Aer Lingus

OPERATIONS MANUAL
&
STANDARD OPERATING PROCEDURES (SOP)

Standard SOP for: aerlingusvirtualairline.com

Table of Contents

Manual Revisions

Revision	Date Effective	Change	Trigger
1.00	31 AUG 2021	First issue	Accountable Manager

OM-00-P0 - Introduction

The Operations Manual of Aer Lingus Virtual Airline (Known as ALVA) is streamlined for virtual operations.
The Operations Manual (OM) is for the use and guidance of all members.

This Operations Manual is separate as follows:

Section A: General/Basic

This part comprises all non type-related operational policies, instructions and procedures needed for a safe operation.

Section B: Aerocraft operating matters

This part comprises all type-related instructions and procedures needed for a safe operation. It takes account of any differences between types, variants or individual aeroplanes used. Additional information is prescribed considering the local and/or geographical circumstances in the area of operation.

Section C: Route and aerocraft

This part comprises all instructions and information needed for the route and aerocraft operation. In addition we suggest the use of the official AIP.

OM-Section A | *General/Basic*

OM-S.A-P1 - Terms & Definitions

The meanings of words are as follows:

- “Shall, must, has to, is to”, and verbs used in present indicative form such as “does, perform”, etc., are used in an imperative, compulsory, mandatory sense.
- “Should” is used in a sense of strong recommendation.
- “May, might” is used in a permissive sense to state the authority or permission to do the mentioned act.
- “Must not, may not or no crew member may” means that nobody is authorized or permitted to do the act.
- “Includes” means “includes but is not limited to”.
- “He, his, him, himself, …” are used for both male and female

Terms & Definitions Table

A To A Operations	Take-off and landing are made at the same place.
A To B Operations	Take-off and landing are made at different places.
Block-Off	The time when an aircraft is moving from its parking position for the purpose of taking off.
Block-On	The time after flight, when an aircraft comes to a stop in the parking position and all engines are shut down and at least one Door is open.
Block Time	The time between an aircraft first moving from its parking place for the purpose of taking off until it comes to rest on the designated parking position and all engines or propellers are stopped and at least one Door is open.
Duty	Any task that a pilot is required to carry out is associated with ALVA.
Duty Period	A period which starts when a pilot is required by the operator to report for duty and ends 30 minutes after block on the last flight. If the duty was not connected to a flight duty period, it ends after finalizing work for the operator.
Flight Duty Period (FDP)	A Flight Duty Period (FDP) is any time during which a person operates in an aircraft as a member of its crew. The FDP starts when the pilot is required by the operator to report for a flight or a series of flights; it finishes at the block-on of the last flight on which he/she is an operating pilot.
Local Day	A 24 hour period commencing at 00:00 local time.
Local Night	A period of 8 hours falling between 22:00 hours and 08:00 hours localtime.
Night	The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise, as may be prescribed by the appropriate authority.
Reporting Time	Time at which the pilot starts the preparation of a flight or series of flights. Reporting time shall be at least one hour prior to the planned time of departure. All duties performed after reporting time and before flight are considered flight duty periods.
Unforeseen Circumstances	Circumstances of technical, meteorological or operational difficulties which become obvious after the crew has reported for a flight duty period, excluding reactional consequences of economic nature.

OM-S.A-P2. Organisation and Responsibilities

2.1 Management Team

The Management Team is responsible for maintaining day-to-day operations and assisting crew with administrative issues. A list of nominated Staff Teams is available in: Vamsys > Community > Team.

2.2 Responsibilities and duties

Senior Management	The Senior Management consists of two (2) Members and cares about the core management of ALVA. ● Recruitment decisions ● Disciplinary reviews and penalties ● HR issue action ● PIREP management
Management Board	The management board consists of the senior management plus various ALVA staff. ● Determination of the flight safety policy. ● Allocation of responsibilities and duties and issuing instructions to individuals, sufficient for implementation of ALVA safety standards. ● Recording and analysis of any deviations from ALVA standards and ensuring corrective action.
Accountable Manager Discord Callsign: **@VA Director**	Director:Shaun Brown and Erick Harrison ● Responsible for the overall management of the company. ● Is responsible to define and maintain a company standard, culture, philosophy and safety. ● Ensures/monitors/checks that each Management Board is fulfilling its duties and responsibilities, including in regards to quality.

Operation Manager Discord Callsign: **@Operations manager**	Operation Manager • Ensures and is responsible that the operation is carried out according to the valid legal rules and regulations and observes changes, amendments and/or revisions. • Ensures and is responsible for the safe operation of aeroplanes. • Manages, supports and is in charge of the pilots as supervisor and is responsible for their standard of performance. • Supervises and ensures that crewmembers apply procedures, performance and flight safety standards in accordance with the OM. In case of ineffectiveness and/or non-compliance, he can take corrective action. • Informs the Senior Management about irregularities and occurrences of personnel and operative matters.
Area Flight Manager Discord Callsign: **@Route Managers**	Area Flight Manager • Ensures and is responsible that the operation is carried out according to the valid legal rules and regulations and observes changes, amendments and/or revisions. • Manages, supports and is in charge of the pilots as supervisor and is responsible for their standard of performance in the region. • Supervises and ensures that crewmembers apply procedures, performance and flight safety standards in accordance with the OM. In case of ineffectiveness and/or non-compliance, he can take corrective action. • Development and implementation of standard operating procedures for the region responsabile. • Informs the Operation Manager about irregularities and occurrences of personnel and operative matters. • Is responsible for establishing and maintaining the flight safety programme for the region. • To achieve and maintain risk awareness of all operations.
Flight Safety Review Team	The Flight Safety Review Team is a high level committee that considers strategic safety functions. It is chaired by the accountable manager and is composed of the Senior Management and Management Board.
ALVA Members	• Keeps his records up to date. • Maintains the minimum activity. • Your name and date of birth within your vAMSYS profile must reflect your real identity. • Minimum Age of 13+. • Resources and information obtained through ALVA are not to be disclosed to any person who is not a member of ALVA without the expressed written approval by ALVA Senior Management. By reading this, **You acknowledge and agree** that you shall not provide this information to anyone else outside of the ALVA.

3.3 Discord

The ALVA Discord-Server is our main point of contact for all members of the organisation. All members are encouraged to visit our Discord regularly and to participate in exchanges which will enhance the membership in general.

2.4 First flight after signup

At ALVA we ask all new pilots to file 1 PIREP, which has status of 'Complete' or 'Accepted', within 14 days of registration. Failure to do so, will result in account removal.

2.5 Minimum activity

We like to see at least one (1) flight within a calendar month. As we do have some short flights, there is no excuse. This minimum requirement can be waived with either a LoA or being Whitelisted.

2.6 Leave of Absence (LoA)

We do accept Leave of Absences. All members are entitled to request a leave, except within their first three (3) months. LoAs need to be requested BEFOREHAND, once the inactivity warning is issued, it's too late to request a LoA. A LoA must be submitted at least three (3) days before the end of the month.

If you have been seen carrying out activities for other VAs/VATSIM/IVAO during an active LoA, your active LoA will be voided.

LoAs are not accepted within your first three (3) months.

2.7 Whitelist

Your minimum activity can be waived for:

- Management Members.
- Captains.
- Entitled members based on other facts.
- At Higher Management discretion.

OM-S.A-P3. Operational Control and Supervision

The procedures and processes within this chapter are defined and referenced to ensure standardisation, monitoring and supervision of every flight operation. These standards must be followed and implemented to ensure that not only each flight, but ensuing operations can be consistently and safely carried out. Where routine procedures fail, the traceability of all aspects of a flight operation must be ensured, as described in this and the above mentioned chapters, in order for corrective actions to be made and prevent any similar re-occurrence.

3.1 Flight Preparation

ALVA Members are encouraged to use either PFPX or SimBrief. You, as acting commander, are ultimately responsible for your OFP and the adherence to routing, airspace, fuelling, tankering, minimum fuel quantities, duty times, etc.

3.2 Closed Airspaces

ALVA Members are required to avoid airspaces closed by NOTAM due to security issues. We try our best to update the company routes as often as possible. PIREPS with flights through closed airspaces are subject to review by the Operation Team.

3.3 PIREP-Points

For a detailed list of PIREP Points, see Vamsys > Documents > Points.

3.4 Diversions / Emergencies

We do allow Diversions and Emergencies as a general rule but we do expect a valid PIREP comment. If you submit us a PIREP without explanation, the flight will be invalidated. If you encounter issues, you can call **@Operations** in Discord and/or make a PIREP Comment.

3.5 Simulation Rate, Pausing & Slewing

Type of flight	Times	Permitions
Flying OFFLINE	Flight time up to **≥3** hours.	No pause allowed.
	Flight time over **>3** hours to **≤5** hours.	A pause of a maximum of **1h:30m** is allowed.
	Flight time over **>5** hours	A pause of a maximum of **2h:00m** is allowed.
Flying ONLINE	All networks have a policy of no pausing when flying online, and ALVA will adopt the same policy for any duration of type.	

Regradles the duration of the flight is offline, a pause is not allowed up on reach the Top of Climb (*TOC*) and between Top of Descent (*TOD*) up on reach the gate.

Slewing or simulating fast forward is strictly forbidden and will result in a PIREP being refused and a warning sent to the offending pilot. If the same occurs again the board will move to suspend the pilot pending investigation.

Pilots must place in the PIREP a comment that they have paused and the duration.

3.6 Speeds, Weight & Balance and Fuel Counter

As commander it's your job to observe the limitations of the aircraft. This starts with a proper flight plan and self-briefing. We will look into all deviations and decide accordingly. We also would like to point out that we strictly won't accept any form of cheating, manipulations or any form of unnecessary emergency functions. Like for example: Inflight Re-/De-fuelling, Fuel Dumping (*unless it's a reported emergency*), unnecessary holdings to get below maximum landing weight, etc. - Those things went wrong at the planning stage.

3.7 Weight Configuration

We're a KGS company, you are required to set your Vamsys to KGS.

3.8 Operations Specifications

- Scheduled | All regular flights in our Schedule.
- Non-scheduled | Special flights, Charters Flight or Special Cargo Flight. May require management approval.
- Maintenance/Ferry Flights | Maintenance and/or Ferry flights need management approval. Maintenance Flights will be announced in Discord.

3.9 Alternate Airports

Recommended airports to use are those served by ALVA as a destination/alternate. For most regular airports, you'll find on the dispatch page a list of authorized alternates.

In case of Emergency, you may use any adequate airport. When diverting, a PIREP comment MUST be required.

3.10 PIREP Appeal

If you do not agree with a rejected or invalidated PIREP, you can file an appeal.

PIREPS with a PIREP Appeal will be checked with all members of the management and a joint decision will be made. You will be notified within two (*2*) weeks. The decision is final.

3.11 Date and time settings

For all flights you are requested to use real date and time settings in your simulator. Any manual point compensations for incorrect date/time settings can't be done.

OM-S.A-P4. Safety & Quality Management System

- 4.1 Corporate Responsibility
- 4.2 Ops-Team/Calls
- 4.3 Notifying & Reporting | PIREP Comments
- 4.4 Safety Report
- 4.5 Relevant External Standards

4.1 Corporate Responsibility

For ALVA, Corporate Social Responsibility means pursuing socially and environmentally responsible conduct that is conducive to sustainable development. This includes a respectful interaction with our management and members.

4.2 Ops-Team/Calls

Within Discord you can create an **@Operations** call by contacting the Operation Team. This shall be used for any operational questions related to your flight. To call Operations, send the following message: **@Operations <Your message>**

eg.: **@Operations** Destination airport request gate number.

4.3 Notifying & Reporting | PIREP Comments

For the following incidents/cases/occurrences, a PIREP Comment is **mandatory**.

If you experience something special which is not covered in the following list, you may also add a PIREP-Comment.

- Collisions with other objects or terrain. (incl. TCAS Resolution Advisories)
- Aborted Takeoffs, Go-Arounds, use of incorrect or closed airports or runways.
- Runway incursions. (*if online, please let us know if it is under ATC or not*)
- Runway excursions.
- Arriving below minimas fuel.
- Temporary or permanent loss of controls.
- Events leading into an emergency situation.
- Exceeding structural limits.
- Navigational errors.
- Airplane malfunctions.
- Non standard flap settings.

4.4 Safety Report

Pilots incharge should file a Safety Report for any major deviation of non standard operation.

Safety Reports will be checked by the Safety Review Team and *might* have an influence on your PIREP.

4.5 Relevant External Standards

The following are more restrictive in the event of a conflict with the ALVA Operations Manuals and documents:

- IVAO/Vatsim Rules & Regulations
- EU-OPS / EASA Regulations

OM-S.A-P5. Crew Composition

- 5.1 Crew Composition
- 5.2 Flight crew incapacitation
- 5.3 Designation of the Pilot in Command
- 5.4 Operation of more types
- 5.5 Minimum activity

5.1 Crew Composition

All our flights are operated with a single pilot.

5.2 Flight crew incapacitation

N/A

5.3 Designation of the Pilot in Command

In our single pilot operation, the pilot is the Pilot in Command.

5.4 Operation of more types

There are no restrictions to our pilots engaged in the operations within ALVA aircrafts.

5.5 Minimum activity

The pilot must assure that he has carried out at least 1 flight within one (*1*) calendar month. He must not accept the flight assignment if it's foreseeable that he will exceed the flight and duty time limitation.

OM-S.A-P6. Qualification Requirements

7.1 General instructions for the career

- 6.1.1 General
- 6.1.2 Career

6.1 General instructions for the career

6.1.1 General

ALVA does not require any particular qualification other than a minimum age and legal holding of a simulator licence.

6.1.2 Career

All pilots without previous Virtual Airline experience in the Vamsys group are assigned the initial rank of Cadet.

Hours and points can be transferred from another VA for a maximum of Captain rank, 700 hours and 27500 points.

OM-S.A-P7. Communication Platforms

ALVA offers various platforms for our members to communicate.

7.1 Facebook Group

We have a Facebook Group, which is available for Members only.

7.2 Forum

No Forum at the moment. Just Discord.

7.3 Discord

7.3.1 Do I need it?

Being a member in our Discord is a MUST. This is where all info is passed.

7.3.2 How to get access?

If you're logged in on vAMSYS, you'll find the Discord Widget on the right hand side, you can click there to access Discord.

Discord works in your Browser, Desktop Application and App for Android/iPhone all free.

7.3.3 What is in there?

We share our company information and Notams, we have fun, we discuss things, we organise our events, etc.

Discord is our primary source for updates, information, notams, etc

7.3.4 Discord Groups

There are a few user groups we use in Discord:

- Cadet: Basically everyone who is new to ALVA.
- First Officer: Once you've made 120hrs and 500 points.
- Captain: The ones who showed some commitment to ALVA and successfully mastered 700hrs and 27500 points.
- Training Captain: Once you're Captain and have mastered up to 3000hrs and 10000 points.
- Operation-Team: A support team you can contact via the Bot, if you have questions regarding your booking, flight, aircraft operations or SOP content.
- VA-Directors: High Rank Management Team.

All Group changes are done manually. Please grant us a day to update your roles, if it takes longer please contact us in Discord.

7.4 Netiquette / Social Media

It's fine to show abnormalities BUT we don't wish to see our planes sitting on the nose, resting on engines, or any other stuff that could lead into misleading, misguiding situations and leaving room for misinterpretations/speculations. You are also requested to refrain from posting such pictures on our Facebook-Group and Discord for the same obvious reasons. We also do not like discussions/speculations related to real incidents, except the discussion has been initiated by VA-Directors.

OM-Section A | Appendix

Appendix 1: No-Fly-Zones

A1.1 Revisions

Revision	Date Effective	Change	Trigger
1	20 AUG 2021	First issue	Accountable Manager

A1.1 No-Fly-Zones

Following airspaces are considered as No-Fly-Zones. By deviating from approved company routes, it is your responsibility to avoid those FIRs.

Failing to do so will invalidate your PIREP.

Country	FIRs
North Korea	ZKKP
Ukraine	UKDV, UKFV
Syria	OSTT
Libya	HLLL
Somalia	HCSM
Yemen	OYSC
Israel	LLLL
Belarus	UMMV
Afghanistan	OAKB-OAKN-OAMS-OARH

Appendix 2: Fuel Planning

A2.1. Preface

Based on an internal meeting, we came up with this appendix to look a bit deeper into fuel planning - As we try to operate as realistic as possible.

In this section, we show the company fuel planning policy. Due to the sensitivity of data, we won't show the real Aer Lingus values or data behind - But we made it as generic and close as possible.

A2.2. Revisions

Revision	Date Effective	Change	Trigger
1	20 AUG 2021	First issue	Accountable Manager

A2.2.0 Fuel

A2.2.1. Minimum company landing fuel

For all flights, make sure your minimum landing fuel is not below the following values. Please leave a PIREP comment if you are below company policy.

With the minimum landing fuel, there is also a "Minimum Ramp Fuel" - This is a value, which defines the minimum amount of fuel which is required. Even if your flight planner says "15t" is enough, it might still be below the minimum dispatch - In which case, the release fuel needs to be corrected to match the minimum dispatch fuel. The following table shows the minimum dispatch fuel for our aircraft.

Type	Minimum Ramp Fuel	Minimum Landing Fuel	Remarks
A332	10.0t	3.0t	
A32N	5.0t	2.0t	
A320	5.0t	2.0t	
ATR	3.0t	1.5t	

A2.2.2. Tankering

Tankering Ops are not simulated at this time. Tankering shall not be performed, except requested for a specific flight by the Flight Operation Center.

A2.2.3. Redispatch

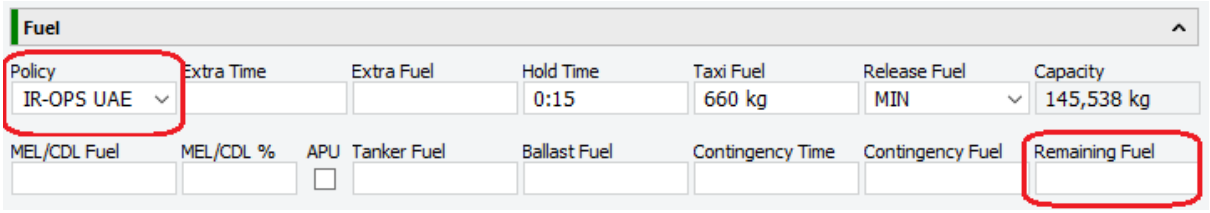
Within ALVA we do not operate flights which require redispatch.

AP2-Example - PFPX

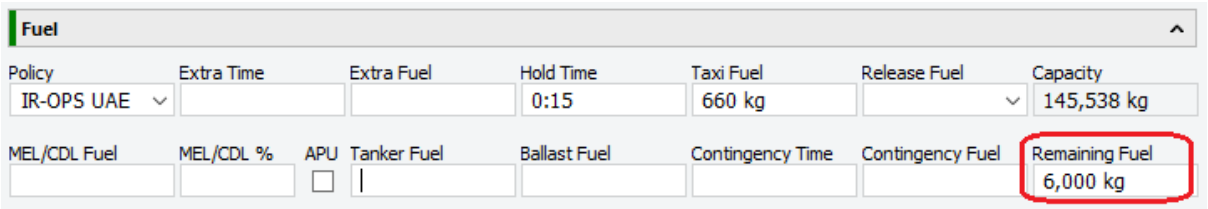
Here is an example: we show where to set the various items in PFPX.

Minimum Landing Fuel

We recommend keeping the minimum landing fuel as below **USING** ALVA fuel policy:



Minimum landing fuel calculated **WITHOUT** using ALVA fuel policy:

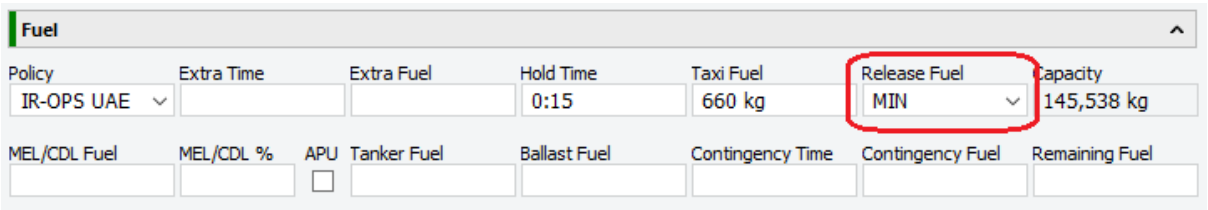


This last setting is not recommended to use, we strongly recommend the use of PFPX and our fuel policy.

Minimum Ramp Fuel

Along with the Minimum Landing Fuel, we need to considere a Minimum Ramp Fuel, this is the setting you should use:

We recommend keeping the minimum dispatch fuel as below **USING** ALVA fuel policy:



AP2-Example - SimBrief

We can't really give advice on this at this stage, we may review in future.

Appendix 3: Fleet List

AP3-P1. Revisions

Revision	Date Effective	Change	Trigger
1.00	20 AUG 2021	First issue	Accountable Manager

A3.1 Fleet of ALVA

The fleet list will be updated soon.

Appendix 4: PIREP Handling

AP4-P1. Revisions

Revision	Date Effective	Change	Trigger
1.00	20 AUG 2021	First issue	Accountable Manager

AP4-1. PIREP-Points

Points awarded by vAMSYS

See PIREP Points Manual at vAMSYS: https://vamsys.io/documents/points

From standard points, you will earn bonus points as per below category:

Category	Item	Points	Remarks
Fuel Saving	Step Climbs	+20	Saving by using a step climb flight.
Online Flight	RMK/aerlingusvirtualairline.com	+20	If you are proud to be part of our family, please add to your remarks.
Discord	Active Member	+25	Regular activity in Discord.
	Inactive Member	-10 to invalided	• First PIREP receives a -10 point. • Subsequent PIREPS will be rejected.

AP4-2. Rejection/Invalidation Criteria

All major SOP violations like pausing, slewing, major deviations of structural limits, etc. will be invalidated.

For all other criteria, we are going ahead with a point based approach:

- If your total point count is below or equal to ≤0, your PIREP will be **rejected**
- If your total point count is below or equal to ≤-50, your PIREP will be **invalidated**

OM-B | *Aerocraft operating matters*

OM-B P1. Aircraft Operating

All pilots must ensure they have access to and have read the following:

- Appropriate check lists for the aircraft type they are operating.
- Aircraft Standard Operating Procedures.

Both of these documents are available in the relative supplier of airframe websites.

1.1 Autopilot Procedures

The aircraft should be flown manually as much as possible and for reasonably possible after takeoff, and then engage the autopilot until a suitable point on the final approach. In the event of an autopilot failure, the aircraft commander should land at the nearest suitable diversion airfield.

1.2 Sterile Cockpit

Sterile cockpit procedure should be used between **Pushback** to passing **FL100** or **FL180** whichever depends from airport to airport and is the responsibility of the pilot in command to decide during the **Take-off brief**.
Then from **Top of Descent** to a complete **Shutdown** at the gate or stand.

The crew MUST not engage in any other operation/conversation apart from duties required to safely fly the aircraft in these time periods.

1.3 Taxi Speed

It is recommended that you taxi between 5 to 25 knots of groundspeed. The lower speed should be used for turning ≥61° and in busy apron areas. The higher speed should be used where the pilot in command feels appropriate, particularly on straight taxiways free of other aircraft and vehicles.
When the aircraft needs to stop, the parking brake should be applied until the taxi is resumed.
Power should never be applied against the parking brake. Only against the foot-brakes, and then only as required to spool up engines prior to take-off and pilots shall take extreme care when applying thrust.

1.4 Step Climb

Step climbs are permitted, allowing the airframe to climb to a higher level to burn off less fuel. The captain should cruise at an appropriate higher flight level once the aircraft is able to climb.
If your maximum service flight level is less than your planned flight altitude then you MUST inform ATC that you require a lower cruising level.

1.5 Altimeter Setting

The setting of the altimeters at the appropriate phase of the flight is a duty of both pilots in the cockpit for safe and accurate operation whilst flying. Altimeter settings are very important, not only to assess your height above the ground level and obstacles but also to ensure proper separation between you and other aircraft whilst in any phase of flight.
Before take off all altimeters will be set to the local QNH/IN value which will mean the altimeter will show the local elevation of the aircraft at its current position.
After take-off the altimeters will remain at the local QNH/IN value until passing
Transition
Altitude at which point they will be set to the standard pressure setting of 1013mb or 29.92 inches depending on the location.

1.6 Air Holding Procedures

Under no circumstances should aircraft hold unless it is required by air traffic control.
If you are flying into uncontrolled airspace and require separation from other aircraft on the approach to an airfield.
For safety purposes such as reducing fuel load for landing in an emergency situation when your full planned route has not been completed.
It should not be used for the purpose of reducing fuel load in order to meet the maximum landing fuel permitted, meaning bad flight planning.
Holding can be used for the purpose of burning off additional fuel when the calculated landing weight is over the aircraft limits, following a flight with a significant tail wind, still bad flight planning. During aircraft holding a speed should be selected that indicates the minimum fuel
flow for the safety of the aircraft and passengers.
Fuel dumping is not a preferable option in primis as this will have an impact on the ambiente.
Considere dumping fuel only for immediate safety of aircraft and passengers.

!! NOTE!! Pilots engaging in the above are likely to receive a communication from the management for wasting fuel and bad flight planning.

1.7 Ground Holding Procedures

Aircraft MUST hold as soon as possible in a safe manner when instructed to hold position.
You MUST hold position with the parking brake applied and taxi light off until further instruction has been given from the ATC.

1.8 Aircraft Lighting Policy

Aircraft lights will be operated in accordance with the aircraft FCOM.

- **Navigation** is required to be **ON** all the time when the aircraft is powered up either by the APU or ground power unit.

- **Logo** lights are required to be **ON** during the local night time. During the local day time, it is the pilot's discretion.
- **Beacon** lights are required to be **ON** prior to pushback until N1 ≤15.
- **Strobe** lights are required to be **ON** prior to entering or crossing the runway at the departing airport or destination one.
- **Taxi** lights are required to be **ON** prior to commencing a taxi either from gate/stand to runway or vice versa.
- **Turnoff** lights are required to be **ON** in conjunction with taxi lights. This policy applies unless the lights can cause a loss of visibility in clouds or in fog.
- **Wing Lights** are required to be **ON** for taxi and takeoff until passing **FL100** and in descent from passing **FL100** until reaching the gate/stand.
- **Landing lights** are required to be **ON** for takeoff until passing **FL100** or **FL180** and in descent from passing **FL100** or **FL180** until landing and vagated the runway. This policy applies unless the lights can cause a loss of visibility in clouds or in fog.

1.9 Takeoff Procedures

The flight crew will comply with the published take off procedure for the aircraft type being flown.
When the taxiway entrance to the runway is at right angles, pilots should taxi straight onto the runway and turn 90 degrees to centralise on the runway centre line. This is instead of following a curve onto the runway.
No take-off will be rejected at a speed ≥**V1**. The flight crew will check that the wind at the time of take off does not exceed the cross and tail wind limits of the aircraft being flown.
Once the rotation speed (**VR**) has been reached the aircraft will be rotated into the air. After this stage it is not acceptable to hold the aircraft on the ground and rotate later.
The rolling takeoff procedure is recommended for setting takeoff thrust. It expedites takeoff and reduces the risk of FOD. We prefer a less than maximum takeoff thrust whenever performance limits and noise abatement procedures permit.

1.10 Noise Abatement Departure Procedures

Flight crews have the option to carry out Noise Abatement Departure procedures on take-off. At some airports this will be mandatory. This section details how to perform a noise
abatement procedure take off.
The following regulations should be applied:

- An engine failure must not have occurred before the procedure is started.

The procedures will not be used in the following conditions:

- Runway contamination (*snow, slush, ice*).
- Cross wind component is greater than 15kts.
- A tailwind component greater than 5kts.
- Wind shear has been forecast or is apparent.
- Thunderstorms will affect the departure.

1.11 Climb Procedures

The company uses a standard four segment departure procedure to take the aircraft from
the lift of point to a minimum of **1000ft** from the ground.
If an engine failure occurs at any time during the departure procedures, maximum thrust on all engines should be applied.
The use of maximum thrust should not be exceeded for more than 10 minutes.
ATTENTION: Typically we are operating from an airfield with QNH set which will give us an AMSL indication on your altimeter. Therefore to meet the criteria of being **1000** AGL you
must factor in the airport elevation to know what the indicated altitude will be at 1000ft AGL.
Passing the transition altitude, pilots must set the altimeter to the standard pressure of 1013Mb (29.92 in/hg). From this point on the aircraft will be operating as "**Flight Levels**".
On descent the altimeters should be set to the local QNH value when descending below the transition level. The altimeter should be set to the local airfield QNH for landing.

1.12 Descent Procedures

The use of spoilers should be avoided where possible to increase fuel efficiency. It is far better to decelerate the aircraft before Top of Descent to then descend at the correct speed rather than attempt to decelerate and descend. The pilot flying should keep the aircraft in the clean configuration for as long as possible to aid fuel efficiency.
This should be considered:

- Deceleration on schedule with air traffic control instructions or approach profile for the airfield.
- Flap extension on schedule.
- Landing gear extension on schedule.

High rates of descent (*possibly to recapture the glide slope*) should be avoided on the final approach. Especially the use of spoilers.

1.13 Approach Procedures

This section outlines approach procedures the company advises pilots to use when landing their aircraft. Recommendation – These limits are recommendations that set allowed approach limits based on pilot experience.

At ALVA we are allowing the following types of approaches:

- Non-precision approach: An approach conducted without precision landing aids. Typically, there is no glide slope, so visibility of the runway is required by a certain height to ensure a safe landing.
  Examples includes
  - ☐ Visual Approach
  - ☐ VOR Approach

- ☐ NDB Approach

- Precision approach: An approach made with landing aids that guide the aircraft in both dimensions (*vertical & lateral*) and flight path to the touch down point. Examples include:
  - ☐ ILS Approach

- Circling approach: An approach made initially using precision approach aids. The approach is then broken off at an appropriate point and a visual circling manoeuvre is conducted to position the aircraft for landing.

Flight crew MUST decide on the type of approach they wish to perform for an airport. If the conditions are below VMC then a precision approach should be used.

1.14 Landing Procedures

It is preferable to make a firm but positive arrival rather than hold the aircraft for a smooth landing. You should aim to land in the touchdown zone to leave adequate room available for deceleration.
It is acceptable to perform an autoland where required, typically in conditions of low visibility. However, the aerodrome must agree to provide you with CAT 1, 2 or 3 autoland procedures.

1.15 Contaminated Runway Procedures

When landing on contaminated runways, the pilot should make a firm landing. This will ensure that tyres of the aircraft break through the layer of contamination and engage the runway before braking action commences. Care should be taken when using high speed runway exits on contaminated runways. The pilot flying should ensure that the speed has been reduced enough so that the aircraft can turn off the runway at high speed without risk of skidding.

1.16 Use of Auto Brakes

The auto brake will be set to RTO (*Rejected Take Off*) for all take-offs. The auto-brakes were fitted and will be used at **ALL** times for the purposes of arresting speed during the landing roll. The auto brake will be turned off by the pilot flying when it is felt the deceleration has been sufficient.
Reverse thrust idle should be used for all normal landing decelerations (*just one press F2 in to engage from thrust idle*).
Note: It is the pilot in command discretion of thrust reverse above idle is deemed necessary and no pilots will receive penalties for making a safe landing using full reverse thrust.
We recommend that reverse idle is used where possible to reduce engine wear.
Wheel brakes are cheaper to replace than engines!
Spoilers should be armed for **ALL** landings to automatically deploy at the moment of

touch down. Both spoilers and flaps will be left deployed in landing positions until the speed on the landing roll has reduced sufficiently so that the aircraft can be stopped with wheel brakes only. This is because the spoilers and flaps create more drag to help decelerate the aircraft safely.

1.17 Emergency Procedures

All emergency procedures are to be carried out by the appropriate, type specific, abnormal procedures aircraft checklist.

OM-C | *Route and aerocraft*

OM-C P1. Route Operating

All pilots must ensure they have access to and have read the following information.

1.1 Aircraft

Aircraft should only be operating into suitable aerodromes as detailed below:

- The runway length is long enough to safely accommodate the aircraft.
- The runway is constructed from a hard tarmac or concrete surface and is not grass, gravel, sand or any other unpaved or unmade runway.

1.2 Airport Knowledge

Before conducting revenue generating flights to an unknown airfield the pilot should study airfield charts to familiarise themselves with the following:

- Minimum descent altitudes.
- Available runways, ensuring that the length is sufficient to operate from or into the airfield.
- Available navigation aid.
- Airfield ground movement layouts.
- Available services such as ATIS, Clearance etc.
- Speed and altitude profiles.
- Radio failure procedures.

The flight crew should also check the AIP for the state where the intended airfields of operation are based. From the AIP it is possible to get information about the airports, for example runway length. This information should have been located in the AIP and available for reference before and during operations.

1.3 Airport Notams

Airfield NOTAMS should be checked before commencing a flight to the designated airfield in order to:

- Be aware of any operational restrictions such as runway closures that may affect the flight.
- Be aware of operational restrictions to taxiways in particular high-speed exits.
- Be aware of any temporary restrictions to emergency equipment that may affect the total number of passengers that can be transported into the airfield.
- Be aware of any limitations in airfield services such as follow me vehicles, refuelling, customs and immigration controls, de-icing services etc.

1.4 Online Flight

In the event the flight is to be conducted on VATSIM, IVAO or another online service provider, the flight plan should be entered into the appropriate form and will then file your operational flight plan.

1.5 ATC Operation

The pilot, when requested to provide a position report, will do so when it is over or as soon as possible after passing the nominated reporting point. The pilot, when requested to provide a “time over position”, will inform the Air Traffic Service Unit when the time supplied is in error by more than three (*3*) minutes and communicate the recalculated estimated time.
When a position report is required, the position report should include as a minimum the time and level of passing the reporting point.

1.6 Transatlantic Operations

The transatlantic operations procedures that ALVA airline adopts when performing oceanic operations are as follows.
Prior to crossing, the following will be decided:

- North Atlantic Track to be flown, including entry and exit points.
- Suitable and adequate aerodromes for diversion taking into account ETOPS regulations.
- Cruising level and Mach number taking into account RVSM levels.
- The weather conditions including details of significant weather, head/tail winds including jet streams will be researched by the flight crew.
- Your planned Mach speed and altitude will be maintained on any transatlantic crossing unless ATC have been advised and have approved a change in Mach number or altitude.
- An Atlantic crossing will use the specified RVSM flight levels.

1.7 ETOPS Procedures

ETOPS (*Extended-range Twin-engine Operating Performance Standards*) procedures are to be used on long haul services in the event that an engine fails. Routes should be planned so
that if an engine was to fail during the flight, the aircraft can land within the specified distances and times that are determined by the aircraft’s performance class.
The maximum speed that can be maintained with only one operational engine must be decided by the operator.

Performance Class A aeroplanes with passenger seating of **20** or more or a Maximum Take-off weight of **45,360kgs** or more do not fly further than **60 minutes** at the one-engine out speed from a suitable aerodrome.
Other performance A aircraft should not fly more than **180 minutes** from an adequate aerodrome. This figure is known as the Threshold Time. An aircraft with an ETOPS 180 threshold time can fly a route that takes at all times a maximum of 180 minutes from a suitable and adequate diversion airfield. It may be that the optimum route for a given aircraft type does not take it within the threshold time. In this case the route must be adjusted. The threshold time is always based on the one engine inoperative cruise speed for the aircraft type.

1.8 Company Aircraft

Flight crew should be aware of the ETOPS threshold times of the company aircraft.

1.9 Oceanic Clearance

The pilot should attempt to obtain Oceanic clearance at least **40 minutes** before reaching the oceanic entry point. If the aircraft is unable to meet RVSM or MNPS due to an equipment failure, the pilot should inform the OCA.
All flights should have an appointed destination diversion airport in case it is not possible to land at the planned destination aerodrome
If during the conduct of a flight, engine failure(s) occur which reduce the number of available engines to 50% or less of the total engines available, a diversion should be made to a suitable diversion airfield.
When the aircraft is operating a considerable distance from a diversion airfield the flight crew should plan in advance the available diversion airfields before commencement of the flight. This should include planning of maximum distances from navigation points on the flight plan.
For non-transatlantic routes, a diversion airfield need not be specified but the pilot in command should have in mind at all points along the route where the aircraft could divert to if required.
The selection of a diversion airfield should be:

- Of a suitable length to safely accommodate the aircraft.
- Have the availability of suitable emergency equipment in order to deal with any emergencies that occur.
- Airfield is part of the company network.

It is a legal requirement that the commander of a jet-powered aircraft carries a Final Reserve fuel of minimum **30 minutes** holding fuel calculated at 1500ft in standard conditions.