

## Operator Worksheet

We will need the following information completed prior to booking a flight with your company. Please complete and fax back to the following number.

**Fax to:** \_\_\_\_\_

1. Air Carrier Certificate# \_\_\_\_\_  
*Fax a copy*
2. Is the tail number to be used listed on this Air Carrier Certificate# \_\_\_\_\_
3. Anti Drug/Alcohol Program# \_\_\_\_\_
4. Safety Management System \_\_\_\_\_
5. US Customs Bond# (Required for International flights) \_\_\_\_\_  
*Fax a copy*
6. Does the flight crew receive annual simulator training? \_\_\_\_\_  
*Fax training certificate or documents*
7. If listed as a two pilot crew, has the co-pilot completed Part 135 training and a Part 135 checkride? \_\_\_\_\_  
*Please fax FAA Form 8410 with this request*
8. Insurance Liability Limits? \_\_\_\_\_
9. Insurance Policy Underwritten by? \_\_\_\_\_
10. How is the aircraft maintenance tracked? \_\_\_\_\_