6.1.13 DEMONSTRATION POLICY

Demonstration flights are one of the most important phases of the sales process. Therefore we must show the positive aspects of our aircraft in a safe, confident and professional way.

Customer pilots, regardless of their experience level, might feel uncomfortable and apprehensive, primarily due to their unfamiliarity with our product. Our job is to make sure the customer is put at ease, and actually "feels" what it is like to fly our product. Our pilots and sales team will get a high degree of satisfaction after a well planned and executed demonstration flight.

Keeping in mind that our prospective customers may have limited flying experience the Embraer pilot must maintain situational awareness and anticipate potential hazards (customers' actions, weather, etc.). Do NOT assume anything; clear, positive, and sometimes directive communication is the key.

Emphasis must be placed on NOT overwhelming the customer with too much information. You will not be able to demonstrate everything in just a few hours, so leave that to the training center. Instead, focus on those aspects of aircraft systems, performance, and unique features, which are the greatest interest to the customer.

Types of Demonstration Flights

a. **Executive Demonstration (ED)**

A typical ED will consist of either a local, 45 minute flight to altitude (SID + cruise + STAR) or a point-to-point flight, piloted by at least one qualified EMB Demo Pilot (DP) for single pilot aircraft or two qualified EMB Demo Pilot (DP) for dual crew aircraft. Our standard operation for all ED will be to use 2 DP. However, our crew members will maintain proficiency in single pilot operation on both Phenom 100 and 300 as these aircraft can be legally and safely operated single pilot and are advertised accordingly. We will maintain demo pilots who are qualified, comfortable and fully conversant with single pilot operations. Although we will offer every ED with 2 pilots as our standard operation, at the RSDs request (with the agreement of the customer) and with the approval of Manager of Flight Operations, we may conduct ED using a single SDP to demonstrate these single pilot capability. When possible, we will ensure that a second Embraer representative (Pilot, RSD or Mechanic) is onboard the flight to manage the passengers in the cabin. The pilot (s) should obtain advance briefing on what the customer expects in terms of flight profile and demonstrating the aircraft, including walk around, cockpit, systems and/or performance related presentation. See table 4.1 below for requirements. The RSD should provide detailed information about catering or any special requirements to the demo coordinator well in advance.

b. **Pilot Demonstration (PD)**

Pilot Demonstration typically involves a non-type rated pilot operating the demonstration aircraft under the careful supervision of a SDP (Senior Demo Pilot). The EMB SDP must present the highest level of knowledge on the aircraft being demonstrated as well as being properly qualified for such operation. See table 6.0 of this document for minimum requirements. The PD can also be conducted by an EMB qualified DP under the supervision of SDP.

The EMB pilot must ensure to brief the Pilot-Client at minimum about basic aircraft instrument information, proper power settings, location of essential switches, operating limitations, aircraft profile and configuration, basic performance, emergency procedures, duties & responsibilities during the flight (PF, PNF), and any other item the PIC deems necessary. These pilot demonstrations with non-type rated customer pilots using a FAA registered aircraft are conducted under the FAR 61.55 – Second-in-Command rule as a two crew operation.

Remark: Customer pilots that hold an ATP license are not required to satisfy the requirements of 61.55 (b)(2) under "evaluation flights of an aircraft equipment" specified under 61.55 (g)(1).

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Table 6.0 – Executive Demo requirements

EXECUTIVE DEMO							
A/C TYPE	A/C REG.	SEAT	CUST QUAL	Min EMB QUAL	PAX	NIGHT	WX
P100 P300	FAA or ANAC	N/A	EXEC	DP & SIC	CABIN	YES	Min Published
L450/500 L650 LN1000	FAA or ANAC	N/A	EXEC	DP & SIC	CABIN	YES	Min Published

Table 6.1 – Pilot Demo requirements

PILOT DEMO										
A/C TYPE	A/C REG.	SEAT	REGULATION	Min CUST QUAL	MEDICAL	EMB QUAL	PAX	OPERATIONAL LIMITS		NIGHT
								NO IAP	with IAP	
P100 & P300	FAA	PAX RIGHT SEAT	Part 91 Single Pilot	PAX	NO	SDP & SIC	None*	VFR min's (3000ft/5sm)	Add 300ft/1sm to required min's	NO
		LT Seat	2 Pilot - 61.55(g)	COM/ME/IFR/ Current Medical	CURRENT	SDP & SIC	None*	VFR min's (3000ft/5sm)	Add 300ft/1sm to required min's	NO
	ANAC	PAX RIGHT SEAT	RBAC 91 Single Pilot	PAX	NO	SDP & SIC	None*	VFR min's (3000ft/5sm)	Add 300ft/1sm to required min's	NO
	ANAC	LT Seat	2 Pilot - Waiver	COM/ME/IFR/ Current Medical	CURRENT	SDP & SIC	None*	VFR min's (3000ft/5sm)	VFR min's (3000ft/5sm)	NO
L450/500 L600/650 Lineage	FAA	Either Seat	2 Pilot - 61.55(g)	COM/ME/IFR/ Current Medical	CURRENT	SDP & SIC	None*	VFR min's (3000ft/5sm)	Add 300ft/1sm to required min's	NO
	ANAC	Either Seat	2 Pilot - Waiver	COM/ME/IFR/ Current Medical	CURRENT	SDP & SIC	None*	VFR min's (3000ft/5sm)	VFR min's (3000ft/5sm)	NO

None * No additional souls are permitted on the aircraft for pilot demos under 61.55 or ANAC waiver operations (Lt or Rt seat for Phenoms or either crew seat for Legacys/Lineage)

Legend:

SDP- Senior Demo Pilot	**DP**- Demo Pilot	**PP**- Private Pilot	**SE**- Single engine rated
COM- Commercial Pilot	**ME**- Multi engine rated	**IFR**- Instrument Flight rated	**ATP**- Airline Transp. Pilot
RSD- Regional Sales Director	**C/A**- Cabin Attendant	**SIC**- Second in Command	

6.1.13.1 PILOT CLIENT QUALIFICATION

In order for the Pilot-Client to occupy the pilot seat, he must present and have in his possession a valid pilot's license and valid medical certificate, or equivalent certificates issued by the authority of the country where the demo is taking place.

6.1.13.2 CABIN OCCUPANTS DURING PILOT DEMO

Essential crew only is permitted to be onboard the cabin while pilot demonstrations are being conducted. Essential crew can be defined as a customer pilot, maintenance/engineering personnel or personnel evaluating cabin equipment's.

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6.1.13.3 ADDITIONAL LIMITATION

a. Airfield and Surroundings

- The PIC must calculate takeoff and landing performance based on actual runway length, wind, temperature, obstacles, and etc. by using an approved source (Opera, AFM, Runway analysis, iPreflight, EDS). A total factor of **1.25** shall be applied to the calculation for an extra margin of safety during a PD.
- Pilot and Executive Demonstration flights at airports considered a "High Altitude Airport", or "Special Use Airports", and airports surrounded by mountainous terrain, can be conducted provided the flight is mitigated safely in accordance with airport requirements, CFRs, FOM/SOPs, industry standards and best practices. A good portion of these airports are currently listed under the FRAT section "Airport Factors".

Flight Risk Analysis – FRAT

The Embraer PIC will complete, a flight risk analysis and brief the acting crew members (Pilot-Client and SIC) on the risk profile for the flight.

b. Threat and Error Management

Furthermore the pilot in command will use Embraer's T.E.M methodology to identify further operational threats and errors.

c. Airspace

High traffic airspace and airports should be avoided unless the Pilot-Client and the Embraer Pilot are very familiar with the airfield and airspace in question.

d. Meteorology

- For a local or enroute PD, the departure and destination airports must be operating under VMC or the actual ceiling must be at least 300 ft. above the required DA/MDA for the instrument approach procedure being used. The visibility must be at least 1.600 m (1 sm) greater than the minimum required.
- Night circle to land approaches are PROHIBITED.
- PD's should not be conducted at night.

e. Operational

- The use of flight director and auto-pilot is recommended to reduce the pilot's workload, especially during IMC conditions or at busy terminal areas.
- For PD's, the minimum runway width required is:
  Lineage or Legacy 600/650 – 100 feet or 30 meters
  Legacy 450/500 - 75 feet or 23 meters
  Phenom 100/300 - 75 feet or 23 meters.

f. Prohibited Maneuvers and Procedures

Procedures and or maneuvers considered ABNORMAL are forbidden during PD, i.e.:

- In flight shutdown;
- Stalls;
- Slow flight below 5,000 ft. AGL;
- Takeoff or land with flap position other than that allowed under normal operations, as specified in the aircraft's manuals.
- V1 cuts; Single Engine Go-Arounds; and

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g. Any unusual maneuver that may or may not be part of simulator training. If a salesman and/or customer requests any other maneuver not listed above, PIC must request Chief pilot's evaluation and risk assessment. If approved, a detailed briefing shall be conducted with the PIC, specifying all aspects and techniques to conduct the maneuver. No salesperson or passengers will be authorized to be on board during the flight during this unique scenario. Logbook or CFI endorsements are prohibited.

h. Touch & Go landings

- A factor of 2,000 ft. (610 meters) must be added to the calculated required landing distance.
- EMB pilot will abort the touch & go if the speed brakes remain open after take-off power is applied; brakes malfunction or TR's have been deployed when equipped.

j. International PD with "N" aircraft **-** Pilot demonstrations using FAA registered aircraft are currently limited to North America and should not be conducted outside these regions as stated on FAR 61.55 (a)(3).

6.1.14 APPROVED PASSENGERS

Only those passengers specifically authorized by a customer representative shall be flown on aircraft operated by EEA. A list of passengers shall be provided by the Flight Coordinator via Avmosys Trip Sheet before each departure. The PIC must ensure the accuracy of the manifest and report changes to the Flight Coordinator prior to departure.

During training, operational check, functional check, acceptance, ferry, and deadhead flights, only those persons necessary for the accomplishment of the mission shall be transported aboard the aircraft.

NOTE: The term "functional check flight" indicates that the flight is conducted to a test standard. The term "operational check flight", as referenced in FAR 91.407(b), is the more appropriate term when referring to a flight verification of maintenance and the aircraft is operational.

Family members, friends, manufacturer's representatives, and other EEA employees not actually involved with the mission of the aircraft shall not be transported unless approved in advance by the V.P. Flight Operations, or in his/her absence, another Flight Operations Manager.

Acceptance of customer invitations to crewmembers, or their family members, to fly on the aircraft is discouraged, but in any event, must be approved in advance.

6.1.15 CREW MEMBER MANUAL & EQUIPMENT

The PIC must ensure the following documentation or information is available on the flight deck:

a. Pertinent aeronautical charts (electronic and/or printed);

b. Pertinent enroute, terminal area, and instrument approach procedure charts (electronic and/or printed);

c. Aircraft performance data;

d. Aircraft checklists;

e. The operator's operations manual;

f. SOP manual (where established)

g. The aircraft flight manual;

h. The aircraft minimum equipment list (MEL) if aircraft is being operated in accordance with a MEL;

i. Aircraft C of A or other flight authority and C of R;

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