



POLICY & PROCEDURE MANUAL

MANUAL PURPOSE

This Policy and Procedure Manual is to serve as general guidance on the Company accepted methods of accomplishing the included tasks. Events may dictate deviation from the accepted methods to meet the needs of the situation at hand. Air Trek's mission requires a flexible common sense approach to deal with events that are, by their nature, almost always fluid and in some cases require immediate action. When able, the accepted methods should be adhered to, or if the situation allows, a request should be made for guidance from higher authority in the company. When necessary these Policies and Procedures may be deviated from within the confines of good common sense and safety.

Nothing in this manual should be construed to be in conflict with any local, state or federal regulation. If in the event a conflict occurs, always defer to the regulation.

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