authorization is provided for the designated period and vehicle by the Fire Centre Manager or designate for that respective fire centre. Crews moving to another fire centre area will be subject to another vehicle approval by the new Fire Centre Manager or designate. **A copy of the written approval shall accompany any Carrier invoicing to the Charterer! If it does not, the Charterer will not reimburse the Carrier for vehicle costs!**

7.6 INVOICE INSTRUCTIONS

- A. All Saskatchewan Daily Flight Reports must be legible and complete; i.e. proper destination descriptions and/or fire names & numbers, correct short term contract numbers, A/C make/model, registration and/or number, etc.
All additional expenses shall be the responsibility of the Air Carrier including: crew expenses (meals and accommodation), NavCanada fees, airport fees (landing, parking, etc.) and satellite service charges. These will not be paid by the Charterer.
- B. If any required information is missing, it prolongs the payment process, as this information is mandatory for the approval of the invoice.
- C. All aircraft invoices related to the Fire Program will be processed by Wildfire Management Branch in Prince Albert. Separate invoices must be submitted on company letterhead for each aircraft hired. **A copy of the Aviation Services Short Term Contract or Flight Authorization and each Saskatchewan Daily Flight Report with fuel expenses and receipts covering the applicable period of hire must be attached to each invoice.** The Government of Saskatchewan is GST exempt (#107864258). If you have included a GST charge, it will be deducted from your invoice. If invoices are received and are not properly assembled they will not be processed. Only when the Carrier has properly submitted the invoice to Wildfire Management Branch, will the payment process begin. The invoice must be completed and submitted to the Wildfire Management Branch not more than 30 days after the final release date of each particular contract. Payment will be made within 30 days after the receipt of the invoice. The government of Saskatchewan does not pay fees or interest on overdue accounts until 45 days past due.

Aircraft invoices are to be sent to:

Email: AviationServices@gov.sk.ca

Or Mail: **Saskatchewan Ministry of Environment
Wildfire Management Branch
Box 3003, Hwy #2 North
Prince Albert, Saskatchewan
S6V 6G1
Phone: (306) 953-3473 Fax: (306) 953-3544**

Invoices for charter flying performed for Branches other than Wildfire Management will be submitted to the respective Branch for processing.

7.7 *ADDITIONAL CHARGES FOR FUEL AND OIL*

- A. All rates filed with the Charterer are dry (exclude fuel). Where possible, fuel will be supplied by the Charterer. Where fuel is supplied by the Carrier or purchased from a third party, invoices for fuel charges must reference the Saskatchewan Daily Flight Report that pertains to that charge. Charges for third party purchases must be accompanied by a copy of the original sales receipt or fuel delivery slip.
- B. Fixed Wing Air Carrier **shall enter the aircraft fuel burn rate** in Columns #6 of Table 8.3.
- C. Carriers with their own fuel supply shall submit a **fuel price** (by location if applicable) on **Table 3 - Fuel Rates** (Section 8.4). This price will be used to establish charges for fuel supplied by the Carrier from that location.
- D. The air carrier is required to supply the aircraft full of fuel at their expense at the beginning of the charter. At the end of the charter the Ministry is responsible for refilling the fuel tank(s) to full.
- E. The provision of oil for the aircraft shall be the responsibility of the Air Carrier. Oil charges must be included in the hourly tariff rate.

8.0 SUBMISSION FORMS

8.1 HOW TO COMPLETE THE “CALL WHEN NEEDED” FORMS

Instructions for Completion: **All rates are ‘Dry Rates’** (exclusive of fuel)

A. FOR HELICOPTERS FORM, SEE SECTION 8.2 - TABLE 1

- **Column #1** - Print the helicopter make/model designation
- **Column #2** - The helicopter's registration or, if multiple, write the number of that make/model in fleet (attach list of all registrations).
- **Column #3** - The rate (\$) per hour for casual contracts of 1 to 10 days
- **Column #4** – Please indicate the normal fuel burn for flights in litres per hour.
- **Column #5** - Daily hourly minimums. Note: For details see Section 7.1
- **Column #6** – Enter the helicopters ESN tracking number
- **Column #7** - The Charterer will assign a CWN number that is specific to your aircraft's make/model (with your company), when your company has fulfilled all the requirements and is placed on the “Approved Air Carriers List”.

B. FOR FIXED WING FORM, SEE SECTION 8.3 - TABLE 2

- **Column #1** - Print the aircraft make/model and common description (e.g., Navajo)
- **Column #2** - Print the Aircraft's Registration
 - **Note:** It is only necessary to register one rate for each specific make/model of aircraft that are on equivalent landing gear. If you have 7 aircraft of that make/model, then indicate print “7” in the Registration Column and attach a list of registrations. If you have the same make/model on two different types of gear and price, then you will have to make another entry.
- **Column #3** - Print the Aircraft's Block Airspeed in Statute Mile Per Hour.
- **Column #4** - Print the Appropriate Gear Designator for this aircraft – W (Wheels), F (Floats), WS (Wheel/Skis), S (Skis), which applies to this rate.
- **Column #5** - Print your rate per hour in Canadian Dollars.
- **Columns #6 - Please indicate** the normal fuel burn for cruise flight in litres per hour.
 - **Note:** In any case where the Charterer supplied the fuel, (e.g. during a charter or contract at a remote main fire camp) this is to be noted on the respective Sask. Daily Flight Report.
- **Column #7:** - Indicate daily hourly minimum for Short Term Contracts Note: For details see Section 7.1
- **Column #8** - Enter the Aircrafts ESN tracking number
- **Column #9** - The Charterer will assign a CWN number that is specific to the Carrier's aircraft make/model, when the Carrier has fulfilled all the requirements and is placed on the “Approved Air Carriers List”.

C. FOR FUEL RATE FORM SEE SECTION 8.4 - TABLE 3

- **Column #1** - Print the location of the air carrier's fuel site.
- **Column #2** - Indicate the appropriate fuel type for the location.
- **Column #3** - Indicate the price per litre.

D. FOR COMPANIES OFFERING SPECIALTY SERVICES SEE SECTION 8.5 - TABLE 4

- Indicate the type of service, the hourly and/or daily charge and any minimums that may apply.
- The Charterer will assign a number.

E. FILL OUT SECTION 8.6 – TABLE 5

8.2 - Table 1 - Helicopter Hourly Rates & Daily Minimums

October 1, 2019 to March 31, 2020

2019W Call When Needed – Helicopter

Company Name _____

Contact Person _____

Address _____

Phone _____

City _____

Postal Code _____

Email Address _____

1	2	3	4	5	6	7
Make/Model of Helicopter	Registration	Casual Rate 1-10 Days	Fuel Consumption Litres/Hour	Daily Minimums	ESN #	Saskatchewan CWN # (OFFICE USE ONLY)
EXAMPLE – BH06:	CGART	\$600/HR		2.5		WR2019-01

The above "Confidential" rates and minimums shall be used in determining the charter charges for helicopter flying for the Charterer. When the Carrier has supplied all the documentation to the Charterer, a "2019W CWN Number" will be assigned for each make/model of aircraft. The Carrier will then be registered on the Charterer's 'Approved Air Carrier Listing' for 2019W. The rates submitted by the Carrier shall be confidential to the staff of the Charterer and the Carrier.

RATES AUTHORIZED AS REPRESENTED BY:_____
PRINT NAME_____
SIGNATURE_____
DATE_____
COMPANY TITLE

8.3 - Table 2 - Fixed Wing Hourly Rates & Daily Minimums

October 1, 2019 to March 31, 2020
2019W Call When Needed – Fixed Wing

Company Name _____
Address _____
City _____
Email Address _____

Contact Person _____
Phone _____
Postal Code _____

1	2	3	4	5	6	7	8	9
Make/Model of Aircraft	Registration	Block Airspeed Statute Miles per Hour	Gear	Rate per Hour (excluding fuel)	Fuel Consumption Litres/Hr	Daily Minimum (if applicable)	ESN #	Saskatchewan CWN # (OFFICE USE ONLY)
EXAMPLE –CESSNA 185	CGART	120 MPH	F/W/S	\$282 HR	16 L/Hr	2 hours		WF2019-01

Where applicable, a list of minimum leg charges shall be attached and submitted

The above "Confidential" rates and minimums shall be used in determining the charter charges for helicopter flying for the Charterer. When the Carrier has supplied all the documentation to the Charterer, a "2019W CWN Number" will be assigned for each make/model of aircraft. The Carrier will then be registered on the Charterer's 'Approved Air Carrier Listing' for 2019W. The rates submitted by the Carrier shall be confidential to the staff of the Charterer and the Carrier.

RATES AUTHORIZED AS REPRESENTED BY:

PRINT NAME

SIGNATURE

DATE

COMPANY TITLE

8.4 - Table 3 – Fuel Rates (by Location)

October 1, 2019 to March 31, 2020

2019W Aviation Services Call When Needed – Fuel Rates – Carrier Supplied

Company Name _____

Address _____

Contact Name _____

Phone _____

1	2	3
Location	Fuel Type (100 LL/Jet B)	Fuel Price per Litre

Please indicate as per Section 6.3 any specialized equipment or services that your company may have to offer the Charterer. This information will be kept on file to be used when the Charterer requires specialty services. The rates submitted by the Carrier shall be confidential to the staff of the Charterer and the Air Carrier

Print Name

Signature

Date

Company Title

8.5 - Table 4 – Specialty Services and Optional Equipment Form

October 1, 2019 to March 31, 2020

2019W Aviation Services Call When Needed – Specialty/Optional

Company Name _____

Address _____

Contact Name _____

Phone _____

1	2	3	4
Specialty Service or Equipment	Daily/Hourly Cost (if any)	Minimum (if any)	Sask. CWN #

Please indicate as per Section 6.3 any specialized equipment or services that your company may have to offer the Charterer. This information will be kept on file to be used when the Charterer requires specialty services. The rates submitted by the Carrier shall be confidential to the staff of the Charterer and the Air Carrier

Print Name

Signature

Date

Company Title

8.6 - Table 5 – Pilot Information Form

IT IS PREFERRED THAT PILOT INFORMATION BE ENTERED IN THE AIR CARRIERS SECTION OF WEBAIR.

<http://www.webaircanada.com>

IF PILOT INFO IS ENTERED IN WEBAIR THEN SUBMISSION OF THIS FORM IS NOT REQUIRED.

Falsification or Misrepresentation of Data will result in removal from the List of Approved Carriers.

Date Format Required: DD/MM/YYYY

Last Name:	First:	Initials:
F/W License#:	R/W License #:	WM Exam Date:
Company:	Last Medical Due:	Date of Birth:
Home Address:	Home Phone:	Work Phone:
City:	Cell Phone:	Email:
Prov./State:		Fax:
Postal Code:		

License Data (Check current. If licensed for both fixed and rotary-wing, show as F/R)

Type	Ratings/Approvals	Restrictions	Expiration Date
/ Airline Transport	/ Floats		
/ Commercial	/ Multi-Engine		
	/ Night		
	/ IFR		
	/ Instructor		
	/ Engineer		
	/ Low Visibility		
	/ PPC		
	/ Other		

Specialty Training

Training	Agency/Company	Course Date
Hover/Emplane Deplane		
TDG		
Low Visibility		
Other -		

Experience (Hours by Aircraft Type)

Aircraft Type (i.e. BH206/C210)	PIC Hours	Total Hours	Last 12 Months	% On Float	PIC Hours Flying Confined Areas and Unprepared Landing Sites	Geographic Area
<u>Totals</u>						

Specialty Flying Experience (Estimated hours of training and experience)

Last 12 months FW	Hrs.	PIC Time FW	Hrs.	Total Time FW	Hrs.
Last 12 months IFR	Hrs.	PIC Time IFR	Hrs.	Total Time IFR	Hrs.
Last 12 months Multi	Hrs.	PIC Time Multi	Hrs.	Total Time Multi	Hrs.
Last 12 months Rotary	Hrs.	PIC Time Rotary	Hrs.	Total Time Rotary	Hrs.
Aerial Ignition Dev.	Hrs.	Long Lining	Hrs.	Air Tanker	Hrs.
I.R. Scanning	Hrs.	Fire Detection	Hrs.	Rappelling	Hrs.
Drip Torch	Hrs.	Photography	Hrs.	Slingsing	Hrs.
Hover Exit	Hrs.	Cone Picking	Hrs.	Aerial Fertilizing	Hrs.
Water Bucketing	Hrs.	Aerial Spraying	Hrs.	Aerial Seeding	Hrs.
				Survey	Hrs.

I certify that the information entered on this form is true to the best of my knowledge

Pilot Signature _____

Date _____

Company Name _____

Date _____