

FLT



RIYADH AIR  
طيران الرياض

# OPERATIONS MANUAL

## - PART A (GENERAL)

### Department

FLIGHT OPERATIONS

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## 0.2 REVISION HIGHLIGHTS

This table summarizes the major changes made to each revision, not all changes. Throughout each review cycle, subsequent entries may change prior entries or proposed changes may be held, disregarded and/or obsolete. This is a summary of input received throughout the duration. Changes throughout the manual are indicated by vertical revision bars.

**Note:** The vertical bar (change bar) in the margin indicates a change, addition, or deletion in the adjacent text for the current revision of that page only.

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## **0.3 RECORD OF REVISIONS**

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0.13.3	DISTRIBUTION LIST AND AVAILABILITY	GACAR	121.151, 121.155
0.13.4	OPERATIONS MANUAL DISTRIBUTION CONTROL	IOSA	ORG 2.5.1
0.13.5	PUBLICATION HIERARCHY	IOSA	ORG 2.5.3
0.13.8	FORMAT AND DOCUMENTATION CONTROL REQUIREMENTS	IOSA	ORG 2.5.1, ORG 2.5.3
1	ORGANIZATION AND RESPONSIBILITIES	GACA	121.45
		IOSA	ORG 1.1.1, FLT 1.1.2
1.2	NOMINATED MANAGEMENT PERSONNEL	GACAR	Part 121.45(f)(2)
		IOSA	FLT 1.3.3
1.2.1	NOMINATED MANAGEMENT PERSONNEL CHANGE NOTIFICATION	GACAR	Part 121.45 (f)(3)
1.2.2	DEPUTIZING RULES FOR NOMINATED AND FLIGHT OPERATIONS MANAGEMENT PERSONNEL	IOSA	ORG 1.3.2
1.3	DUTIES AND RESPONSIBILITIES OF NOMINATED MANAGEMENT	GACAR	121.49
1.3.1	ACCOUNTABLE EXECUTIVE	IOSA	ORG 1.1.2
1.3.2	DIRECTOR OF OPERATIONS / VICE PRESIDENT FLIGHT OPERATIONS	GACAR	121.49 (a)
		IOSA	FLT 1.3.1
1.3.3	DIRECTOR FLIGHT CREW / CHIEF PILOT	GACAR	121.49 (b)



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1.3.4	DIRECTOR OF MAINTENANCE	GACAR	121.49(c)
1.3.5	CHIEF INSPECTOR	GACAR	121.49 (d)
1.3.6	DIRECTOR OF SAFETY	GACAR	121.45 (a)(1)
1.4	DUTIES AND RESPONSIBILITIES OF FLIGHT OPERATIONS MANAGEMENT PERSONNEL	IOSA	FLT 1.1.2
1.5	AUTHORITY, DUTIES, AND RESPONSIBILITIES OF THE PILOT IN COMMAND	GACAR	91.3, 91.5, 91.7, 91.9, 91.15, 91.19, 91.23, 91.25, 91.43, 91.45, 91.51, 91.93, 91.95, 91.97, 91.101, 91.103, 91.105, 91.109, 91.111, 91.121, 91.123, 91.125, 91.127, 91.129, 91.131, 91.133, 91.135, 91.191, 91.197, 91.201, 91.203, 91.205, 91.209, 91.229, 91.237, 91.239, 91.251, 91.253, 91.257, 121. 91.263, 91.267, Appendix-G (A)(25)
		IOSA	FLT 1.3.6, 1.3.7, 3.2.1, 3.8.1, 3.8.3, 3.15.2, 3.15.3, 3.15.4, 3.15.5
1.5.1	PILOT-IN-COMMAND (PIC)		
1.6	DUTIES AND RESPONSIBILITIES OF OTHER CREW MEMBERS		
1.6.1	FIRST OFFICER		
1.6.2	SAFETY PILOT		
1.6.3	IN-FLIGHT RELIEF PILOT		
1.6.4	AUGMENTED CREW		
1.6.5	CABIN CREW		
1.7	SURRENDER OF INTERNATIONAL CREW MEMBER CERTIFICATE	GACAR	121.21
2	OPERATIONAL CONTROL AND SUPERVISION		
2.1	FLIGHT OPERATIONS SUPERVISION		
2.1.1	MEANS OF SUPERVISION		



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2.1.2	FLIGHT OPERATIONS COMMUNICATIONS		
2.1.3	LICENSE AND QUALIFICATION VALIDITY		
2.1.4	COMPETENCE OF OPERATIONAL PERSONNEL		
2.1.5	CONTROL AND STORAGE OF RECORDS, FLIGHT DOCUMENTS AND DATA	GACAR IOSA	121.1565 ,121.1567 FLT 1.8.1, 1.8.2, 1.8.3; ORG 2.6.1,2.6.2
2.2	DISTRIBUTION OF SUPPLEMENTARY OPERATIONAL INFORMATION	GACAR IOSA	121.1305 FLT 1.4.3
2.2.1	OPERATIONAL NOTICES		
2.3	OPERATIONAL CONTROL		
2.3.1	GENERAL		
2.3.2	OPERATIONAL CONTROL MANAGEMENT STRUCTURE		
2.3.3	RESPONSIBILITY FOR THE OPERATIONAL CONTROL OF EACH FLIGHT	IOSA	DSP 1.3.4, 1.3.5
2.4	DISPATCH RELEASE SYSTEM	GACAR IOSA	121.1309, 121.1313, 121.1321, 121.1125, 1357 DSP 3.2.2,3.2.3, 3.2.4, 3.2.5, 3.2.6
2.4.1	PRE-FLIGHT		
2.4.2	INITIATION OF THE FLIGHT		
2.4.3	INFLIGHT		
2.4.4	DURING EMERGENCIES	GACAR	121.1129
2.4.5	POST FLIGHT		
2.5	FLIGHT PREPARATION FORMS		
2.5..1	DISPATCH AND FLIGHT RELEASE FORMS		
2..51.1	DISPATCH AND FLIGHT RELEASE FORMS CONTENTS	GACAR	121.1509
		IOSA	DSP 3.2.5
2.6	OPERATIONAL CONTROL PERSONNEL		
2.6.1	VICE PRESIDENT FLIGHT OPERATIONS		
2.6.2	PILOT IN COMMAND		
2.6.3	AIRCRAFT DISPATCHER		



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2.6.3.1	AUTHORITY DUTIES ROLES AND. RESPONSIBILITIES.	IOSA	DSP 1.3.6
2.6.4	FLIGHT OPERATIONS ASSISTANTS		
2.6.5	OPERATIONAL CONTROL PERSONNEL DUTIES, ROLE, AND RESPONSIBILITIES		
2.7	POWERS OF THE AUTHORITY		
3	SAFETY MANAGEMENT SYSTEM		
4	CREW COMPOSITION		
4.1	GENERAL CREW REQUIREMENTS	GACAR	121.745
4.1.1	CHAIN OF COMMAND		
4.2	FLIGHT CREW		
4.2.1	DESIGNATION OF PILOT IN COMMAND		
4.2.2	INEXPERIENCED FLIGHT CREW	IOSA	FLT 3.3.1
4.2.2.4	INEXPERIENCED FIRST OFFICER LIMITATIONS	GACA	121.785
4.3	CABIN CREW	GACAR	121.753
		IOSA	CAB 3.1.1
4.3.1	DESIGNATION OF SENIOR CABIN CREW MEMBER	IOSA	CAB 3.1.2
4.3.2	REDUCTION OF MINIMUM CABIN CREW COMPLEMENT		
4.4	IN-FLIGHT RELIEF AND AUGMENTED CREW OPERATIONS		
4.4.1	PROTOCOL FOR RELIEVING THE PIC		
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4.4.3	PROTOCOL FOR RELIEVING THE SENIOR CABIN CREW MEMBER		
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5	QUALIFICATION REQUIREMENTS		
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5.1.1	RESPONSIBILITY FOR DOCUMENTS, QUALIFICATIONS, AND CERTIFICATIONS		
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5.2	FLIGHT CREW	GACAR IOSA	121.741, 121.765, 121.771 1.5.4, 3.3.4
5.2.1	GENERAL QUALIFICATIONS		
5.2.2	CAPTAIN		
5.2.3	FIRST OFFICER		
5.2.4	IN-FLIGHT RELIEF	GACAR	121.771, 121.737
5.2.5	SAFETY PILOT		
5.2.6	QUALIFICATION TO OPERATE FROM EITHER SEAT		
5.2.7	CONSOLIDATION OF KNOWLEDGE AND SKILLS	GACAR	121.789 (g)
5.3	ROUTE/AREA AND AERODROME COMPETENCE QUALIFICATION	FLT	3.10.8
5.3.1	ROUTE/AREA DEFINITION	FLT	
5.3.2	ROUTE/AREA COMPETENCE QUALIFICATION		
5.3.3	AERODROME COMPETENCE QUALIFICATION		
5.3.4	PILOT IN COMMAND QUALIFICATIONS		
5.3.4.1	ROUTE AND AERODROME	GACAR IOSA	121.773 FLT 3.3.9
5.4	SPECIAL AREAS AND AERODROMES	GACA	121.777
5.4.1	SPECIAL AIRPORTS QUALIFICATION	IOSA	FLT 2.4.1, 3.3.10
5.4.1.1	INITIAL QUALIFICATION AND CURRENCY REQUIREMENTS	GACAR IOSA	121.777 FLT 2.4.1, 3.3.10
5.4.2	DESIGNATED SPECIAL AIRPORTS	IOSA	FLT 2.4.1, 3.3.11
5.5	OPERATIONAL EXPERIENCE RESTRICTIONS		
5.5.1	INCREASED IFR LANDING WEATHER MINIMUMS	GACAR IOSA	91.193 FLT 3.3.3
5.5.2	RESTRICTED FIRST OFFICER	GACAR	121.785(a)
5.6	FLIGHT CREW RECENT EXPERIENCE	GACAR	121.769
5.7	CABIN CREW		
5.7.1	SENIOR CABIN CREW		



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5.7.2	CABIN CREW	GACAR	121.891, 121.754
5.8	CREW MEMBER REQUIREMENTS		
5.8.1	LIMITATIONS ON USE OF SERVICES	GACAR IOSA	121.741 FLT 3.3.5
6	CREW HEALTH PRECAUTIONS		
6.2	GACA MEDICAL CERTIFICATE REQUIREMENTS	GACAR IOSA	61.9,65.65 ORG 1.5.6/FLT 3.3.4/ FLT3.12.1
7	FLIGHT TIME LIMITATIONS		
7.1	FLIGHT CREW FLIGHT AND DUTY TIME LIMITATIONS AND REST REQUIREMENTS	GACAR	121.1109
7.1.1	USE OF TERMS	GACAR	117.3
7.1.2	FITNESS FOR DUTIES	GACAR	117.5
7.1.3	FLIGHT TIME LIMITATION	GACAR	117.11
7.1.4	FLIGHT DUTY PERIOD - UNAUGMENTED OPERATIONS	GACAR IOSA	117.13 FLT 3.4.4
7.1.5	FLIGHT DUTY PERIOD - SPLIT DUTY	GACAR IOSA	117.15 FLT 3.4.4
7.1.6	FLIGHT DUTY PERIOD - AUGMENTED FLIGHT CREW	GACAR IOSA	117.17 FLT 3.4.4
7.1.7	FLIGHT DUTY PERIOD EXTENSIONS	GACAR	117.19
7.1.8	RESERVE STATUS	GACAR	117.21
7.1.9	CUMULATIVE LIMITATIONS	GACAR	117.23
7.1.10	REST PERIOD	GACAR	117.25
7.1.11	CONSECUTIVE NIGHTTIME OPERATIONS	GACAR	117.27
7.1.12	EMERGENCY AND GOVERNMENT SPONSORED OPERATIONS	GACAR	117.29
7.2	CABIN CREW MEMBER - DUTY PERIOD LIMITATIONS AND REST REQUIREMENTS	GACAR	121.1041
7.3	AIRCRAFT DISPATCHER - DUTY TIME LIMITATIONS	GACAR	121.1037
7.4	FATIGUE RISK MANAGEMENT		
7.4.1	APPLICABILITY OF FRM	GACAR IOSA	121.1001, Appendix G (a)(2) FLT 3.4.3A, B, C,



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7.4.2	FATIGUE RISK MANAGEMENT SYSTEM	GACAR	117.7
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8	STANDARD OPERATING PROCEDURES		
8.1	FLIGHT PREPARATION INSTRUCTIONS		
8.1.1	MINIMUM FLIGHT ALTITUDES	GACAR	91.67, 121, Appendix G (a)(7)
8.1.1.3.1	VFR TAKE-OFF AND LANDING WEATHER MINIMUMS	GACAR	121.1205
8.1.1.3.2	PROHIBITION OF NIGHT VFR FLIGHTS	GACAR	91.171
8.1.2	AERODROME SUITABILITY	OpSpec	C55
8.1.2.1	AERODROME CATEGORISATION	GACAR	121.777
		OpSpec	C50
8.1.2.4	RESCUE AND FIRE FIGHTING SERVICES (RFFS)	GACAR	121.1117
8.1.2.7.3	Destination Alternate Aerodrome	GACAR	121.1393
8.1.3	METHODS AND RESPONSIBILITIES FOR ESTABLISHING AERODROME OPERATING MINIMA.	GACAR IOSA	121.1209, Appendix G (a)(8) 3.11.4
8.1.3.1.1	ALTERNATE AERODROME FOR DEPARTURE	GACAR	121.1389
8.1.3.1.3	ALTERNATE AERODROME FOR DESTINATION	GACAR	121.1393
8.1.3.2	INSTRUMENT APPROACH CLASSIFICATION	GACAR	121 Appendix-G (a)(27)
8.1.4	EN-ROUTE OPERATING MINIMA FOR VFR FLIGHTS OR VFR PORTIONS OF A FLIGHT	GACAR	91.169
8.1.5	PRESERVATION AND APPLICATION OF AERODROME AND EN-ROUTE OPERATING MINIMA.		
8.1.5.3.2	TAKE-OFF MINIMA	OpSpec	C056 ,C078
8.1.5.3.2.1	STANDARD IFR TAKE-OFF MINIMA	OpSpec	C56
8.1.5.3.2.2	LOWER THAN STANDARD IFR TAKEOFF MINIMA	OpSpec	C56, C78
8.1.5.3.2.5	TAKE-OFF MINIMA - UNLISTED AIRPORTS	GACAR	121.1385



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8.1.5.3.3.1	APPROACH WITH VISIBILITY LESS THAN 1200 METERS	OpSpec	C54
8.1.5.3.3.2.2	CAT II PRECISION APPROACH AND LANDING MINIMA	OpSpec	C59
8.1.5.3.3.2.3	CAT IIIA PRECISION APPROACH AND LANDING MINIMA	GACAR OpSpec	Ebook 5.2.7.1 C60
8.1.5.3.3.2.4	CAT IIIB	GACAR OpSpec	Ebook 5.2.7.1 C60
8.1.5.3.4.1	REQUIRED VISUAL REFERENCES	GACAR IOSA	91.191 FLT 3.6.3, 3.11.4, 3.11.61
8.1.5.3.4.2	CONVERSION OF REPORTED METEOROLOGICAL VISIBILITY TO RVR/CMV	IOSA	FLT 3.6.5
8.1.6	INTERPRETATION OF METEOROLOGICAL INFORMATION	GACAR IOSA	121.1381, Appendix G (a)(14) 3.7
8.1.7	FUEL PLANNING REQUIREMENTS	GACAR IOSA	121.197, 121.1337, 121.1517.
8.1.8	MASS AND CENTER OF GRAVITY	GACAR	121.1509, 121.1513, 91.73
8.1.9	AIR TRAFFIC SERVICES (ATS) FLIGHT PLAN	GACAR	121.1513, 121.1333(a)
8.1.10	OPERATIONAL FLIGHT PLAN	GACAR IOSA	FLT 1.7.7, 3.7.8, 4.2.1,DSP 1.7.2
8.1.10.3	DISPATCH RELEASE	GACAR	121.1309
8.1.11	OPERATOR'S AIRCRAFT TECHNICAL LOG AND FLIGHT LOGBOOK	GACAR	
8.1.11.1	REPORTING OF MECHANICAL IRREGULARITIES	GACAR	121.1193
8.1.11.2	MAINTENANCE LOG: AIRCRAFT	GACAR	121.1541
8.1.11.3	FUEL AND OIL RECORDS	GACAR	121.1537
8.1.11.4	AIRWORTHINESS RELEASE OF AIRCRAFT LOG ENTRY	GACAR	121.1545
8.1.12	LIST OF DOCUMENTS, FORMS AND ADDITIONAL INFORMATION TO BE CARRIED	GACAR	121.17, 91.9



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8.2	GROUND HANDLING INSTRUCTIONS	GACAR	121, Appendix G (a)(10)
8.2.1	FUELLING PROCEDURES		
8.2.1.2	SAFETY PRECAUTIONS DURING REFUELING AND DEFUELING	GACAR	121, Appendix G (a)(9)
8.2.1.3	REFUELING AND DEFUELING WHEN PASSENGERS EMBARKING, ON BOARD OR DISEMBARKING	GACAR	121.1259,121.757
8.2.2	AIRCRAFT, PASSENGER AND CARGO HANDLING PROCEDURES RELATED TO SAFETY		
8.2.2.2	SPECIAL CATEGORY OF PASSENGERS	GACAR	121.1237(1)
8.2.3	REFUSAL OF EMBARKATION		
8.2.4	DE-ICING AND ANTI-ICING ON THE GROUND		
8.3	FLIGHT PROCEDURES		
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8.3.1.1	DISPATCH RELEASE UNDER VFR	GACAR	121.1365
8.3.2	NAVIGATION PROCEDURES		
8.3.2.2	REQUIRED NAVIGATION PERFORMANCE	GACAR	91.405
8.3.2.5	MINIMUM NAVIGATION PERFORMANCE SPECIFICATIONS OPERATIONS (MNPS)	GACAR	91.407
8.3.2.6	REDUCED VERTICAL SEPARATION MINIMA (RVSM)	GACAR	91.409
		IOSA	3.11.11
8.3.3	ALTIMETER SETTING PROCEDURES	IOSA	FLT 3.11.30, 3.11.32
8.3.4	ALTITUDE ALERTING SYSTEM PROCEDURES	IOSA	3.11.28
8.3.5	GROUND PROXIMITY WARNING SYSTEM (GPWS) PROCEDURES		
8.3.6	TRAFFIC COLLISION AVOIDANCE SYSTEM (TCAS)/AIRBORNE COLLISION AVOIDANCE SYSTEM (ACAS)	GACAR	121, Appendix G (a)(33), 91.237
		IOSA	3.11.3
8.3.7	POLICY AND PROCEDURES FOR IN-FLIGHT FUEL MANAGEMENT	GACAR	121.1383



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8.3.8.1	THUNDERSTORMS	IOSA	FLT 3.11.38
8.3.8.3	TURBULENCE	IOSA	FLT 3.11.38, 3.13.6
8.3.8.6	VOLCANIC ASH/GASSES	IOSA	FLT 3.11.38
8.3.9	WAKE TURBULENCE		
8.3.10	CREW MEMBERS AT THEIR STATIONS		
8.3.10.1	CREW MEMBERS AT THEIR STATIONS	GACAR	121.771,121.1141
		IOSA	FLT 2.2.37,
8.3.11	USE OF SEAT BELTS FOR CREW AND PASSENGERS		
8.3.12	ADMISSION TO THE FLIGHT CREW COMPARTMENT.	GACAR	121.1145, 121.1157,
		IOSA	FLT 3.13.2, 3.13.17
8.3.12.1	ADMISSION TO THE FLIGHT DECK AND JUMP SEAT USAGE	GACAR	121.1145, 121.1157
		IOSA	FLT 3.13.2, 3.13.17
8.3.12.2	FLIGHT DECK DOOR	GACAR	121.1165
8.3.12.6	JUMP SEAT AUTHORIZATION PROCEDURE	IOSA	FLT 3.13.2, 3.13.17
8.3.13	USE OF VACANT CREW SEATS		
8.3.14	INCAPACITATION OF CREW MEMBERS	GACAR	121, Appendix G (a)(40)
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8.3.14.1	GENERAL	IOSA	FLT 3.11.18, 3.14.13
8.3.14.2	DEFINITION	IOSA	FLT 3.11.18, 3.14.13
8.3.14.3	RECOGNITION		
8.3.14.4.1	FCM INCAPACITATION PROCEDURES	IOSA	FLT 3.11.18, 3.14.13
8.3.14.4.3	CABIN CREW INCAPACITATION PROCEDURES	IOSA	FLT 3.11.18, 3.14.13
8.3.14.5	REPORTING	IOSA	FLT 3.11.18, 3.14.13
8.3.14.6	MEDICAL EXAMINATION	IOSA	FLT 3.11.18, 3.14.14
8.3.15	CABIN SAFETY REQUIREMENTS		



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8.3.16	PASSENGER BRIEFING	GACAR	121.1249 , 121.1253 , 121.1257 , 91.45
		IOSA	3.13.6
8.3.17	COSMIC AND SOLAR RADIATION	GACAR	121.1133
8.3.18	USE OF AUTOPILOT AND AUTO-THROTTLE		
8.3.18.1	GENERAL POLICY	IOSA	FLT 3.11.18, 3.11.22
8.3.18.2	MINIMUM ALTITUDES FOR USE OF AUTOPILOTS	GACAR	91.69
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8.3.18.3	LEVEL OF AUTOMATION	IOSA	FLT 3.11.18 ,3.11.22
8.3.19.2.13	INITIAL TURNS	IOSA	FLT 3.11.4, 3.11.48 3.11.48
8.3.19.2.14	NOISE ABATEMENT DEPARTURE PROCEDURES (NADP)	GACAR	91.127(h)
8.3.19.2.19	CALCULATION OF COLD/WARM TEMPERATURE ALTITUDE CORRECTIONS OR DISPLACED THRESHOLD CROSSING ALTITUDE CORRECTIONS	IOSA	FLT 3.11.32
8.3.19.2.20	APPROACH•BRIEFING1T	IOSA	FLT 3.11.32
8.3.19.2.22. 3.2	CHARTED•VISUAL•FLIGHT•PROCEDURES•(C VFP)	IOSA	FLT. 3. 11.58.,3.17.64
8.3.19.2.22. 3.4	CIRCLING APPROACH	IOSA	FLT.3. 11.58 3.11.69
8.3.19.2.22. 3.5	RNP•AR•APPROACH	GACA	(OpSpec C84 RNP AR) , E-book Volume 5, Chapter 2, Section 10,
8.3.19.2.24	COMMENCEMENT•AND•CONTINUATION•OF•APPROACH•(APPROACH•BAN•POINT)	IOSA	3.11.63
8.3.19.2.27	APPROACH•STABILIZATION	IOSA	FLT 3.6.3, 3.11.50, 3.11.58, 3.11.59, 3.11.60, 3.11.61, 3.11.69
	MISSED•APPROACH•INITIATION	GACAR	91.191(j)),



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8.3.19.2.32. 1		IOSA	FLT 3.11.62, 3.11.65, 3.11.67, 3.11.69
8.4	LOW VISIBILITY OPERATIONS	GACAR	91.391
8.4.1	LOW VISIBILITY OPERATIONS POLICY	GACAR	91.393, 91.397, 91.401 91.403
		IOSA	FLT 3.11.9
8.4.2	LOW VISIBILITY TAKE-OFF (LVTO) OPERATIONS		
8.4.3	APPROACH AND LANDING		
8.4.4	CAT II/III APPROACHES WITHOUT LOW VISIBILITY PROCEDURES (LVP) IN FORCE		
8.4.5	CAT II/III APPROACHES		
8.5	EXTENDED RANGE OPERATION WITH TWO ENGINE AEROPLANES ( ETOPS)	GACAR	121.1401, 121.1409, 121.1413, 121.1417
		OPSpec	B042
8.5.1	DEFINITIONS		
8.5.2	ETOPS FUEL REQUIREMENTS		
8.5.3	ETOPS EN-ROUTE ALTERNATE AERODROME		
8.5.4	ETOPS WEATHER REQUIREMENTS		
8.5.5	ETOPS AEROPLANE REQUIREMENTS		
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8.5.7	ETOPS FLIGHT WATCH		
8.6	USE OF MINIMUM EQUIPMENT AND CONFIGURATION DEVIATION LIST	GACAR	121.517
8.6.1	MINIMUM EQUIPMENT LIST (MEL)		
8.6.2	CONFIGURATION DEVIATION LIST (CDL)		
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## 0.9 MANAGEMENT APPROVAL

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Signature:	

Quality Review by:	Date:
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## 0.10 GACA APPROVAL

*This manual is a controlled document, prepared to meet the requirements of the General Authority of Civil Aviation Regulations (GACAR) and is herewith approved by the General Authority of Civil Aviation (GACA) exclusively for the use of Riyadh Air.*

*If any conflict exists between the contents of this manual and GACA requirements, GACA requirements shall take precedence, and the manual will be revised without delay in accordance with GACA [eBook Vol.4 Ch.12, section 4](#).*

*All contents of this manual are current, as listed in the List of Effective Pages (LEP) Revision 0. 18 Feb 2024.*

This manual becomes 'uncontrolled' when printed.

Name:		Date:
Title:		
Signature:		
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## **0.11 INTRODUCTION**

### **0.11.1 Policy**

This Operations Manual Part A is approved by the General Authority of Civil Aviation (GACA), and it is compliant with all relevant GACA regulations and applicable international standards. It is the method by which Riyadh Air undertakes all operations.

The Operations Manual Part A (OM Part A) contains procedures, instructions and guidance for operational personnel to execute their duties. It serves as a crucial guide for all employees to ensure that the planning and execution of every flight is conducted in accordance with the highest levels of safety, efficiency and effectiveness.

### **0.11.2 Applicability**

The Operations Manual Part A (OM Part A), along with its subparts (OM Part B – G), serves as an essential guide for all operational personnel in our organization, and it is incumbent upon every employee, regardless of their role, to adhere to the policies, procedures, regulations, guidance and instructions detailed within Riyadh Air's operational manuals.

### **0.11.3 Common Language**

*IOSA FLT 3.1.1*

English shall be the language used for all operational communications at Riyadh Air. This is to help eliminate misunderstandings and ensure clear and standardized interactions between all employees. Riyadh Air's decision to implement English as a language protocol is a strategic one aimed at promoting safety and consistency within its operational framework.

English shall be exclusively used during all:

1. Intra-flight crew communications on the flight deck.
2. Flight crew and cabin crew communications during line operations.
3. Briefings and communications with operational personnel.
4. Flight and cabin crew training and evaluation sessions .
5. Operational manuals, guidelines and communications between Riyadh Air and its employees.

For general Common Language please refer to Corporate Policy Manual, Section 0.11.1.

### **0.11.4 Usage of Terms**

Operations Manual Part A applies to both male and female crew members, operations personnel, passengers and other persons, for simplification a gender-neutral text is used in this manual.



Throughout this manual, specific terms (e.g., shall, should, may etc.) are used to provide precise instructions and expectations within the context of Riyadh Air's operations. These terms serve distinct purposes and outline the level of obligation or permission associated with each action. It is crucial that all operational personnel understand the nuances of these terms.

For general Use of Terms please refer to Corporate Policy Manual Section 0.11.2.

## 0.11.5 Human Factor Principles

GACAR § 121.139 / GACAR § 121.533 / IOSA FLT 1.7.4

At Riyadh Air, human factors principles are applied to Operations Manual, checklists, procedure design, personnel training and to operations and maintenance equipment, systems, processes and procedures. They consider human capabilities and limitations, as well as the safe interface between the human and system components, for the purpose of optimizing human performance and reducing human error.

Incorporating human factor principles into the design of our Operations Manuals, checklist and procedures is crucial for optimizing safety and efficiency. Riyadh Air captures human factors principles in document design and checklist usage by:

1. Preparing documentation in a useable format for information presentation, at the appropriate reading level and with the required degree of technical sophistication and clarity.
2. Improving user performance through the use of effective and consistent labels, symbols, colors, terms, acronyms, abbreviations, formats and data fields.
3. Ensuring the availability and usability of information to the user for specific tasks, when needed and in a form that is directly usable.
4. Designing operational procedures for simplicity, consistency and ease of use.
5. Minimizing the need for special or unique operator skills, abilities, tools or characteristics.
6. Assessing the net demands or impacts upon the physical, cognitive and decision-making resources of our employees, using objective and subjective performance measures.

## 0.11.6 Applicable Regulations and Standards

Throughout this manual, compliance tags are used to help users easily locate and reference applicable regulations, rules, standards and recommended practices. These tags are a systematic and organized way to manage and ensure adherence to regulatory requirements, company policies and industry standards.

This allows Riyadh Air to ensure that all regulatory standards imposed by the GACA and other aviation authorities are explicitly covered. Where an applicable regulation, rule or standard exists, the relevant section of the Operations Manual includes a header bar listing the applicable regulation and/or standard (example below).



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Example Header:

GACAR § 121.123

The following regulations and standards addressed in this manual, include:

1. GACA Regulations:
  - a. PART 4 - OCCURRENCE REPORTING AND SAFETY INFORMATION SYSTEM
  - b. PART 5 - SAFETY MANAGEMENT SYSTEMS
  - c. PART 7 - PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES, PREVENTION AND SAFETY PROGRAMS
  - d. PART 91 - GENERAL OPERATING AND FLIGHT RULES
  - e. PART 109 - TRANSPORTATION OF DANGEROUS GOODS BY AIR
  - f. PART 117 - FLIGHT AND DUTY LIMITATIONS AND REST REQUIREMENTS: FLIGHT CREW MEMBERS
  - g. PART 121 - OPERATIONS: COMMERCIAL AIR OPERATORS OPERATING TRANSPORT CATEGORY AIRCRAFT OR COMMUTER CATEGORY AIRPLANES
2. IATA Standards Manual, applicable edition.
3. Aviation Investigation Bureau Regulations (AIBR)



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## 0.12 ABBREVIATIONS, ACRONYMS AND DEFINITIONS

### 0.12.1 Abbreviations and Acronyms

This manual contains a list of abbreviations and acronyms for easy reference. The Table below explains frequently used abbreviations and acronyms, while less common ones are defined in the relevant sections where they are used.

A	
ACAS	Airborne Collision Avoidance System
AD	Airworthiness Directive
ADIZ	Air Defense Identification Zone
ADREP	Accident/Incident Data Reporting
ADS-B	Automatic Dependent Surveillance – Broadcast
ADS-C	Automatic Dependent Surveillance — Contract
AFIS	Aerodrome Flight Information Service
AFM	Aircraft Flight Manual
AGL	Above Ground Level
AIB	The Aviation Investigation Bureau of The Kingdom of Saudi Arabia
AIP	Aeronautical Information Publication
AIRAC	Aeronautical Information Regulation and Control
AIREP	Air Report
ALS	Approach Light System
ALT	Altitude
AMSL	Above Mean Sea Level
AME	Aviation Medical Examiner
AOC	Air Operator Certificate
AOM	Aerodrome Operating Minima
A/P	Autopilot
APCH	Approach
Aprx	Approximately



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APU	Auxiliary Power Unit
APV	Approach Procedure with Vertical Guidance
AR	Authorization Required
ASR	Aviation Safety Report
ASDA	Accelerate-Stop Distance Available
A/T	Auto Throttle
ATC	Air Traffic Control
ATIS	Automatic Terminal Information Service
ATN	Aeronautical Telecommunication Network
ATPL	Airline Transport Pilot License
ATS	Air Traffic Services
B	
B787	Boeing 787
BALS	Basic approach lighting system
C	
C	Centigrade/ Celsius
CAT	Clear Air Turbulence
CDL	Configuration Deviation List
CFR	United States Code of Federal Regulations
CG	Center of Gravity
CMD	Command
CPDLC	Controller-Pilot Data Link Communications
CRM	Crew Resource Management
CRZ	Cruise
CVR	Cockpit Voice Recorder
D	
DA	Decision Altitude
DEST	Destination



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DG	Dangerous Goods
DH	Decision Height
DME	Distance Measuring Equipment
<b>E</b>	
EDTO	Extended Diversion Time Operations
EFB	Electronic Flight Bag
EICAS	Engine Indication and Crew Alerting System
ELT	Emergency Locator Transmitter
ENG	Engine
ERA	Enroute Alternate
ETA	Estimated time of arrival
ETD	Estimated time of departure
ETP	Equi Time point
ETOPS	Extended-Range Twin-engine Operational Performance Standards
<b>F</b>	
FAA	United States Federal Aviation Administration
FAF	Final Approach Fix
FANS	Future Air Navigation System
FCOM	Flight Crew Operations Manual
FCTM	Flight Crew Training Manual
FDAP	Flight Data Analysis Program
FDP	Flight Duty Period
FDR	Flight Data Recorder
FFS	Full Flight Simulator
FIR	Flight Information Region
FIS	Flight Information Service
FL	Flight Level
FLT	Flight



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FMA	Flight Mode Annunciator
FMS	Flight Management System
F/O	First Officer
FOD	Foreign Object Debris
FRMS	Fatigue Risk Management System
FSTD	Flight Simulation Training Device
ft	Foot/Feet
FTL	Flight Time Limitations
ft/min	Feet Per Minute
FTD	Flight Training Device
FWD	Forward
<b>G</b>	
GACA	The General Authority of Civil Aviation
GACAR	The General Authority of Civil Aviation Regulations
GBAS	Ground-Based Augmentation System
GHA	Ground Handling Agent
GLS	GBAS Landing System
GNSS	Global Navigation Satellite System
GPS	Global Positioning System
GPWS	Ground Proximity Warning System
GS	Glideslope
<b>H</b>	
HIRL	High-Intensity Runway Light System
HF	High Frequency
HOT	Hold Over Time
hPa	Hectopascal
HUD	Head-Up Display
<b>I</b>	



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IAF	Initial Approach Fix
IAP	Instrument Approach Procedure
IAS	Indicated Airspeed
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IM	ILS Inner Marker
IMC	Instrument Meteorological Conditions
inHg	Inch of Mercury
INS	Inertial Navigation System
ISA	International Standard Atmosphere
J	
JAWM	Jeppesen Airways Manual
K	
kg	Kilogram
km	Kilometer
km/h	Kilometers per hour
KSA	The Kingdom of Saudi Arabia
kt	Knot
L	
L	Liter
lb.	Pound
LDA	Landing Distance Available
LNAV	Lateral Navigation
LOC	ILS Localizer
LOFT	Line Oriented Flight Training
LOPA	Layout of Passenger Accommodations



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LPV	Localizer Performance with Vertical Guidance
LRBL	Least Risk Bomb Location
LVO	Low Visibility Operations
LVP	Low Visibility Procedures
LVTO	Low Visibility Takeoff
<b>M</b>	
m	Meter
M	Mach Number
m/s	Meters per second
MALS	Medium Intensity Approach Light System
MALSR	Medium Intensity Approach Light System with Runway Alignment Indicator Lights
MAPt	Missed Approach Point
max	Maximum
Mb	Millibar
MCA	Minimum Crossing Altitude
MCP	Mode Control Panel
MDA/H	Minimum Descent Altitude/Height
MDH	Minimum Descent Height
MEA	Minimum Enroute IFR Altitude
MEL	Minimum Equipment List
MET	Meteorological Services
MHz	Megahertz
MLS	Microwave Landing System
MLW	Maximum Landing Weight
mm	Millimeter
MM	ILS Middle Marker
MMEL	Master Minimum Equipment List



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mnm	Minimum
MNPS	Minimum Navigation Performance Specification
MOCA	Minimum Obstruction Clearance Altitude
MORA	Minimum Off Route Altitude
MRA	Minimum Reception Altitude
MSA	Minimum Sector
MSL	Mean Sea Level
mSv	Millisievert
MTOW	Maximum Takeoff Weight
MZFW	Maximum Zero Fuel Weight
<b>N</b>	
N/A	Not Applicable
NAV	Navigation
NAVAID	Navigation Aid
NDB (ADF)	Nondirectional Beacon (Automatic Direction Finder)
NM	Nautical Mile
NOTAM	Notice to Airmen
NPA	Non-precision Approach
NU	Not Usable
<b>O</b>	
OCA/H	Obstacle Clearance Altitude/Height
OEI	One Engine Inoperative
OFP	Operational Flight Plan
OM	ILS Outer Marker
OPS	Operations
OpSpecs	Operations Specifications
OPT	Operational Performance Tool (Boeing)
<b>P</b>	



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PANS	Procedures For Air Navigation Services
PAPI	Precision Approach Path Indicator
PAX	Passengers
PBC	Performance-Based Communication
PBE	Protective Breathing Equipment
PBN	Performance-Based Navigation
PED	Portable Electronic Device
PF	Pilot Flying
PIC	Pilot In Command
PIREP	Pilot Report
PM	Pilot Monitoring
POB	Persons On Board
PPE	Personal Protective Equipment
<b>Q</b>	
QFE	Atmospheric pressure at aerodrome elevation
QNE	Seal level standard atmospheric pressure (1013 hPa / 29.92 Hg)
QNH	Atmospheric pressure at mean sea level
QRH	Quick reference handbook
<b>R</b>	
RA	Resolution Advisory
RAIL	Runway Alignment Indicator Light System
RCLM	Runway Centerline Marking
RCP	Required Communication Performance
REIL	Runway End Identification Lights
RESA	Runway End Safety Area
RFF	Rescue and Firefighting
RFFS	Rescue and Firefighting Services
RNAV	Area Navigation



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RNP	Required Navigation Performance
RTO	Rejected Takeoff
RVR	Runway Visual Range
RVSM	Reduced Vertical Separation Minima
RWY	Runway
RWYCC	Runway Condition Code
<b>S</b>	
SALS	Short Approach Light System
SAR	Search And Rescue
SARPs	Standards And Recommended Practices
SATCOM	Satellite Communications
SBAS	Satellite Based Augmentation System (E.g. WAAS)
SI	International System of Units
SIC	Second in Command
SID	Standard Instrument Departure
SIGMET	Significant Meteorological Information
SLOP	Strategic Lateral Offset Procedure
SMGCS	Surface Movements Guidance and Control System
CSMM	Corporate Safety Management Manual
SMS	Safety Management System
SNOWTAM	Snow Notice to Airmen
SOP	Standard Operating Procedure
SSALS	Simplified Short Approach Light System
SSALSR	Simplified Short Approach Light System with Runway Alignment Indicator Lights
SSP	State Safety Program
SSR	Secondary Surveillance Radar
STAR	Standard Terminal Arrival



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STC	Supplemental Type Certificate
STD	Standard
<b>T</b>	
TA	Traffic Advisory
TAWS	Terrain Awareness and Warning System
TAS	True Airspeed
TCAS	Traffic Alert and Collision Avoidance System
TDZ	Touchdown Zone
TDZL	Touchdown Zone Lights
TEM	Threat and Error Management
TEMP	Temperature
TEMPO	Temporary
TIBA	Traffic Information Broadcast by Aircraft
TOC	Top of Climb
TOD	Top of Descent
TODA	Take-Off Distance Available
TORA	Take-Off Run Available
TOW	Takeoff Weight
T-VASIS	T Visual Approach Slope Indicator System
<b>U</b>	
USA	United States of America
UTC	Coordinated Universal Time
<b>V</b>	
V1	Takeoff Decision Speed
V2	Takeoff Safety Speed
VHF	Very High Frequency
VIS	Visibility
VMC	Visual Metrological Conditions



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VOR	Very High Frequency Omnidirectional Radio Range
VNAV	Vertical Navigation
VR	Rotation Speed
VREF	Reference Landing Speed
VS	Stalling Speed
V/S	Vertical Speed
W	
WAAS	Wide Area Augmentation System
WPT	Waypoint
Wx	Weather
Z	
Z	Zulu
ZFW	Zero Fuel Weight



## 0.12.2 Definitions

GACAR PART 1 – Definitions, Abbreviations and Editorial Conventions, contains a full list of aviation definition. For ease of reference the following GACAR and Company definitions commonly used throughout this manual are noted below:

A	
Accident	<p>An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:</p> <p>a person is fatally or seriously injured as a result of:</p> <ul style="list-style-type: none"><li>a. being in the aircraft or</li><li>b. direct contact with any part of the aircraft, including parts which have become detached from the aircraft or</li><li>c. direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew or</li></ul> <p>the aircraft sustains damage or structural failure which:</p> <ul style="list-style-type: none"><li>d. adversely affects the structural strength, performance, or flight characteristics of the aircraft and</li><li>e. would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or for minor damages to main rotor blades, tail rotor blades, landing gear and those</li></ul>



	resulting from hail or bird strike (including holes in the radome) or  The aircraft is missing or is completely inaccessible.
Acclimated	A condition in which a flight crew member has been in a theater for 72 hours or has been given at least 36 consecutive hours free from duty.
Aerodrome	A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.
Aerodrome operating minima	The limits of usability of an aerodrome for: <ol style="list-style-type: none"><li>take-off, expressed in terms of runway visual range and/or visibility and, if necessary, cloud conditions.</li><li>landing in 2D instrument approach operations, expressed in terms of visibility and/or runway visual range and decision altitude/height (DA/H) and if necessary, cloud condition and</li><li>landing in 3D instrument approach operations, expressed in terms of visibility and/or runway visual range and decision altitude/height (DA/H) as appropriate to the type and/or category of the operation.</li></ol>
Aerodrome/Standby reserve	A defined duty period during which a flight crew member is required by Riyadh Air to be at an aerodrome for a possible assignment.
Aeronautical Information Publication (AIP)	A publication issued by or with the authority of a State and containing aeronautical information of a lasting character essential to air navigation.
Aeroplane	A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight. Note — Also referred to as "airplane"
Airplane reference field length	The minimum field length required for take-off at maximum certificated take-off mass, sea level, standard atmospheric conditions, still air and zero runway slope, as shown in the appropriate airplane flight manual prescribed by the certificating



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	authority or equivalent data from the airplane manufacturer. Field length means balanced field length for airplanes, if applicable or take-off distance in other cases.
Air defense identification zone (ADIZ)	Special designated airspace of defined dimensions within which aircraft are required to comply with special identification and/or reporting procedures additional to those related to the provision of air traffic services.
Air operator certificate (AOC)	A certificate authorizing an operator to carry out specified commercial air transport.
Air traffic advisory service	A service provided within advisory airspace to ensure separation, in so far as practical, between aircraft which are operating on IFR flight plans.
Air traffic service (ATS)	A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).
Aircraft security check	An inspection of the interior of an aircraft to which passengers may have had access and an inspection of the hold for the purposes of discovering suspicious objects, weapons, explosives or other dangerous devices, articles and substances.
Aircraft security search	A thorough inspection of the interior and exterior of the aircraft for the purpose of discovering suspicious objects, weapons, explosives or other dangerous devices, articles or substances.
Aircraft Tracking	A process, established by the operator, that maintains and updates, at standardized intervals, a ground-based record of the four-dimensional position of individual aircraft in flight.
Airman	A person holding, or required to hold, a current and valid certificate or authorization issued under GACAR Part 61, 64, 65 or 66.
Airmanship	The consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.
AIRMET information	Information issued by a meteorological watch office concerning the occurrence or expected occurrence of specified enroute weather phenomena which may affect the safety of low-level aircraft operations and which was not already included in the



	forecast issued for low-level flights in the flight information region concerned or sub-area thereof.
Airworthiness directive (AD)	A legally enforceable rule that applies to aircraft registered in the Kingdom of Saudi Arabia. ADs are designed to be applicable to specific types of aircraft or engines, propellers and articles that are part of the aircraft type design, even if an individual product or article has been changed by modifying, altering or repairing it in the area addressed by an airworthiness directive.
Alternate aerodrome	An aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or to land at the aerodrome of intended landing where the necessary services and facilities are available, where aircraft performance requirements can be met, and which is operational at the expected time of use. Alternate aerodromes include the following:  Take-off alternate. An alternate aerodrome at which an aircraft would be able to land should this become necessary shortly after take-off and it is not possible to use the aerodrome of departure.  Enroute alternate. An alternate aerodrome at which an aircraft would be able to land in the event that a diversion becomes necessary while enroute.  Destination alternate. An alternate aerodrome at which an aircraft would be able to land should it become either impossible or inadvisable to land at the aerodrome of intended landing.  Note — The aerodrome from which a flight departs may also be an en-route or a destination alternate aerodrome for that flight.
Altitude	The vertical distance of a level, a point or an object considered as a point, measured from mean sea level.
Apron	A defined area on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.
Area minimum altitude (AMA)	The minimum altitude to be used under instrument meteorological conditions (IMC), that provides a minimum obstacle clearance within a specified area, normally formed by parallels and meridians.
Area navigation (RNAV)	A method of navigation which permits aircraft operation on any desired flight path within the coverage of ground or space-based



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	<p>navigation aids or within the limits of the capability of self-contained aids, or a combination of these.</p> <p>Note — Area navigation includes performance-based navigation as well as other operations that do not meet the definition of performance-based navigation.</p>
Area navigation specification (RNAV)	<p>A navigation specification based on area navigation that does not include the requirement for performance monitoring and alerting, designated by the prefix RNAV, e.g. RNAV 5, RNAV 1.</p> <p>Note 1 — The Performance-based Navigation (PBN) Manual (Doc 9613), Volume II, contains detailed guidance on navigation specifications.</p> <p>Note 2 — The term RNP, previously defined as "a statement of the navigation performance necessary for operation within a defined airspace", has been removed from the ICAO Annex 15 as the concept of RNP has been overtaken by the concept of PBN. The term RNP is now solely used in the context of navigation specifications that require performance monitoring and alerting, e.g. RNP 4 refers to the aircraft and operating requirements, including a 4 NM lateral performance with on-board performance monitoring and alerting that are detailed in the ICAO Doc 9613.</p>
ASHTAM	A special series NOTAM notifying by means of a specific format change in activity of a volcano, a volcanic eruption and/or volcanic ash cloud that is of significance to aircraft operations.
Augmented flight crew	A flight crew that has more than the minimum number of flight crew members required by the aircraft type certificate to operate the aircraft to allow a flight crew member to be replaced by another qualified flight crew member for in-flight rest.
Automatic dependent surveillance-Broadcast (ADS-B)	<p>A means by which aircraft, aerodrome vehicles and other objects can automatically transmit and/or receive data such as identification, position and additional data, as appropriate, in a broadcast mode via a data link.</p> <p>ADS-B OUT: A function on an aircraft or vehicle that periodically broadcasts its state vector (position and velocity) and other information derived from on-board systems in a format suitable for ADS-B IN capable receivers.</p>



	ADS-B IN: A function that receives surveillance data from ADS-B OUT data sources.
Automatic dependent surveillance-Contract (ADS-C)	A means by which the terms of an ADS-C agreement will be exchanged between the ground system and the aircraft, via a data link, specifying under what conditions ADS-C reports would be initiated, and what data would be contained in the reports.  Note - ADS-C is a datalink-based way of requesting different types of information directly from the aircraft's flight management system, without pilot interaction.
Automatic terminal information service (ATIS)	The automatic provision of current, routine information to arriving and departing aircraft throughout 24 hours or a specified portion thereof:  Data link-automatic terminal information service (D-ATIS). The provision of ATIS via data link.  Voice-automatic terminal information service (Voice-ATIS). The provision of ATIS by means of continuous and repetitive voice broadcasts.
Aviation medical examiner (AME)	A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the President under GACAR Part 183 to conduct medical examinations of fitness of applicants for medical certificates under GACAR Part 67.
<b>B</b>	
Balked landing	A landing maneuver that is unexpectedly discontinued at any point below the obstacle clearance altitude/height (OCA/H).
Barrette	Three or more aeronautical ground lights closely spaced in a transverse line so that from a distance they appear as a short bar of light
Base	The station to which crew members are assigned and from which their pairings will start and finish.
Block Time	The time the aircraft leaves the stand for the purpose of flight until it arrives back on stand again (block-out to block-in).
Block to Block Rest Period	This is the rest period based on the previous flight and duty period.



Bomb Alert	A status of alert, put in place by competent authorities to activate an intervention plan intended to counter the possible consequences arising from a communicated threat, anonymous or otherwise or arising from the discovery of a suspect device or other suspect item on an aircraft, at an aerodrome or in any civil aviation facilities.
Bomb Threat	A communicated threat, anonymous or otherwise, which suggests or infers, whether true or false that the safety of an aircraft in flight or on the ground, or any aerodrome or civil aviation facility or any person may be in danger from an explosive or other item or device.
<b>C</b>	
Cabin crew member	A crew member who performs, in the interest of safety of passengers, duties assigned by the operator or the pilot-in-command of the aircraft, but who shall not act as a flight crew member.
Cargo	Any property carried on an aircraft other than mail and accompanied or mishandled baggage.
Category I operations	A straight-in approach to the runway of an aerodrome under a Category I instrument approach procedure. Category I approaches include a decision height not lower than 200 ft (60 m) and either a visibility not less than 800 m or a runway visual range not less than 550 m.
Category II operations	A straight-in approach to the runway of an aerodrome under a Category II instrument approach procedure. Category II approaches include a decision height lower than 200 ft (60 m), but not lower than 100 ft (30 m), and a runway visual range not less than 350 m.
Category III operations	An approach to, and landing on, the runway of an aerodrome using a Category III instrument approach procedure. Category III operations may be further classified as follows: <ol style="list-style-type: none"><li>1. Category IIIa operations means an approach and landing with no decision height (DH), or a DH below 100 ft (30 m) and controlling runway visual range not less than 700 ft (200m).</li></ol>



	<p>2. Category IIIb operations means an approach and landing with no DH, or with a DH below 50 ft (15 m) and controlling runway visual range less than 700 ft (200 m), but not less than 150 ft (50m).</p> <p>3. Category IIIc operations means an approach and landing with no DH and no runway visual range limitation.</p>
Causes	Actions, omissions, events, conditions, findings or a combination thereof, which led to the accident/incident or event.
Ceiling	The height above the ground or water of the base of the lowest layer of cloud below 6,000 meters (20,000 feet) covering more than half the sky.
Civil Aircraft	An Aircraft registered on a civil registry without regard to its owner or operator.
Check pilot (airplane)	A person who is qualified, and permitted, to conduct flight checks or instruction in an airplane or in a flight simulation training device (FSTD) for a particular airplane type.
Check pilot (simulator)	A person who is qualified to conduct flight checks or instruction, but only in a flight simulation training device (FSTD) for a particular airplane type.
Civil Aviation Inspector	A civil aviation inspector is an individual, designated by a Contracting State, who is charged with the inspection of the safety, security or related aspects of air transport operations as directed by the appropriate authority. Note — Examples of civil aviation inspectors include inspectors responsible for airworthiness, flight operations and other safety-related aspects, and security-related aspects, of air transport operations.
Clearance limit	The point to which an aircraft is granted an air traffic control clearance.
Clearway	A defined rectangular area on the ground or water under the control of the appropriate authority, selected or prepared as a suitable area over which an airplane may make a portion of its initial climb to a specified height.
Competency	A dimension of human performance that is used to reliably predict successful performance on the job.



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	A competency is manifested and observed through behaviors that mobilize the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.
Competency standard	A level of performance that is defined as acceptable when assessing whether or not competency has been achieved.
Configuration deviation list (CDL)	A list established by the organization responsible for the type design with the approval of the State of Design which identifies any external parts of an aircraft type which may be missing at the commencement of a flight, and which contains, where necessary, any information on associated operating limitations and performance correction.
Contaminated Runway	A runway is considered to be contaminated when more than 25% of the runway surface area (whether in isolated areas or not) within the required length and width being used is covered by the following:  Surface water more than 3 mm deep, or by slush, or loose snow, equivalent to more than 3 mm of water.  Snow which has been compressed into a solid mass which resists further compression and will hold together or break into lumps if picked up (compacted snow) or ice, including wet ice.
Continuous Descent Final Approach (CDFA)	A technique consistent with stabilized approach procedures, for flying the final approach segment (FAS) of an instrument non-precision approach (NPA) procedure as a continuous descent, without level-off, from an altitude/height at or above the final approach fix altitude/height to a point approximately 15 m (50 ft) above the landing runway threshold or the point where the flare maneuver begins for the type of aircraft flown; for the FAS of an NPA procedure followed by a circling approach, the CDFA technique applies until circling approach minima(circling OCA/H) or visual flight maneuver altitude/height are reached.
Controller-pilot data link communications (CPDLC)	A means of communication between the controller and pilot, using data link for ATC communications.
Crew Member	A person assigned to perform duty in an airplane during flight time.
Crew-duty	Any task that flight or cabin crew members are required by the operator to perform, including, for example,



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	flight duty, administrative work, training, positioning and standby when it is likely to induce fatigue.
Crew-Duty period	A period which starts when a flight or cabin crew member is required by an operator to report for or to commence a duty and ends when that person is free from all duties.
Crew-Positioning	a) The transportation of that crew member as a passenger or non-operating crew member, by any mode of transportation, as required by Riyadh Air, excluding transportation to or from a suitable accommodation and b) With respect to an aircraft, any operation, the primary purpose of which is the relocation of the aircraft and during which any carriage of passengers or cargo is incidental. Any operation in which passengers or cargo are carried for compensation or hire does not constitute positioning.
Critical Phases of Flight	Means the take-off run, the take-off flight path, the final approach, the missed approach, the landing, including the landing roll and any other phases of flight as determined by the pilot-in-command (PIC).
Cruise relief pilot	A flight crew member who is assigned to perform pilot tasks during cruise flight, to allow the pilot in-command or a co-pilot to obtain planned rest.
<b>D</b>	
Danger area	An airspace of defined dimensions within which activities dangerous to the flight of aircraft may exist at specified times.
Damp Runway	A runway is considered damp when the surface is not dry, but when the moisture on it does not give it a shiny appearance. A damp runway shall be considered as wet.
Deadhead time	Block time spent traveling on a duty period when not performing any function on the airplane and not part of the operating crew.
Deadhead transportation	Transportation of a flight crew member as a passenger or non-operating flight crew member, by any mode of transportation, as required by Riyadh Air, excluding transportation to or from suitable accommodation. All time spent in deadhead transportation is duty and is not rest. For purposes of determining the maximum flight duty period in Table B of GACAR



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	Part 117, deadhead transportation is not considered a flight segment.
Dates (Months / Years)	All dates used in qualification and training records will refer to the Gregorian calendar.
Dangerous Goods (DG)	means articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the technical instructions or which are classified according to those instructions
Decision altitude (DA) or decision height (DH)	A specified altitude or height in a 3D instrument approach operation at which a missed approach must be initiated if the required visual reference to continue the approach has not been established.  Note 1— Decision altitude (DA) is referenced to mean sea level and decision height (DH) is referenced to the threshold elevation.  Note 2— The required visual reference means that section of the visual aids or of the approach area which should have been in view for sufficient time for the pilot to have made an assessment of the aircraft position and rate of change of position, in relation to the desired flight path. In Category III operations with a decision height the required visual reference is that specified for the particular procedure and operation.  Note 3 — For convenience where both expressions are used, they may be written in the form "decision altitude/height" and abbreviated "DA/H".
Displaced threshold	A threshold not located at the extremity of a runway.
Disruptive passenger	A passenger who fails to respect the rules of conduct at an airport or on board an aircraft or to follow the instructions of the airport staff or crew members and thereby disturbs the good order and discipline at an airport or on board the aircraft.
Duty Period	The period from actual or scheduled report time, whichever is later and ending after the debriefing. Non-flying duties may begin before or after flying duties without an intervening rest period. In these cases, the duty period will be calculated to include both.
Dry Runway	A dry runway is one which is neither wet nor contaminated.

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EDTO critical fuel	The fuel quantity necessary to fly to an enroute alternate aerodrome considering, at the most critical point on the route, the most limiting system failure.
EDTO significant system	An airplane system whose failure or degradation could adversely affect the safety particular to an EDTO flight or whose continued functioning is specifically important to the safe flight and landing of an airplane during an EDTO diversion.
Electronic aeronautical chart display	An electronic device by which flight crews are enabled to execute, in a convenient and timely manner, route planning, route monitoring and navigation by displaying required information.
Electronic flight bag (EFB)	An electronic information system, comprised of equipment and applications for flight crew, which allows for the storing, updating, displaying and processing of EFB functions to support flight operations or duties.
Electronic signature	An electronic signature acceptable to the President, for a person to validate the contents of an electronic document. Use of an electronic signature is equivalent to the act of signing a physical document.
Error	An action or inaction by an operational person that leads to deviations from organizational or the operational person's intentions or expectations.
Error management	The process of detecting errors and responding to them with counter-measures that reduce or eliminate the consequences of errors and mitigate the probability of further errors or undesired states.
ETOPS Alternate Aerodrome	An adequate aerodrome listed in a Riyadh Air's operations specifications that is designated in a dispatch or flight release for use in the event of a diversion during the ETOPS portion of the flight. This definition applies only to flight planning and does not in any way limit the authority of the PIC during flight.
ETOPS Area of Operation	For two engine airplanes, an area beyond 60 minutes from an adequate aerodrome, computed using a one-engine inoperative cruise speed under standard conditions in still air.  Note — Also referred to as EDTO Area of operation.



Extended diversion time operations (EDTO)	Any operation by an airplane with two or more turbine engines where the diversion time to an enroute alternate aerodrome is greater than the threshold time established by the President.  Note — Also referred to as ETOPS.
<b>F</b>	
Fatigue	Fatigue is a state characterized by a lack of alertness and reduced mental and physical performance, often accompanied by drowsiness. Fatigue is objectively observed as changes in many aspects of performance, including increased reaction time, lapses in attention, reduced speed of cognitive tasks, reduced situational awareness and reduced motivation. A person's perceived fatigue levels often are lower than observed decrements in performance.
Fatigue Risk Management System (FRMS)	A data-driven means of continuously monitoring and managing fatigue-related safety risks, based upon scientific principles and knowledge as well as operational experience that aims to ensure relevant personnel are performing at adequate levels of alertness.
Final approach fix or point	That fix or point of an instrument approach procedure where the final approach segment commences.
Final approach segment (FAS)	That segment of an instrument approach procedure in which alignment and descent for landing are accomplished.
Flight crew member	A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.
Flight data monitoring (FDM)	Means the proactive and non-punitive use of digital flight data from routine operations to improve aviation safety.
Flight duty period (FDP)	A period which commences when a flight or cabin crew member is required to report for duty that includes a flight or a series of flights and which finishes when the aircraft finally comes to rest and the engines are shut down at the end of the last flight on which he/she is a crew member.
Flight information service	A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.
Flight operations officer/flight dispatcher	A person designated by the operator to engage in the control and supervision of flight operations, whether licensed or not, suitably qualified in accordance with the ICAO Annex 1, who



	supports, briefs and/or assists the pilot-in-command in the safe conduct of the flight.
Flight Time	The total time from the moment an airplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.  Note— Flight time as here defined is synonymous with the term “block to block” time or “chock to chock” time in general usage which is measured from the time an airplane first moves for the purpose of taking off until it finally stops at the end of the flight.
<b>G</b>	
Glide path	A descent profile determined for vertical guidance during a final approach.
Global navigation satellite system (GNSS)	A worldwide position and time determination system that includes one or more satellite constellations, aircraft receivers and system integrity monitoring, augmented as necessary to support the required navigation performance for the intended operation.
Global positioning system (GPS)	The satellite navigation system operated by the United States.
Go-around	Means a transition from an approach operation to a stabilized climb. This includes maneuvers conducted at or above the MDA/H or DA/H or below the DA/H (balked landings).
Ground-based augmentation system (GBAS)	An augmentation system in which the user receives augmentation information directly from a ground-based transmitter.
<b>H</b>	
Hazard	A condition or an object with the potential to cause or contribute to an aircraft incident or accident.
Head-up display (HUD)	A display system that presents flight information into the pilot's forward external field of view.
Human Factors principles	Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.



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Human performance	Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.
INCERFA	The code word used to designate an uncertainty phase.
Instrument approach operations	An approach and landing using instruments for navigation guidance based on an instrument approach procedure. There are two methods for executing instrument approach operations: <ul style="list-style-type: none"><li>a) a two-dimensional (2D) instrument approach operation, using lateral navigation guidance only; and</li><li>b) a three-dimensional (3D) instrument approach operation, using both lateral and vertical navigation guidance.</li></ul> <p>Note — Lateral and vertical navigation guidance refers to the guidance provided either by:</p> <ul style="list-style-type: none"><li>a) a ground-based radio navigation aid; or</li><li>b) computer-generated navigation data from ground-based, space based, self-contained navigation aids or a combination of these.</li></ul>
Instrument approach procedure (IAP)	A series of predetermined maneuvers by reference to flight instruments with specified protection from obstacles from the initial approach fix, or where applicable, from the beginning of a defined arrival route to a point from which a landing can be completed and thereafter, if a landing is not completed, to a position at which holding or enroute obstacle clearance criteria apply. Instrument approach procedures are classified as follows: <b>Non-precision approach (NPA) procedure.</b> An instrument approach procedure designed for 2D instrument approach operations Type A. <p>Note — non-precision approach procedures must be flown using a continuous descent final approach (CDFA) technique. CDFAs with advisory VNAV guidance calculated by on-board equipment are considered 3D instrument approach operations. CDFA with manual calculation of the required rate of descent are considered 2D instrument approach operations.</p> <b>Approach procedure with vertical guidance (APV).</b> A performance-based navigation (PBN) instrument



	approach procedure designed for 3D instrument approach operations Type A. <b>Precision approach (PA) procedure.</b> An instrument approach procedure based on navigation systems (ILS, MLS, GLS and SBAS CAT I) designed for 3D instrument approach operations Type A or B.
Investigation	A process conducted for the purpose of accident prevention which includes the gathering and analysis of information, the drawing of conclusions, including the determination of findings and, when appropriate, the making of safety recommendations.
Instrument flight time	Time during which a pilot is piloting an aircraft, or a remote pilot is piloting a remotely piloted aircraft, solely by reference to instruments and without external reference points.
<b>L</b>	
Low-visibility operations (LVO)	Approach operations in RVRs less than 550 m and/or with a DH less than 60 m (200 ft) or take-off operations in RVRs less than 400 m.
Low visibility procedures (LVP)	Procedures applied at an aerodrome for the purpose of ensuring safe operations during LTS Category I, OTS Category II, Category II and III approaches and low visibility takeoffs.
Low visibility takeoff (LVTO)	A takeoff where the visibility is below the standard takeoff minimums as prescribed in GACAR § 91.191(k).
<b>M</b>	
Minimum descent altitude (MDA) or minimum descent height (MDH)	A specified altitude or height in a 2D instrument approach operation or circling approach operation below which descent must not be made without the required visual reference. Note 1 — Minimum descent altitude (MDA) is referenced to mean sea level and minimum descent height (MDH) is referenced to the aerodrome elevation or to the threshold elevation if that is more than 2 m (7 ft) below the aerodrome elevation. A minimum descent height for a circling approach is referenced to the aerodrome elevation.



	<p>Note 2 — The required visual reference means that section of the visual aids or of the approach area which should have been in view for sufficient time for the pilot to have made an assessment of the aircraft position and rate of change of position, in relation to the desired flight path. In the case of a circling approach the required visual reference is the runway environment.</p> <p>Note 3 — For convenience when both expressions are used, they may be written in the form "minimum descent altitude/ height" and abbreviated "MDA/H".</p>
Minimum enroute altitude (MEA)	The altitude for an enroute segment that provides adequate reception of relevant navigation facilities and ATS communications, complies with the airspace structure and provides the required obstacle clearance.
Minimum equipment list (MEL)	A list which provides for the operation of aircraft, subject to specified conditions, with particular equipment inoperative, prepared by an operator in conformity with, or more restrictive than, the MMEL established for the aircraft type.
Minimum obstacle clearance altitude (MOCA)	The minimum altitude for a defined segment of flight that provides the required obstacle clearance.
Minimum sector altitude (MSA)	The lowest altitude which may be used which will provide a minimum clearance of 300 m (1 000 ft) above all objects located in an area contained within a sector of a circle of 46 km (25 NM) radius centered on a significant point, the aerodrome reference point (ARP).
Missed approach point (MAPt)	That point in an instrument approach procedure at or before which the prescribed missed approach procedure must be initiated in order to ensure that the minimum obstacle clearance is not infringed.
Monitoring	A cognitive process to compare an actual to an expected state. Note – Monitoring is embedded in the competencies for a given role within an aviation discipline, which serve as countermeasures in the threat and error management model. It requires knowledge, skills and attitudes to create a mental model and to take appropriate action when deviations are recognized.



Movement area	That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).
<b>N</b>	
Navigation specification	A set of aircraft and flight crew requirements needed to support performance-based navigation operations within a defined airspace. There are two kinds of navigation specifications:  Required navigation performance (RNP) specification. A navigation specification based on area navigation that includes the requirement for performance monitoring and alerting, designated by the prefix RNP, e.g. RNP 4, RNP APCH.  Area navigation (RNAV) specification. A navigation specification based on area navigation that does not include the requirement for performance monitoring and alerting, designated by the prefix RNAV, e.g. RNAV 5, RNAV 1.
<b>O</b>	
Obstacle clearance altitude (OCA) or Obstacle clearance height (OCH)	The lowest altitude or the lowest height above the elevation of the relevant runway threshold or the aerodrome elevation as applicable, used in establishing compliance with appropriate obstacle clearance criteria.  Note 1 — Obstacle clearance altitude is referenced to mean sea level and obstacle clearance height is referenced to the threshold elevation or in the case of non-precision approach procedures to the aerodrome elevation or the threshold elevation if that is more than 2 m (7 ft) below the aerodrome elevation. An obstacle clearance height for a circling approach procedure is referenced to the aerodrome elevation.  Note 2 — For convenience when both expressions are used, they may be written in the form "obstacle clearance altitude/ height" and abbreviated "OCA/H".
Operating base	The location from which operational control is exercised.  Note — An operating base is normally the location where personnel involved in the operation of the airplane work and the records associated with the operation are located. An operating



	base has a degree of permanency beyond that of a regular point of call.
Operational control	The exercise of authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight.
Operational flight plan	The operator's plan for the safe conduct of the flight based on considerations of airplane performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes concerned.
Operational Landing Distance (OLD) – Boeing	Achievable landing distance, without margins, assuming a realistic airborne phase from threshold to touchdown and deceleration on ground to a full stop.
Operational personnel	Personnel involved in aviation activities who are in a position to report safety information.  Note — Such personnel include but are not limited to flight crews; air traffic controllers; aeronautical station operators; maintenance technicians; personnel of aircraft design and manufacturing organizations; cabin crews; flight dispatchers, apron personnel and ground handling personnel.
Operations manual	A manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties.
Operations specifications	The authorizations including specific approvals, conditions and limitations associated with the air operator certificate and subject to the conditions in the operations manual.
Operator	A person, organization or enterprise engaged in or offering to engage in the operation of an aircraft.
<b>P</b>	
Pairing	A combination of flights, deadhead legs and/or other ground duties which start and finish at a crew member's Base.
Pre-flight Inspection	The inspection of the airplane, its associated equipment and documentation prior to each flight leg, to determine the airworthiness, serviceability, and adherence to regulations for the sector to be flown.



Performance-based navigation (PBN)	<p>Area navigation is based on performance requirements for aircraft operating along an ATS route, on an instrument approach procedure or in a designated airspace.</p> <p>Note — Performance requirements are expressed in navigation specifications (RNAV specification, RNP specification) in terms of accuracy, integrity, continuity, availability and functionality needed for the proposed operation in the context of a particular airspace concept.</p>
Person with disabilities	Any person whose mobility is reduced due to a physical incapacity (sensory or locomotor), an intellectual deficiency, age, illness or any other cause of disability when using transport and whose situation needs special attention and the adaptation to the person's needs of the services made available to all passengers.
Physiological night's rest	10 hours of rest that encompasses the hours of 0100 and 0700 at the flight crew member's home base, unless the individual has acclimated to a different theater. If the flight crew member has acclimated to a different theater, the rest must encompass the hours of 0100 and 0700 at the acclimated location.
Pilot flying (PF)	The pilot whose primary task is to control and manage the flight path. The secondary tasks of the PF are to perform non-flight path related actions (radio communications, aircraft systems, other operational activities, etc.) and to monitor other crew members.
Pilot monitoring (PM)	The pilot whose primary task is to monitor the flight path and its management by the PF. The secondary tasks of the PM are to perform non-flight path related actions (radio communications, aircraft systems, other operational activities, etc.) and to monitor other crew members.
Pilot-in-Command	The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.
Pilot-in-Command under supervision	Co-pilot performing, under the supervision of the Pilot-in-Command, the duties and functions of a Pilot-in Command, in accordance with a method of supervision acceptable to the Licensing Authority.



Post Flight Time	The period after actual block in of the last flight in a duty period until the crew member is considered free of all duties. This is normally half an hour after the block in of a flight.
President	The head of the GACA but depending on the context of its use, it may mean the Riyadh Air's allocated Flight Operations Inspector or another official in the GACA.
Prohibited area	An airspace of defined dimensions, above the land areas or territorial waters of a State, within which the flight of aircraft is prohibited.
<b>R</b>	
Report time	The time that the Riyadh Air requires a flight crew member to report for an assignment.
Reserve flight crew member	A flight crew member who Riyadh Air requires to be available to receive an assignment for duty.
Rest facility	A bunk or seat accommodation installed in an aircraft that provides a flight crew member with a sleep opportunity. a) Class 1 rest facility means a bunk or other surface that allows for a flat sleeping position and is located separate from both the flight deck and passenger cabin in an area that is temperature-controlled, allows the flight crew member to control light, and provides isolation from noise and disturbance. b) Class 2 rest facility means a seat in an aircraft cabin that allows for a flat or near flat sleeping position; is separated from passengers by a minimum of a curtain to provide darkness and some sound mitigation; and is reasonably free from disturbance by passengers or flight crew members. c) Class 3 rest facility means a seat in an aircraft cabin or flight deck that reclines at least 40 degrees and provides leg and foot support.
Rest period	A continuous and defined period of time, subsequent to and/or prior to duty, during which flight or cabin crew members are free of all duties.
Restricted area	An airspace of defined dimensions, above the land areas or territorial waters of a State, within which the flight of aircraft is restricted in accordance with certain specified conditions.



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Risk assessment	The process of hazard identification, risk analysis and risk evaluation.
Runway condition code (RWYCC)	A number describing the runway surface condition to be used in the runway condition report.
Runway condition report (RCR)	A comprehensive standardized report relating to runway surface condition(s) and its effect on the airplane landing and take-off performance.
Runway visual range (RVR)	The range over which the pilot of an aircraft on the center line of a runway can see the runway surface markings or the lights delineating the runway or identifying its center line.
<b>S</b>	
Sabotage	An act or omission, intended to cause malicious or wanton destruction of property, endangering, or resulting in unlawful interference with international civil aviation and its facilities.
Safety management system (SMS)	A systematic approach to managing safety, including the necessary organizational structures, accountability, responsibilities, policies and procedures.
Serious incident	An incident involving circumstances indicating that there was a high probability of an accident and associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down.  Note 1 — The difference between an accident and a serious incident lies only in the result.  Note 2 — Examples of serious incidents can be found in the ICAO Annexure 13, Attachment C.
Serious injury	An injury which is sustained by a person in an accident and which: a) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; or b) results in a fracture of any bone (except simple fractures of fingers, toes or nose); or



	c) involves lacerations which cause severe hemorrhage, nerve, muscle or tendon damage; or d) involves injury to any internal organ; or e) involves second- or third-degree burns, or any burns affecting more than 5 per cent of the body surface; or f) involves verified exposure to infectious substances or injurious radiation.
Shipper	As used in GACAR Part 109, means any person who offers dangerous goods for transportation by air.
Simulator Flight Training	The maneuvers and procedures included in the GACA approved training program administered in a GACA approved flight simulator.
SNOWTAM	A special series NOTAM given in a standard format providing a surface condition report notifying the presence or cessation of hazardous conditions due to snow, ice, slush, frost, standing water or water associated with snow, slush, ice or frost on the movement area.
South Polar Area	The entire area south of 60° S latitude.
Space Weather Center (SWXC)	A center designated to monitor and provide advisory information on space weather phenomena expected to affect high-frequency radio communications, communications via satellite, GNSS-based navigation and surveillance systems and/or pose a radiation risk to aircraft occupants.  Note — A space weather center is designated as global and/or regional.
Special aviation event	An aerial display or demonstration before an assembly of persons by one or more aircraft.
Stabilized approach (SAp)	Means an approach that is flown in a controlled and appropriate manner in terms of configuration, energy and control of the flight path from a pre-determined point or altitude/height down to a point 50 ft above the threshold or the point where the flare maneuver is initiated if higher.
State of Design	The State having jurisdiction over the organization responsible for the type design.



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State of Manufacture	The State having jurisdiction over the organization responsible for the final assembly of the aircraft.
State of Occurrence	The State in the territory of which an accident or incident occurs.
State of Operator	The State in which the operator's principal place of business is located or if there is no such place of business, the operator's permanent residence.
State of Registry	The State in whose register the aircraft is entered.
Sterile flight crew compartment	Means any period of time when the flight crew members are not disturbed or distracted, except for matters critical to the safe operation of the aircraft or the safety of the occupants

## T

Technical instructions (TI)	Means the latest effective edition of the 'Technical instructions for the safe transport of dangerous goods by air', including the supplement and any addenda, approved and published by the International Civil Aviation Organization
Theater	A geographical area in which the distance between the flight crew member's flight duty period departure point and arrival point differ by no more than 60 degrees longitude.
Threat	Events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety.
Threat management	The process of detecting threats and responding to them with counter measures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired states.
Threshold time	The range, expressed in time, established by the State of the Operator, to an enroute alternate aerodrome, whereby any time beyond requires a specific approval for EDTO from the State of the Operator.
Traffic information	Information issued by an air traffic services unit to alert a pilot to other known or observed air traffic which may be in proximity to the position or intended route of flight and to help the pilot avoid a collision.
Tropical cyclone advisory center (TCAC)	A meteorological center designated by regional air navigation agreement to provide advisory information to meteorological watch offices, world area forecast centers and international



	OPMET databanks regarding the position, forecast direction and speed of movement, central pressure and maximum surface wind of tropical cyclones.
Type A instrument approach operation	Means an instrument approach operation with an MDH or a DH at or above 250 ft
Type B instrument approach operation	Means an operation with a DH below 250 ft.
<b>U</b>	
Uncontrolled copies	A document that is printed or saved in a local drive.
UN number	The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods and on the Globally Harmonized System of Classification and Labelling of Chemicals to identify an article or substance or a particular group of articles or substances.
<b>V</b>	
Visual approach procedure	A series of predetermined maneuvers by visual reference, from the initial approach fix, or where applicable, from the beginning of a defined arrival route to a point from which a landing can be completed and thereafter, if a landing is not completed, a go-around procedure can be carried out.
Volcanic ash advisory center (VAAC)	A meteorological center designated by regional air navigation agreement to provide advisory information to meteorological watch offices, area control centers, flight information centers, world area forecast centers and international OPMET databanks regarding the lateral and vertical extent and forecast movement of volcanic ash in the atmosphere.
Volcanic Ash Level 1 Operations	Flights that are planned to fly through, or fly in close proximity to, areas of 'low' or 'medium' contamination volcanic ash but not planned into predicted areas of primary VAAC 'high' contamination. It includes flights that are planned to over-fly or under-fly areas of 'high' concentration.
Volcanic Ash Level 2 Operations	Flights planned through predicted areas of primary VAAC 'high' contamination but remaining outside of the Volcanic Ash no-fly area.



Volcanic Ash no-fly area	An area of airspace where the primary VAAC indicates 'high' contamination levels, which is corroborated by a secondary data source, normally the WSI system.
Volcanic Ash Temporary Danger Area (TDA)	An area of airspace established by state NOTAM normally around the volcanic ash source.
VOLMET	Meteorological information for aircraft in flight. Data link-VOLMET (D-VOLMET). Provision of current aerodrome routine meteorological reports (METAR) and aerodrome special meteorological reports (SPECI), aerodrome forecasts (TAF), SIGMET, special air-reports not covered by a SIGMET and, where available, AIRMET via data link.  VOLMET broadcast. Provision, as appropriate, of current METAR, SPECI, TAF and SIGMET by means of continuous and repetitive voice broadcasts.
<b>W</b>	
Wet runway	The runway surface is covered by any visible dampness or water up to and including 3 mm deep within the intended area of use.

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## 0.13 SYSTEM OF AMENDMENT AND REVISION

### 0.13.1 Manual Ownership

The Vice President Flight Operations (VPFO) is responsible for overseeing OM Part A and serves as the Manual Owner. All revisions to the manual undergo a structured approval process. Technical publications personnel are responsible for generating amendments, which are then reviewed by the Technical Pilot before being forwarded to the Director Flight Crew for the approval process.

The VPFO has the final authority to approve amendments to OM Part A. This emphasizes the manual owner's significance in ensuring document accuracy and compliance. Any amendments that require GACA approval or acceptance are submitted for review before they are published.

To ensure efficient dissemination of information, all approved amendments are shared electronically with manual holders. This aligns with Riyadh Air's commitment to transparent and accessible communication of operational updates.

This systematic approach reflects Riyadh Air's dedication to upholding rigorous standards in operational documentation.

### 0.13.2 Manual Holder Responsibility

No personnel within our operational framework may perform their duties without access to a current copy of the relevant and applicable operational manuals. This policy highlights the importance of real-time information in creating a safe and efficient operational environment. Regular manual updates not only help conform to regulations but also enhance the overall effectiveness of our personnel in carrying out their responsibilities with precision and in accordance with industry best practices.

**Note:** Uncontrolled copies of the Operations Manual shall not be used for the conduct of flight operations.

### 0.13.3 Distribution List and Availability

GACAR § 121.151 / § 121.155

At Riyadh Air, all operational personnel are provided with an updated electronic copy of this manual along with other relevant manuals. Subsequent updates are also given to the appropriate personnel, including but not limited to ground operations staff, maintenance staff, crew members, and assigned GACA representatives.

It is mandatory for the recipients of these manuals to keep them up to date with the provided changes and additions. All operational staff must ensure that the relevant manuals provided to them are accessible when performing their assigned duties. This ensures that they can be easily accessed when required. Additionally, Riyadh Air maintains a complete copy of the required manuals at its principal base of operations.



When conducting scheduled and unscheduled operations, Riyadh Air shall ensure that reading device that produces a legible image of the applicable manuals (e.g., Operations Manuals, maintenance information) is available to the flight crew and other operational personnel who require access to the company manuals.

## 0.13.4 Publication Hierarchy

IOSA ORG 2.5.3

Riyadh Air has a well-defined publications and documentation hierarchy that includes Policy Manuals and Operating Procedures specific to its operations. In the context of Riyadh Air's flight operational documentation, a clear hierarchy is established to streamline access and ensure consistency across various manuals and notices. This hierarchy is designed to provide a structured approach to information dissemination and reference. The following outlines Riyadh Air's hierarchy of documentation:

Hierarchy Level	Document Type	Description
1	Operations Manual Notice (OMN)	Principal source for immediate updates to Operations Manuals or critical information overriding current policy. Dictates operational changes and urgent directives. Valid until expiry or updates are incorporated into the operations manual.
2	Operations Manual A (OM A)	Primary policy document for flight operations. Provides detailed policy, procedures, guidelines, and standards for day-to-day operations.
3	Operations Manuals B to G (OMs B - G)	Manuals offering specific policy information on various operational aspects, supplementing OM A. Each focus on different areas of operations.
4	Training Process and Procedures Documents	Comprehensive resource for Riyadh Air's training programs, covering theoretical knowledge, practical skills, and training standards.
5	Crew Notice (CN)	Targeted communications for flight and cabin crew, including Operational, Administrative, Technical, and Training Notices.
6	Email	Used for routine communication and updates, ensuring timely delivery of information to personnel.
7	Newsletter	Periodically issued to provide an overview of organizational news, updates, and general information. Keeps operational teams informed about broader company developments.

Table 1 Publication Hierarchy and Structure



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1. **Operations Manual Notice (OMN):** This document is the principal source for immediate updates to Operational Manuals (OM A-G) or for conveying critical information that overrides current policy, procedure(s) and protocols. As the most authoritative guide, it dictates operational changes and urgent directives. The validity of an Operations Manual Notice (OMN) extends until its expiry date, or the corresponding section of the operations manual is revised to include these updates. This process ensures that all operational practices are up to date, adhering to the most recent guidelines and requirements, thereby maintaining consistency and compliance across all operational activities.
2. **Operations Manual A (OM A):** OM A is a primary policy document for flight operations, encompassing Riyadh Air's flight operations protocols. It serves as a comprehensive reference, offering detailed policy, procedures, guidelines and standards that govern day-to-day operations.
3. **Operations Manuals B to G (OMs B - G):** These manuals offer specific policy information on various operational aspects, supplementing the policies set out in OM A. Each manual (B through G) focuses on a different area of Riyadh Air's operations, providing depth and detail in each specialized area.
4. **Training Process and Procedures Document:** These manuals act as a comprehensive resource for Riyadh Air's training programs. They cover theoretical knowledge, practical skills, and provide a reference for training standards and expectations.
5. **Crew Notice (CN):** Crew Notices are targeted communications for flight and cabin crew. Crew Notices provide flight and cabin crews with temporary information across various domains. These notices are systematically categorized to enhance understanding and accessibility as follows: They include:
  - a. Operational Notices
  - b. Administrative Notices
  - c. Technical Notices
  - d. Training NoticesRefer to Chapter 2.2 Distribution of Supplementary Operational Information for further information on the content of these notices
6. **Email:** For routine communication and updates, email is employed as an efficient and direct channel for disseminating information promptly to all relevant personnel. This method ensures timely delivery of important updates and maintains continuous communication within the organization.
7. **Newsletter:** The newsletter, issued periodically, provides a comprehensive overview of organizational news, updates, and general information that is relevant and potentially of interest to the staff. This publication serves as a valuable tool for keeping the respective operational teams informed about broader company developments and insights.



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The above hierarchy ensures that all operational documentation, from the most urgent notices to general updates, are organized in a logical and accessible manner. This structure aims to simplify information retrieval and promote consistency across all documentation. All flights must be planned and conducted in strict adherence to this established hierarchy.

## 0.13.5 Manual Structure

Riyadh Air Operations Manual is divided into parts according to GACAR 121 - Appendix G. The Operations Manual suite is divided into the following parts:

Operations Manual – OM	Subject	Contents
OM A	General	General operational policies, instructions, and procedures necessary for safe operations, not specific to any aircraft type.
OM B	Aircraft Operating Information	Aircraft specific instructions and procedures.
OM C	Routes and Aerodrome	Instructions and information needed for all areas of operations.
OM D	Training	Training programs and procedures for personnel involved in flight operations.
OM E	Cabin Crew Operations Manual	Policies and procedures for cabin operations
OM F	Electronic Flight Bag	Contains variety of aviation data to perform flight management tasks, basic calculations (e.g. performance data, fuel, calculations etc.).
OM G	Flight Dispatch Procedures Manual	OCC Policies and Procedures.

Table 2 Structure of the Manual from OMA Draft

## 0.13.6 Source of Amendments

Refer to Corporate Policy Manual, Section 0.13.6.



### 0.13.7 Referenced and Linked Documents

This Operations Manual (OM Part A) is interconnected with the following Regulations and Manuals.

When changes are made to any of the below Regulations or Manuals, Riyadh Air undertakes a review of the relevant changes for incorporation into OM Part A.

1. GACAR - Safety Regulations.
2. CPM - Corporate Policy Manual.
3. OM Part B - Aircraft Operating Information.
4. OM Part C - Areas, Routes, and Aerodromes Manual.
5. OM Part D - Training Manual.
6. OM Part E - Cabin Crew Operations Manual.
7. OM Part F - Electronic Flight Bag Manual.
8. OM Part G – Operations Control Centre Manual.
9. Corporate Safety Management Manual (CSMM).
10. Ground Operations Manual (GOM).
11. Aircraft Flight Manual (AFM).
12. Aircraft De-Icing and Anti-Icing Manual (ADAM).
13. Quick Reference Handbook (QRH).
14. Minimum Equipment List (MEL).
15. Mass and Balance Manual (MBM).
16. Jeppesen Airway/Route Manuals.

### 0.13.8 Format and Documentation Control Requirements

IOSA ORG 2.5.1 / ORG 2.5.3

Riyadh Air receives controlled documentation from external sources, such as regulatory documentation from GACA and operational manuals such as AFM, FCOM, FCTM, QRH from Boeing and many other relevant documents containing material that pertains to the safety of operations which may affect the content of this manual.

For general Format and Documentation Control Requirements refer to Corporate Policy Manual, Section 0.13.8.



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### 0.13.9 Error Reporting and Corrections And Suggestions For Improvement

All personnel are responsible for maintaining the accuracy and integrity of Riyadh Air's operations. If an employee comes across an error, notices any incorrect information in this manual or has a suggestion, they should report it to the Director Flight Crew. They will acknowledge receipt of the information and provide feedback to the concerned employee on their suggestion, the action taken to fix the error or update the information.

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# 1 ORGANIZATION AND RESPONSIBILITIES

## 1.1 RIYADH AIR ORGANIZATION STRUCTURE

GACA § 121.45 / IOSA FLT 1.1.2 / ORG 1.1.1

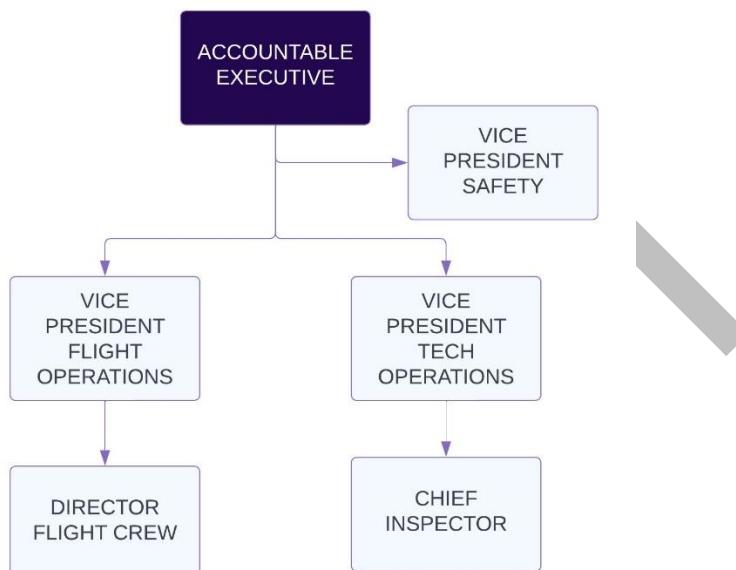


Figure 1 Riyadh Air Organizational Structure

\* Refer to 1.1.1 Nomenclature for Nominated Post Holder Positions for equivalent GACA titles.

### 1.1.1 Nomenclature for Nominated Post Holder Positions

Riyadh Air employs a specific naming convention for its nominated post holder positions, distinct from the titles used in GACA 121.45. Each role is designed to fulfil all functions and responsibilities required by aviation regulations. This nomenclature ensures that operational roles, regardless of their titles, comply with necessary regulatory standards. Riyadh Air has systematically aligned each position to cover every regulatory function effectively. The adherence to these regulations is a fundamental aspect of our operations. Detailed in Table 1 is the correspondence between Riyadh Air's equivalent titles and the GACA naming convention, providing a clear reference for understanding the alignment with GACA regulatory requirements.



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## NOMINATED POST HOLDER NOMENCLATURE

GACA Title	Riyadh Air Equivalent Title
Director of Operations	Vice President Flight Operations
Director of Safety	Vice President Safety
Director of Maintenance	Vice President Tech Operations
Chief Pilot	Director Flight Crew
Chief Inspector	Chief Inspector

Table 3 Nominated Post Holder Nomenclature

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## 1.2 NOMINATED MANAGEMENT PERSONNEL

GACAR Part § 121.45(f)(2), IOSA FLT 1.3.3

Individuals who serve in the positions mentioned in [Figure 1](#), Riyadh Air Organizational Structure, and [Table 3](#). List of Nominated Persons must be acceptable to the GACA President based on his determination of the experience, competence and knowledge of the persons nominated. The President may administer tests to confirm competence and knowledge.

### 1.2.1 Nominated Management Personnel Change Notification

GACAR Part § 121.45(f)(3)

Riyadh Air must notify the GACA President of any change made in the assignment of persons to the Post Holder or Nominated Personnel positions within 10 working days of such a change.

### 1.2.2 Deputizing Rules for Nominated and Flight Operations Management Personnel

IOSA ORG 1.3.2

In the event of scheduled/unscheduled absence from the office, nominated personnel and those in management positions within flight operations must appoint a deputy to ensure the continuity of essential duties. This deputy will assume the role's responsibilities, excluding budgetary tasks, as they are not authorized to handle financial obligations or make budget-related decisions.

The nomination of a deputy must be communicated clearly within the organization, and the period of the principal's absence should be stated explicitly. An out-of-office email notification must be set by the absent individual or administrative staff (in the event of an unscheduled absence), detailing the duration of absence and providing the deputy's contact information for internal and external correspondence. This procedure ensures that operational workflows remain uninterrupted and that all regulatory and company policy obligations are continuously upheld.



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1.2 NOMINATED MANAGEMENT PERSONNEL

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### 1.2.3 Principal Address and Contacts

#### Physical address

Riyadh Air

YYYYYYY

Riyadh - XXXXX

Kingdom of Saudi Arabia

Telephone: +966 XXX

Fax: +966 XXX

Email: ZZZ@Riyadhair.com

*Table 4 Principal Address (New RXI Office Address to be Incorporated)*

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## 1.2.4 Nominated Management Personnel Contact Information

Title	Name and Contact Info
<b>Accountable Executive</b>	<b>Mr. Peter Bellew</b> M: +966 506495818 Email: pbellew@riyadhair.com
<b>Safety Manager</b>	<b>Dr. Ahmed Alzehairi</b> M: +966 500009966 Email: aalzehairi@riyadhair.com
<b>Director of Operations</b>	<b>Capt. Martin Eiba</b> M: +966 570401946 Email: meiba@riyadhair.com
<b>Chief Pilot</b>	<b>Capt. Ziad Albaiz</b> M: +966 509959950 Email: zalbaiz@riyadhair.com
<b>Director of Maintenance</b>	<b>Mr. Ali Al-Lafi</b> M: +966 505474079 Email: alafi@riyadhair.com
<b>Chief Inspector</b>	<b>Mr. Bruno Conceicao</b> M: +966 535905975 Email: bconceicao@riyadhair.com

Table 5 Nominated Management



## 1.3 DUTIES AND RESPONSIBILITIES OF NOMINATED GACA MANAGEMENT

GACAR Part § 121.49

### 1.3.1 Accountable Executive

IOSA ORG 1.1.2

Reports to: The Board of Directors

#### 1.3.1.1 Duties and Responsibilities

Refer to Corporate Policy Manual, Section 1.2.5.2

### 1.3.2 Vice President Flight Operations

Reporting to: Accountable Executive

GACA Equivalent Title: Director of Operations

#### 1.3.2.1 Qualifications

GACAR Part § 121.49 (a) / IOSA FLT 1.3.1

The Vice President of Flight Operations (VPFO) must meet the qualification requirements of GACAR 121.49(a).

#### 1.3.2.2 Duties and Responsibilities

The VPFO is responsible for leading the flight operations department at Riyadh Air. The VPFO is the designated Flight Operations representative to the GACA and manages all flight operational activities to meet Riyadh Air's strategic and operational targets. The primary role of the VPFO is to ensure safety and compliance with GACAR and other international regulations and standards.

The VPFO oversees all flight operations activities to ensure they meet business needs and achieve short- and long-term safety, security, operational and financial targets. He is responsible for developing, implementing, delegating tasks and overseeing activities related to flight operations projects that enhance safety, security and efficiency. Additionally, the VPFO works with aircraft, engine and other original equipment manufacturers (OEMs) on current and future aircraft programs and developments to ensure initiatives deliver on expected aircraft performance in accordance with Riyadh Air's fleet planning and route structure requirements.



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The VPFO has complete authority over all flight operations at Riyadh Air, including flight planning, crew training, and scheduling. He ensures that all operations meet the necessary regulatory standards and are conducted in a safe, efficient, and cost-effective manner.

The VPFO is responsible for:

## STRATEGIC

1. Contributing to the Riyadh Air's strategic development and decision-making processes.
2. Engaging with OEMs on aircraft/engine development programs, aiming to enhance payload and range capabilities.
3. Formulating and maintaining compliance strategies with local and international regulations and standards.
4. Overseeing manpower planning activities, ensuring strategies are in place for sufficient staffing levels to meet operational demands and future growth.

## SAFETY

1. Maintaining overall responsibility for the safety and security of flight operations
2. Overseeing the planning, implementation, and monitoring of safety policies and procedures, ensuring compliance with GACA and international standards within Flight Operations
3. Managing the Flight Safety Action Group and the Flt Ops - FRMS Committee, ensuring all aspects of the Safety Management System (SMS) are effectively implemented.
4. Leading the investigation and analysis of operational occurrences, incidents, and accidents, ensuring the development and implementation of corrective actions.
5. Establishing a positive and just safety culture within the flight operations department.
6. Providing guidance to the leadership team with regards to monitoring flight operations policies, processes, procedures to ensure the highest levels of safety are maintained

## SECURITY

1. Maintaining the overall security of flight operations, ensuring the confidentiality of flight data and adherence to security protocols.
2. Exercising final authority in decisions regarding risk tolerability related to flight operations safety and security.

## FINANCIAL

1. Collaborating with the finance department to align the Flight Operations budget with the broader financial strategy of Riyadh Air.



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2. Developing and managing the Flight Operations budget, monitoring expenses to ensure alignment with financial objectives.

## OPERATIONAL

1. Ensuring that flight operations are compliant with GACA and international regulations and adhere to the standards and conditions of Riyadh Air's AOC.
2. Liaising with relevant authorities and representing Riyadh Air in matters pertaining to flight operations.
3. Overseeing the recruitment and selection process to ensure the hiring of qualified personnel for flight and specialized roles, maintaining an adequate and capable workforce within the department.
4. Overseeing the development and maintenance of operational policies for the flight deck and cabin to achieve high standards in safety, training, and regulatory compliance.
5. Leading the Flight Operations Department, managing key areas such as Fleet Management, Cabin Crew Management, Regulatory Affairs, Training, and OCC .
6. Overseeing the response to regulatory audits and inspections, and the resolution of any findings
7. Monitoring key performance indicators and establishing a culture that prioritizes safety and security within the department.
8. Ensuring timely updates and revisions to Operations Manuals (OM Part A - G) and aircraft documentation.
9. Managing Aircraft Entry-into-Service activities.
10. Overseeing flight crew rosters, ensuring efficient resource allocation and operational readiness.
11. Driving the adoption of innovative technologies and practices that enhance flight efficiency, such as fuel-saving navigation techniques or the use of alternative fuels.
12. Incorporating environmental sustainability practices into flight operations to reduce Riyadh Air's carbon footprint.
13. Encouraging a culture of innovation within the department, where pilots and operations staff are motivated to propose improvements and new ideas.
14. Ensuring that the major processes carried out in flight operations management are documented in a process manual.



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## 1.3.3 Director Flight Crew

Reporting to: Vice President Flight Operations

GACA Equivalent Title: Chief Pilot

### 1.3.3.1 QUALIFICATIONS

GACAR Part § 121.49 (b)

The Director Flight Crew must meet the qualification requirements under GACAR 121.49 (b)

### 1.3.3.2 Duties and Responsibilities

The Director Flight Crew serves as the Chief Pilot at Riyadh Air and is responsible for managing and overseeing Riyadh Air's flight crew operations. Reporting to the Vice President of Flight Operations, the Director Flight Crew ensures strict operational and flight crew safety, security, regulatory compliance, cost-efficiency, and crew welfare.

The Director Flight Crew is responsible for ensuring that all flight operations adhere to GACA Regulations, established standards and best practices. This includes providing guidance and direction to flight crew members and leading them directly to execute Riyadh Air's operational activities with the highest levels of professionalism.

Primary responsibilities of the Director include developing and enforcing operational policies, managing crew resources, and continuously evaluating operational procedures to identify areas for improvement. The Director also coordinates with the training department to ensure that flight crew members are equipped and trained to perform their duties effectively in compliance with regulatory and operational requirements.

The Director ensures that flight operations are not only compliant with the applicable regulations and standards but are also executed in an economically sustainable and efficient manner. The Director is also responsible for fostering a culture of safety and security and supporting the welfare of the crew, which contributes to the overall performance and reputation of Riyadh Air.

The Director of Flight Crew is responsible for:

#### STRATEGIC

1. Contributing to strategic planning and decision-making within the Flight Operations department.
2. Contributing to innovation and technology implementation in flight operations.
3. Participating in emergency response planning and crisis management, focusing on the flight crew's role.



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## SAFETY

1. Overseeing the safe operation of Riyadh Air's fleet, ensuring compliance with safety and regulatory standards.
2. Ensuring flight crew are familiar and have sufficient knowledge of Riyadh Air's operational documentation and GACA regulations.
3. Promoting a positive and just-safety culture within the flight operations department.
4. Escalating to the VPFO safety risks within flight operations.

## SECURITY

1. Championing security responsibilities within flight crew operations, ensuring flight crew adherence to aviation security regulations.
2. Leading investigations into flight crew disciplinary events, maintaining compliance with legal and regulatory standards.
3. Overseeing flight crew security performance, aligning with Riyadh Air's security policies.

## OPERATIONAL

1. Managing the amendment and development of the Operations Manual Part B (FCOM) and Fleet SOPs.
2. Contributing to the amendment of Operations Manuals (OM Part A – G) and other operational documentations
3. Overseeing the operational management of the flight crew, including career development and line management.
4. Conducting annual flight crew performance reviews, focusing on safety and efficiency.
5. Facilitating effective communication with flight crew, addressing concerns and promoting a positive work environment.
6. Managing flight crew welfare and addressing well-being issues proactively.
7. Developing, maintaining, and delivery processes for all aspects of aircraft deliveries, phase-outs, external maintenance, and ad-hoc flights.
8. Overseeing the Flight Operations process for aircraft deliveries, phase-outs, external maintenance delivery flights, and ad-hoc operations such as substitutions, demonstrations, and displays.
9. Leading the development and revision of rostering policies and procedures for the fleet.
10. Managing safety performance of the flight crew, identifying, acting and escalating unacceptable safety, security and operational risks.

11. Ensuring that the major processes carried out in flight operations management are documented in a section manual.

### 1.3.4 Vice President Technical Operations

Refer to Operator Maintenance Manual, Section 1.7.2.

### 1.3.5 Chief Inspector

Refer to Operator Maintenance Manual, Section 1.7.4.

### 1.3.6 Vice President Corporate Safety, Security, and Environment

Refer to Corporate Safety Management Manual, Section 1.3.2.

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## 1.4 DUTIES AND RESPONSIBILITIES OF FLIGHT OPERATIONS MANAGEMENT PERSONNEL

IOSA FLT 1.1.2

### 1.4.1 Flight Operations Structure

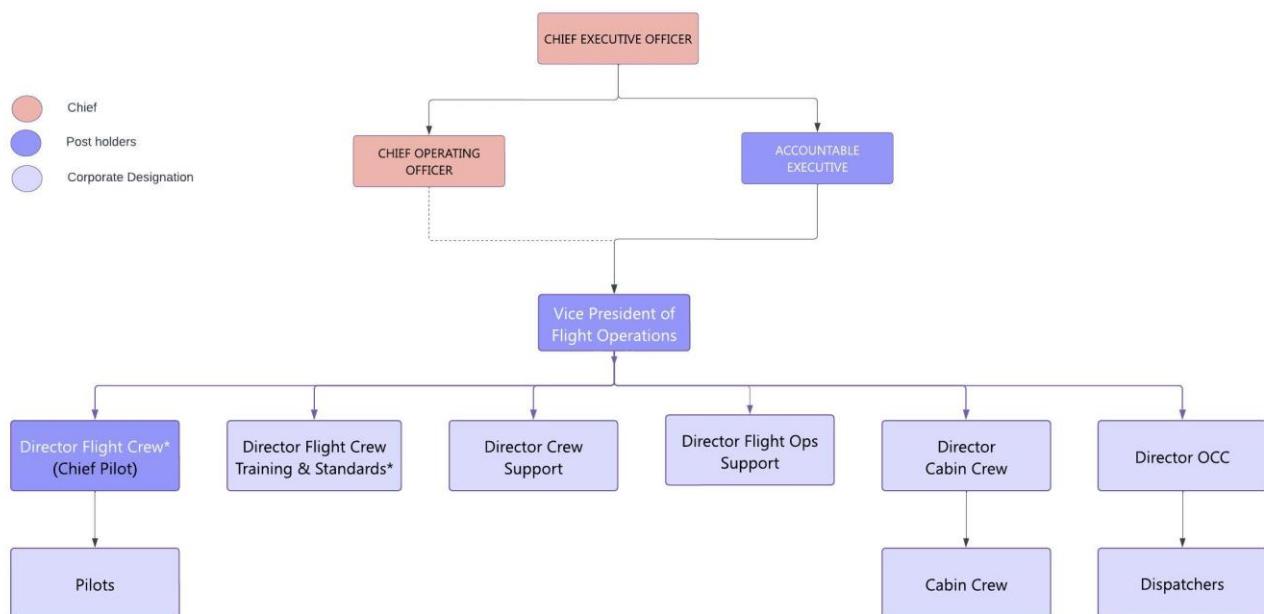


Figure 2 Flight Operations Department Structure

#### 1.4.1.1 Director Flight Crew Training and Standards

Reporting to: Vice President Flight Operations

Refer to OM Part D

#### 1.4.1.2 Director Crew Support

Reporting to: Vice President Flight Operations

##### 1.4.1.2.1 Duties and Responsibilities

The Director of Crew Support holds a pivotal position in providing leadership and oversight for crew management and support operations at Riyadh Air. Reporting directly to the Vice President of Flight Operations, the Director leads a dedicated team responsible for comprehensive support to our crew members and the efficient management of key administrative functions. This role involves close collaboration with various sections within Flight Operations and across the organization.



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A primary focus of this role is to uphold the highest standards of safety, welfare, and effectiveness for our crew while optimizing the operational aspects of crew management. The Director ensures that crew support teams adhere to the relevant GACAR regulatory requirements in the management of the Crew Center.

The Director's responsibilities extend to strategic planning, oversight of crew recruitment and retention, acting as a subject matter expert in flight operations, and cultivating a culture of excellence. These efforts collectively aim to guarantee optimal performance and cohesion within the flight operations team, aligning with GACAR regulations and guidelines.

## STRATEGIC

1. Collaborate with HR and flight operations teams to provide expertise in crew recruitment, participating in selection processes via Senior Manager Recruitment, and ensuring the alignment of crew skills with company needs.
2. Take the lead in addressing operational challenges and issues promptly, finding innovative solutions to enhance crew support and maintain operational continuity.
3. Proactively initiate, build, and maintain strong relationships with key stakeholders to ensure departments' needs are met in the most efficient manner.
4. Represent Crew Support and executive management level and utilize external relationships to get results, for example but not limited to RAC, GACA, customs, and immigration.

## SAFETY

1. Ensure strict compliance with aviation safety regulations and Riyadh Air's safety protocols, prioritizing the well-being of crew members.
2. Coordinating Crew Support role in emergency response planning and execution, ensuring readiness for any operational contingencies.
3. Ensure strict compliance with GACA and Riyadh Air's psychoactive substance management program.

## SECURITY

1. Support investigations into crew disciplinary events, maintaining compliance with legal and regulatory standards.

## OPERATIONAL

1. Manage logistical aspects of crew operations, including transportation, accommodation, and provisioning whilst on duty, optimizing cost-efficiency.
2. Responsible for worldwide crew management through liaison with relevant stakeholders on issues related to crew well-being, crew performance, down route attendance.



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3. Drive punctuality to minimize crew delays.

## FINANCIAL

1. Develop and manage budget for the Crew Support department, ensuring fiscal responsibility and resource optimization.

### 1.4.1.3 Director Flight Operations Support

Reporting to: Vice President Flight Operations

#### 1.4.1.3.1 Duties and Responsibilities

Refer to OMF – Electronic Flight Bag

### 1.4.1.4 Director Cabin Crew

Reporting to: Vice President Flight Operations

#### 1.4.1.4.1 Duties and Responsibilities

Refer to OM Part E – Cabin Operations Manual

### 1.4.1.5 Director Operational Control Center

Refer to OM Part G Operations Control Center Manual



## 1.5 AUTHORITY, DUTIES, AND RESPONSIBILITIES OF THE PILOT IN COMMAND

GACAR Part § 91 / 121 / IOSA FLT 1.3.6 / 1.3.7 / 3.2.1 / 3.8.3

### 1.5.1 Pilot-in-Command (PIC)

Reporting to: Director Flight Crew

#### 1.5.1.1 Duties and Responsibilities

The pilot in command (PIC) of an aircraft is directly responsible for, and is the final authority as to, the operation, safety and security of that aircraft and the safety of all crew members, passengers, and cargo on board.

The PIC is accountable, and jointly responsible for the duties, functions, or tasks associated with the operational control of a flight in accordance with OM Part A [section 2.3.3](#). The PIC shares operational control for each dispatched flight with an authorized flight dispatcher , who carries out functions, duties, and tasks such as pre-flight planning, load planning, weight and balance, delay management, dispatch release, diversion coordination and flight termination.

The PIC is responsible for ensuring the safety and security of the aircraft, its occupants, and cargo from the moment they take control of the aircraft (i.e., arrive on board) until they hand it over to authorized engineers, qualified ground personnel, or the next flight crew. This handover process includes providing a briefing on the aircraft's status, any issues encountered during the flight, and any pertinent details that the receiving party must be aware of. If the aircraft is to be left unattended, the PIC is responsible for making sure that it is powered down and secured before leaving the aircraft.

##### 1.5.1.1.1 General Responsibilities:

The PIC shall:

1. Ensure that he and all crew are in possession of all required personnel documentation required for the flight including, flight crew license, medical certificate, CMC, and other relevant documentation.
2. Exercise final authority over the operation of the aircraft, making decisions to start, delay, or hold flights and deviate from planned routes or altitudes as required for safety.
3. Ensure that the aircraft is not operated in a careless or reckless manner so as to endanger the life or property of another.
4. Ensure crew compliance with all applicable regulations and company policies, ensuring that all operational procedures and checklists are complied with in accordance with the operations manual.



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5. Ensure the security of the aircraft and its occupants by adhering to all security regulations and company procedures.
6. Ensure that a flight will not be commenced if any crew member is unfit for duty.
7. Refuse transportation of disruptive, inadmissible passengers, deportees, or persons in custody if their carriage increases the risk to the safety of the aircraft or its occupants.
8. Ensure that electronic navigation database installed into aircraft navigation equipment is valid on the date of operation.
9. Ensure that a flight will not be commenced unless it has been determined by every reasonable means available that the ground facilities, including communication facilities and navigation aids available and directly required for the flight and the safe operation of the aircraft, are adequate for the type of operation under which the flight is to be conducted.
10. Ensure the aircraft's security measures are executed effectively, maintaining vigilance against potential threats, and ensuring adherence to all security protocols.
11. Supervise the flight crew, ensuring all members perform their duties in accordance with company policies, standard operating procedures, and safety standards.
12. Notify the appropriate local authority without delay in the event of any emergency situation that necessitates action in violation of local regulations and/or procedures.
13. Not permit any crew member to perform any activity during critical phases of flight, except duties required for the safe operation of the aircraft.
14. Ensure that the entire crew adheres to established rest and flight and duty time regulations to prevent fatigue.
15. Ensure that flight recorders are not disabled or switched off during flight
16. Ensure, following a serious incident or accident, that the CVR data is protected.
17. Promote a safety-focused culture by encouraging the reporting of safety hazards and incidents through Riyadh Air's reporting systems.
18. Contribute, when required, to the Riyadh Air's operational and safety meetings, providing insights from flight operations to help shape policies and procedures.
19. Employ crew resource management (CRM) techniques to maximize the safety and efficiency of flight operations.
20. Make informed and prudent decisions regarding flight safety, operation, and passenger welfare, adhering to the highest standards of professional conduct.



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## 1.5.1.1.2 Pre-flight Responsibilities:

The PIC shall:

1. Conduct thorough pre-flight planning, including the assessment of weather, NOTAMS, route, fuel requirements, alternate destinations, known traffic delays, and runway lengths at airports of intended use.
2. Ensure that space-based facilities, ground facilities and services required for the flight are available and adequate.
3. Verify the aircraft is correctly loaded, fueled, and that the weight and balance are within prescribed limits.
4. Ensure that any operational limitation can be safely complied with.
5. Confirm the airworthiness of the aircraft by reviewing the aircraft technical log (ATL), ensuring that all required inspections, maintenance, repairs, and documentation are complete and in compliance with regulations.
6. Ensure, for each flight, a description of known or suspected defects that affect the operation of the aircraft is recorded in the ATL.
7. Decide on acceptance of the aircraft with unserviceability in accordance with the configuration deviation list (CDL) or the minimum equipment list (MEL). The PIC may reject an aircraft prior to departure of a flight if dissatisfied with any aspect of the airworthiness and/or maintenance status of the aircraft.
8. Preclude a flight from departing until any defect affecting airworthiness is processed in accordance with the MEL/CDL.
9. Ensure the aircraft is operated in accordance with any applicable MEL/CDL Operational Procedure.
10. Ensure that documents, forms, charts, maps, and additional information to be carried for the flight are onboard.
11. Ensure all navigation and communication equipment are functioning correctly.
12. Manage the use and dissemination of aeronautical information critical to the safety and efficiency of the flights.
13. Lead detailed joint pre-flight briefings for flight and cabin crew, outlining specific roles, expected conditions, and contingency procedures.
14. Ensure that the pre-flight inspection has been carried out in accordance with the requirements of the OEM.
15. Be satisfied that relevant emergency equipment remains easily accessible for immediate use.



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16. Before beginning a flight, the PIC must become familiar with all available information concerning that flight and ensure dissemination of information to appropriate flight crew members.
17. Ensure that all passengers are briefed on the location of emergency exits and the location and use of relevant safety and emergency equipment, and
18. Comply with the laws, regulations, and procedures, pertinent to the performance of his duties, prescribed for the areas to be traversed, the aerodromes to be used and the related air navigation facilities.

## 1.5.1.1.3 Inflight Responsibilities:

The PIC shall:

1. Continuously evaluate weather, aircraft performance, and navigation during flight, making adjustments as necessary to ensure the safety of the flight.
2. whenever an aircraft engine fails or is shut down to prevent possible damage, the PIC must land the aircraft at the nearest suitable aerodrome at which a safe landing can be made.
3. Ensure all flight crew briefings (Departure, Emergency, Cruise, and Descent) are performed for the appropriate flight phase
4. Ensure that the sterile flight deck policy is observed at all times below 20,000ft.
5. Respond promptly and effectively to any in-flight emergencies or unusual situations, exercising the authority to declare an emergency if needed.
6. Ensure proper communication and coordination with Air Traffic Control and company operations.
7. Report, as soon as possible, to the appropriate air traffic services (ATS) unit any hazardous weather or flight conditions encountered that are likely to affect the safety of other aircraft.
8. Maintain accurate flight records and logs, noting any deviations from planned flight or performance discrepancies.
9. Monitor the amount of usable fuel remaining on board to ensure it is not less than the fuel required to proceed to an aerodrome where a safe landing can be made with the planned final reserve fuel remaining.
10. Ensure aircraft specific checklists are completed for each flight phase.
11. Maintain close contact with the cabin crew, ensuring they are aware of, and briefed on any medical or non-normal situation in the cabin compartment.
12. Advise OCC of any significant deviation from the operational flight plan.



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13. Ensure that a flight will not be continued beyond the nearest suitable aerodrome when flight crew members' capacity to perform functions is significantly reduced by impairment of faculties from causes such as fatigue, sickness, or lack of oxygen.
14. Ensure that a flight will not continue toward any aerodrome of intended landing if, in the opinion of the PIC, the flight cannot be completed safely, unless, in the opinion of the PIC there is no safer procedure.
15. Observe local noise abatement regulations, provided they are not detrimental to flight safety.
16. Observe and comply with all aircraft operating limitations.
17. During augmented crew operations ensure that all crew members are on the flight deck no later than 10 minutes before top of descent (TOD), ensuring their presence for the Descent and Approach briefing.
18. Report the runway braking action special air-report (AIREP) when the runway braking action encountered is not as good as reported.

## 1.5.1.1.4 Post-Flight Responsibilities:

The PIC shall:

1. Ensure the aircraft is properly secured after flight, with all systems powered down and the aircraft is left in a safe condition for ground personnel.
2. Complete all post-flight reports and records, including documenting and debriefing company maintenance personnel of any mechanical issues experienced during flight.
3. Record, at the termination of the flight, utilization data and all known or suspected defects of the aircraft in the aircraft technical log of the aircraft.
4. Report any safety, security, or flight irregularities to company management in accordance with company procedures and regulatory requirements.
5. Submit, if required by the state of occurrence, a report to the appropriate local authority and also to GACA.
6. Participate in any post-flight analysis or investigations as required by Riyadh Air.
7. Debrief the flight crew on relevant aspects of the flight, discuss any issues encountered, and gather feedback for continuous improvement.

## 1.5.1.1.5 Emergency Authority of the PIC

GACAR Part § 121.1129, 91.3 (b)(c)

1. In an emergency requiring immediate decision and action, the PIC may take any action they consider necessary under the circumstances. In such a case, a pilot may deviate from the



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prescribed operations procedures, methods, weather minimums, and the GACAR's to the extent required in the interest of safety.

2. Whenever a PIC exercises emergency authority, they must keep the appropriate ATC facility and OCC (dispatch center), or the appropriate communication facility, fully informed of the flight's progress. The PIC must submit an ASR to the Safety Department as soon as possible but not later than 24 hours of such an occurrence taking place.

## 1.5.1.1.6 Continuing Flight in Unsafe Conditions

GACAR Part § 121.1345, Part 91.3 (d)(3), 91.17

1. In case of any equipment failure once the aircraft has been dispatched (i.e., started moving under its own power), the PIC shall comply with the approved procedures as described in the QRH. The MEL may also be consulted to determine the impact of dispatch for the subsequent sector. The PIC should assess the impact of the failure on the flight and any subsequent flight(s).
2. No PIC may allow a flight to continue toward any aerodrome to which it has been dispatched or released if, in the opinion of the PIC, aircraft dispatcher, or other person authorized to exercise operational control, the flight cannot be completed safely.
3. Anytime the actual fuel on board becomes less or is anticipated to become less than the fuel required to complete the flight (including the regulatory required reserves), the PIC must make every effort to conserve fuel and base their decision on the continuation of the flight in accordance with the inflight fuel management policy.

## 1.5.1.1.7 In-Flight Security Coordinator

The PIC assumes a critical role as the in-flight security coordinator, ensuring the safety and security of the aircraft, its occupants, and cargo. Before every flight, the PIC liaises with the airport station manager to review all relevant security information that may impact the flight. This review includes, but is not limited to, assessing potential threats, security incidents at the origin or destination airports, and any broader threats that could affect the safety of the flight.

The PIC is also responsible for conducting thorough safety and security briefings with the entire crew. During these briefings, the crew is informed about known and potential security threats, any specific procedures to be followed, and the measures in place to mitigate such threats.

Under the provisions of the Tokyo Convention, the PIC has the authority to take reasonable measures to protect the aircraft and individuals on board from acts of unlawful interference. This authority includes diverting the flight to a different airport or taking any necessary action to ensure the safety and security of the flight. Riyadh Air will support the PIC's actions, backed by international law, in managing in-flight security and dealing with disturbances or threats effectively.



## 1.6 DUTIES AND RESPONSIBILITIES OF OTHER CREW MEMBERS

### 1.6.1 First Officer

Reporting to:

1. Administratively: Director Flight Crew
2. In-flight: Pilot in Command

#### 1.6.1.1 Duties and Responsibilities

The First Officer plays a pivotal role in the safe and efficient operation of Riyadh Air's flight operations. Working closely under the command and guidance of the PIC, the First Officer is responsible for assisting in flight preparation, execution, and management, ensuring compliance with all aviation regulations, company policies, and safety protocols. The First Officer performs the duties assigned/ delegated to him by the PIC.

If the PIC becomes incapacitated the first officer assumes the PIC authority and responsibility for the safety and security of the aircraft, crew, passengers, and cargo.

##### 1.6.1.1.1 General Responsibilities

The First Officer Shall:

1. Ensure that he is in possession of all required personnel documentation required for the flight including, flight crew license, class one medical certificate, CMC, and other relevant documentation.
2. Assist the PIC in the safe operation of the aircraft, adhering to established flight plans, procedures, and regulations.
3. Support the PIC in decision-making processes that may affect the start, delay, cancellation, or deviation of flights for safety reasons.
4. Maintain operational familiarity with all relevant aviation regulations, security measures, and company policies.
5. Advise the PIC if any flight crew member is incapacitated or impaired.
6. Participate actively in the supervision of the flight and cabin crew in line with company standards and operational safety.



## 1.6.1.1.2 Pre-flight Responsibilities

The First Officer Shall:

1. Assist in comprehensive pre-flight planning by reviewing weather reports, NOTAMs, fuel requirements, alternate destinations, and airfield conditions.
2. Contribute to ensuring the aircraft is correctly loaded, fueled, and that weight and balance are within prescribed limits.
3. Calculate take-off performance data.
4. Review the aircraft technical log and confirm the airworthiness of the aircraft and report any abnormalities to the PIC.
5. Collaborate in the pre-flight briefing, communicating effectively with flight and cabin crew about the flight plan and safety procedures.
6. Check all required navigation and radio equipment for the flight is serviceable and functioning.
7. Check that the correct fuel quantity is onboard for the planned flight.

## 1.6.1.1.3 In-flight Responsibilities

The First Officer Shall:

1. Execute the task of pilot monitoring or pilot flying, as delegated by the PIC.
2. Continuously monitor aircraft systems, navigation, and performance, providing support to the PIC in operational decision-making.
3. Under the direction of the PIC, execute aircraft-specific checklists and adhere to sterile cockpit procedures.
4. Respond to in-flight instructions from the PIC and maintain communication with air traffic control and company operations as required.
5. Support the PIC in managing any in-flight emergencies, ensuring a collaborative approach to problem-solving and adherence to emergency procedures.
6. Ensure aircraft specific checklists are completed for the relevant flight phase.
7. Raise any abnormality, non-normal situation, or concern to the attention of the PIC.

## 1.6.1.1.4 Post-Flight Responsibilities

The First Officer Shall:

1. Assist in securing the aircraft post-flight, ensuring all systems are powered down correctly and the aircraft is left in a safe state.



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# OPERATIONS MANUAL - PART A (GENERAL)

## 1 ORGANIZATION AND RESPONSIBILITIES

### 1.6 DUTIES AND RESPONSIBILITIES OF OTHER CREW MEMBERS

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2. Assist in completing post-flight documentation and reporting any operational irregularities or technical issues experienced during the flight to the PIC.
3. Participate in the post-flight debrief with the flight crew, contributing to discussions on operational performance and safety considerations.

#### **1.6.1.5 Emergency Authority and Responsibilities:**

The First Officer Shall:

1. Support the PIC in the event of an emergency, adhering to Standard Operating Procedures (SOP).
2. Assist in documenting and reporting any deviations from SOP necessitated by emergency situations, in accordance with company and regulatory requirements.

#### **1.6.2 Safety Pilot**

Reporting to:

1. Administratively: Director Flight Crew
2. In-flight: Pilot in Command

#### **1.6.2.1 Duties and Responsibilities**

The Safety Pilot shall:

1. Ensure that flights are conducted safely while a trainee pilot gains experience through actual flight operations.
2. Monitor the performance of the line trainee and the operation and alert the trainer of any potential threats affecting the operation's safety, including omitted items, checklists, or procedures.
3. Intervene if a situation arises where the flight's safety might be compromised.



### 1.6.3 In-Flight Relief Pilot

Reporting to:

1. Administratively: Director Flight Crew
2. In-flight: Pilot in Command

#### 1.6.3.1 Duties and Responsibilities

The in-flight relief pilot (IRP) plays a vital role in enabling the extension of a flight duty period. The IRP's primary function is to enable the operating flight crew to obtain onboard rest, provide essential support to the operating crew during critical phases of the flight and serve as an additional resource in managing cockpit workload. The IRP is actively engaged in all stages of flight operations, from initial pre-flight planning to post-flight analysis.

The IRP Shall:

##### Pre-Flight

1. Engage comprehensively in pre-flight planning to ensure familiarity with the flight route, weather conditions, NOTAMs, and any anticipated operational concerns.
2. Participate in pre-flight briefings with the flight crew to discuss flight details, specific roles, potential challenges, and contingency plans.
3. Review and understand the flight plan, aircraft systems, and operational requirements, ensuring readiness to assume control or assist as needed.

##### Flight Deck Presence

1. The IRP must occupy the flight deck jump seat during critical flight phases, specifically from departure to top of climb and from ten minutes prior to top of descent through to landing.
2. Maintain an alert and vigilant presence on the flight deck, ready to assume control in the event of PIC incapacitation or provide assistance to the operating crew whenever necessary.

##### In-flight

1. Continuously monitor the aircraft's flight path, systems, and performance parameters, maintaining a high level of situational awareness.
2. Stay attuned to the operating environment, weather changes, ATC communications, and potential threats or emergency situations.
3. Alert the PIC promptly of any deviations, abnormalities, or non-normal situations that may arise.
4. Perform duties as delegated by the PIC, which may include managing the flight, communications, systems monitoring, and assisting with in-flight documentation.
5. Assist the PIC and contribute to a safe, efficient, and professional cockpit environment.

**Post-Flight**

1. Participate in post-flight debriefings to review flight performance, discuss any issues that arose during the flight, and contribute to continuous improvement efforts.
2. Assist in the completion of all necessary post-flight documentation and reporting, ensuring accurate records of the flight are maintained.

**1.6.4 Augmented Crew**

Reporting to:

1. Administratively: Director Flight Crew
2. In-flight: Pilot in Command

**1.6.4.1 Duties and Responsibilities**

Augmented Crew Operations play a pivotal role in managing and executing long-haul flights. Augmented crews, which include additional flight crew members beyond the standard two-pilot team, allow for the extension of flight duties while managing crew fatigue. The role of each crew member within these operations is critical, with clearly defined responsibilities to ensure continuous oversight and operational excellence throughout the flight.

Augmented crew shall:

**Pre-flight**

1. Participate in comprehensive pre-flight planning, ensuring that all crew members understand the flight plan, operational duties, and rest schedules.
2. Engage in pre-flight briefings with all crew members to ensure clear communication and understanding of individual and collective roles.
3. Assist the PIC manage the coordination of crew rest to ensure compliance with duty time limitations and rest requirements, thus mitigating fatigue.

**In-Flight Duties**

1. Carry out additional duties as assigned by the PIC, which may include monitoring specific systems, managing in-flight documentation, or assisting with cockpit management tasks.
2. Maintain a presence on the flight deck during assigned duty periods, ensuring that there are always at least two pilots, including one qualified Captain, actively operating the aircraft.
3. Ensure the proper handover of responsibilities, including briefings, before the operating crew take a rest.
4. Monitor aircraft systems, manage navigation, and communicate with Air Traffic Control during on-duty periods, maintaining the highest levels of safety and vigilance.



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5. Remain vigilant for any potential threats, deviations, or non-normal situations, ready to assist the operating crew in addressing and resolving any issues that may arise.

#### **Rest Period Management**

During rest periods, rest according to the prescribed schedule in designated rest facilities to ensure alertness when assuming active duty on the flight deck.

#### **Post-Flight Responsibilities**

Participate in post-flight debriefings, providing feedback on the flight, discussing any in-flight events, and identifying areas for operational improvement.

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## 1.6.5 Cabin Crew

### 1.6.5.1 Purser

Reporting to:

1. Administratively: Director Cabin Crew
2. In-flight: Pilot in Command

#### 1.6.5.1.1 Duties and Responsibilities

Refer to OM Part E.

### 1.6.5.2 Cabin Supervisor

Reporting to:

1. Administratively: Director Cabin Crew.
2. In-flight: Pilot in Command.

#### 1.6.5.2.1 Duties and Responsibilities

Refer to OM Part E.

### 1.6.5.3 Cabin Crew

Reporting to:

1. Administratively: Director Cabin Crew
2. In-flight: Pilot in Command

#### 1.6.5.3.1 Duties and Responsibilities

Refer to OM Part E.



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- 1 ORGANIZATION AND RESPONSIBILITIES  
1.7 SURRENDER OF INTERNATIONAL CREW MEMBER CERTIFICATE

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### 1.7 SURRENDER OF INTERNATIONAL CREW MEMBER CERTIFICATE

GACAR Part 121.21

The holder of an international Crew Member Certificate issued by the GACA, or Riyadh Air, must surrender the certificate to the General Authority of Civil Aviation (GACA) for cancellation at the termination of the holder's employment with Riyadh Air.

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## 2 OPERATIONAL CONTROL AND SUPERVISION

The Vice President Flight Operations, as per Riyadh Air's governance structure, retains the ultimate operational control over all company aircraft. This high-level operational control is strategically delegated to the Pilot in Command (PIC) and the Aircraft Dispatcher for each specific flight, facilitating a decentralized shared responsibility structure that allows for swift decision-making and increased operational responsiveness.

The scheduling of flights falls under the jurisdiction of Riyadh Air's commercial department. This department's scheduling is then utilized by the Operational Control Centre (OCC) to strategize and plan operations with a considerable lead time, thus ensuring a smooth and efficient operational flow.

To enhance operational efficacy, Riyadh Air has integrated advanced planning tools and decision-support systems within the OCC. These tools provide real-time data and analytics to support the decision-making process, thereby optimizing flight paths, fuel consumption, and overall flight safety. These systems are comprehensively outlined in this chapter of the Operations Manual and the OMG.

### 2.1 FLIGHT OPERATIONS SUPERVISION

Riyadh Air maintains the highest standards of supervision in strict adherence to its Air Operator Certificate (AOC), Operations Specifications and Operational Manual policies and procedures, ensuring compliance with General Authority of Civil Aviation Regulations (GACAR). Our commitment is fundamental to guaranteeing the airworthiness of our fleet and the safety of our flight operations. We have instituted a comprehensive supervision strategy across all operational facets, consistent with GACAR and pertinent international standards.

#### 2.1.1 Means of Supervision

In Riyadh Air's operational structure, the Vice President Flight Operations holds the overarching responsibility for the system of operational control and supervision. This role is pivotal in ensuring that flight operations adhere to the highest standards of safety, regulatory compliance, and efficiency. The Vice President Flight Operations oversees the development and implementation of operational policies and procedures, the training and evaluation programs, and ensures compliance with aviation regulations.

Additionally, operations management personnel play a critical role in this supervisory framework. They are responsible for overseeing the execution of operations within their specific areas of responsibility. This involves ensuring that day-to-day activities align with Riyadh Air's operational standards and policies. Their oversight extends to ensuring that their teams are well-trained, that operational practices meet regulatory requirements, and that safety and efficiency are upheld at all times.

Together, the Vice President Flight Operations and the flight operations management personnel form a comprehensive supervision system by:

**Defining Policies and Procedures:**

1. Developing and documenting comprehensive policies and procedures in the Operations Manual to guarantee adherence to the AOC and Operator Specifications.
2. Overseeing the development and implementation of SOPs for both ground and in-flight operations, with an emphasis on efficiency, safety, and compliance with regulatory standards.
3. Regularly reviewing and updating manuals and procedures to reflect changes in regulations, technology, and operational practices.

**Compliance Monitoring:**

1. Conducting regular audits and inspections to evaluate adherence to operational procedures and regulatory requirements.
2. Establishing a reporting system for any deviations or non-compliance issues.
3. Analyzing data from flight operations to identify trends that might indicate potential compliance issues.

**Compliance with AFM and Certificate of Airworthiness:**

1. Ensuring strict adherence to the guidelines specified in the AFM for each aircraft.
2. In consultation with the Vice President Tech Operations, ensuring regular inspections and maintenance activities are conducted to ensure continuous airworthiness of the fleet.

**Training and Evaluation:**

1. Providing ongoing training for all operational personnel to keep them updated with the latest regulatory changes, technological advancements, and best practices.
2. Ensuring regular competency assessments to gauge the effectiveness of the training and the proficiency of the personnel.

**Checklist System Based on OEM and Human Factors Principles:**

1. Overseeing the creation of checklists in alignment with Original Equipment Manufacturer (OEM) guidelines.
2. Monitoring the integration of human factors principles to enhance usability and effectiveness.

**Monitoring Flight Crew Licenses and Competency:**

1. Systematic tracking and verification of flight crew licenses.
2. Continuous assessment of crew competency through training and evaluations.

**Management of Flight and Duty Times:**

Monitoring and recording of flight and duty times to prevent fatigue and ensure compliance with regulatory limits.



## Publication of Operational Notices:

1. Timely dissemination of operational notices or other forms of communication to inform personnel of important updates, changes, or alerts.
2. Establishing and Maintaining an Operational Control Centre:
3. Maintaining a dedicated operational control center for real-time monitoring and management of flight operations, equipped with advanced communication, and tracking systems.

## Performing Risk Assessments:

1. Performing regular risk assessments to identify and mitigate safety and security risks affecting flight operations.
2. Monitoring the implementation of risk management strategies to enhance overall operational safety.

### 2.1.2 Flight Operations Communications

Effective communication is a cornerstone of efficient flight operations management at Riyadh Air. Regular meetings play a vital role in maintaining this communication, ensuring continual supervision, and facilitating decision-making processes. The following meetings in [Table 6](#) are integral to our flight operations management oversight responsibilities.

**Note:** All meetings must be minuted, stored and distributed to relevant stakeholders.



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MEETING	CHAIR	PURPOSE	REQUIRED ATTENDEES	FREQUENCY
Flight Operations Management Meeting	VPFO	Focuses on reviewing operational performance, addressing immediate operational issues, and planning for upcoming activities. Provides a platform for discussing changes in regulations, operational challenges, and strategic planning.	Senior flight operations management personnel	Weekly
Flight Safety Action Group	VPFO	To evaluate and enhancing operational safety. Agenda items typically cover safety performance metrics, incident reviews, and implementation of safety measures.	Safety managers, flight operations managers, and other relevant stakeholders	Monthly
Fatigue Risk Safety Action Group	VPS	To assess the effectiveness of the FRMS, review fatigue-related data, review fatigue management strategies, and discuss of any fatigue incidents.	Safety managers, flight operations managers	Quarterly
Flight Operations Review Board (FORB)	VPFO	To address capability and disciplinary issues with flight crew, cabin crew, and dispatchers through a formal performance management process.	Applicable Department Director HR	As needed

Table 6 Flight Operations Meeting Structure



### 2.1.3 License and Qualification Validity

Riyadh Air's scheduling process is structured to ensure compliance with the General Authority of Civil Aviation Regulations (GACARs). This involves a systematic verification of all required qualifications for crew members and dispatchers, including but not limited to training and checking documentation, medical certificates, ratings and licenses. The specifics of these qualifications and the process for maintaining them are detailed in Chapter 5 Qualification Requirements, and Operations Manual-Part D (OM-D).

Note: No person shall perform a flight duty unless their license, rating, medical certificate, recency and any other required qualification required for a flight is valid for the entire duration of the flight.

### 2.1.4 Competence of Operational Personnel

Riyadh Air's Operational Management, as defined in Chapter 1, holds the primary responsibility of ensuring that both ground and flight operations personnel have the necessary knowledge, skills, and attitudes to carry out their assigned duties effectively. This is crucial for maintaining the highest standards of operational safety and efficiency.

Ground personnel are supported through training and evaluation, as outlined in the Operations Manual Part D (OM-D), (OM-G) , Ground Operations Manual, or applicable Section Manual depending on the specific role. These documents provide a comprehensive framework for training ground staff, ensuring they are equipped with the skills and knowledge needed for their specific duties.

Finally, the qualification requirements for all flight operational roles are explicitly defined in Chapter 5 - Qualification Requirements. This chapter serves as a reference point for the minimum standards expected of all operational personnel, ensuring a uniform understanding of the competencies required across the organization.

### 2.1.5 Control and Storage of Records, Flight Documents and Data

GACAR 121.1565 / GACAR 121.1567 / IOSA FLT 1.8.1 / 1.8.2 / 1.8.3 / ORG 2.6.1 / ORG 2.6.2

Effective management of records, flight documents, and data is crucial to ensure operational efficiency and regulatory compliance. Riyadh Air uses an electronic storage system approved by GACA for recordkeeping for both short and long-term storage.

This section outlines the key aspects of Riyadh Air's approved system for controlling and storing electronic records.

#### Electronic Record-Keeping System:

Reserved

#### Backup and Data Loss Prevention:

Reserved



### 2.1.5.1 Document Retention

Records are retained for the applicable period as defined by GACAR 121.1565 Document Retention.

Crew Member and Dispatcher Records	Duration
Basic indoctrination training	Retain for entire period of employment plus 6 months
Aircraft qualification (initial, upgrade, and transition) <ol style="list-style-type: none"> <li>1. GACA CPL certificate(s)</li> <li>2. ELP Endorsement/record</li> <li>3. GACA ATP</li> <li>4. Crew Member Certificate (CMC)</li> <li>5. Aircraft Type Rating qualification</li> <li>6. Specific qualifications (RVSM, ETOPS)</li> <li>7. Airport and route competence (including special airports)</li> <li>8. Equipment qualifications (TCAS/ACAS, GPWS/EGPWS)</li> <li>9. Right seat qualification</li> <li>10. Recency-of-experience</li> </ol>	Retain for entire period of employment plus 6 months
Results of successful and unsuccessful flight crew evaluations	
Flight and duty time	18 months
Proficiency and route checks	3 years
Aircrew Program Designee (APD) designation	Retain for current aircraft or 3 years, whichever is longer
Check pilot training and authorization	Retain for current aircraft and previous aircraft or 3 years, whichever is longer
Instructor training	Retain for current aircraft and previous aircraft or 3 years, whichever is longer
Requalification training	Retain for current aircraft or 3 years, whichever is longer
Cabin crew member or dispatcher supervisor designation	Retain for entire period of employment plus 6 months
Operating experience	Retain for current aircraft and previous aircraft or 3 years, whichever is longer
Route qualification	3 years



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2.1 FLIGHT OPERATIONS SUPERVISION

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All other training	3 years
Required medical examinations	15 months
Dangerous Goods Training	36 months from the most recent training completion date
Employee Records	Duration
Each action taken in release from employment	6 months
Each action taken in release for medical disqualification	6 months
Each action taken in release for medical disqualification	6 months
Operational Records	Duration
Completed Load Manifest	3 months
Dispatch Release	3 months
Fuel and Oil Records	3 months
Airworthiness Release	2 months
En-route company radio contact with pilots	30 days
Flight Logbook Records	3 months
Maintenance & Preventative Maintenance Personnel Records	Duration
Training	2 years

Table 7 Document Retention



## 2.2 DISTRIBUTION OF SUPPLEMENTARY OPERATIONAL INFORMATION

GACAR 121.1305 / IOSA FLT 1.4.3

### 2.2.1 Operational Notices

Each department within Riyadh Air is responsible for notifying and informing its relevant operations personnel of any changes in equipment and operating procedures, as well as any known alterations to the use of navigation aids, aerodromes, ATC procedures and regulations, local aerodrome traffic control rules, and any known hazards to flight, including icing and other potentially dangerous meteorological conditions and irregularities in ground and navigation facilities.

Operational notices are published in the formats below and contain operational information that supplements, but does not revise, the content of the Operations Manual (OM). This additional information may cover areas such as Flight Operations, Training, Ground Operations, Continuing Airworthiness, Safety, and Security. When an operational notice is required, the VPFO or the Department Director is accountable for promptly authoring and publishing the notice in one of the following distinct formats:

#### 2.2.1.1 Crew Notice

Crew Notices are an essential communication tool, specifically designed to provide the crew with vital, temporary information across various domains. These notices are systematically categorized to enhance understanding and accessibility as follows:

##### 2.2.1.1.1 Operational Notice

They focus on providing immediate updates, reminders, or clarification on operational procedures.

##### 2.2.1.1.2 Administrative Notice

These notices provide key information on administrative changes and updates. They include updates in crew scheduling, policy changes, or other administrative procedures relevant to the crew.

##### 2.2.1.1.3 Technical Notice

These notices are dedicated to technical updates and guidelines. They cover a range of topics from aircraft system modifications, maintenance updates, to new technological integrations within the applicable fleet.



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## 2.2.1.1.4 Training Notice

Training Notices provide updates and instructions related to crew training. Training Notices (TNs) may include information on new training programs, updates to existing courses, or changes in training requirements. For an in-depth understanding of the structure and hierarchy of Training Notices, crews are advised to refer to OM Part D. This Manual offers a comprehensive framework, detailing how these notices fit into the broader training and operational context.

## 2.2.1.2 Original Equipment Manufacturer (OEM) Bulletins

OEM Bulletins provide mandatory instructions from aircraft manufacturers. Compliance with these bulletins is essential under specified conditions to guarantee safe and efficient operations.

## 2.2.1.3 Company Notices to Airmen (CONOTAMs)

Company NOTAMs are specifically prepared for flight crews and integrated into the dispatch documentation. They convey essential operational details that directly impact flight operations.

## 2.2.1.4 Special Crew Briefings

When information arises that is not documented elsewhere, Special Crew Briefings (SCB) are issued. These briefings convey temporary information aimed at improving the crew's situational awareness.

## 2.2.1.5 Operations Control Centre Notices

Operations Control Centre Notices (OCCN) are routinely circulated to inform dispatchers and relevant OCC personnel of any updates or modifications in aircraft dispatch or crew control procedures. These notices serve as essential communication tools, ensuring that all involved parties, including dispatchers and crew controllers, are aware of the latest procedural changes or operational adjustments.



## 2.3 OPERATIONAL CONTROL

### 2.3.1 General

Operational control at Riyadh Air refers to the exercise of authority to dispatch, initiate, continue, divert or terminate flights in the interest of safety and security. The PIC and Aircraft Dispatcher have the authority for operational control of a specific flight. Riyadh Air retains overall authority and accountability for the entire operation, ensuring that all operations are in conformance with the requirements of the Air Operator Certificate and applicable regulations.

The authority and responsibility of operational control personnel are clearly defined and documented in Table 10.0, and communicated throughout the organization by means of the Operations Manual.

### 2.3.2 Operational Control Management Structure

As per Riyadh Air policy, the Vice President Flight Operations has operational control over all company aircraft, which is delegated to the PIC and Dispatcher for a specific flight. This management hierarchy at Riyadh Air is structured to meet GACA's standards, ensuring effective oversight and operational control. It is supported by a strategic allocation of resources, including manpower, financial investment, infrastructure, and equipment, essential for operational efficiency and compliance.

In compliance with GACA's regulatory framework, specifically 121 Subpart P, Riyadh Air is committed to maintaining an exemplary standard of operational control and supervision. This encompasses the establishment of operational control systems for both scheduled and unscheduled operations and adhering to the GACA approved dispatch and flight release systems. Riyadh Air's OCC procedures and systems will ensure that all required operations personnel are promptly notified of changes in equipment, procedures, and known hazards, including meteorological conditions and irregularities in ground and navigation facilities.

The dispatch release system, a core component of our operational control, mandates that scheduled flights are authorized by a qualified aircraft flight dispatcher and the PIC, with joint responsibility for pre-flight planning and dispatch release. Riyadh Air ensures that all aircraft flight dispatchers meet the requirements of GACAR 121 Subpart M, focusing on the safety of flights through diligent monitoring and the authority to cancel or re-dispatch flights as necessary.

Dispatch and flight releases are prepared and accepted under strict guidelines, with the PIC reviewing and accepting flight preparation forms before commencing flights. This includes adherence to fuel and oil supply regulations, ensuring sufficient resources for the planned flight and contingencies. Flight monitoring responsibilities are shared between the aircraft dispatcher and the PIC, who are also tasked with cancelling, diverting, or delaying flights for safety reasons.

Riyadh Air aircraft dispatch personnel may be supported by Flight Operations Assistants (FOA) prepare operational flight plans and load manifests, ensuring they are completed accurately and in compliance with GACAR requirements. The operational control system extends to ensuring flight crew and flight



dispatch personnel are familiar with expected and forecast weather conditions, aircraft airworthiness and available communication and navigation facilities.

### 2.3.3 Responsibility for The Operational Control of Each Flight

IOSA DSP 1.3.4 / DSP 1.3.5

The Vice President Flight Operations, through the Operations Control Centre (OCC), exercises operational control over all flight operations. All operational daily events are supervised and managed by ground, flight operations and maintenance managers in respect of safety, regulatory compliance, and efficiency of operations.

To practically exercise operational control over flight operations, Riyadh Air delegates the responsibility for the initiation, continuation, diversion, or termination of each flight to qualified individuals using a shared system wherein operational control authority is shared between the pilot-in-command (PIC) and an aircraft dispatcher

The aircraft dispatcher and the PIC are jointly responsible for safety and security and the functions, duties and tasks associated with the operational control of a flight, such as pre-flight planning, load planning, weight and balance, delay, diversion, termination, and dispatch release of a flight in compliance with all applicable GACA regulations, the Operations Specifications and Riyadh Air's Operations Manuals.

In this shared system, the aircraft dispatcher shares overall operational control responsibility with the PIC and supports, briefs, and assists the PIC in the safe conduct of each flight.

The PIC is, during flight time, in command of the aircraft and crew and is responsible for the safety of the passengers, crewmembers, cargo, and airplane. The PIC has full control and authority in the operation of the aircraft, without limitation, over other crewmembers, and their duties during flight time, whether or not they hold valid certificates authorizing them to perform the duties of those crewmembers.



## 2.4 DISPATCH RELEASE SYSTEM

GACA 121.1309 / 121.1313 / 121.1321 / 121.1125 / 1357 / IOSA DSP 3.2.2 / DSP 3.2.3 / DSP 3.2.4 / DSP 3.2.5 / DSP 3.2.6

All Riyadh Air flights will be dispatched under the Dispatch Release System.

### 2.4.1 Pre-Flight

Operational staff assist the aircraft dispatcher to compile the latest operational information for the planned flight, (e.g., meteorological information, NOTAMS, security information etc.) Based on analysis of this data the aircraft dispatcher will take the decision to authorize or cancel the flight.

The aircraft dispatcher prepares the operational flight plan (OFP) and Air Traffic Service (ATS) flight plan considering all relevant factors and consults and informs the PIC on factors affecting the flight, the aircraft and the crew. The aircraft dispatcher is responsible for:

1. Preparing the dispatch release;
2. Monitoring the progress of each flight;
3. Issuing necessary instructions and information for the safety of the flight; and
4. Cancelling or re-dispatching a flight if, in their opinion or the opinion of the pilot in command, the flight cannot operate or continue to operate safely as planned or released.

In this system of operational control, the aircraft dispatcher and the PIC use a common set of flight documents for each planned flight, and the dispatch release for each flight between specified points is prepared for the PIC based on information provided by the authorized aircraft dispatcher. The aircraft dispatcher must sign the prepared dispatch release before sending the dispatch release to the PIC only if they believe the flight can be operated safely.

**Note:** *The aircraft dispatcher may delegate authority to sign a dispatch release for a particular flight but may not delegate his authority to dispatch.*

The PIC and the aircraft dispatcher are jointly responsible for the pre-flight planning, delay, and dispatch release of a flight in compliance with the applicable GACARs, the operations specifications, and Riyadh Air's operations manuals.

The PIC must review and accept the dispatch release and load manifest before commencing a flight by signing or accepting the dispatch release only if he believes that the flight can be made safely.

**Note:** *When an aircraft has landed at an intermediate aerodrome specified in the original dispatch release, it must be dispatched by an aircraft dispatcher if the aircraft remains there for more than one hour. Additionally, an aircraft which has been on the ground for more than 6 hours at an intermediate aerodrome a new dispatch release must be issued.*



#### 2.4.1.1 Restriction or Suspension of Operations

When a dispatcher or PIC knows of conditions, including aerodrome and runway conditions, hazardous to safe operations, the dispatcher, or the PIC, as applicable, must restrict or suspend operations until those conditions are corrected or improved to an acceptable level to commence the flight.

#### 2.4.1.2 Aircraft Equipment.

No person may dispatch an aircraft unless it is airworthy.

The PIC and aircraft dispatcher must check and confirm the MEL and CDL status of the aircraft prior to dispatching with inoperative equipment.

#### 2.4.1.3 Facilities and Services

The aircraft dispatcher must provide the PIC all available current reports or information on aerodrome conditions and irregularities of navigation facilities that may affect the safety of the flight.

Before beginning a flight, the aircraft dispatcher must provide the PIC with all available weather reports and forecasts of weather phenomena that may affect the safety of flight, including adverse weather phenomena, such as but not limited to severe turbulence and convective weather for each route to be flown and each aerodrome to be used.

The aircraft dispatcher must not dispatch the flight unless the communication and navigation facilities required for the approval of that route or segment are in satisfactory operating condition.

#### 2.4.2 Initiation of The Flight

Operational control authority for the initiation of the flight is shared between the Aircraft Dispatcher and the PIC.

#### 2.4.3 Inflight

The PIC is during flight time, in command of the aircraft and crew and is responsible for the safety of the passengers, crew members, cargo, and aircraft. The PIC has full control and authority in the operation of the aircraft, without limitation, over other crew members and their duties during flight time, whether or not they hold valid certificates authorizing them to perform the duties of those crew members.

In tandem, the aircraft dispatcher must provide the PIC any additional available information of meteorological conditions (including adverse weather phenomena, such as clear air turbulence, thunderstorms, and low altitude windshear), and irregularities of facilities and services that may affect the safety of the flight. The aircraft dispatcher is responsible for updating the PIC of significant changes to weather or flight plan and recommending flight plan alternates, such as changing course, altitude, and, if required, enroute landings in the interest of safety and economy.

Additional aircraft dispatcher responsibilities include:



1. Monitoring the progress of each flight including the last recorded position and time, fuel state, flight time remaining, destination and alternate aerodrome weather trends, en-route winds and weather, and aerodrome and navigation facility status
2. Issuing necessary instructions and information for the safety of the flight; and
3. Cancelling or re-dispatching a flight if, in the aircraft dispatcher's opinion or the opinion of the PIC, the flight cannot operate or continue to operate safely as planned or released.
4. Coordinating with the PIC the safest course of action if any item of equipment required for the operation becomes inoperative or unserviceable en-route.

When changing an Air Traffic Service (ATS) flight plan the aircraft dispatcher will attempt to coordinate operational instructions involving the change with the appropriate ATS unit before notifying the PIC.

Note: All enroute amendments to the OFP must be coordinated and verified through a signature (approved electronic method) by the aircraft dispatcher and a recorded agreement of the PIC.

#### 2.4.4 During Emergencies

GACAR Part § 121.1129

In an emergency situation requiring immediate decision and action, the PIC may take any action he considers necessary under the circumstances. In such a case, the PIC may deviate from prescribed operations procedures, methods, weather minimums, and the GACAR to the extent required in the interest of safety.

In an emergency situation arising during flight requiring immediate decision and action by aircraft dispatcher, the aircraft dispatcher must advise the PIC of the emergency, ascertain the decision of the PIC, and have the decision recorded in the daily log.

If the aircraft dispatcher cannot communicate with the pilot, the dispatcher must declare an emergency and take any action necessary under the circumstances. The declaration of an emergency internally is described in the Emergency Response Plan.

Whenever a PIC or aircraft dispatcher exercises emergency authority, that person must keep the appropriate ATC facility where possible and the OCC members fully informed of the progress of the flight. The person declaring the emergency must send a written report of any deviation, through Riyadh Air's Vice President Safety, to the GACA.

An aircraft dispatcher must send his report within 10 days after the date of the emergency, and a PIC must send a report within 10 days after returning to his home base.

For unscheduled operations, the person declaring the emergency must send his report within 10 days after the flight is completed or, in the case of operations outside the Kingdom of Saudi Arabia, upon return to the home base.



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## OPERATIONS MANUAL - PART A (GENERAL)

2 OPERATIONAL CONTROL AND SUPERVISION  
2.4 DISPATCH RELEASE SYSTEM

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### 2.4.5 Post Flight

The PIC will provide a report to OCC and, if necessary, the flight safety department on any operational procedural deviation or any other information relevant to optimizing future flight operations.

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## 2.5 FLIGHT PREPARATION FORMS

The PIC must review and accept the following flight preparation forms before commencing a flight:

1. The dispatch release, in accordance with the requirements of OM Part A [2.5.1](#)
2. The load manifest, in accordance with the requirements of OM Part [2.5.2](#).

### 2.5.1 Dispatch Release Forms

A dispatch release form must be prepared by an authorized aircraft dispatcher for all flights. The aircraft dispatcher must sign the prepared dispatch release before sending the dispatch release to the PIC. The aircraft dispatcher must sign the dispatch release only if he believes the flight can be made safely.

#### 2.5.1.1 Dispatch Release Content

GACAR Part § 121.1509 / IOSA DSP 3.2.5

Riyadh Air's Dispatch Release contains the following information:

1. The name(s) of all crew members,
2. The ATC flight plan,
3. The OFP contents,
4. The minimum fuel supply required for the start of each take-off,
5. The latest available NOTAMs, weather reports and forecasts for the departure, destination, and alternate aerodromes,
6. Enroute (e.g., Significant Weather Charts) and any other additional weather reports or forecasts that the PIC or aircraft dispatcher considers necessary or desirable,
7. The name of the dispatcher and PIC

The aircraft dispatcher with operational control of the flight will sign and record the time in UTC. Similarly, the PIC must sign and record the time in UTC, certifying the following statement:

*I certify that all relevant operational data has been reviewed and approved. The aircraft is airworthy and possesses all necessary certificates, instruments, and equipment suitable for the planned flight conditions. All AFM limitations are respected, maintenance is current, aircraft mass and balance parameters are within safe operating limits, cargo is properly distributed and secured, and there is sufficient fuel and oil for the flight.*

**Note:** The dispatcher's name depicted on the dispatch release is considered to be equivalent to a signature.

Refer to Appendix xx. Dispatch / Flight Release Specifications



## 2.5.2 Load Manifest Form

The Load Manifest Form must be prepared and signed for each flight by the Load Controller who has the duty of supervising the loading of aircraft and preparing the load manifest forms.

### 2.5.2.1 Load Manifest Form Contents

Riyadh Air's Load Manifest Form (Digital load sheet) contains the following information:

1. Date.
2. Edition number.
3. Aircraft registration and flight number.
4. Number of crew and passengers.
5. Actual aircraft weights, based on kgs, including structural and operational limits for zero fuel weight (ZFW), maximum take-off weight (MTOW), maximum landing weight (MLW), ZFW mean aerodynamic cord (MAC) and take-off MAC.
6. ZFW, MTOW and MLW limitations.
7. Fuel figures, including ramp fuel, taxi fuel, trip fuel, take-off fuel and landing fuel.
8. Last minute changes (LMC) and LMC limitations.
9. The load controller and PIC name and signature.

Following the completion of the loading, the load controller must certify by signature the following statement:

*I certify that the load manifest is completed accurately, and the load is distributed and secured in accordance with approved procedures.*

Refer to Appendix xx. Load Manifest Specifications



## 2.6 OPERATIONAL CONTROL PERSONNEL

### 2.6.1 Vice President Flight Operations

Refer to [section 1.3.2](#)-DIRECTOR OF OPERATIONS / VICE PRESIDENT FLIGHT OPERATIONS

### 2.6.2 Pilot in Command

Refer to [section 1.5](#) -AUTHORITY, DUTIES, AND RESPONSIBILITIES OF THE PILOT IN COMMAND.

### 2.6.3 Aircraft Dispatcher

#### 2.6.3.1 Authority, Duties, Role, and Responsibilities

IOSA DSP 1.3.6

Refer to OMG

### 2.6.4 Flight Operations Assistants

Reserved



## 2.6.5 Operational Control Personnel Duties, Role and Responsibilities

Operational Control Personnel			
Operational Control	Authority	Responsibilities, Including the Assignment of Functions, Duties or Tasks.	Training and Qualification
Pilot in Command (PIC)	<p><b>Shared:</b> Has final authority to ensure the safe operation of the aircraft.</p> <p>Shares authority and responsibility for operational control with the aircraft dispatcher.</p>	<p>Responsible for safe conduct of the flight.</p> <p>Collects, provides, filters, evaluates, and applies operational documents or data relevant to operational control.</p>	Subject to GACA and Riyadh Air training and qualification requirements.
Aircraft Dispatcher	<p><b>Shared:</b> Shares operational control authority and responsibility with the PIC.</p> <p>Authorized to make recommendations and/ or decisions.</p>	<p>Shares operational control responsibility with the PIC.</p> <p>Supports, briefs, and/or assists the PIC.</p> <p>Collects, provides, filters, evaluates, and applies operational documents or data relevant to all elements of operational control.</p> <p>Makes recommendations and/ or decisions.</p>	Subject to initial and continuing qualification in accordance with relevant GACA regulations and Riyadh Air standards.
Flight Operations Assistant	<p>None</p> <p>Only authorized to make recommendations in area(s) of expertise</p>	<p>Supports, briefs, and assists the PIC and/or aircraft dispatcher.</p> <p>Collects, provides filters, evaluates, and applies operational documents or data relevant to specific</p>	<p>For each area of expertise or specialization.</p> <p>Subject to initial and continuing qualification in accordance with Riyadh Air's OMG manual and specific competencies</p>



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## OPERATIONS MANUAL - PART A (GENERAL)

2 OPERATIONAL CONTROL AND SUPERVISION  
2.6 OPERATIONAL CONTROL PERSONNEL

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		elements of operational control.  Makes recommendations in area(s) of expertise.	relevant to the job function and operation.
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Table 8 Operational Control Personnel

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# OPERATIONS MANUAL - PART A (GENERAL)

2 OPERATIONAL CONTROL AND SUPERVISION  
2.7 POWERS OF THE AUTHORITY

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## 2.7 POWERS OF THE AUTHORITY

### 2.7.1 Inspections

GACAR Part § 121.1153, § 121.1157

#### 2.7.1.1 Inspections by GACA

Riyadh Air shall grant uninterrupted access at any time to any facility, aircraft, document, records, data, procedures, or any other material relevant to its activity subject to approvals and operating specifications in accordance with the GACAR requirements.

The PIC, when requested shall:

1. Produce the documentation required to be carried on board.
2. Provide GACA inspectors with an observer's seat on Riyadh Air aircraft, from which the flight crew's actions and conversations may be easily observed.

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## 3 SAFETY MANAGEMENT SYSTEM

### 3.1 SAFETY MANAGEMENT SYSTEM FRAMEWORK

Riyadh Air's Safety Management System Framework is established to systematically manage and oversee the wide array of Riyadh Air's operational activities. Central to this framework is our Corporate Safety Management System, which underscores our commitment to maintaining safety and quality standards throughout the organization. Detailed information on our SMS, including Riyadh Air's Safety and Quality policy, along with associated guidance and procedures, is available in the Corporate Safety Management Manual (CSMM).

All personnel are advised to consult the CSMM to gain a complete understanding of the SMS's scope and their respective roles within it, thereby ensuring effective and knowledgeable engagement with our safety processes. The below sections capture the core components of our SMS.

#### 3.1.1 Management Commitment

At Riyadh Air, the essence of the SMS is underscored by an unwavering management commitment that cascades from the top tiers of leadership down through every level of the organization. This commitment is demonstrated through the proactive allocation of resources, active engagement in safety practices, and the establishment of clear safety objectives and policies.

Refer to the CSMM for further information.

#### 3.1.2 Safety

Safety is the bedrock of Riyadh Air's values and the prime consideration in our management system. Riyadh Air's SMS is deeply embedded within the management framework, ensuring that safety protocols are intrinsic to every operation.



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3 SAFETY MANAGEMENT SYSTEM  
3.2 SAFETY AND QUALITY POLICY

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### 3.2 SAFETY AND QUALITY POLICY

Refer to the CSMM section 1.1. Safety and Quality Policy.

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### 3.3 SAFETY MANAGEMENT RESPONSIBILITIES

Riyadh Air's commitment to safety is embedded in the rigorous responsibilities assigned to our key post holders, ensuring that our operations not only comply with GACA's SMS requirements but also foster a culture of safety. For a description on Nominated Post Holder, Safety Management and key personnel responsibilities refer to CSMM Section 1.3.

#### 3.3.1 Flight Operations Management Personnel

In addition to the Post Holder SMS responsibilities, Flight Operations Management responsibilities include:

1. Establishing and maintaining a comprehensive understanding of the SMS and GACA regulations and international safety standards across their area of responsibility.
2. Ensuring that all operational staff are sufficiently trained and competent to perform their duties in accordance with the SMS.
3. Facilitating a seamless flow of safety-related information throughout their department to support informed decision-making.
4. Monitoring the effectiveness of safety processes and controls within their department and implementing improvements where necessary.
5. Promoting a proactive 'just' safety culture that encourages the identification and reporting of safety hazards.
6. Integrating SMS objectives into strategic and operational business planning and decision-making processes.
7. Regularly reviewing and proposing changes, when necessary, to the SMS to reflect changes in operations, technology, and regulatory requirements.
8. Conduct regular flight operations safety meetings in accordance with the CSMM (e.g., Flight Safety Action Group)

**Note:** For a detailed description of the SMS responsibilities for each management role, refer to the corresponding job description.

By delineating these responsibilities, Riyadh Air ensures a seamless safety management operation that aligns with GACA's SMS requirements. Our approach is to maintain clear lines of safety accountability and to foster open communication across all levels of the organization.

#### 3.3.2 Flight Operations Line Personnel

Riyadh Air's commitment to safety extends to all flight operations line personnel, and it is essential that they are well-versed in the CSMM and understand their roles within the SMS framework. The



responsibilities of our flight operations line personnel under this framework are comprehensive and crucial to ensuring the highest standards of safety. Key SMS responsibilities applicable to all line personnel include:

1. **Reporting of Safety Events:** Flight operations line personnel play a pivotal role in operational safety by promptly notifying the Safety Department via IQSMS and their management of any hazards, accidents, incidents, safety-related events, safety violations, injuries, or safety issues. For further information on Riyadh Air's reporting policy for flight operations personnel refer to the CSMM.
2. **Adherence to Safety and Operational Protocols:** It is paramount that all line personnel adhere to all safety and operational policies, procedures, and instructions relevant to their respective roles.
3. **Commitment to Safety Culture:** Beyond these specific responsibilities, flight operations line personnel are integral to fostering a robust safety culture within Riyadh Air. All employees are encouraged to actively participate in safety initiatives, share safety insights, and support safety-related training and awareness programs.

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## 3.4 SAFETY CULTURE

### 3.4.1 Non-Punitive Safety Reporting

By endorsing a non-punitive approach to safety reporting, Riyadh Air aims to cultivate a culture of mutual trust, reinforcing our commitment to teamwork in managing safety and preventing incidents. For further details on this policy, employees are referred to the CSMM.

### 3.4.2 Just Culture Policy

The essence of a 'just culture' within Riyadh Air is the creation of an environment imbued with trust, where employees are encouraged and recognized for their contributions to safety. This culture defines the boundaries between acceptable and unacceptable behaviors clearly.

For further details on this policy, employees are referred to the CSMM.

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### 3.5 SAFETY RISK MANAGEMENT

Safety Risk Management is the methodology by which Riyadh Air identifies safety hazards, assesses the risks associated with those hazards, and implements effective measures to mitigate them. It involves a continuous loop of prediction, observation, and correction, which is essential to the proactive management of safety risks.

For further details, refer to the CSMM.

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## 3.6 SAFETY ASSURANCE

Riyadh Air is dedicated to developing and sustaining processes and systems that collect operational data related to our operations. This is pivotal in monitoring the safety performance of the organization.

For further details, refer to the CSMM.

### 3.6.1 Flight Data Analysis Program

Riyadh Air's Flight Operations Quality Assurance is supported by our comprehensive Flight Data Analysis (FDA) program. This program is central to our predictive, proactive and reactive safety risk management (SRM) strategies, ensuring that we continuously uphold and enhance the safety and quality of our flight operations.

Our FDA program involves the systematic collection and analysis of flight data to monitor and improve the safety performance of our operations. By examining a wide range of parameters, such as airspeed, altitude, engine performance, and flight path deviations, we gather valuable insights into the operational profile of our flights.

For comprehensive guidance on the FDA program, refer to the Flight Data Analysis Program Manual.

#### 3.6.1.1 Flight Data Analysis Gatekeeper

At Riyadh Air, the Flight Data Analysis (FDA) Gatekeeper plays a pivotal role within our flight safety management infrastructure. This position is held by a non-management pilot who has received specialized training in the analysis and interpretation of flight data. The FDA Gatekeeper acts as a crucial intermediary between the flight data analysts within the Safety Department and the flight crew, ensuring that the insights gleaned from FDA are accurately understood and effectively communicated.

To effectively fulfil their role, the FDA Gatekeeper undergoes training in data analysis and interpretation, focusing on understanding the nuances of flight data and the operational context. This training ensures that the Gatekeeper can accurately assess flight data and understand its implications for flight safety and operations.

Note: Refer to the FDAP Manual Section 3.6 for further information on Gate Keeper Training.



### 3.6.2 Emergency Response Planning

Within the scope of our Safety Management System (SMS), emergency response manual (ERM) is a critical aspect that ensures preparedness and effective response to any unforeseen events. Riyadh Air's ERP is a comprehensive set of protocols designed to mitigate the impact of emergencies and safeguard our passengers, crew, and assets.

For a detailed description of Riyadh Air's ERP process and procedures, stakeholders are directed to refer to the pertinent sections within the Emergency Response Manual (ERM).

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### 3.7 SAFETY PROMOTION

Safety Promotion at Riyadh Air is a pivotal aspect of our Safety Management System (SMS), ensuring that all personnel are engaged, informed, and committed to safety as per the guidelines set by GACAR. It is through continuous education, effective communication, and fostering a safety-conscious 'just' culture that we maintain and enhance the safety standards within our operations.

For further details, refer to the CSMM.

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### 3.8 FATIGUE RISK MANAGEMENT SYSTEM (FRMS)

Riyadh Air is dedicated to the health, safety, and performance of our flight crews, which is why we have established a comprehensive Fatigue Risk Management System (FRMS) in accordance with the requirements of GACA. Our FRMS is designed to actively manage the risks associated with fatigue, ensuring that all crew members are alert, well-rested, and capable of performing their duties to the highest safety standards.

For a comprehensive description of Riyadh Air's FRMS policies, processes and procedures refer to the FRMS Manual.

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## 3.9 SMS DOCUMENTATION AND RECORD KEEPING

### 3.9.1 General Documentation Requirements

The Corporate Safety Management Manual (CSMM) Documentation and Record Keeping system is an essential element that describes Riyadh Air's structured approach to maintaining and managing safety-related documents and records. This approach is in full compliance with GACAR, ICAO, and other applicable regulations, ensuring that all SMS documentation aligns with international safety standards.

For further details, refer to the CSMM.

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3 SAFETY MANAGEMENT SYSTEM  
3.9 SMS DOCUMENTATION AND RECORD KEEPING

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# OPERATIONS MANUAL - PART A (GENERAL)

4	CREW COMPOSITION
4.1	GENERAL CREW REQUIREMENTS

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## 4 CREW COMPOSITION

### 4.1 GENERAL CREW REQUIREMENTS

GACAR 121.745

This section outlines the method for determining crew compositions for Riyadh Air operations. The policy ensures compliance with General Authority of Civil Aviation Regulations and is designed to guarantee the highest standards of safety and efficiency in our flight operations.

The crew composition for each flight will be determined in consideration of the below factors:

1. Aircraft Type Consideration: Crew composition will vary depending on the type of aircraft in use. Specific requirements for each aircraft type are detailed in the applicable Aircraft Flight Manual (AFM) and must be strictly adhered to.
2. Operational Area and Type: The operational environment significantly influences crew requirements. Factors such as route complexity, weather conditions, and airspace regulations specific to the operational area and type (e.g., long-haul, or short-haul) are considered.
3. Flight Phase Consideration: Different phases of flight (i.e., take off, cruise, approach, and landing) may necessitate varied crew compositions.
4. Minimum Crew and Flight Duty Period: Compliance with the minimum crew requirements specified in the AFM and this Chapter is mandatory. The planned flight duty period will also be considered, ensuring that crew fatigue is managed effectively.
5. Crew Experience, Recency, and Qualification: Crew members will be assigned based on their experience, experience on type, recency of operation, and qualifications.
6. Pilot-in-Command and Relief Procedures: The pilot-in-command (PIC) and a second in command (SIC) will be designated for each flight. In cases where the duration of the flight necessitates, procedures for the relief of the PIC will be in accordance with this Chapter. The relief system will ensure continuous operational safety and compliance with duty time regulations.
7. Senior Cabin Crew and Relief Procedures: A senior cabin crew member will be designated for each flight. For longer flights, procedures for their relief and that of other cabin crew members are established in this Chapter, ensuring uninterrupted service and safety standards.

#### 4.1.1 Chain of Command

This section defines the protocol for the chain of command within Riyadh Air's flight operations. It ensures a coherent and authoritative approach to leadership and decision-making responsibilities throughout the duration of the flight.



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4.1	GENERAL CREW REQUIREMENTS

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The chain of command is essential for providing all staff with a clear understanding of reporting lines and the correct channels for communication. This framework is crucial in promoting an organized, disciplined, and efficient operational environment.

The chain of command at Riyadh Air shall be observed as follows:

1. Pilot in Command (PIC): Has the ultimate authority on the aircraft. All personnel in the operational chain report directly to the PIC. The PIC is accountable and responsible for the entire conduct of the flight and all decisions related to its operation and safety.
2. Relief Captain / Second in Command: When assigned, this position acts as the direct deputy to the PIC.
3. First Officer: In normal flight operations, the First Officer is the SIC and the direct deputy to the PIC.
4. Senior Cabin Crew: The Senior Cabin Crew member supervises the cabin crew team and liaises with the flight deck crew. The Senior Cabin Crew member takes direction from the PIC and ensures that the cabin operations comply with the safety and service standards as directed by the PIC.
5. Cabin Crew: The Cabin Crew members are responsible for passenger safety and comfort, reporting to the Senior Cabin Crew member and ultimately to the PIC.

## 4.1.1.1 Succession of Authority/Command

All flight and cabin crew assigned to a duty or series of duties, report operationally and administratively to the PIC whilst on duty, and while off-duty at an outstation. Should the PIC be unable to conduct this role, his authority shall be delegated in sequence, to the next highest ranking flight crew member(s), and then to the Purser/CSV. Transfer of Command in the operational context may only occur following the incapacitation of the designated PIC



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# OPERATIONS MANUAL - PART A (GENERAL)

4 CREW COMPOSITION

4.2 FLIGHT CREW

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## 4.2 FLIGHT CREW

This policy outlines the composition of flight crew for all Riyadh Air operations, adhering to regulatory requirements for aircraft airworthiness certificates, Aircraft Flight Manual (AFM) specifications and GACA regulations. This ensures operational safety, regulatory compliance, and effective crew management. Minimum flight crew composition requirements are as follows:

1. All aircraft will be operated with at least the minimum flight crew specified in its AFM.
2. The standard minimum flight crew for Riyadh Air operations will consist of two pilots: A Pilot-in-Command (PIC) and a Second-in-Command (SIC).
3. Riyadh Air will designate a PIC for each flight, responsible for overall command, with the SIC serving in a supporting role.
4. A pilot who serves as second in command (SIC) of an operation requiring three or more pilots must be fully qualified to act as PIC of that operation.
5. The composition may include additional flight crew members as required by the type of operation but shall never fall below the number specified in the AFM.
6. All flight crew members must hold a relevant airman certificate and ratings issued by the GACA, appropriate to their assigned duties.
7. A flight crew member may be relieved of their duties at the controls during flight by another qualified flight crew member assigned to the flight.
8. No person may act as a pilot on a Riyadh Air aircraft if that person has reached his 65th birthday.

### 4.2.1 Designation of Pilot in Command

The designation of the Pilot in Command (PIC) by Riyadh Air is a critical aspect of our flight operations, ensuring adherence to the highest standards of safety and proficiency. The designated PIC must be a Captain and meet all PIC qualification requirements in [section 5.2.2](#) of this manual. These requirements encompass a range of qualifications and certifications essential for the role of PIC, ensuring that every flight is led by a pilot who is experienced, thoroughly trained, and qualified according to the rigorous standards set by Riyadh Air and the GACA.

#### 4.2.1.1 Seating Position

Under normal circumstances, the PIC shall occupy the left seat of the flight deck. However, there are specific exceptions to this arrangement. In cases where a Check Airman or a Training Captain is serving as the designated PIC, they may occupy the right-hand seat. This exception allows flexibility during training and evaluation scenarios while maintaining a clear command structure.



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When two captains are scheduled to fly together, Riyadh Air will nominate one Captain as the PIC and one Captain as the SIC for the flight. In such cases, the PIC shall occupy the left seat and perform all pilot flying duties. The SIC will only perform pilot monitoring duties.

## 4.2.2 Inexperienced Flight Crew

IOSA FLT 3.3.1

This section delineates the protocol for scheduling flight crew, particularly concerning inexperienced pilots, as defined by company standards. It aims to prevent the pairing of two inexperienced flight crew members on the same flight, thereby ensuring a high level of safety and compliance with best industry practices.

### 4.2.2.1 Definition of Inexperienced Flight Crew

An inexperienced flight crew member at Riyadh Air is defined as a pilot who has not yet completed a minimum of 150 flight hours on the applicable aircraft type after their final line check.

### 4.2.2.2 Prohibition on Inexperienced Crew Pairing

Riyadh Air strictly adheres to a policy that prohibits the scheduling of two inexperienced flight crew members on the same flight deck. To maintain a high standard of safety and operational excellence, each flight is required to include at least one pilot who meets or exceeds the experience threshold outlined in Section 4.2.2.1. This policy ensures an optimal balance of proficiency and mentorship within the cockpit, fostering an environment conducive to both safe operation and continual learning.

#### 4.2.2.2.1 Exception for New Aircraft Type Introduction

When Riyadh Air introduces a new aircraft type, the specific hour requirement mentioned in [Section 4.2.2.1](#) may be waived by GACA.

### 4.2.2.3 Operational Safety Measures

Inexperienced flight crew members will be paired, where possible, with seasoned pilots to foster an environment of learning and skills transfer. Furthermore, flights involving inexperienced crew members will be subject to heightened supervision by Riyadh Air's flight operations department.

### 4.2.2.4 Inexperienced First Officer Limitations

GACA 121.785

In cases where the First Officer has less than 100 hours of experience in Riyadh Air operations, and the PIC is not a qualified check pilot, the PIC must conduct all take-offs and landings under the following circumstances:

- Operations at designated special aerodromes documented in OM Part C.



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### 4 CREW COMPOSITION

#### 4.2 FLIGHT CREW

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2. In any of the following conditions:
  - a. When the prevailing visibility or Runway Visual Range (RVR) is at or below 1200 meters.
  - b. When adverse runway conditions such as water, snow, slush, or similar are affecting aircraft performance.
  - c. When the runway braking action is reported as less than "good".
  - d. When the crosswind component exceeds 15 knots.
  - e. When windshear near the aerodrome is reported.
  - f. In any other situation where the PIC deems it necessary to assert their authority for a safe operation.

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# OPERATIONS MANUAL - PART A (GENERAL)

4 CREW COMPOSITION

4.3 CABIN CREW

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## 4.3 CABIN CREW

GACAR Part 121.753 / IOSA CAB 3.1.1

The purpose of this section is to establish the minimum number of cabin crew required on board Riyadh Air flights, ensuring compliance with all pertinent regulations as stipulated by the GACA.

This policy applies to all Riyadh Air flight operations and encompasses the minimum staffing levels of cabin crew necessary to meet legal, safety, and service standards on all aircraft within the relevant fleet. The minimum cabin crew complement on all Riyadh Air flights during passenger boarding, deplaning, and at stops where passengers remain on board are noted in Table 11:

Aircraft Type	Standard Cabin Crew Compliment	Minimum Number of Cabin Crew
Boeing 787	10	8

Table 9 Minimum Number of Cabin Crew

### 4.3.1 Designation of Senior Cabin Crew Member

IOSA CAB 3.1.2

Riyadh Air ensures the designation of a senior cabin crew member for each flight (i.e., Purser). The Purser (PUR) is accountable to the PIC, is responsible for passenger safety, cabin security, and customer service. This role is assigned based on company policy and relies on qualifications including prior experience as cabin crew and SCCM training, as per OMD. The PUR oversees the cabin crew, coordinating all normal and emergency procedures, and is also responsible for various managerial tasks.

### 4.3.2 Reduction of Minimum Cabin Crew Complement

In unforeseen circumstances, such as illness during a layover, Riyadh Air's policy for the reduction in required cabin crew members is that the total number of cabin crew may be reduced by 1 cabin crew below the minimum number of cabin crew stipulated in [Table 9](#)



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4	CREW COMPOSITION
4.4	IN-FLIGHT RELIEF AND AUGMENTED CREW OPERATIONS

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### 4.4 IN-FLIGHT RELIEF AND AUGMENTED CREW OPERATIONS

The primary objective of the in-flight relief pilot is to enable the extension of the flight duty period, while managing crew fatigue effectively. This arrangement is essential for ensuring that the designated Pilot in Command (PIC) and First Officer are afforded necessary in-flight rest periods.

#### 4.4.1 Protocol for Relieving the PIC

The Pilot in Command (PIC) may only be relieved by a pilot who possesses the necessary qualifications and credentials to serve in this capacity. During the period of relief, this pilot assumes all roles and responsibilities traditionally associated with the PIC. However, it is important to note that despite undertaking the duties of the PIC, the in-flight relief pilot retains the official designation of Second in Command (SIC) throughout the flight. This designation is maintained to ensure adherence to the established chain of command protocols.

#### 4.4.2 Protocol for Relieving the First Officer

The First Officer on a flight may be relieved in-flight by a suitably qualified flight crew member.

#### 4.4.3 Protocol for Relieving the Senior Cabin Crew Member

For extended flight sectors that require crew rest, Riyadh Air implements a policy where a Cabin Supervisor (CSV) is appointed to temporarily assume the role of the Purser (PUR).

#### 4.4.4 Protocol for Augmented Crew Operations

This policy outlines augmented crew operations at Riyadh Air regarding the transfer of duties and control between the Pilot-in-Command (PIC) and the Second-in-Command (SIC) during crew changes in-flight.

##### 4.4.4.1 Crew Structure

###### 4.4.4.1.1 Primary and Secondary Flight Crew

Each augmented crew operation will consist of two sets of flight crew members: the primary flight crew and the secondary flight crew. The primary flight crew includes the PIC and a First Officer. The secondary flight crew comprises a second Captain, serving as the SIC, and an additional First Officer.

###### 4.4.4.1.2 Second Captain Designation

In augmented crew operations, the second Captain serves as the SIC.



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## OPERATIONS MANUAL - PART A (GENERAL)

4 CREW COMPOSITION

4.4 IN-FLIGHT RELIEF AND AUGMENTED CREW OPERATIONS

**Issue:** 00

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### 4.4.4.1.3 First Officers

Both First Officers are attached to their respective Captains. They are responsible for assisting the Captains in all aspects of the flight.

### 4.4.4.1.4 Crew Coordination and Communication

Clear communication and coordination between both sets of crew are essential. The PIC must involve all crew members in pre-flight and approach briefings to ensure clarity in roles, responsibilities, and the operational plan. During the flight, handover briefings must follow the briefing structure documented in Chapter 8 to guarantee effective communication.

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# OPERATIONS MANUAL - PART A (GENERAL)

5	QUALIFICATION REQUIREMENTS
5.1	GENERAL

Issue: 00  
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## 5 QUALIFICATION REQUIREMENTS

### 5.1 GENERAL

#### 5.1.1 Responsibility for Documents, Qualifications, and Certifications

All Riyadh Air crew members will be trained in accordance with approved Operations Manual Part -D (Training) and GACAR Part 121, Subpart L.

The company shall ensure candidates, prior to being employed as flight crew members, are screened for the purpose of determining if they possess the requisite certifications, skills, competencies, and other attributes required. Such process, as a minimum, includes procedures for reviewing and/or assessing:

1. Technical and non-technical competencies and skills, including interpersonal skills.
2. Aviation experience.
3. Credentials and licenses.
4. Medical fitness.
5. Security background.
6. English Language Proficiency (ELP).

While Riyadh Air facilitates qualification and personal document renewal, each crew member is personally responsible to ensure that he is in possession of the applicable documents, qualifications, and certifications required for any particular duty or series of duties.

#### 5.1.1.1 English Language Proficiency

All persons who are required to use the radio telephone from or to a Riyadh Air airplane shall demonstrate the ability to speak and understand English as used for radio-telephony communications.

Such people shall be qualified in accordance with the requirements of GACA.

The minimum acceptable rating for Flight Crew within Riyadh Air is Level 4.



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## 5 QUALIFICATION REQUIREMENTS

### 5.2 FLIGHT CREW

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## 5.2 FLIGHT CREW

GACAR Part 121.741, Part 121.765, 121.771 IOSA 1.5.4, 3.3.4

### 5.2.1 General Qualifications

Before acting as a member of the flight crew on an aircraft operated by Riyadh Air, a flight crew member must be in possession of:

1. A valid and current airmen certificate applicable to their role issued by the GACA;
2. A valid and current instrument rating;
3. A valid and current GACA Class 1 Medical Certificate; and
4. A valid and current aircraft type rating for the type to be operated;
5. A GACA ELP level 4 or above.

### 5.2.2 Captain

In addition to the qualifications listed under 5.2.1 General Qualifications, a PIC must hold:

1. A valid GACA ATP certificate endorsed for the relevant aircraft type
2. Minimum of 5000 hours as total jet flight time (multi crew/multi engine).
3. Minimum of 1000 hours as PIC on commercial jet aircraft (multi crew/multi engine).

### 5.2.3 First Officer

In addition to the qualifications listed under 5.2.1 General Qualifications, a pilot acting as the First Officer must hold:

1. A valid GACA Commercial Pilot or ATP certificate.
2. Minimum of 500 hours as total jet flight time (multi crew/multi engine).

### 5.2.4 In-Flight Relief Pilot

GACA § 121.771, 121.737

A flight crew member acting as an In-flight Relief Pilot must meet the requirements of Section 5.2.2 or Section 5.2.3 for the position being relieved.

### 5.2.5 Safety Pilot

A flight crew member acting as a Safety Pilot must meet the requirements of 5.2.2 or 5.2.3 of this section.



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## 5 QUALIFICATION REQUIREMENTS

### 5.2 FLIGHT CREW

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#### 5.2.6 Qualification to Operate from Either Seat

A Captain that is required to operate from either seat must complete additional training and checking as specified in OM Part D.

#### 5.2.7 Consolidation of Knowledge and Skills

GACAR 121.789 (g)

1. Pilot in command and second in command crewmembers must each acquire at least 100 hours of line operating flight time on the aircraft type or its variant for consolidation of knowledge and skills (including operating experience) within 120 days after the satisfactory completion of the Type Rating or Proficiency Check whichever occurs later.
2. If the required 100 hours of line operating flight time are not completed within 120 days, Riyadh Air may extend the 120 days period to no more than 150 days if:
  - a. The pilot continues to meet all other applicable qualification requirements; and
  - b. On or before the 120th day the pilot satisfactorily completes refresher training conducted by an appropriately qualified instructor or check pilot as provided in Riyadh Air's approved training program, or a check pilot determines that the pilot has retained an adequate level of proficiency after observing that pilot in a supervised line operating flight.
3. Pilots who have completed the line operating flight time requirement for consolidation of knowledge and skills while serving as SIC on a particular type aircraft in operations under this part are not required to repeat the line operating flight time before serving as PIC on the same type aircraft.



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## 5 QUALIFICATION REQUIREMENTS

### 5.3 ROUTE/AREA AND AERODROME COMPETENCE QUALIFICATION

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## 5.3 ROUTE/AREA AND AERODROME COMPETENCE QUALIFICATION

### 5.3.1 Route/Area Definition

*FLT 3.10.8*

Riyadh Air defines the following geographical regions in respect of route/area knowledge:

1. Africa-Indian Ocean (AFI).
2. Asia (ASIA).
3. Pacific (PAC).
4. European (EUR).
5. Middle East (MID).
6. North American (NAM)/North Atlantic (NAT)/Caribbean (CAR).
7. South American (SAM).

### 5.3.2 Route/Area Familiarization

Before operating to any area defined in OM-A 5.3.1, all Flight Crew shall familiarize themselves at least with the following:

1. Terrain and minimum safe altitudes,
2. Seasonal meteorological conditions,
3. Meteorological, communication and air traffic facilities, services, and procedures,
4. Search and rescue procedures, where available, and
5. Navigational facilities associated with the area or route along which the flight is to take place.

This familiarization should include, where available:

1. OM-C,
2. Jeppesen Airway Manual,
3. eLearning, and
4. Any other Company approved documentation.

### 5.3.3 Aerodrome Familiarization

Before operating to any aerodrome, all Flight Crew shall familiarize themselves at least with the following:



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# OPERATIONS MANUAL - PART A (GENERAL)

## 5 QUALIFICATION REQUIREMENTS

### 5.3 ROUTE/AREA AND AERODROME COMPETENCE QUALIFICATION

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1. Obstructions,
2. Physical layout,
3. Lighting,
4. Approach aids,
5. Arrival, departure, holding, and instrument approach procedures,
6. Applicable operating minima, and
7. Ground movement considerations.

#### 5.3.4 Pilot in Command Qualifications

##### 5.3.4.1 Route and Aerodrome

GACAR Part 121.773, IOSA FLT 3.3.9

Riyadh Air ensures that the flight crew have been familiarized with the route to be flown and of the aerodromes (including alternates) facilities and procedures to be used.

The OCC shall provide the flight crews with the following current information concerning the area and the aerodromes they are going to operate.

1. The PIC will be provided with the following information pertinent to the areas, each aerodrome and terminal area into which the operation is planned. This ensures the PIC has adequate knowledge of, and the ability to use the information:
  - a. Weather characteristics appropriate to the season.
  - b. Navigation facilities.
  - c. Communication procedures, including aerodrome visual aids.
  - d. Kinds of terrain and obstructions.
  - e. Minimum safe flight levels.
  - f. Enroute and terminal area arrival and departure procedures, holding procedures and authorized instrument approach procedures for the aerodromes involved.
  - g. Congested areas and physical layout of each aerodrome in the terminal area in which the crew will operate.
  - h. Notices to Airmen; and
  - i. Search and rescue procedure and services in the area over which the aircraft will be flown.



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# OPERATIONS MANUAL - PART A (GENERAL)

## 5 QUALIFICATION REQUIREMENTS

### 5.3 ROUTE/AREA AND AERODROME COMPETENCE QUALIFICATION

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2. A PIC must have made an actual approach into each aerodrome of landing on the route, accompanied by a flight crew who is qualified for the aerodrome, as a member of the flight crew or as an observer on the flightdeck, unless
  - a. The approach to the aerodrome is not over difficult terrain and the instrument approach procedures and aids available are similar to those with which the flight crew is familiar, and a margin approved by GACA is added to the normal operating minimums, or there is reasonable certainty that approach, and landing can be made in visual meteorological conditions (VMC); or
  - b. The descent from the initial approach altitude can be made by day in VMC; or
  - c. The PIC is qualified to land at the aerodrome concerned by means of an adequate pictorial presentation provided by Riyad Air Flight Operations; or
  - d. The aerodrome concerned is adjacent to another aerodrome at which the PIC is currently qualified to land.
3. Riyadh Air will maintain a record of the qualification of the flight crew.
4. Riyadh Air will not schedule a PIC on a route, within an area, or on an operation, as applicable, approved by GACA unless, within the preceding 12 months, that flight crew has made at least one trip as a pilot, check pilot, or as an observer on the flightdeck—
  - a. Within that specified area on a representative flight; and
  - b. If appropriate, on any route where procedures associated with that route or with any aerodromes intended to be used for take-off or landing require the application of special skills or knowledge.
5. Requalification - If more than 12 months elapse in which a PIC has not made a trip as specified in point (4) of this section on a route in close proximity and over similar terrain and has not practiced such procedures in an FSTD, before serving as a PIC within that area or on that route, that pilot must requalify under points (1) and (2) of this section.



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## 5 QUALIFICATION REQUIREMENTS

### 5.4 SPECIAL AREAS AND AERODROMES

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## 5.4 SPECIAL AREAS AND AERODROMES

GACA Part 121.777

### 5.4.1 SPECIAL AIRPORTS QUALIFICATION

(IOSA FLT 2.4.1, 3.3.10)

#### 5.4.1.1 Initial Qualification and Currency Requirements

(IOSA FLT 2.4.1, 3.3.10), (GACAR §121.777)

Certain aerodromes (due to items such as surrounding terrain, weather phenomena, obstructions, or complex approach or departure procedures) are special aerodromes requiring special qualifications and certain areas or routes, or both, require a special type of navigation qualification.

No pilot may serve as PIC to or from a special aerodrome unless within the preceding 12 months:

1. The PIC or SIC has made an entry to that aerodrome (including a takeoff and landing) while serving as a pilot, or
2. The PIC has been qualified by using pictorial means for that aerodrome.

The above restrictions DO NOT apply, if the ceiling at that aerodrome is at least 1,000 ft. above the lowest MEA or MOCA, or initial approach altitude prescribed for the instrument approach procedure for that aerodrome, and the visibility at that aerodrome is at least 5 km.

No pilot may serve as PIC between terminals over a route or area that requires a special type of navigation qualification unless, within the preceding 12 months, they have demonstrated qualification, by one of the following methods:

1. By flying over a route, on a representative flight as PIC using the applicable type of navigation system or
2. By flying over a route or area, on a representative flight as PIC under the supervision of a check pilot using the applicable type of navigation system.

#### 5.4.2 Designated Special Airports

(IOSA FLT 2.4.1, 3.3.10)

Refer to OM C



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# OPERATIONS MANUAL - PART A (GENERAL)

5	QUALIFICATION REQUIREMENTS
5.5	OPERATIONAL EXPERIENCE RESTRICTIONS

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## 5.5 OPERATIONAL EXPERIENCE RESTRICTIONS

### 5.5.1 Increased IFR Landing Weather Minimums

GACA Part 91.193 /OSA FLT 3.3.3

If the PIC of an aircraft has not served 100 hours as PIC in the type of aircraft he is operating, the MDA or DA/DH and visibility landing minimums are increased by 100 ft (30 m) and 800 m (or the RVR equivalent). The MDA or DA/DH and visibility minimums need not be increased above those applicable to the aerodrome when used as an alternate aerodrome, but in no event may the landing minimums be less than a ceiling of 300 ft (90 m) and visibility 1500m.

### 5.5.2 Restricted First Officer

(GACAR §121.785(a))

A First officer who has not served 100 hours as SIC in the type of aircraft he is operating; shall not make any takeoffs and landings in the following situations unless the PIC is an appropriately qualified Check Pilot:

1. Any aerodrome designated as 'Special', and
2. In any of the following conditions:
  - a. The prevailing visibility value in the latest weather report for the aerodrome is at or below 1200 m.
  - b. The RVR for the runway to be used is at or below 1200 m.
  - c. The runway to be used is contaminated (standing water, snow, slush, or similar conditions) that may adversely affect aircraft performance.
  - d. The braking action on the runway to be used is reported to be less than "good".
  - e. The crosswind component for the runway to be used is in excess of 15 kts.
  - f. Windshear is reported in the vicinity of the aerodrome; or
  - g. Any other condition in which the PIC determines it to be prudent to exercise his authority.

The above restrictions do not apply if the PIC is a qualified check pilot on the type of aircraft being flown.



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5    QUALIFICATION REQUIREMENTS  
5.6    FLIGHT CREW RECENT EXPERIENCE

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## 5.6    FLIGHT CREW RECENT EXPERIENCE

GACAR Part 121.769

Riyadh Air shall not schedule any flight crew member unless they have completed at least three take-offs and landings on type within the preceding 90 days. The take-offs and landings required may be performed in an approved flight simulator.

For re-qualification details refer to OMD.

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# OPERATIONS MANUAL - PART A (GENERAL)

5 QUALIFICATION REQUIREMENTS  
5.7 CABIN CREW

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## 5.7 CABIN CREW

### 5.7.1 Senior Cabin Crew

Senior Cabin Crew requirements are as follows:

1. Meets all the requirements of section 5.7.2.
2. At least one year experience as an operating cabin crew, and
3. Has completed the Senior Cabin Crew Member training in accordance with OM-D.

### 5.7.2 Cabin Crew

GACAR Part 121.891, 121.754

Cabin Crew requirements are as follows:

1. Able to effectively communicate in the English language.
2. Holds a valid GACA Class 3 medical certificate.
3. Has successfully completed the required training and checking in accordance with OM-D.



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# OPERATIONS MANUAL - PART A (GENERAL)

5 QUALIFICATION REQUIREMENTS  
5.8 CREW MEMBER REQUIREMENTS

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## 5.8 CREW MEMBER REQUIREMENTS

### 5.8.1 Limitations on Use of Services

GACAR Part 121.741 IOSA FLT 3.3.5

1. Riyadh Air shall not use any person as a crew member, nor may any person serve as a crew member unless that person:
  - a. Holds the relevant certificates required and has them in possession while engaged in operations (i.e. License and Medical Certificate).
  - b. Is qualified for the duty assigned.
2. When requested crew members shall present certificates for inspection by the relevant authority.
3. Riyadh Air shall not utilize any pilot for flight duty, if that person has reached their 65th birthday.

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## OPERATIONS MANUAL - PART A (GENERAL)

5    QUALIFICATION REQUIREMENTS  
5.8    CREW MEMBER REQUIREMENTS

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## 6 CREW HEALTH PRECAUTIONS

### 6.1 GENERAL HEALTH REQUIREMENTS

Crew members are expected to engage in routine self-evaluations of their health, ensuring their readiness and capability for duty. Given the distinct and demanding nature of the aviation environment, heightened vigilance is necessary to prevent any form of impairment resulting from illness, physical constraints, or mental health issues, which could potentially impact safety or operational performance. Strict adherence to established health standards is non-negotiable. This encompasses prompt disclosure of any health-related concerns, full compliance with both medical advisories and regulatory mandates, as well as a rigorous approach to managing overall physical health and mental wellness.

This section aims to lay out a clear and thorough set of guidelines for health precautions, emphasizing their pivotal role in the duties and responsibilities of Riyadh Air and our flight and cabin crew. By doing so, we underscore the critical importance of maintaining health standards, not only as a professional requirement but as a cornerstone in upholding the integrity and safety of our airline operations. This commitment to health extends beyond compliance, reflecting our dedication to creating a supportive work environment that prioritizes the well-being of our staff, thereby enhancing overall operational effectiveness and passenger safety.

#### 6.1.1 Riyadh Air Responsibility

At Riyadh Air, we are committed to upholding our responsibilities to ensure the well-being and safety of our flight and cabin crew, recognizing that they are fundamental to the success of our operations. Our duties as an airline encompass the following measures designed to support the health and efficiency of our crew members:

1. **Scheduling for Adequate Rest:** We prioritize the scheduling of crew assignments to ensure sufficient rest periods. This is accomplished by adhering to the FRMS standards that prevent fatigue, allowing crew members adequate time between flights to recover and rejuvenate. Our scheduling practices are developed with an understanding of the importance of rest in maintaining high levels of alertness and performance.
2. **Recovery Time for Reported Fatigue:** In instances where a crew member reports fatigue, Riyadh Air will provide necessary time off for full recovery. This approach not only addresses immediate health concerns but also contributes to long-term well-being, reducing the risk of cumulative fatigue.
3. **Responsiveness to Health Concerns:** When a crew member reports sick or unwell, our policy is to immediately release them from duty. This swift action is part of our commitment to safety, as it ensures that only fully fit and capable crew members are scheduled to operate flights.



4. **Access to Medical Services:** Riyadh Air facilitates access to comprehensive medical insurance services for our crew. Crew can avail immediate medical attention when needed. By providing these services, we aim to maintain the ongoing health and fitness of our crew, which is essential for safe and efficient operations.
5. **Additional Support Measures:** Beyond these fundamental responsibilities, we continuously evaluate and implement additional measures to support our crew. This includes a non-punitive approach to sickness reporting, direct access to senior management and ongoing guidance on health and safety practices. We understand that well-supported crew are crucial for maintaining high standards of service and safety.

In summary, Riyadh Air's dedication to our flight and cabin crew extends beyond their time in the air. We are committed to ensure they are well-rested, healthy, and supported via comprehensive policies and practices.

### 6.1.2 Crew Member Responsibility

It is the responsibility of our flight and cabin crew to ensure that they are fit for duty. This is a crucial aspect of our safety and operational protocol. We have a non-punitive approach, which means that crew members who report any illness or condition that may affect their performance, such as fatigue, will not face disciplinary action. This policy encourages a culture where crew members can openly communicate health-related issues, contributing significantly to our operational integrity and safety.

Before each duty, flight and cabin crew members are required to perform thorough self-assessments. These assessments must focus on evaluating physical health, mental alertness, and emotional stability to ensure that crew members are fully prepared to conduct their duties. We recognize that the airline operational environment is dynamic, and therefore we stress the importance of mental preparedness in addition to physical well-being.

Crew members must recognize the importance of adhering to established rest guidelines and maintaining a work-life balance that supports their health and readiness for duty. While Riyadh Air will ensure all scheduling practices follow regulatory requirements and the FRMS, crew members must take advantage of provided opportunities to achieve rest. Adequate rest is essential not only for maintaining peak physical condition but also for ensuring mental sharpness, a key factor in managing the complexities of in-flight operations.

It is important to note that Riyadh Air has a strict no-tolerance policy towards substance abuse. This is especially pertinent to our flight and cabin crew given the high level of responsibility and safety standards required of their roles. Flight and cabin crew are expected to abstain from any substances that could negatively affect their cognitive or physical performance.



## 6.2 GACA MEDICAL CERTIFICATE REQUIREMENTS

GACA-Part 61.9, 65.65 / IOSA ORG 1.5.6 / FLT 3.3.4 / FLT 3.12.1

All Riyadh Air crew must obtain a GACA issued medical certificate. The periodic medicals shall be conducted by a GACA Aviation Medical Examiner (AME).

The validity period of medical certificates are as follows:

Class	Role	Validity period
1	Pilot under the age of 60	12 months
1	Pilot above the age of 60	6 months
3	Cabin Crew	48 months

Table 10 Medical Certificate Requirements

**Note 1:** Crew Member must ensure that the medical certificate is in their physical possession or readily accessible in the aircraft when exercising the privileges of their pilot certificate.

**Note 2:** While Riyadh Air monitors the expiry date of all medical certificates, it is the individual's responsibility to ensure that they do not operate a flight without a valid certificate.

### 6.2.1.1 Revalidation and Renewal

If a revalidation of the medical certificate is required, a medical examination must be completed by an aviation medical examiner prior to expiry of the current certificate. For renewal, the certificates must be renewed within its validity period.

If a certificate expires, the crew member must cease their operational duties until the certificate is renewed.

### 6.2.2 Fitness for Duty Requirements

No person who holds a medical certificate issued by a GACA AME may act as a crew member while that person:

1. Knows or has reason to know of any medical condition that would result in being unable to meet the requirements for the medical certificate necessary for the operation.
2. Is taking medication or receiving other treatment for a medical condition that results in being unable to meet the requirements for the medical certificate necessary for the operation.
3. Knows of a physical deficiency or an increase in physical deficiency that results in being unable to meet the requirements for the medical certificate necessary for the operation.
4. Is impaired by alcohol or a psychoactive substance.



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- 6 CREW HEALTH PRECAUTIONS  
6.2 GACA MEDICAL CERTIFICATE REQUIREMENTS

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Riyadh Air prioritizes the health and safety of our crew, and by extension, our passengers. Our crew members are expected to self-assess their health status and fitness for duty in accordance with these guidelines. By adhering to these standards, we ensure that our crew can provide the highest level of service and safety on board, maintaining Riyadh Air's reputation as a trusted and responsible airline.

## 6.2.2.1 Corrective Lenses

GACA-Part 121.1181

Riyadh Air requires all crew members who require corrective lenses under their medical certificate to carry an extra set of lenses while on duty. This requirement ensures that in the event of damage or loss of their primary corrective lenses, they have immediate access to an alternative, thereby avoiding any disruption in their ability to perform their responsibilities effectively and safely.

The spare set of corrective lenses should be kept in a location that is readily accessible to the crew member throughout the flight.

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## 6.3 HEALTH REPORTING

To uphold the safety, integrity, and efficiency of Riyadh Air's flight operations, it is imperative that all flight and cabin crew strictly follow these mandatory policies and procedures for reporting injuries, pregnancies, and illnesses.

### 6.3.1 Injury Reporting

Crew members are required to report any injury upon occurrence or recognition. This includes, but is not limited to, injuries affecting physical mobility, cognitive functions, sensory capabilities, or any other condition that might impede operational safety.

Crew are required to submit an injury report providing a description of the injury, allocated time off, and a professional medical report.

### 6.3.2 Pregnancy Reporting

Female crew members must report a confirmed pregnancy at the earliest opportunity. Prompt reporting is critical for ensuring the health and safety of both the crew member and the fetus, allowing for timely adjustments in work conditions.

In response to a pregnancy report, Riyadh Air will evaluate and modify the crew member's duties as necessary, based on medical advice and operational safety considerations. This may include adjustments to work hours, duty assignments, and any necessary accommodations to support the crew member's health and well-being.

### 6.3.3 Illness Reporting

Crew members are obliged to report any illness that could potentially impair their cognitive abilities, motor functions, or general alertness. This encompasses both acute and chronic conditions.

The illness report should include detailed information about the nature and severity of the illness, any ongoing treatments, or medications (including over-the-counter medications), and a medical report of how the illness and its treatment may impact the crew member's ability to safely perform their duties.

Flight and cabin crew members must additionally inform an AME about any prescribed medication prior to undertaking their next flight, as part of an individual fitness for duty assessment.

### 6.3.4 Reporting Procedure

Injuries, pregnancies, or illnesses are to be reported directly to the immediate supervisor or through the designated health and safety reporting channel.

The report must be submitted as soon as the condition is known or diagnosed, but no later than three hours prior to the crew member's next scheduled duty.



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6 CREW HEALTH PRECAUTIONS  
6.3 HEALTH REPORTING

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### 6.3.5 Compliance and Emphasis on Safety

Non-compliance with this policy is treated as a serious breach of safety regulations and may result in disciplinary action. Crew members are encouraged to prioritize their health and safety. The well-being of our crew is essential to the safety of our passengers and the effective operation of our flights.

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## 6.4 REPORTING UNFIT WHILE ON DUTY

This section details the procedures for Riyadh Air crew members to report being unfit for duty, encompassing scenarios during a layover or in-flight. The aim is to ensure the utmost safety and well-being of both crew and passengers under all circumstances.

### 6.4.1 Immediate Notification to the PIC

If a crew member becomes unfit for duty during a flight, they must immediately inform the Pilot-in-Command (PIC). This includes any health-related issues that arise in-flight, such as sudden illness, injury, fatigue, or mental distress.

Similarly, if a crew member falls ill or becomes unfit during a layover, they are required to promptly notify the PIC or the Senior Cabin Crew Member.

### 6.4.2 Responsibilities of the PIC

The Pilot-in-Command (PIC) has been given the authority and responsibility to remove any crew member from their duties if their fitness for duty is in question. This action is vital in ensuring the safety of the flight and the well-being of the affected crew member.

If a crew member is reported as unfit for duty during a flight, the PIC must assess the situation immediately. The assessment should determine the severity of the reported unfitness and its potential impact on the flight. The PIC must also coordinate with Medlink and Riyadh Air's Operations Control Center (OCC) for the appropriate medical assessment and care, ensuring the necessary resources are available upon landing.

In case a cabin crew member is relieved from duty, the PIC should reorganize the responsibilities among the remaining crew members, in consultation with the senior cabin crew member, to ensure a seamless and safe flight.

During a layover, the PIC is responsible for coordinating medical treatment with the local station for the affected crew member, in consultation with the OCC. The unfit crew member must be informed of the need to obtain a comprehensive medical report from a qualified doctor. This report, detailing the crew member's condition, must be submitted to the OCC and the crewmember's supervisor within 24 hours of returning to base.

In handling such situations, the PIC must exercise discretion and sensitivity, ensuring the privacy and dignity of the affected crew member are maintained, while providing the necessary support and guidance. Riyadh Air is committed to upholding the highest standards of safety, operational efficiency, and crew welfare.



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6 CREW HEALTH PRECAUTIONS  
6.4 REPORTING UNFIT WHILE ON DUTY

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### 6.4.3 Mandatory Clearance for Flight and Cabin Crew

At Riyadh Air, strict protocols are in place for flight and cabin crew members who declare themselves unfit for duty, whether during a flight or on a layover. Flight and Cabin crew members are required to obtain clearance from an AME before they can resume their duties. This involves a detailed medical evaluation to assess their fitness and ability to safely perform operational responsibilities. The clearance, along with comprehensive documentation of the crew member's condition and evaluation, must be submitted to Riyadh Air's OCC and the crewmember's supervisor for record-keeping.

These measures ensure that all crew members are medically fit and capable of maintaining the highest standards of safety and service in airline operations.

### 6.4.4 Additional Considerations

Riyadh Air will ensure that all medical reports are handled with utmost confidentiality and sensitivity. The welfare of our crew members is a priority, and appropriate support will be provided during their recovery period.

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## 6.5 HEALTH GUIDANCE AND PRECAUTIONS

### 6.5.1 Alcohol and Intoxicating Liquids

Riyadh Air imposes a strict policy on alcohol consumption for its crew members. This policy mandates a minimum of 12 hours between drinking and being on duty, ensuring that crew members are free from the influence of alcohol while performing their duties. To avoid any residual effects of alcohol consumption, the moderation limit is set at 4 units of alcohol in the 15 hours preceding the ban.

Random alcohol testing is a critical part of our safety protocols. This practice acts as a deterrent and ensures compliance with our alcohol policy. Refusal to undergo testing is treated as a serious offence, leading to potential disciplinary actions, up to termination of employment. This approach reflects a zero-tolerance stance towards any behavior that might compromise flight safety.

Refer to Problematic Use of Psychoactive Substances Program Manual for further guidance.

### 6.5.2 Narcotics and Psychoactive Substances

Riyadh Air has a strict policy against the use of narcotics, which includes any substance classified as a narcotic, regardless of its legal status in different jurisdictions. The reason behind this policy is that narcotics can impair an individual's judgment and reaction times, increasing the risk of endangering flight safety.

To enforce this policy, Riyadh Air conducts random testing for narcotics. All crew members are required to comply with these tests and understand that any positive result will be dealt with severely, which may include immediate suspension and further disciplinary action.

Refer to Problematic Use of Psychoactive Substances Program Manual for further guidance.

### 6.5.3 Drugs

Riyadh Air has a policy that requires all flight and cabin crew members receive approval from an AME for any new drugs they use, including over the counter and prescribed medication. This policy aligns with regulatory guidelines that recognize that some medications can cause side effects that affect a crew member's ability to perform safely. The evaluation process must involve a thorough assessment of the medication's effects, how long the treatment will last, and its potential impact on the crew member's duties.

### 6.5.4 Medication

#### 6.5.4.1 Antibiotics

Many antibiotics are compatible with flying, but the underlying condition for which antibiotics are taken may prevent a crew member from flying. A crew member must trial a new prescription for at least 24



hours while off duty before using antibiotics during flight duties. All antibiotics must be cleared by a GACA AME.

#### 6.5.4.2 Anti-hypertensive (to treat high blood pressure)

Specific therapeutic agents are compatible with flying activity. They shall be prescribed only by a designated GACA AME, and sufficient time shall be allowed to assess suitability and the absence of side effects before the resumption of flight duties.

#### 6.5.4.3 Antihistamines

All antihistamines can produce side effects such as sedation, fatigue, and dryness of the mouth. Very mild conditions of hay fever, etc., may be controlled by small doses of antiallergic drugs, but a trial period is essential before engaging in in-flight duties and in all cases, the crew member shall seek the advice of a designated GACA AME.

#### 6.5.4.4 Sleeping Tablets

##### 6.5.4.4.1 Prohibition on Melatonin

Riyadh Air strictly prohibits the use of melatonin by flight and cabin crew due to its potential side effects, which include impaired performance, sleepiness, and other side effects. These side effects can significantly compromise the safety and efficiency of crew members during flight operations.

##### 6.5.4.4.2 Considerations for Sleeping Tablets

On rare occasions, the use of mild, short-acting sleeping tablets may be necessary. However, their use is heavily regulated. Crew members are strictly forbidden from taking sleeping tablets while on duty or standby.

##### 6.5.4.4.3 Prescription and Approval Requirements

Any use of sleeping tablets must be prescribed by a medical doctor and approved by an AME. This is crucial to ensure that the medication does not adversely affect the crew member's performance, particularly in light of the lingering effects such as drowsiness.

Furthermore, the use of any prescribed sleeping tablet must be carefully monitored. Special attention should be paid to the dosage and the timing of consumption relative to duty periods. It is mandatory that a sleeping tablet is not taken less than 10 hours before a flight duty.

##### 6.5.4.4.4 Trial Period and Timing

To prevent any undesirable or unexpected individual reactions, the specific sleeping tablet should be tried at least 48 hours in advance of any duty (flight or standby). This trial period is to ensure that the crew member does not experience adverse reactions that could impact their operational duties.



#### 6.5.4.4.5 Alternative Methods for Sleep Management

Crew members are strongly encouraged to adopt non-pharmacological methods for managing sleep patterns. This includes practices like maintaining a regular sleep schedule, creating a conducive sleep environment, and utilizing relaxation techniques.

These methods are recommended by health experts and are preferred over medication due to their lack of side effects and contribution to overall well-being.

#### 6.5.4.5 Anti-Depressants

The use of anti-depressants is governed by strict regulations. For flight and cabin crew, only an AME can prescribe them, and they must be approved by both the GACA and Riyadh Air. This is because mental health issues can have a significant impact on flight duties, and it is essential to consider their nuances.

Riyadh Air is committed to supporting its crew members who require anti-depressants. We will provide confidential counselling services and adjust duty schedules and assignments as needed to ensure that their treatment is accommodated. This approach helps to maintain a balance between personal well-being and the safety of our flights.

#### 6.5.4.6 Pharmaceutical Preparations

Pharmaceutical preparations are substances or combinations of substances used for treating or preventing diseases in human beings. It is important for crew members to be cautious when using any kind of medication, even over-the-counter ones, as they may have side effects that can affect their job performance. Flight and cabin crew members are required to report all medications they are taking to an AME for evaluation and consideration before use.

#### 6.5.5 Scuba Diving

Riyadh Air has established the following mandatory guidelines for crew members who engage in scuba diving, given the associated risks of decompression sickness. Regardless of whether the dive is a decompression or non-decompression dive, all crew members must observe a 24-hour gap before resuming flight duties. These guidelines are in place to ensure that the physiological effects of diving do not compromise flight safety. All flight and cabin crew members are required to comply with these pre-flight intervals.

#### 6.5.6 Blood/Bone Marrow Donation

It is important to note that blood or bone marrow donation may lead to temporary physical depletion, which can affect a crew member's ability to perform their duties. Therefore, it is crucial to allow sufficient recovery time after donation. Riyadh Air recommends a conservative approach, requiring a recovery period based on the advice of an AME.



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**Note:** No flight or cabin crew member shall operate a flight following blood or bone marrow donation without prior AME approval.

## 6.5.7 Meal Precautions

To mitigate the risk of simultaneous food poisoning, Riyadh Air provides flight crew members with different meal options in-flight. This practice is part of our comprehensive risk management strategy, ensuring that not all crew members are affected by a potential food-related issue. If the flight crew choose to consume the same meal option, 1 hour between consumption shall be observed.

Riyadh Air ensures that meals provided to crew members are carefully selected to ensure they are nutritious and suitable for consumption before and during flights. This includes considerations for dietary restrictions and the need for balanced energy intake to maintain alertness and optimal performance.

## 6.5.8 Sleep and Rest

Adequate sleep and rest are non-negotiable aspects of a crew member's health and safety. Riyadh Air adheres to GACA required restrictions on crew rest, ensuring that scheduling allows for sufficient rest periods in line with circadian rhythms and duty requirements.

Fatigue management is a critical aspect of our health guidance. Crew members are provided with training, education and tools to help them manage their sleep patterns effectively, particularly when dealing with time zone changes and irregular work schedules.

## 6.5.9 Surgical Operations

Following any surgical operation, crew members must obtain clearance from a GACA AME before resuming flight duties. This process involves a comprehensive medical evaluation to ensure that the crew member has fully recovered and is fit to perform their duties safely.

Riyadh Air provides support to crew members during their recovery period post-surgery. This includes adjustments to their work schedules and access to medical and rehabilitation services, ensuring a smooth and safe return to duty.

## 6.5.10 Immunization

In line with international health guidelines, Riyadh Air recommends certain vaccinations for its crew, including yellow fever, Hepatitis A, B, and COVID-19. This is to ensure the health and safety of both our crew and passengers, particularly considering the global nature of our operations.

**Note:** To ensure there is no adverse reaction, crew members must not operate a flight within 24 hours of receiving a new vaccination.



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*Vaccination records must be maintained by the individual crew member and submitted to Riyadh Air. Riyadh Air ensures compliance with both KSA health regulations and specific country requirements regarding immunizations.*

## 6.5.11 Smoking

Smoking has significant chronic health implications. Riyadh Air adheres to strict no-smoking policies on board and encourages crew members to avoid smoking due to its adverse effects on health and job performance.

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## 6.6 HYGIENE

The maintenance of exemplary hygiene standards are a critical aspect of health and safety in Riyadh Air's operations. Information contained below provides comprehensive guidance to flight and cabin crew on hygiene practices, focusing on drinking water precautions, food safety, and recognition of food poisoning symptoms, along with other essential hygiene precautions.

### 6.6.1 Drinking Water Precautions

Crew members should consume water only from safe and reliable sources. When traveling to areas where water safety is a concern, it is advised to use bottled water for drinking, brushing teeth, and washing fruit and vegetables.

Care should be taken to avoid drinking water from sources that may be contaminated. This includes being cautious about ice in drinks, which may be made from untreated water in some regions.

### 6.6.2 Food Precautions and Food Poisoning Symptoms

It is crucial to consume food that has been properly prepared and stored. Crew members should avoid eating raw or undercooked meat, fish, and eggs, and be cautious of food served at room temperature, particularly in tropical climates.

Symptoms of food poisoning can include nausea, vomiting, diarrhea, abdominal pain, fever, and headache. If a crew member suspects they have food poisoning, they should seek medical attention immediately and report the incident to OCC, the PIC and/or Senior Cabin Crew Member.

### 6.6.3 Personal Hygiene Measures

Regular and thorough hand washing with soap and water is one of the most effective ways to prevent the spread of germs and infections. Hand sanitizers can be used when soap and water are not readily available.

Crew members should also practice good respiratory hygiene, such as covering their mouth and nose with a tissue or their elbow when coughing or sneezing and disposing of tissues properly.

### 6.6.4 Personal Protective Equipment (PPE)

The use of PPE, such as gloves and masks, shall be used during cleaning procedures or when dealing with potentially infectious situations. This policy is implemented to protect crew members from exposure to harmful substances or infectious agents, ensuring their safety while performing these duties. The use of PPE is a crucial component of Riyadh Air's health and safety protocols, emphasizing our commitment to maintaining a safe and healthy environment.

Maintaining high standards of hygiene is essential for the health and safety of both crew members and passengers. Riyadh Air is committed to ensuring that all crew members are equipped with the



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knowledge and resources to uphold these hygiene standards, contributing to a safe and healthy flying experience for everyone.

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## 6.7 HANDLING POTENTIALLY INFECTIOUS SITUATIONS

This section outlines the procedures and protocols for managing potentially infectious situations on Riyadh Air flights. The guidelines aim to mitigate the risks associated with infectious diseases and ensure the safety and health of both passengers and crew.

### 6.7.1 Identification of Infectious Situations

Ground staff are required to conduct pre-flight passenger visual screenings and review any health declarations as part of the check-in and boarding processes. Heightened monitoring must occur during periods of known disease outbreaks. If there is any concern regarding a passenger's fitness to fly, medical personnel must be consulted for further guidance and a clearance to fly.

In-flight, crew members are trained to identify signs and symptoms of infectious diseases, such as fever, cough, difficulty breathing, and other flu-like symptoms. If any suspicion of an infectious disease arises on board, it must be immediately reported to the Pilot-in-Command (PIC) and communicated to Medlink for further instructions.

### 6.7.2 Initial Response and Isolation

If a passenger or crew member is suspected of being infectious, they should be isolated as effectively as possible within the constraints of the aircraft environment. This may involve reseating the individual in a more isolated area and minimizing their interaction with other passengers and crew.

Crew members who handle a potentially infectious situation are required to use appropriate PPE, including masks, gloves, and eye protection, to reduce the risk of transmission.

### 6.7.3 Communication and Coordination

The PIC, in coordination with the cabin crew, should establish communication with the OCC and Medlink to receive guidance on managing the situation and to prepare any required medical response upon landing.

### 6.7.4 Post-Exposure Procedures

Upon landing, the affected individual should be assessed by medical professionals as soon as possible. Other passengers and crew who may have been in close contact with the individual should also be identified for potential follow-up.

The aircraft will need to undergo a thorough cleaning and disinfection process following the applicable cleaning guidelines for biohazard situations. Particular attention will be paid to areas and surfaces the affected individual may have contacted.



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### 6.7.5 Documentation and Reporting

The PIC shall provide a detailed description of the incident, including the steps taken and the individuals involved, in an Aviation Safety Report (ASR). This report should be submitted to the Safety Department within 24 hours of landing.

All information regarding such incidents and the individuals involved will be handled with confidentiality and sensitivity, respecting privacy and complying with data protection regulations.

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## 6.8 COSMIC RADIATION

Riyadh Air recognizes that cosmic radiation exposure is an occupational hazard for crew members, especially for those flying at high altitudes and polar routes. Riyadh Air is committed to managing and mitigating the risks associated with cosmic radiation in accordance with GACA regulatory and International Atomic Energy Association guidelines.

### 6.8.1 Measures for Managing Cosmic Radiation Exposure

Riyadh Air conducts regular assessments of cosmic radiation exposure for each crew member while on duty. The assessment focuses on identifying crew members who are likely to be exposed to more than 1 millisievert (mSv) per year.

Assessments of crew exposure are made using route dose estimate software, based on individual crew rosters. The information utilized by the software to measure exposure includes:

1. The date and location of departure.
2. The date and location of arrival.
3. Specific flight details, including the maximum flight level achieved and the length of the flight.

### 6.8.2 Work Schedule Organization

Riyadh Air shall ensure that flight and cabin crew are not exposed to more than 6 millisieverts (mSv) per year.

Based on individual crew member assessment, work schedules will be organized by Riyadh Air to reduce the radiation doses for highly exposed crew members. This may involve rotating flight routes or limiting the frequency of flights on high-altitude.

### 6.8.3 Special Considerations for Pregnant Crew Members

Once notified of a crew member's pregnancy, Riyadh Air takes additional precautions to keep the equivalent dose to the fetus as low as reasonably achievable.

The exposure for pregnant crew members is strictly controlled to ensure that the dose does not exceed 1 mSv for the remainder of the pregnancy.

### 6.8.4 Record Keeping and Reporting

Individual records of cosmic radiation exposure are maintained for crew members subjected to high exposure levels..



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### 6.8.5 Operational Altitude Restrictions

*Riyadh Air does not operate any aircraft capable of operating above 49,000 ft.*

### 6.8.6 Response to Exceeding Dose Rate Limits

Riyadh Air bears the overall responsibility for ensuring that annual cosmic radiation doses are not exceeded, however, should a pilot in command become aware that a crew member will exceed limit values of cosmic radiation dose rate, the PIC shall contact OCC and descend to a lower level to reduce the exposure to below the maximum value specified in 6.8.2 of this Operations Manual.

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## 6.9 TROPICAL DISEASES

For crew members frequently traveling to tropical regions, understanding, and taking preventive measures against tropical diseases is crucial. This section elaborates on common tropical diseases and details comprehensive precautions that crew members should undertake.

### 6.9.1 General

Tropical diseases are transmitted through various means, necessitating a range of precautionary measures for crew members. Vector-borne transmission is a primary source, with many diseases like malaria, dengue fever, yellow fever, zika virus, and chikungunya being spread by mosquito bites. Mosquitoes, particularly the Aedes and Anopheles species, are common vectors in tropical regions. To prevent these diseases, crew members should use insect repellents containing DEET, wear long-sleeved clothing, utilize bed nets, and stay in accommodation equipped with effective window screens.

Contaminated food and water are also significant transmission sources for diseases such as cholera and dysentery. These illnesses often arise from poor sanitation and hygiene practices. To reduce the risk, crew members should consume only bottled or treated water, avoid ice, eat food that is cooked and served hot, and practice good personal hygiene.

Person-to-person contact is another mode of transmission, especially for respiratory illnesses. These diseases can spread through respiratory droplets, particularly in crowded conditions and through close contact with infected individuals. To mitigate this risk, maintaining good respiratory hygiene is crucial. This includes covering the mouth and nose when sneezing or coughing and wearing masks in high-risk areas.

Finally, contact with animals, particularly in tropical regions, can lead to diseases like rabies and other zoonoses. These are typically transmitted through bites or scratches from infected animals. Preventive measures include avoiding contact with stray or wild animals, seeking immediate medical attention if bitten, and considering vaccination against rabies when traveling to high-risk areas. These comprehensive preventive strategies are essential for the health and safety of airline crew members operating in tropical environments.

### 6.9.2 Common Tropical Diseases

A comprehensive understanding and proactive management of the risks associated with tropical diseases are vital for Riyadh Air crew members. By understanding the geographical distribution of various diseases and by adhering to these expanded precautions, crew members can significantly mitigate their risk of exposure to the below diseases, ensuring their health and safety.

#### 6.9.2.1 Malaria

- Definition:** A parasitic disease transmitted by Anopheles mosquitoes.



2. **Geographical Distribution:** Common in parts of Africa, South America, and Asia, particularly in rural and semi-rural areas.
3. **Incubation Period:** Typically, 7-30 days after the infective mosquito bite.
4. **Symptoms:** Fever, chills, sweating, headaches, muscle pains, nausea, and vomiting. In severe cases, it can lead to seizures, coma, and death.
5. **Preventive Measures:** Crew members should consider using of insect repellents containing DEET, wearing long-sleeved clothing, using bed nets, and keeping windows closed in their accommodation. Prophylactic antimalarial medications can also be taken in consultation with a medical professional.

#### 6.9.2.2 Dengue Fever

1. **Definition:** A viral infection transmitted by Aedes mosquitoes.
2. **Geographical Distribution:** Prevalent in Southeast Asia, the Western Pacific, the Americas, and Africa.
3. **Incubation Period:** 4-10 days after the bite of an infected mosquito.
4. **Symptoms:** High fever, headache, pain behind the eyes, joint and muscle pain, fatigue, nausea, vomiting, and skin rash.
5. **Preventive Measures:** Crew members should consider using of insect repellents containing DEET, wearing long-sleeved clothing, using bed nets, and keeping windows closed in their accommodation.
6. **Additional Information:** There is no specific treatment for dengue

#### 6.9.2.3 Yellow Fever

1. **Definition:** A viral hemorrhagic disease transmitted by infected mosquitoes.
2. **Geographical Distribution:** Found in tropical and subtropical areas in South America and Africa.
3. **Incubation Period:** 3-6 days post-infection.
4. **Symptoms:** Fever, chills, severe headache, back pain, general body aches, nausea, vomiting, fatigue, and jaundice.
5. **Preventive Measures:** Vaccination is the most effective way to prevent yellow fever. Crew members should also consider using of insect repellents containing DEET, wearing long-sleeved clothing, using bed nets, and keeping windows closed in their accommodation.
6. **Additional Information:** Some countries require a yellow fever vaccination certificate for entry.



#### 6.9.2.4 Zika Virus

1. **Definition:** A viral disease spread primarily by Aedes mosquitoes.
2. **Geographical Distribution:** Widespread in the Americas, parts of Africa, Southeast Asia, and the Pacific Islands.
3. **Incubation Period:** A few days to a week after being bitten by an infected mosquito.
4. **Symptoms:** Many cases are asymptomatic; symptoms can include mild fever, rash, conjunctivitis, muscle and joint pain, malaise, and headache.
5. **Preventive Measures:** Crew members should consider using of insect repellents containing DEET, wearing long-sleeved clothing, using bed nets, and keeping windows closed in their accommodation.
6. **Additional Information:** Zika virus infection during pregnancy can cause serious birth defects.

#### 6.9.2.5 Cholera

1. **Definition:** Cholera is an acute diarrheal illness caused by infection of the intestine with the bacterium *Vibrio cholerae*.
2. **Geographical Distribution:** Predominantly found in regions with inadequate access to clean water and sanitation, including parts of Africa, Southeast Asia, and Haiti.
3. **Incubation Period:** The incubation period can range from a few hours to five days, most commonly around two to three days.
4. **Symptoms:** Symptoms include profuse watery diarrhea, vomiting, and leg cramps. In severe cases, rapid loss of body fluids leads to dehydration and possibly shock.
5. **Preventative Measures:**
  - a. Water Safety: Drink and use safe water (bottled, boiled, or treated water).
  - b. Food Safety: Eat food that is fully cooked and served hot; avoid raw food.
  - c. Hygiene Practices: Regular hand washing with soap, especially after using the bathroom and before eating.
  - d. Oral cholera vaccines are available and are recommended for flight crew and cabin crew travelling to areas with active cholera transmission.
6. **Vaccination:** Consider vaccination for travelers to areas with active cholera transmission.
7. **Additional Information:** Cholera is spread by consuming food or water contaminated with the *Vibrio cholerae* bacterium.



### 6.9.2.6 Dysentery

1. **Definition:** Dysentery is an inflammatory disease of the intestine, especially of the colon, which results in severe diarrhea containing blood and mucus in the feces, caused by either bacterial or parasitic organisms.
2. **Geographical Distribution:** Common in developing countries with poor sanitary conditions – prevalent in parts of Africa, Central and South America, and Asia.
3. **Incubation Period:** Typically, 1-3 days for bacterial dysentery (*Shigella* species) and 1-4 weeks for amoebic dysentery (*Entamoeba histolytica*).
4. **Symptoms:** Include bloody diarrhea, abdominal cramps, fever, and rectal pain. Loss of fluids can lead to dehydration. In severe cases, especially with amoebic dysentery, it can damage the liver and other organs.
5. **Preventative Measures:**
  - a. Clean Drinking Water: Use only clean and safe drinking water.
  - b. Food Hygiene: Avoid raw fruits and vegetables unless they can be peeled, and avoid street food.
  - c. Personal Hygiene: Wash hands thoroughly and frequently with soap, especially after restroom use and before meals.
  - d. Avoid Contaminated Water: Be cautious around water sources like lakes and rivers; avoid swimming in potentially contaminated water.
6. **Additional Information:** Dysentery spreads through contaminated food or water, or through person-to-person contact. There are no vaccines against dysentery, and it is treated with antibiotics (for bacterial dysentery) or antiparasitic medication (for amoebic dysentery).



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7.1	Flight CREW FLIGHT AND DUTY TIME LIMITATIONS AND REST REQUIREMENTS

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## 7 FLIGHT TIME LIMITATIONS

### 7.1 FLIGHT CREW FLIGHT AND DUTY TIME LIMITATIONS AND REST REQUIREMENTS

GACAR Part § 121.1109

This section prescribes flight and duty limitations and rest requirements for all flight crew members.

#### 7.1.1 Use of Terms

GACAR Part § 117.3

The following terms used in this chapter have meanings as prescribed below. In the event there is a conflict in definitions between GACAR Part § 1 and the meanings used in this chapter, the meanings in this part take precedence.

**Calendar day** means a 24-hour period from 0000 through 2359 using Coordinated Universal Time or local time.

**Scheduled** means to appoint, assign, or designate for a fixed time.

**Duty Time** any duty assigned prior to flight

#### 7.1.2 Fitness for Duties

GACAR Part § 117.5

1. Each flight crew member shall report for any flight duty period well rested and prepared to perform his assigned duties.
2. Riyadh Air shall not assign, and no flight crew shall accept assignment to a flight duty period if the flight crew has reported for a flight duty period too fatigued to safely perform his assigned duties.
3. A flight crew member shall not continue a flight duty period if the flight crew has reported too fatigued to continue the assigned flight duty period.
4. each flight crew member shall confirm that they are fit for duty prior to commencing flight.



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## 7.1.3 Flight Time Limitation

GACAR Part § 117.11

1. Riyadh Air shall not schedule, and no flight crew shall accept an assignment or continue an assigned flight duty period if the total flight time:
  - a. Will exceed the limits specified in the Table below in this part if the operation is conducted with the minimum required flight crews.
  - b. Will exceed 13 hours if the operation is conducted with a 3-pilot crew.
  - c. Will exceed 17 hours if the operation is conducted with a 4-pilot crew.

Time of Report (acclimated)	Maximum Flight Time(hours)
0000-0459	8
0500-1959	9
2000-2359	8

Table 11 – Flight Duty Period for Line Holders based on Flight Segments

2. If unforeseen operational circumstances arise after takeoff that are beyond the control of Riyadh Air, a flight crew may exceed the maximum flight time specified in point (1) of this section and the cumulative flight time limits to the extent necessary to safely land the aircraft at the next destination aerodrome or alternate, as appropriate.
3. Riyadh Air shall report to GACA within 10 days any flight time that exceeded the maximum flight time limits permitted by this section. The report must contain the following:
  - a. A description of the extended flight time limitation and the circumstances surrounding the need for the extension; and
  - b. If the circumstances giving rise to the extension were within Riyadh Air's control, the corrective action(s) that the company intends to take to minimize the need for future extensions.
4. Riyadh Air shall implement the corrective action(s) reported in point (3)(b) of this section within 30 days from the date of the extended flight time limitation.



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#### 7.1.4 Flight Duty Period – Unaugmented Operations

GACAR Part § 117.13      IOSA FLT 3.4.4

Except as provided for in Section 7.1.5, Riyadh Air shall not assign, and no flight crew member shall accept an assignment for an un-augmented flight operation if the scheduled flight duty period will exceed the limits in the table below.

Scheduled Time of Start  (acclimated time)	Maximum Flight Duty Period (hours) for Line holders Based on Number of Flight Segments						
	1	2	3	4	5	6	7+
0000-0359	9	9	9	9	9	9	9
0400-0459	10	10	10	10	9	9	9
0500-0559	12	12	12	12	11.5	11	10.5
0600-0659	13	13	12	12	11.5	11	10.5
0700-1159	14	14	13	13	12.5	12	11.5
1200-1259	13	13	13	13	12.5	12	11.5
1300-1659	12	12	12	12	11.5	11	10.5
1700-2159	12	12	11	11	10	9	9
2200-2259	11	11	10	10	9	9	9
2300-2359	10	10	10	9	9	9	9

Table 12 – Flight Duty Period for Line Holders based on Flight Segments

If the flight crew is not acclimated:

1. The maximum flight duty period in the table above is reduced by 30 minutes.
2. The applicable flight duty period is based on the local time at the theater in which the flight crew was last acclimated.

#### 7.1.5 Flight Duty Period - Split Duty

GACAR Part § 117.15, IOSA FLT 3.4.4

For an Unaugmented operation only, if a flight crew is provided with a rest opportunity (an opportunity to sleep) in a suitable accommodation during his flight duty period, the time that the flight crew spends in the suitable accommodation is not part of that flight crew's flight duty period if all of the following conditions are met:

1. The rest opportunity is provided between the hours of 22:00 and 05:00 local time.



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2. The time spent in suitable accommodation is at least 3 hours, measured from the time that the flight crew reaches the suitable accommodation.
3. The rest opportunity is scheduled before the beginning of the flight duty period in which that rest opportunity is taken.
4. The rest opportunity that the flight crew is actually provided may not be less than the rest opportunity that was scheduled.
5. The rest opportunity is not provided until the first segment of the flight duty period has been completed.
6. The combined time of the flight duty period and the rest opportunity provided in this section does not exceed 14 hours.

#### 7.1.6 Flight Duty Period - Augmented Flight Crew

GACAR Part § 117.17, IOSA FLT 3.4.4

1. For flight operations conducted with an acclimated augmented flight crew, Riyadh Air shall not assign, and no flight crew shall accept an assignment if the scheduled flight duty period will exceed the limits specified in Table 8 below.
2. If the flight crew is not acclimated:
  - a. The maximum flight duty period in Table 8 of this part is reduced by 30 minutes.
  - b. The applicable flight duty period is based on the local time at the theater in which the flight crew was last acclimated.
3. Riyadh Air shall not assign, and no flight crew shall accept an assignment under this section unless during the flight duty period:
  - a. Two consecutive hours in the second half of the flight duty period are available for in-flight rest for the flight crew flying the aircraft during landing.
  - b. Ninety consecutive minutes are available for in-flight rest for the flight crew performing monitoring duties during landing.
4. Riyadh Air shall not assign, and no flight crew shall accept an assignment involving more than three flight segments under this section.



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5. At all times during flight, at least one flight crew qualified in accordance with GACAR 121.1141(b)(3) must be at the flight controls.

Scheduled Time of Start (acclimated time)	Maximum Flight Duty Period (hours) Based on Rest Facility and Number of Pilots					
	Class 1 Rest Facility		Class 2 Rest Facility		Class 3 Rest Facility	
	3 Pilots	4 Pilots	3 Pilots	4 Pilots	3 Pilots	4 Pilots
0000-0559	15	17	14	15.5	13	13.5
0600-0659	16	18.5	15	16.5	14	14.5
0700-1259	17	19	16.5	18	15	15.5
1300-1659	16	18.5	15	16.5	14	14.5
1700-2359	15	17	14	15.5	13	13.5

Table 13-Flight Duty Period based on Rest facility and number of pilots

### 7.1.7 Flight Duty Period Extensions

GACAR Part § 117.19

1. For Augmented and Unaugmented operations, if unforeseen operational circumstances arise prior to takeoff:
- The pilot in command and Riyadh Air may extend the maximum flight duty period up to 2 hours.
  - An extension in the flight duty period under point (a)(1) of this section of more than 30 minutes may occur only once prior to receiving a rest period.
  - A flight duty period cannot be extended under point (a)(1) of this section if it causes a flight crew member to exceed the cumulative flight duty period limits specified in [Section 7.1.9](#).
  - Riyadh Air shall report to the GACA within 10 days any flight duty period that exceeded the maximum flight duty period by more than 30 minutes. The report must contain the following:
    - A description of the extended flight duty period and the circumstances surrounding the need for the extension; and
    - If the circumstances giving rise to the extension were within Riyadh Air's control, the corrective action(s) that Riyadh Air intends to take to minimize the need for future extensions.



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- e. Riyadh Air shall implement the corrective action(s) reported in point (a)(4) of this section within 30 days from the date of the extended flight duty period.
2. For Augmented and Unaugmented operations, if unforeseen operational circumstances arise after takeoff:
  - a. The pilot in command and the Riyadh Air shall extend maximum flight duty periods to the extent necessary to safely land the aircraft at the next destination aerodrome or alternate aerodrome, as appropriate.
  - b. An extension of the flight duty period under point (b)(1) of this section of more than 30 minutes may occur only once prior to receiving a rest period.
  - c. An extension taken under point (b) of this section may exceed the cumulative flight duty period limits.
  - d. Riyadh Air shall report to GACA within 10 days any flight duty period that exceeded the maximum flight duty period limits by more than 30 minutes. The report must contain a description of the circumstances surrounding the affected flight duty period.

### 7.1.8 Reserve Status

GACAR Part § 117.21

1. Unless specifically designated as an aerodrome/standby or short-call reserve, all reserves are considered long-call reserve.
2. Any reserve that meets the definition of aerodrome/standby reserve must be designated as aerodrome/standby reserve. For aerodrome/standby reserve, all time spent in a reserve status is part of the flight crew's flight duty period.
3. For short call reserve,
  - a. The reserve availability period may not exceed 14 hours.
  - b. For a flight crew who has completed a reserve availability period, Riyadh Air shall not schedule, and no flight crew shall accept an assignment of a reserve availability period unless the flight crew receives the required rest.
  - c. For an Unaugmented operation, the total number of hours a flight crew may spend in a flight duty period and a reserve availability period may not exceed the lesser of the maximum applicable flight duty period above plus 4 hours, or 16 hours, as measured from the beginning of the reserve availability period.
  - d. For an augmented operation, the total number of hours a flight crew may spend in a flight duty period and a reserve availability period may not exceed the flight duty period above plus 4 hours, as measured from the beginning of the reserve availability period.



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4. For long call reserve, if Riyadh Air contacts a flight crew to assign him or her to a flight duty period that will begin before and operate into the flight crew's window of circadian low, the flight crew must receive a 12-hour notice of report time from crew planning.
5. Riyadh Air may shift a reserve flight crew's reserve status from long-call to short-call only if the flight crew receives a rest period.

### 7.1.9 Cumulative Limitations

GACAR Part § 117.23

1. The limitations of this section include all flying by a flight crew on behalf of Riyadh Air during the applicable periods.
2. Riyadh Air shall not schedule, and no flight crew shall accept an assignment if the flight crew's total flight time will exceed the following:
  - a. 100 hours in any 672 consecutive hours or
  - b. 1,000 hours in any 365 consecutive calendar day period.
3. Riyadh Air shall not schedule, and no flight crew shall accept an assignment if the flight crew's total Flight Duty Period will exceed:
  - a. 60 flight duty period hours in any 168 consecutive hours and
  - b. 190 flight duty period hours in any 672 consecutive hours.

### 7.1.10 Rest Period

GACAR Part § 117.25

1. Riyadh Air shall not assign, and no flight crew shall accept assignment to any reserve or duty with the Riyadh Air during any required rest period.
2. Before beginning any reserve or flight duty period a flight crew must be given at least 30 consecutive hours free from all duty within the past 168 consecutive hour period.
3. If a flight crew operating in a new theater has received 36 consecutive hours of rest, that flight crew is acclimated, and the rest period meets the requirements of point (2) of this section.
4. If a flight crew travels more than 60° longitude during a flight duty period or a series of flight duty periods that leads to being away from home base for more than 168 consecutive hours, the flight crew must be given a minimum of 56 consecutive hours rest upon return to home base. This rest must encompass three physiological nights' rest based on local time.
5. Riyadh Air shall not schedule, and no flight crew shall accept an assignment for any reserve or flight duty period unless the flight crew is given a rest period of at least 12 hours (at base), and



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14 hours (away from base) immediately before beginning a reserve or flight duty period measured from the time the flight crew is released from duty.

6. If a flight crew determines that a rest period under point (5) of this section will not provide eight uninterrupted hours of sleep opportunity, the flight crew must notify the company. The flight crew cannot report for the assigned flight duty period until he receives a rest period specified in point (5) of this section.
7. If a flight crew engaged in deadhead transportation exceeds the applicable flight duty period, the flight crew must be given a rest period equal to the length of the deadhead transportation but not less than the required rest in point (5) of this section before beginning a flight duty period.

### 7.1.11 Consecutive Night Time Operations

GACAR Part § 117.27

Riyadh Air shall not schedule, and no flight crew shall accept more than three consecutive flight duty periods that infringe on the window of circadian law.

### 7.1.12 Emergency and Government sponsored Operations

GACAR Part § 117.29

1. This section applies to operations conducted pursuant to contracts with the KSA Government and operations conducted pursuant to a deviation under GACAR § 119.105 that cannot otherwise be conducted under this part because of circumstances that could prevent flight crews from being relieved by another crew or safely provided with the rest required under 7.1.10 (GACAR § 117.25) at the end of the applicable flight duty period.
2. The Pilot-in-command may determine that maximum applicable flight duty periods and/or flight time must be exceeded to the extent necessary to allow the flight crews to fly to the closest destination where they can safely be relieved from duty by another flight crews or can receive the requisite amount of rest prior to commencing their next flight duty period.
3. A flight duty period may not be extended for an operation conducted pursuant to a contract with the KSA Government if it causes a flight crew to exceed the cumulative flight time limits in Section 7.1.9 (GACAR § 117.23(b)) and the cumulative flight duty period limits in [Section 7.1.9](#) (GACAR § 117.23(c)).
4. The flight crews must be given a rest period immediately after reaching the destination described in point (2) of this section equal to the length of the actual flight duty period or 24 hours, whichever is less.
5. Riyadh Air must report within 10 days:



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- a. Any flight duty period that exceeded the maximum flight duty period, as applicable, by more than 30 minutes; and
  - b. Any flight time that exceeded the maximum flight time limits and [Section 7.1.3](#) (GACAR § 117.11), as applicable.
6. The report must contain the following:
- a. A description of the extended flight duty period and flight time limitation, and the circumstances surrounding the need for the extension; and
  - b. If the circumstances giving rise to the extension(s) were within the company's control, the corrective action(s) that the company intends to take to minimize the need for future extensions.
7. Riyadh Air shall implement the corrective action(s) reported pursuant to point (6)(b) of this section within 30 days from the date of the extended flight duty period and/or extended flight time.

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- 7 FLIGHT TIME LIMITATIONS  
 7.2 CABIN CREW MEMBER - DUTY PERIOD LIMITATIONS AND REST REQUIREMENTS

**Issue:** 00  
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## 7.2 CABIN CREW MEMBER - DUTY PERIOD LIMITATIONS AND REST REQUIREMENTS

GACAR Part § 121.1041

- Except as provided in point (b) of this section, Riyadh Air may assign a duty period to a cabin crew member only when the applicable duty period limitations and rest requirements of this section are met.

Duty Period in hours	Rest Required
<b>14 hours</b>	<b>12 hours *</b>
(*) The rest period required under the above point may be scheduled or reduced to 10 consecutive hours	
<b>14 – 16 hours *</b>	<b>12 hours (Note 1)</b>
(*) One additional cabin crew member assigned above the minimum complement.	
<b>16 – 18 hours **</b>	<b>12 hours (Note 1)</b>
(**) Two additional cabin crew members assigned above the minimum complement.	
<b>18 – 20 hours ***</b>	<b>12 hours (Note 1)</b>
(***) Three additional cabin crew members assigned above the minimum complement.	
Duty Period in hours	Rest Required
Note 1	<p>The rest period required above may be scheduled or reduced to 10 consecutive hours if the cabin crew member is provided a subsequent rest period of at least 14 consecutive hours; this subsequent rest period must be scheduled to begin no later than 24 hours after the beginning of the reduced rest period and must occur between the completion of the scheduled duty period and the commencement of the subsequent duty period.</p> <p>If Riyadh Air elects to reduce the rest period to 10 hours as authorized by note 1 above, Riyadh Air may not schedule a cabin crew member for a duty period of more than 14 hours during the 24-hour period commencing after the beginning of the reduced rest period.</p>

Table 14 - Duty Period and Rest Period

- Riyadh Air may not assign a cabin crew member any duty period unless the cabin crew member has had at least the minimum rest required under this section.



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- b. Riyadh Air may not assign a cabin crew member to perform any duty with the company during any required rest period.
- c. Time spent in transportation, not local in character, that Riyadh Air requires of a cabin crew member, and which transports them to an aerodrome at which they have to serve on a flight as a crew member, or from an aerodrome at which they were relieved from duty to return to the cabin crew member's home station, is not considered part of a rest period.
- d. Riyadh Air must relieve each cabin crew member from all duty for at least 24 consecutive hours during any 7 consecutive days.
- e. A cabin crew member is not considered to be scheduled for duty in excess of duty period limitations if the flights to which the cabin crew member is assigned are scheduled and normally terminate within the limitations, but which due to circumstances beyond the control of Riyadh Air (such as adverse weather conditions) are not at the time of departure expected to reach their destination within the scheduled time.
- f. The time spent by any crew member conducting passenger boarding or deplaning duties in accordance with GACAR § 121.757 is considered duty time.

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7 FLIGHT TIME LIMITATIONS  
7.3 AIRCRAFT DISPATCHER - DUTY TIME LIMITATIONS

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### 7.3 AIRCRAFT DISPATCHER - DUTY TIME LIMITATIONS

GACAR Part § 121.103

1. The daily duty period for an aircraft dispatcher is scheduled so it begins at a time that allows him to become thoroughly familiar with existing and anticipated weather conditions along the route before he dispatches any aircraft. He must remain on duty until each aircraft he dispatched has completed its flight, or has gone beyond his jurisdiction, or until he is relieved by another qualified aircraft dispatcher.
2. Except in cases where circumstances or emergency conditions beyond the control of Riyadh Air require otherwise
  - a. An aircraft dispatcher may not be scheduled for more than 10 consecutive hours of duty.
  - b. If an aircraft dispatcher is scheduled for more than 10 hours of duty in 24 consecutive hours, he must be provided with a rest period of at least 8 hours at or before the end of 10 hours of duty.
  - c. Each aircraft dispatcher must be relieved of all duty with Riyadh Air for at least 24 consecutive hours during any 7 consecutive days or the equivalent thereof within any month.

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7 FLIGHT TIME LIMITATIONS  
7.4 FATIGUE RISK MANAGEMENT

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## 7.4 FATIGUE RISK MANAGEMENT

### 7.4.1 Applicability of FRM

GACAR Part § 121.1001, 117.7, 117.9 Appendix G – (a)(2) IOSA FLT 3.4.3A / B / C,

For Flight crew Riyadh Air will not exceed any provision of the Flight Time and Duty Limitations unless approved by GACA under its Fatigue Risk Management System (FRMS) Which is found in FRMS Manual.

All required information concerning FRMS can be found in the Fatigue Risk Management Manual

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## 8 STANDARD OPERATING PROCEDURES

### 8.1 FLIGHT PREPARATION INSTRUCTIONS

It is Riyadh Air policy to plan and operate all flights to the highest classification of controlled airspace unless operational considerations preclude this.

Whenever possible, Flight Operations shall be conducted within controlled airspace or airspace with positive radar control. If this is not possible, then operations should be limited to airspace in which traffic advisory, or a similar service is available. It is acceptable to deviate for thunderstorms even if this positions the aircraft out of controlled airspace.

The PIC shall not commence a flight unless he is satisfied that:

1. The airplane is airworthy,
2. The airplane configuration is in accordance with the CDL,
3. The instruments and equipment required for the flight are available,
4. The instruments and equipment are in operable condition except as provided in the MEL,
5. Those parts of the Operations Manual which are required for the conduct of the flight are available,
6. The documents, additional information and forms required to be available on board,
7. Current maps, charts and associated documents or equivalent data are available to cover the intended operation of the airplane including any diversion which may reasonably be expected (this includes conversion tables where necessary to support operations where metric heights, altitudes and flight levels are to be used),
8. Ground facilities and services required for the planned flight are available and adequate,
9. The provisions specified in the Operations Manual in respect of fuel, oil and oxygen requirements, minimum safe altitudes, aerodrome operating minima and availability of alternate aerodromes, where required, can be complied with for the planned flight,
10. The load is properly distributed and safely secured,
11. The mass of the airplane, at the commencement of the take-off roll, will be such that the flight can be conducted in compliance with regulatory requirements and the respective type specific documentation,
12. Any additional operational limitation required by the OEM are complied with.



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8 STANDARD OPERATING PROCEDURES  
8.1 FLIGHT PREPARATION INSTRUCTIONS

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## 8.1.1 Minimum Flight Altitudes

GACAR Part 91.67, 121 Appendix G – (a)(7)

All flights shall, except for take-off and departure or approach and landing, be planned and operated at or above the minimum flight altitudes as described below. The minimum flight altitudes shall never be lower than the minimum flight altitudes established by the state overflown.

The following factors shall be accounted for:

1. The accuracy with which the position of the airplane can be determined,
2. The probable inaccuracies in the indications of the altimeter used,
3. The characteristics of the terrain, such as sudden changes in the elevation, along the routes or in the areas where operations are to be conducted,
4. The probability of encountering unfavorable meteorological conditions, such as severe turbulence and descending air currents,
5. Possible inaccuracies in aeronautical charts,
6. Corrections for temperature and pressure variations from standard values (refer to OM-C),
7. Any foreseeable contingency along the planned route.

### Definitions

Area minimum altitude (AMA)  Also known as Minimum off route altitude (MORA)	The minimum altitude to be used under instrument meteorological conditions (IMC), that provides a minimum obstacle clearance within a specified area, normally formed by parallels and meridians.
Minimum enroute altitude (MEA)	The altitude for an enroute segment that provides adequate reception of relevant navigation facilities and ATS communications, complies with the airspace structure and provides the required obstacle clearance.
Minimum obstacle clearance altitude (MOCA)	The minimum altitude for a defined segment of flight that provides the required obstacle clearance.
Minimum sector altitude (MSA)	The lowest altitude which may be used which will provide a minimum clearance of 300 m (1 000 ft) above all objects located in an area contained within a sector of a circle of 46 km (25 NM)



	radius centered on a significant point or the aerodrome reference point (ARP).
Obstacle clearance altitude (OCA) or Obstacle clearance height (OCH)	The lowest altitude or the lowest height above the elevation of the relevant runway threshold or the aerodrome elevation as applicable, used in establishing compliance with appropriate obstacle clearance criteria.

### 8.1.1.1 Terrain Clearance and ATC

It is the responsibility of the PIC to ensure terrain clearance in compliance with the regulatory requirements. When under positive radar control, the PIC is still responsible for terrain clearance regardless of the ATC cleared altitude.

### 8.1.1.2 Minimum Flight Altitudes/Flight Levels

The minimum flight altitude for any phase of flight is shown on the company provided charts and/or guidance material. The information contained below shall be considered by the PIC when determining the minimum flight altitude/ level for the safe avoidance of terrain and obstacles:

#### 8.1.1.2.1 Terminal Area

Except during takeoff, departure, approach and landing, no person may operate an aircraft at an altitude lower than the MSA.

#### 8.1.1.2.2 Enroute

##### 8.1.1.2.2.1 On Airway

The minimum enroute altitude shall be the higher of the MEA and the MOCA.

##### 8.1.1.2.2.2 Off Airway

The minimum off route altitude shall be the higher of the AMA and the MOCA, if published. Both values are published on navigation charts when they exist, if these values are not published then the grid AMA (or MORA) must be applied as the minimum enroute altitude.

##### 8.1.1.2.2.3 Abnormal Operations



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The minimum enroute altitude following a depressurization or engine failure shall be as per the strategy defined in the operational flight plan depressurization/ drift down schedule.

**Note:** for further information on operational flight plan depressurization/ drift down schedules, refer to OM C.

## 8.1.1.2.2.4 Temperature Corrections

When the outside Air Temperature differs from the standard atmosphere, low temperature altitude corrections have to be applied to the minimum enroute altitudes/ levels. Refer to OM C, Cold Weather Operations.

## 8.1.1.3 Minimum Altitudes/Flight Levels for VFR Flights

### 8.1.1.3.1 VFR Take-off and Landing Weather Minimums

GACAR Part 121.1205

Not applicable to Riyadh Air operations

### 8.1.1.3.2 Prohibition of Night VFR flights

GACA Part 91.171

Not applicable

## 8.1.2 Aerodrome Suitability

OpSpec C55N

All aerodromes authorized by Riyadh Air have been classified as defined in the OM-C. The classifications are based on a range of listed criteria and consider the operational suitability of an aerodrome.

### 8.1.2.1 Aerodrome Categorization

Refer to the OM-C For a complete list of aerodrome categorization

#### Special Airports.

OpSpec C50 and GACAR § 121.777.

Special airports are based on a determination, by Riyadh Air or GACA regulations, that pilots require special skills or knowledge for such operations. The following considerations is a non-exhaustive list used to determine the categorization of an airport. Airports that are over or in areas:

1. With mountainous terrain, including high terrain, rapidly rising terrain or terrain with steep gradients;



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2. With terrain that contributes to the existence of mountain waves, turbulence, high surface winds, sudden wind changes and/or other atmospheric phenomena that could affect the performance of the aircraft;
3. Containing topographical variations such as ridgelines, valleys, ravines, fjords or other areas where downdrafts on the leeward or downwind side can make traversing the area or accomplishing a crosswind landing hazardous;
4. Where the airport, runway and/or approach environment is difficult to identify at night due to surrounding lights;
5. Where featureless or expansive terrain could contribute to optical illusions during the day or at night;
6. That are devoid of lighting where airport, runway and/or approach area identification is difficult at night due to lack of visible landmarks;
7. That are devoid of lighting and sole reference to external or visual cues is insufficient for the maintenance of proper aircraft attitude control;
8. That require the application of any other specific skills or knowledge, as determined by the operator and/or State.

A list of all special airports is available in OM-C

Minimum qualifications for flight crew members is addressed in the OM-D.

#### 8.1.2.2 Minimum Pavement Width

Refer OM C

#### 8.1.2.3 Minimum Pavement Strength

Refer OM C



## 8.1.2.4 Rescue and Fire Fighting Services (RFFS)

GACAR Part 121.1117

The following Rescue and Fire Fighting Services (RFFS) are required as follows:

Minimum Required RFFS				
Type	Departure destination aerodrome and	Take-off alternate, destination alternate and other enroute alternate aerodromes	ETOPS enroute alternate aerodromes	
B787	9/E	7/C	4/A	

Table 15 Minimum Required RFFS

**Note:**

\* Can be reduced to one category below the aircraft RFFS category.

**Departure and destination aerodrome:** In the case of a RFSS downgrade, the RFSS may be reduced to one category below the aircraft RFFS category.

In the case of a Temporary Downgrade published via NOTAM, the RFSS may be reduced to two categories below the aircraft RFFS category.

**Take-off, Destination and Enroute Alternate Aerodromes:** In the case of a Temporary Downgrade published via NOTAM, the RFSS may be reduced to RFFS category 4/A.

**ETOPS Enroute Alternate Aerodromes :** A temporary downgrade below the minimum category 4/A is not permitted.

**PIC Emergency Authority :** In-flight the PIC may elect, in coordination with OCC, to land at an aerodrome where the RFFS category is lower than specified in section 8.1.5, if in his judgement and after due consideration of all prevailing factors it would be safer to do so than divert.

## 8.1.2.5 Aérodrome Curfew/Night Noise Quota Restriction

The PIC shall coordinate any departure and/or arrival during aerodrome curfew or any other restricted period with OCC.



### 8.1.2.6 Performance Requirements

#### 8.1.2.6.1 Definitions

##### Dry Runway

A dry runway is one which is neither wet nor contaminated.

##### Damp Runway

A runway is considered damp when the surface is not dry, but when the moisture on it does not give it a shiny appearance. A damp runway shall be considered wet.

##### Wet Runway

A runway is considered wet when the runway surface is covered with water, or equivalent, less than specified in the definition of contaminated runway, or when there is sufficient moisture on the runway surface to cause it to appear reflective, but without significant areas of standing water.

##### Contaminated Runway

A runway is considered to be contaminated when more than 25% of the runway surface area (whether in isolated areas or not) within the required length and width being used is covered by the following:

1. Surface water more than 3 mm deep, or by slush, or loose snow, equivalent to more than 3 mm of water,
2. Snow which has been compressed into a solid mass which resists further compression and will hold together or break into lumps if picked up (compacted snow), or
3. Ice, including wet ice.

##### Standing Water

Water of a substantial depth.

##### Slush

Water saturated with snow which spatters when stepping firmly on it.

##### Wet Snow

Snow, which if compacted by hand, will stick together, and tend to form a snowball.

##### Dry/Loose Snow

Snow which can be blown if loose, or if compacted by hand will fall apart again upon release.

##### Compacted Snow

Snow which has been compressed.

##### Frost



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Frost consists of ice crystals formed from airborne moisture that condenses on a surface whose temperature is below freezing. Frost differs from ice in that the frost crystals grow independently and, therefore, have a more granular texture.

#### Rime/Rime Ice

The formation of a white or milky and opaque granular deposit of ice formed by the rapid freezing of supercooled water droplets as they impinge upon an exposed airplane (or another surface).

#### Icy

Ice.

#### Operational Landing Distance (OLD) – Boeing

Achievable landing distance, without margins, assuming a realistic airborne phase from threshold to touchdown and deceleration on ground to a full stop.

#### Factored Operational Landing Distance (FOLD) – Boeing

Distance	Factor
Operational Landing Distance (OLD)	x 1.15

Table 16 Factored Operational Landing Distance Calculation

#### 8.1.2.6.2 General

Take-off and landing performance calculations shall be done electronically (OEM approved Performance Tool) or by referring to any other approved Riyadh Air documentation. The PIC shall ensure that the actual take-off and landing weight does not exceed the maximum take-off and landing weight calculated, having taken into account any performance-related restrictions.

The PIC shall determine that take-offs and landings are safe with regard to runway conditions and shall use anticipated runway surface conditions to conduct take-off and landing performance calculations. If a runway condition report contains various runway condition codes (RWYCC) and/or grades of contamination, the PIC shall use the most conservative for the take-off and landing calculations.

The following considerations apply during wet and contaminated runway operation:

1. Available runway length,
2. Grooved or porous runway surface,
3. Clarity of threshold, center line lights and runway edges,
4. Reliability of reported runway conditions,
5. Surface wind and crosswind limitations,
6. Visibility/RVR,



7. Risk of optical illusions (such as blowing or drifting snow),
8. Pilot reports from comparable airplane type (to be used as guidance only).

### 8.1.2.6.3 Take-off – Adverse Runway Conditions

In addition, the following limitations apply during contaminated runway operation:

1. Take-off is prohibited on icy runways unless the icy runway is treated with sand/chemicals and an exemption for the respective airport has been granted. Exemptions shall be granted on an airport-to-airport basis after review of local icy runway sand/chemical treatment procedures. The conditions and limitations of the exemption shall be included in the respective Jeppesen airport information page,
2. Take-off shall not be commenced if the risk of icing during the initial climb is forecast or reported to be such that the anti-icing system may not be able to cope with the expected ice accretion,
3. Take-off shall be abandoned immediately if the airplane does not accelerate properly,
4. Minimum cleared or treated runway width:

Type	Minimum Cleared or Treated Runway Width (m)
B787	30

Table 17 Minimum Cleared or Treated Runway Width

5. Snowbanks adjacent to the cleared width of runways and taxiways and the edges of aprons shall be limited to such height that adequate protection is provided against engine ingestion, damage to engine pods or extended flaps or slats, with the airplane maneuvering on the edge of the cleared area. Pilots should follow the taxiway and runway center lines as closely as possible and request marshaller assistance, if in doubt.

For further information, refer to FCOM and FCTM.

### 8.1.2.6.4 In-Flight Landing Distance Requirements

The Landing Distance Available (LDA) shall be not less than Factored Operational Landing Distance (FOLD).

When deemed necessary, such as during abnormal/non-normal situations, the PIC may disregard the FOLD, if the OLD is equal or less the LDA.



### 8.1.2.7 Selection of Aerodromes

#### 8.1.2.7.1 Takeoff Alternate Aerodrome

If either the weather conditions at the aerodrome of takeoff are below the landing minimums for that aerodrome or if it would not be possible to return to the aerodrome of departure for other reasons, a takeoff alternate is required.

The take-off alternate aerodrome must be located within the following distances from the aerodrome of takeoff:

- Non-ETOPS flights

Not more than 1 hour from the departure aerodrome at normal one engine inoperative cruising speed, calculated in ISA and still-air conditions using the actual takeoff mass.

- ETOPS flights

Where an alternate aerodrome within 1 hour from the departure aerodrome is not available, the first available aerodrome, not more than two hours from the departure aerodrome at normal one engine inoperative cruising speed, calculated in ISA and still-air conditions using the actual takeoff mass.

Type	Maximum Distance for Take-Off Alternate Aerodrome (NM)	
	Non-ETOPS	ETOPS
B787	425	850

Table 18 Maximum Distance for Take-Off Alternate

#### 8.1.2.7.2 Enroute Alternate Aerodrome

Enroute alternate aerodromes are aerodromes to which an aeroplane can safely divert after experiencing a deviation from planned operation or for any other reason while flying enroute.

#### 8.1.2.7.3 Destination Alternate Aerodrome

GACAR Part 121.1393

An aircraft on a flight conducted in accordance with IFR must be dispatched with at least one destination alternate, unless:

1. The flight is scheduled for not more than 6 hours, and, for at least 1 hour before and 1 hour after the estimated time of arrival at the destination aerodrome, the appropriate weather reports or forecasts, or any combination of them, indicate that,



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- a. The ceiling will be,
    - i. If a circling approach is required and authorized for that aerodrome, at least 1500 ft (450 m) above the lowest circling MDA or 2000 ft (610 m) above the aerodrome elevation, whichever is greater, or
    - ii. At least 1500 ft (450 m) above the lowest published approach minimum or 2000 ft (610 m) above the aerodrome elevation, whichever is greater, and
  - b. Visibility will be at least 5 km, and
  - c. Separate runways are usable at the estimated time of use of the destination aerodrome with at least one runway having an operational instrument approach procedure; or
2. The aerodrome of intended landing is an isolated aerodrome.

Two destination alternate aerodromes must be selected and specified in the dispatch release when, for the destination aerodrome:

1. Meteorological conditions at the estimated time of use will be below Riyadh Air aerodrome operating minima for that operation; or
2. Meteorological information is not available.

**Note:** For the purposes of this section, the weather conditions at the destination alternate aerodrome must meet the requirements of alternate aerodrome weather minimums.

**Note:** Each required destination alternate aerodrome must be listed in the dispatch release.

#### 8.1.2.7.4 Isolated Aerodrome

An isolated aerodrome is one for which the alternate and final reserve required to the nearest adequate destination alternate aerodrome is more than fuel to fly for two hours at normal cruise consumption above the destination aerodrome, including final reserve fuel. Operations into isolated aerodromes must be planned in accordance with the isolated aerodrome fuel and oil supply requirements.

For each flight into an isolated aerodrome a point of no return will be determined and documented in the OFP. The PIC must not continue past this point unless a current assessment of meteorological conditions, traffic, and other operational conditions indicate that a safe landing can be made at the estimated time of use.

**Note:** Refer to OM C for a list of authorized isolated aerodromes.



## 8.1.3 Methods and responsibilities for establishing aerodrome operating minima.

GACAR Part 121.1209, APP G – (A)(8) IOSA 3.11.4

The term "minima" refers to specific weather conditions at an aerodrome. It defines the minimum horizontal visibility and ceiling required for an aircraft to take off or land at that aerodrome. Aerodrome operating minima (AOM) are expressed in terms of Runway Visual Range (RVR), Visibility, Decision Altitude (DA), Decision Height (DH), or Minimum Descent Altitude/Height (MDA/H). These AOM values are shown on Take-off Minimum Charts and Approach Charts and are never below the minimum values prescribed by the State.

### 8.1.3.1 Types of Minima

#### 8.1.3.1.1 Aerodrome Operating Minima

Aerodrome operating minima specify the limits of usability of an aerodrome for either take-off or landing. The minima for take-off are expressed in terms of Runway Visual Range (RVR) and/or visibility, and if applicable, ceiling. For landing, minima are expressed as follows:

1. **2D Approach Operations:** minima are expressed in terms of visibility and/or RVR and Minimum Descent Altitude/Height (MDA/H).
2. **3D Approach Operations:** minima are expressed in terms of visibility and/or RVR and Decision Altitude/Height (DA/H), as appropriate to the type of operation.

Operating minima are established for each departure, destination, and alternate aerodrome intended to be utilized. These minima are meant to ensure adequate separation from terrain and obstacles, preventing the loss of visual references during the visual flight segment during take-off and during the visual flight segment of an instrument approach and landing.

**Note:** Navigation charts (i.e., Take-off Minimum and Approach) depict aerodrome operating minima that are applicable to all Riyadh Air flight operations.

When establishing aerodrome operating minima for take-off and landing all of the following elements are taken into account:

1. The type, performance, and handling characteristics of the aeroplane,
2. The composition of the Flight Crew, their qualification and experience,



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3. The dimensions and characteristics of the runways which may be selected for use,
4. The adequacy and performance of the available visual and non-visual ground aids,
5. The equipment available on the aeroplane for the purpose of navigation and/or control of the flight path, as appropriate, during the take-off, the approach, the flare, the landing, roll-out and the missed approach,
6. The obstacles in the approach, missed approach and the climb-out areas required for the execution of contingency procedures and necessary clearance,
7. The obstacle clearance altitude/height for the instrument approach procedures,
8. The means to determine and report meteorological conditions,
9. The flight technique to be used during the final approach,
10. Local regulations.

#### 8.1.3.2 Instrument Approach Classification

GACAR Part 121 Appendix-G (a)(27)

1. Non-precision approach (NPA) procedure. An instrument approach procedure designed for 2D instrument approach operations Type A, i.e., VOR, NDB, RNP APCH with LNAV minima.
2. Approach procedure with vertical guidance (APV). A performance-based navigation (PBN) instrument approach procedure designed for 3D instrument approach operations Type A, i.e., RNP APCH with LNAV/VNAV minima.
3. Precision approach (PA) procedure. An instrument approach procedure based on navigation systems (ILS, MLS, GLS and SBAS Cat I) designed for 3D instrument approach operations Type A or B.

##### Category I operations

A straight-in approach to the runway of an aerodrome under a Category I instrument approach procedure.

Category I approaches include a decision height not lower than 200 ft (60 m) and either a visibility not less than 800 m or a runway visual range not less than 550 m.

##### Category II operations

A straight-in approach to the runway of an aerodrome under a Category II instrument approach procedure.

Category II approaches include a decision height lower than 200 ft (60 m), but not lower than 100 ft (30 m), and a runway visual range not less than 350 m.

##### Category III operations



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An approach to, and landing on, the runway of an aerodrome using a Category III instrument approach procedure. Category III operations may be further classified as follows:

1. Category IIIa operations means an approach and landing with no decision height (DH), or a DH below 100 ft (30 m) and controlling runway visual range not less than 700 ft (200m).
2. Category IIIb operations means an approach and landing with no DH, or with a DH below 50 ft (15 m) and controlling runway visual range less than 700 ft (200 m), but not less than 150 ft (50m).
3. Category IIIc operations means an approach and landing with no DH and no runway visual range limitation.

#### Lower than standard (LTS) CAT I

A Category I precision approach procedure conducted when reported visibility is below the standard minimums required for such procedures.

Riyadh Air is not authorized to conduct LTS CAT I operations

Approach Type	2D (flown to MDA/H)		3D (flown to DA/H)	
	Conventional	PBN	Conventional	PBN
Type A (MDH or DH at/above 75 m (250 ft))	VOR, NDB, LOC	APCH (LNAV, LP)	ILS, MLS, GLS Cat I	APCH (LNAV/VNAV, LPV) AR (RNP O.x)
Type B (DH below 75 m (250 ft))			ILS, MLS, GLS Cat I, II or III	APCH (LPV)

Table 19 Approach Type and associated Navigation

#### 8.1.3.3 Pre-Flight Planning Minima

For pre-flight purpose, the visibility and ceiling shall be considered as follows:

Type	Required to be at or above the Applicable Charted Minima
CAT II and III	RVR
CAT I, APV and Non-precision approach (Note 1, 2)	RVR or visibility (Note 2)
Circling	Visibility and ceiling
Visual approach	Visibility and ceiling

Table 20 Pre-flight Planning Minima



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**Note 1:** Take-off Alternate aerodrome: Ceiling shall be taken into account when the only approaches available are APV, NPA and/or circling approaches.

**Note 2:** The applicable value (RVR or visibility) as required according to the approach chart shall be considered.

Pre-flight planning minima will be in accordance with table 19 unless restricted by local requirements. Flight Dispatch and pilots should consider the most probable runway expected to be in use, taking into account failed or downgraded ground equipment (such as unserviceabilities by NOTAM).

If no weather forecast is available for a destination, destination alternate, en-route alternate, and take-off alternate aerodrome, it shall be considered to be below pre-flight planning minima.

Riyadh Air is authorized to use alternate airport operating minima from table 19, as per OpSpec C55 (for planning purposes):

**Destination Alternate Aerodrome, Take-off Alternate Aerodrome,**

**En-route Alternate Aerodrome, Isolated Aerodrome**

Part 121.1397, 121.1389

For planning purposes Riyadh Air is authorized to use alternate aerodrome weather minimums only derived from the table below:

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Alternate Aerodrome IFR Weather Minima		
Approach Facility Configuration	Ceiling	Visibility
For aerodromes with at least one operational navigational facility providing a straight-in non-precision approach procedure, or Category I precision approach, or, when applicable, a circling manoeuvre from an IAR	Add 400ft (125m) to MDA(H) or DA(H), as applicable.	Add 1 statute mile or 1600m to the landing minimum.
For aerodromes with at least two operational navigational facilities, each providing a straight-in approach procedure to different suitable runways.	Add 200ft (50m) to higher DA(H) or MDA(H) of the two approaches used.	Add 1/2 statute mile or 800m (out of KSA 700m if different forecast standard used) to the higher authorized landing minimum of the two approaches used.
One usable authorized Category II ILS IAP.	Three hundred (300) feet (75m) ceiling.	Visibility 1200m or RVR 1200m.
One useable authorized Category III ILS IAR	Two hundred (200) feet (50m) ceiling.	Visibility 800m or RVR 550m.

*Table 21 Alternate Aerodrome IFR Weather Minima*

An aerodrome served by an RNP APCH only, may be used for planning purposes as an alternate aerodrome if:

1. The aircraft dispatcher performs a preflight RAIM prediction for that alternate aerodrome and finds it satisfactory for the ETA;
2. At the destination aerodrome, the flight crew may fly a non-GPS-based IAP.

An aerodrome served by an NPA only, with the underlying navigation aid (NDB, VOR, or DME) out-of-service or compatible aircraft avionics not operational (ADF, VOR, or DME), may not be used for planning purposes as an alternate aerodrome. Refer to the OpSpec C83.

If no IAP has been published under GACAR Part 97 for the alternate aerodrome, the ceiling and visibility minima are those allowing descent from the minimum enroute altitude (MEA), approach, and landing under basic VFR.



### 8.1.3.3.1 Planning Minima for Isolated Aerodromes

Weather reports and/or forecasts must indicate that during a period commencing 1 hour before and ending 1 hour after the estimated time of arrival at the aerodrome, the weather conditions will be at or above ETPOS planning minima.

Type of approach operation	Aerodrome ceiling (cloud base or vertical visibility)	RVR/VIS
type B instrument approach operations	DA/H + 200 ft	RVR/VIS + 800 m
type A instrument approach operations	DA/H or MDA/H + 400 ft	RVR/VIS + 1500 m
Circling approach operations	MDA/H + 400 ft	VIS + 1 500 m

Table 22 Isolated Aerodrome Planning Minima

**Note:** Wind limitations should be applied taking into account the runway condition (dry, wet, contaminated).

### 8.1.3.4 In-Flight Minima

Before commencing an approach to land, the PIC shall satisfy himself that, according to the information available, the weather at the aerodrome and the condition of the runway intended to be used should not prevent a safe approach, landing or missed approach.

Unless conducting a visual approach, appropriate approach charts shall be available to the crew for the planned procedure.

Type	Required to be at or above the Applicable Charted Minima
CAT II and III	RVR
CAT I, APV and Non-precision approach <b>(Note)</b>	RVR or visibility <b>(Note)</b>
Circling	Visibility and ceiling
Visual approach	Visibility and ceiling

Table 23 Applicable Charted Minima

**Note:** The applicable value (RVR or visibility) as required according to the approach chart shall be considered. If appropriate, the table in XXX shall be used.



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For CAT I, APV and Non-precision approaches, only touchdown zone RVR or visibility is relevant.

	<b>Destination Aerodrome</b>	<b>Destination Alternate Aerodrome</b>	<b>En-route Alternate Aerodrome</b>	<b>Isolated Aerodrome</b>	<b>Take-off Alternate Aerodrome</b>
	<b>Planned type of approach</b>	<b>In-flight minima</b>			
ETA	CAT III, II, I, APV, Non-precision approach	Applicable landing minima			
	Circling	Circling minima (as per enhanced coded approach procedure)			
	Visual approach	VMC (Note)			

Table 24 Planned type of Approach and In-Flight Minima

**Note:** VMC is defined in Jeppesen Route Manual.

## 8.1.4 En-route operating minima for VFR flights or VFR portions of a flight

GACAR Part 91.169

Not applicable.

## 8.1.5 Presentation and application of aerodrome and en-route operating minima.

A PIC is not permitted to operate to minima which are lower than that shown in Jeppesen Route Manual for the particular take-off or approach.

The PIC has the final authority to decide on higher minima if deemed necessary.



## 8.1.5.1 Take-off Minima

Take-off minima are expressed as RVR/visibility.

## 8.1.5.2 Landing Minima

Landing minima are expressed as follows:

Type	DH/DA	RVR/Visibility
Precision Approach Procedure	DA/H	RVR/visibility
Non-precision Approach Procedure (NPA) 3D using CDFA technique	DA/H	RVR/visibility
Non-precision Approach Procedure (NPA) 2D using CDFA technique	MDA/H	RVR/visibility
Visual Approach (as applicable)/Circling	MDA/H	visibility

Table 25 Landing Minima

## 8.1.5.3 Application of Minima

The minima for a specific type of take-off or approach procedure are considered applicable if:

1. The ground equipment shown on the respective approach chart for the intended procedure is fully operative or as per failed or downgraded equipment chart, Jeppesen ATC 14.
2. The required airplane systems are fully operative,
3. The required airplane performance criteria are met,
4. The crew is qualified accordingly.

### 8.1.5.3.1 Aeroplane Categories

Aerodrome operating minima are based on the following airplane categories:

Type	Aeroplane Category
B787-9	D

Table 26 Aerodrome Operating Minima based on airplane Category

### 8.1.5.3.2 Take-off Minima

OpSpec C056 and C078 subject to GACA approval.



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#### 8.1.5.3.2.1 Standard IFR Take-off Minima

(OpSpec, C56)

1. The following are the Standard Takeoff Minima under IFR:
  - a. 1600 meters visibility or RVR 1500 meters - for airplanes having 2 engines.
2. RVR reports, when available for a particular runway, must be used for all takeoff operations on that runway as specified in this section.
3. When a takeoff minimum is not published, pilots may use standard and lower than standard takeoff Minima as authorized in this section. When standard takeoff Minima or greater are used, the Touchdown Zone RVR report, if available, is controlling.
4. When a published takeoff minimum is greater than the applicable standard takeoff minimum and an alternate procedure (such as a minimum climb gradient compatible with aircraft capabilities) is not prescribed, pilots must not use a takeoff minimum lower than the published minimum. The Touchdown Zone RVR report, if available, is controlling.
5. When the published takeoff Minima are equal to or less than the applicable standard takeoff minimum, pilots are authorized to use the lower than standard takeoff Minima.

#### Standard take-off Minima

A/C Engine Type	RVR/VIS
2 Engine A/C	RVR 1500m/VIS 1600m

Table 27 Standard Take Off Minima

#### 8.1.5.3.2.2 Lower than Standard IFR Take-off Minima

(OpSpecs, C56, C78) subject to GACA approval

1. Riyadh Air is authorized to takeoff if weather conditions reported at time of takeoff are lower than standard takeoff Minima when:
  - a. Takeoff minimum is not published or
  - b. The published takeoff Minima are equal to or less than the applicable standard takeoff minimum.

**Note:** JED, RUH and other In Kingdom stations are examples of such airports that publish only equal to standard takeoff Minima.

2. Lower than standard IFR Takeoff Minima is applicable when reported visibility is below VIS 1600m or RVR 1500m - for 2 Engines A/C.



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3. Runway Visual Range (RVR) Requirements: RVR reports, when available for a particular runway, must be used for all takeoff operations on that runway. All take-off operations, based on RVR, must use RVR reports from the locations along the runway as follows:
  - a. For operations at or above RVR 400 meters.
    - i. The touchdown zone (TDZ) RVR report, if available, is controlling.
    - ii. The mid RVR report may be substituted for an unavailable TDZ report.
    - iii. Visibility 400 meters or more may be used when there are no RVR reported.
  - b. For operations below RVR 400 meters and at or above RVR 200 meters:
    - i. A minimum of two operative RVR reporting systems are required.
    - ii. All available RVR reports are controlling.
  - c. For operations below RVR 200 meters; All RVR reporting systems are required and controlling (TDZ, MID, and Rollout).

**Note:** Extremely long runways utilize four RVR sensors: TDZ, MID, Rollout, and Far-End. When a fourth Far-End RVR value is reported, it is not controlling and is not to be used as one of the required operative RVR systems.

4. Authorized Takeoff Minima are provided in Summary section of company procedures. When reported visibility falls below RVR 400m, the Low Visibility procedures for LVTO provided in LVO section must be followed.



### 8.1.5.3.2.3 Low Visibility Take-Off (LVTO)

1. Low Visibility Take-off Minima: Riyadh Air is authorized to conduct a LVTO operation with airplanes as follows:
  - a. With an RVR below 400m if the criteria specified in Table below are met.
  - b. With an RVR below 150m to 125m if:
    - i. High intensity runway centerline lights spaced 15m (50ft) or less apart and high intensity edge lights spaced 60m (200ft) or less apart are in operation.
    - ii. A 90m (295ft) visual segment is available from the flight crew compartment at the start of the take-off run; and
    - iii. The required RVR value has been achieved for all of the relevant RVR reporting points.
  - c. The crosswind component on the take-off runway is less than the airplane flight manual's crosswind limitation, or 15kts, whichever is more restrictive.

FACILITIES	RVR1
Day: runway edge lights and runway centerline markings Night: runway edge lights or runway centerline lights and runway end lights	300m
Runway edge lights and runway centerline lights	200m
Runway edge lights and runway centerline lights and relevant RVR information <sup>2</sup>	TDZ 150m MID 150m ROLLOUT 150m
High intensity runway centerline lights spaced 15m (49ft) or less and high intensity edge lights spaced 60m (200ft) or less are in operation <sup>2</sup>	TDZ 125m MID 125m ROLLOUT 125m
1. The reported RVR value representative of the initial part of the take-off run (TDZ RVR) can be replaced by pilot assessment by counting the runway edge lights (spaced 60m apart) and/or centerline lights (spaced 15m apart). 2. The required RVR value to be achieved for all relevant RVRs reporting points with the exception given in Note 1 above.	

Table 28 LVTO Criteria Table

2. FCM Training and Qualification Requirements: The flight crew must have completed the Riyadh Air's approved training for the lower than standard IFR take-off and be qualified in their respective crew positions for the applicable take-off RVR minima authorized.



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#### 8.1.5.3.2.4 Take-off Minima - All Airports except unlisted

Following take-off minima are applicable to all airports except those not listed in "Airports" section of the OM C:

1. Use published T/O minima if the published minima are higher than STD T/O minima;
2. Use lower than STD T/O minima as provided in table below if.
  - a. T/O minima are not published; or
  - b. published T/O minima are equal to or lower than STD T/O minima.

**Note:** Always compare company minima to published minima and use the higher.

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Lower than STD T/O Minima									
LVTO less than RVR 400m*									
HIRL, CL & relevant RVR	RL & CL relevant RVR	RL & CL	Day: RL & RCLM Night: RL or CL	Day: RL & RCLM Night: RL or CL	Adequate vis ret (Day only)				
TDZ, MID, RO RVR 125m	TDZ, MID, RO RVR 150m	RVR 200m	RVR 300m	400m	500m				
All RVR reporting systems are required and controlling (TDZ, MID, and Rollout).		<ol style="list-style-type: none"> <li>1. Minimum two RVR required (out of TDZ/MID/ROLLOUT).</li> <li>2. All available RVR reports are controlling excluding Far-End.</li> <li>3. TDZ RVR, if available, is controlling.</li> <li>4. MID RVR may be substituted if TDZ is unavailable.</li> </ol>							
<b>Note 1:</b> Night operations always require Runway End Lights. This is not indicated in the take-off minima box. <b>Note 2:</b> The reported RVR value for TDZ representative of the initial part of the take-off run can be replaced by pilot assessment by counting the Runway Edge Lights (spaced 60m apart) and/or Centreline Lights (spaced 15m apart).									
*Adequate visual reference means any one of the following: Serviceable RCLM or RL or CL or HIRL; or Any other visual reference that a pilot is able to continuously identify the take-off surface and maintain directional control throughout the take-off roll. **The LVTO crosswind component limitation on the take-off runway is 15 knots.									
CL	Runway Centreline Lights	RL	Runway Edge Lights						
HIRL	High Intensity Runway Edge Lights	TDZ	Touch Down Zone						
RCLM	Runway Centreline Marking	RO	Rollout						

Table 29 Lower than Standard Take Off minima



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## 8.1.5.3.2.5 Take-off Minima - Unlisted Airports

GACAR 121.1385

If minima are published, use the published minima otherwise refer to the table below:

Ceiling	Visibility
800ft (240m)	3000m
900ft (270m)	2000m
1000ft (300m)	1600m

Table 30 Take Off Minima

## 8.1.5.3.3 Approach Minima

The actual conditions shall be assessed and taken into consideration with respect to the use of the approach minima.

The decision height/decision altitude/minimum descent altitude (DH/DA/ MDA) shall be the higher of:

1. Minimum published DH/DA/MDA on the respective approach chart,
2. Company minimum,
3. Minimum considering failed or downgraded airplane and/or ground equipment.

**Note:** If the approach is flown to an MDH/A, 50 Ft shall be added to the published MDH/A

### 8.1.5.3.3.1 Approach with visibility less than 1200 meters

OpSpec C54, subject to GACA approval

A PIC must not conduct an instrument approach procedure when visibility is less than 1200 meters or RVR 1200m unless he is qualified to use the lower landing minimums, and the following conditions exist:

1. Fifteen percent (15%) additional runway length is available over the landing field length required.
2. Precision instrument (all weather) runway markings or runway centerline lights are operational on that runway.



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#### 8.1.5.3.3.2 Company Landing Minima

The table below shows the lowest DH and minimum RVR for the respective approach category.

##### 8.1.5.3.3.2.1 Non-Precision and CAT I Precision Approach and Landing Minima

All Aircraft Types			
Airport Categories	CAT I * Precision Approach	Non-Precision Approach	Circling
All	DH 200' RVR 550m (VIS 800m)	As Published	
1.	TDZ RVR reports, when available are controlling.		MDA(H) 1000' VIS 4800m
2.	Mid RVR and rollout RVR reports (if available) is advisory.		
3.	The mid RVR report may be substituted for the TDZ RVR report if the TDZ RVR report is not available.		
4.	Visibility values below 800 meters are not authorized and must not be used.		

Table 31 CAT1 Precision Approach and Landing Minima

**Note:** The crew shall use the highest of the published minima and the company minima

##### 8.1.5.3.3.2.2 CAT II Precision Approach and Landing Minima

OpSpec C59, subject to GACA approval

Aircraft Type	Approach/Landing Systems	DH Not Less Than	TDZ RVR Meters Feet	MID RVR Meters Feet	Rollout RVR Meters Feet
ALL	AUTOPilot/AUTOLAND	100ft	350m/300m* 1200W1000ft*	175m 600ft	75m 300ft

1. TDZ RVR report is controlling for all operations and the Mid, Rollout and Far End RVR are advisory.  
2. Mid or Far End RVR may be substituted for the rollout RVR if the rollout RVR is not available.

Table 32 CAT II Precision Approach and Landing Minima

Minima 300m/1000ft RVR require the flight crew to use Autoland.

For RVR 350m/1200ft and higher use Autoland (if available).



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**Note:** The crew shall use the highest of the published minima and the company minima

## 8.1.5.3.3.2.3 CAT IIIA Precision Approach and Landing Minima

OpSpec C60, subject to GACA approval; E-book 5.2.7.1

Aircraft Type	Landing System *	DH Not Less Than	TDZ RVR Meters/Feet	MID RVR Meters/Feet	Rollout RVR Meters /Feet
ALL	FO/FP	50 ft	200m /700 ft	75m/300ft	75m/300ft

All RVR reports are required and controlling except as below:

For operations using FP landing system. If either the mid or rollout RVR reporting system is temporarily inoperative, the operation may be initiated and continued using the TDZ and remaining RVR reporting systems.

1. For operations using FO landing systems, if any one of the RVR reporting systems is temporarily inoperative, the operation may be initiated and continued using the two remaining RVR reporting systems.
2. Far End RVR is advisory and may be substituted for the rollout RVR report if the rollout RVR report is not available.

\*FP = Fail Passive System; FO = Fail Operational System.

Table 33 CAT IIIA Precision Approach and Landing Minima



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## 8.1.5.3.3.2.4 CAT IIIB

OpSpec C60, subject to GACA approval; E-book 5.2.7.1

Aircraft Type	Landing System *	DH Not Less Than	TDZ RVR Meters/Feet	MID RVR Meters/Feet	Rollout RVR Meters /Feet
ALL	FO	No DH	75m/300ft	75m/300ft	75m/300ft

All RVR reports are required and controlling except as below:

1. If any one of the RVR reporting systems is temporarily inoperative, the operation may be initiated and continued using the two remaining RVR reporting systems.
2. Far End RVR is advisory and may be substituted for the rollout RVR report if the rollout RVR report is not available.

\* FP = Fail Passive System; FO = Fail Operational System.

Table 34 CATIII B Precision Approach and Landing Minima

## 8.1.5.3.4 Precision Approach and Landing Minima

### 8.1.5.3.4.1 Required Visual References

#### Operation Below DA/DA (H)/MDA OR MDA (H)

(IOSA FLT 3.6.3, 3.11.4, 3.11.61), (GACAR §91.191(e))

Upon reaching DA/DA (H) or at MDA/MDA (H), and at any time before the missed approach point, the pilot may continue the approach below DA/DH or MDA and land if the following requirements are met:

1. The aircraft is continuously in a position from which a descent to a landing on the intended runway can be made at a normal rate of descent using normal maneuvers, and where that descent rate will allow touchdown to occur within the touchdown zone of the runway of intended landing;
2. (GACAR §91.191(i)):
  - a. The flight visibility is not less than the visibility prescribed in the standard instrument approach procedure being used;
3. Except for Category II or Category III approaches where any necessary visual reference requirements are specified by authorization of GACA, at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot:
  - a. (GACAR §91.127(e)(3))



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The approach light system, except that the pilot may not descend below 100 feet above the touchdown zone elevation using the approach lights as a reference unless the red terminating bars or the red side row bars are also distinctly visible and identifiable.

**Note:** Side row bars contain 3 red lights each on either side of the centerline bars at each light station in the inner 1,000 ft. Also, this system has an additional light bar (4 white lights each) on either side of the centerline bar 500 ft from the threshold. These lights form a crossbar referred to as the 500-foot bar.

- b. The threshold.
  - c. The threshold markings.
  - d. The threshold lights.
  - e. The runway end identifier lights.
  - f. The visual approach slope indicator.
  - g. The touchdown zone or touchdown zone markings.
  - h. The touchdown zone lights.
  - i. The runway or runway markings.
  - j. The runway lights.
4. Straight-in-Approach
- a. When the aircraft is on a straight-in non-precision approach procedure which incorporates a visual descent point, the aircraft has reached the visual descent point, except where the aircraft is not equipped for or capable of establishing that point, or a descent to the runway cannot be made using normal procedures or rates of descent if descent is delayed until reaching that point.
5. CAT II approach:
- a. Visual reference required to contain a segment of at least 3 consecutive lights from:
  - b. The center line of the approach lights, or
  - c. Touchdown zone lights, or
  - d. Runway center line lights, or
  - e. Runway edge lights, or
  - f. A combination of these is attained and can be maintained.
  - g. The visual reference shall include a lateral element of the ground pattern, i.e., an approach lighting crossbar or the landing threshold or a barrette of the touchdown zone lighting.



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6. CAT IIIA approach:
  - a. Visual reference required to contain a segment of at least 3 consecutive lights from the:
  - b. Centre line of the approach lights, or
  - c. Touchdown zone lights, or
  - d. Runway center line lights, or
  - e. Runway edge lights, or
  - f. A combination of these is attained and can be maintained.
7. CAT IIIB with DH approach: At least one center line light is attained and can be maintained.
8. CAT IIIB NO DH: No requirement for visual contact with the runway prior to touchdown.
9. Visual Approaches: Visual references with the runway environment or a preceding identified airplane in sight shall be maintained throughout the approach.
10. Circling Approach:
  - a. Visual contact with the runway of intended landing or the runway environment shall be maintained during the entire circling procedure, and
  - b. The airplane remains within the circling area during the entire circling procedure, and
  - c. The airplane's position in relation to the runway of intended landing with the aid of the appropriate external references can be determined.



### 8.1.5.3.4.2 Conversion of Reported Meteorological Visibility to RVR/CMV

*FLT 3.6.5*

The conversion table shall not be used:

1. For calculating take-off minima,
2. For calculating any other required RVR minimum less than 800 m, or
3. When reported RVR is available.

Lighting Elements in Operation	RVR/CMV = Reported Met Visibility x	
	Day	Night
High intensity approach and runway lighting	1.5	2.0
Any type of lighting installation other than above	1.0	1.5
No lighting	1.0	N/A

*Table 35 Lighting Elements in Operation*

### 8.1.6 Interpretation of Meteorological Information

For further information, refer to Jeppesen Airway Manual.

#### 8.1.6.1 Application of Aerodrome Forecast

Application of initial part of the TAF:

1. **Applicable Time Period:** From the start of the TAF validity period up to the time of applicability of the first subsequent 'FM... \*' or 'BECMG' or if no 'FM' or 'BECMG' is given, up to the end of the validity period of the TAF.
2. **Application of Forecast:** The prevailing weather conditions forecast in the initial part of the TAF should be fully applied with the exception of the mean wind and gusts (and crosswind) which should be applied in accordance with the policy in the column 'BECMG AT and FM' in the table below. This may however be overruled temporarily by a 'TEMPO' or 'PROB' if applicable acc. to the table below.



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Application of forecast following change indicators in TAF and TREND:

	FM (Alone) and BECMG AT:	BECMG (Alone) BECMG FM, BECMG TL, BECMG FM..*TL in case of		TEMPO (Alone), TEMPO FM, TEMP TL TEMPO,TL PROB30/40 (alone)		PROB TEMPO
	Deterioration And Improvement	Deterioration	Improvement	Deterioration	Improve ment in Any Case	Deterioration And Improvement
<b>TAF or TREND for AERODROME PLANNED AS:</b>				Transient/ Showery Conditions in connection with short-lived weather phenomena, thunderstorms, showers	Persistent conditions in Connection with, e.g., haze, mist, fog, dust/ sandstorm, continuous precipitation	
<b>ETA -1+1 hour: Destination D Alternate ERA Alternate</b>	start of the change Mean wind: ✓ Gusts: ✗	start of the change Mean wind: ✓ Gusts: ✗	end of the change Mean wind: ✓ Gusts: ✗	Not applicable Mean wind: ✓ Gusts: ✗	Applicable Mean wind: ✓ Gusts: ✗	✗
<b>Earliest/latest ETA -1+1 hour: ETOPS ERA</b>	start of the change Mean wind: ✓ Gusts: ✓	start of the change Mean wind: ✓ Gusts: ✓	end of the change Mean wind: ✓ Gusts: ✓	Not applicable Mean wind: ✓ Gusts: ✓	Applicable Mean wind: ✓ Gusts: ✓	✗

Table 36 Forecast Change Indicators

V: Should be within required limits/fully applied.

X: May be disregarded.

## 8.1.7 Fuel Planning Requirements

GACAR § 121.1381, APP G – (A)(14), IOSA 3.7

### 8.1.7.1 General

The PIC and the dispatcher shall ensure there is sufficient amount of usable fuel and oil to complete the flight safely and to allow for deviations from the planned operations.



The authority and responsibility for the final fuel load on the aircraft rests with the PIC. The PIC must ensure that the flight is not commenced unless the carried fuel on board is sufficient to conduct a safe operation, minimize any disruption, and any operating limitations are not exceeded.

### 8.1.7.2 The Fuel Calculation

The amount of usable fuel to be carried must, as a minimum, be based on:

1. Conservative fuel consumption data derived from:
  - a. Current aircraft-specific data derived from a fuel consumption monitoring system, if available; or
  - b. If current aircraft-specific data are not available, data is provided by the aircraft manufacturer.
2. The operating conditions for the planned flight including:
  - a. Anticipated aircraft mass;
  - b. NOTAMs;
  - c. Current meteorological reports or a combination of current reports and forecasts;
  - d. Air traffic services procedures, restrictions and anticipated delays; and
  - e. The effects of deferred maintenance items and/or configuration deviations.

### 8.1.7.3 Fuel Supply Requirements

#### 8.1.7.3.1 The pre-flight calculation of usable fuel required must include:

1. Startup and Taxi fuel, which must be no less than the amount of fuel expected to be consumed before take-off.
2. Trip fuel, which must be no less than the amount of fuel required to enable the aircraft to fly from take-off, or the point of in-flight re-planning, until landing at the destination aerodrome.
3. Contingency fuel, which must be no less than the amount of fuel required to compensate for unforeseen factors. It must be five per cent of the planned trip fuel or of the fuel required from the point of in-flight re-planning based on the consumption rate used to plan the trip fuel but, in any case, must not be lower than the amount required to fly for five minutes at holding speed at 1 500 ft above the destination aerodrome in standard conditions.
4. For IFR flights, destination alternate fuel or without destination alternate fuel, as applicable, which must be no less than:
  - a. Where a destination alternate aerodrome is required:
    - i. The amount of fuel required to enable the aircraft to:



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- ii. Perform a missed approach at the destination aerodrome.
  - iii. Climb to the expected cruising altitude.
  - iv. Fly the expected routing.
  - v. Descend to the point where the expected approach is initiated, and
  - vi. Conduct the approach and landing at the destination alternate aerodrome, or
- b. Where two destination alternate aerodromes are required:
- i. The amount of fuel, as calculated in point (i), required to enable the aircraft to proceed to the destination alternate aerodrome which requires the greater amount of alternate fuel, or
- c. Where a flight is operated without a destination alternate aerodrome:
- i. The amount of fuel required to enable the airplane to fly for 15 minutes at holding speed at 1 500 ft above destination aerodrome elevation in standard conditions, or
- d. Where the aerodrome of intended landing is an isolated aerodrome:
- i. The amount of fuel required to fly for two hours at normal cruise consumption above the destination aerodrome, including final reserve fuel
5. Final reserve fuel, which must be no less than the amount of fuel calculated using the estimated mass on arrival at the destination alternate aerodrome, or the destination aerodrome when no destination alternate aerodrome is required:
- a. The amount of fuel required to fly for 30 minutes at holding speed at 1500 ft above aerodrome elevation in standard conditions.
6. Additional fuel, which must be the supplementary amount of fuel required if the minimum fuel calculated in accordance with points (a) through (e) of this section is not sufficient to:
- a. Allow the aircraft to descend as necessary and proceed to an alternate aerodrome in the event of engine failure or loss of pressurization, whichever requires the greater amount of fuel based on the assumption that such a failure occurs at the most critical point along the route and to:
    - i. Fly for 15 minutes at holding speed at 1500 ft above aerodrome elevation in standard conditions.
    - ii. Make an approach and landing; and
  - b. Meet additional fuel requirements not covered above; and
7. Discretionary fuel, which must be the extra amount of fuel to be carried at the discretion of the PIC and consistent with fuel supply policies of Riyadh Air.



### 8.1.7.3.2 Fuel planning limitation

A flight must not commence unless the usable fuel on board meets the requirements in paragraphs.

Section 8.1.7.3.1 (1), (2), (3), (4), (5) and (6) if required, of this section and must not continue from the point of in-flight re-planning unless the usable fuel on board meets the requirements in Section 8.1.7.3.1 (2), (3), (4), (5) and (6) if required, of this section.

### 8.1.7.3.3 Pre-flight fuel planning variations

Notwithstanding the provisions in paragraphs 8.1.7.3.1 (a), (b), (c), (d), (e) and (f) if required, of this section, the President may, based on the results of a specific safety risk assessment conducted by Riyadh Air which demonstrates how an equivalent level of safety will be maintained, approve variations to the pre-flight fuel calculation of taxi fuel, trip fuel, contingency fuel, destination alternate fuel, and additional fuel. The specific safety risk assessment must include at least the:

1. Flight fuel calculations.
2. Capabilities Riyadh Air include:
  - a. A data-driven method that includes a fuel consumption monitoring program; and/or
  - b. The advanced use of alternate aerodromes; and
3. Specific mitigation measures.

### 8.1.7.3.4 President Authority

The President may amend the operations specifications to require more fuel than any of the minimums stated in this section if he finds that the additional fuel is necessary on a particular route in the interest of safety.

### 8.1.7.3.5 Fuel re-planning requirement

When fuel is used after flight commencement for purposes other than originally intended during pre-flight planning the PIC in coordination with dispatch must perform a re-analysis and, if applicable, adjustment of the planned operation.

## 8.1.8 Mass And Center of Gravity

GACAR §121.197, 121.1337, 121.1517.

### 8.1.8.1 Definitions

#### 8.1.8.1.1 Dry Operating Weight (DOW)

The total weight of the airplane ready for a specific type of operation excluding all usable fuel and traffic load. This weight includes items such as:



1. Crew and crew baggage,
2. Catering and removable passenger service equipment, and
3. Potable water and lavatory chemicals.

#### **8.1.8.1.2 Maximum Zero Fuel Weight (MZFW)**

The maximum permissible weight of an airplane with no usable fuel. The mass of the fuel contained in particular tanks shall be included in the zero-fuel weight when it is explicitly mentioned in the AFM limitation.

#### **8.1.8.1.3 Maximum Structural Landing Weight (MLW)**

The maximum permissible total airplane weight upon landing under normal circumstances.

#### **8.1.8.1.4 Maximum Structural Take-Off Weight (MTOW)**

The maximum permissible total airplane weight at the start of the take-off run.

#### **8.1.8.1.5 Passenger Classification**

1. Adults, male and female are defined as persons of an age of 12 and above.
2. Children are defined as persons of 2 years and above but less than 12 years of age.
3. Infants are defined as persons who are less than 2 years of age.

#### **8.1.8.1.6 Traffic Load**

The total weight of passengers, baggage, and cargo, including any nonrevenue loads.

#### **8.1.8.2 Use of Standard and/or Actual Masses**

Aeroplane	Actual mass
Crew Member	Standard mass
Passenger	Standard mass
Baggage, cargo	Actual mass
Fuel	Actual mass

Table 37 Use of Standard and Actual Masses

#### **8.1.8.3 Aeroplane Weight**

The weight and center of gravity (CG) of each Riyadh Air airplane is established by actual weighing. A basic airplane weight and CG position is recorded on the weighing report, or mass and CG schedule.



This data is used to calculate the DOW and CG for each airplane. The accumulated effects of modifications and repairs is taken into account.

Details of particular airplane mass and balance data are contained in the Weight and Balance Manual for the respective airplane type.

#### 8.1.8.4 Standard Crew Masses

The following standard weight values including hand baggage shall be used to determine the dry operating mass:

Type	Standard Mass (kg)
Flight Crew	88
Cabin Crew	66
Crew Baggage	20

Table 38 Standard Weight Values for Crew

#### 8.1.8.5 Standard Mass Values for Passenger

The following standard weight values including hand baggage shall be used:

Passenger	Standard Mass (kg)
Male	85
Female	85
Children	35
Infant	10

Table 39 Standardized Weight Values for Passengers

#### 8.1.8.6 Methods, Procedures and Responsibilities for Preparation and Acceptance of Mass and Centre of Gravity Calculations

A mass and balance documentation shall be established prior to each flight specifying the load and its distribution. The mass and balance documentation shall enable the PIC to determine that the load and its distribution is such that the mass and balance limits of the airplane are not exceeded.

The person preparing the mass and balance documentation shall be named on the document. The person supervising the loading of the airplane shall confirm by signature or equivalent that the load and its distribution are in accordance with the mass and balance documentation.



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This document shall be acceptable to the PIC, his acceptance being indicated by countersignature or equivalent.

The PIC shall be advised when a non-standard method has been used for determining the mass of the traffic load. This method shall be stated in the mass and balance documentation.

The PIC may accept an updated mass and balance documentation after doors closed and prior to departure corrected for any gross error.

#### 8.1.8.6.1 ACARS Load sheet

When a load sheet is sent via datalink, the name and license number of the person preparing the mass and balance documentation is shown on the ACARS load sheet.

The PIC shall accept, or reject, the ACARS load sheet via datalink including his staff number. (Method of accepting the load sheet to be confirmed)

Normally, there is a system generated acknowledgement when the PIC accepts or rejects an ACARS load sheet. Nevertheless, this is not a requirement.

When rejecting an ACARS load sheet, the PIC should coordinate with either Load Control (DXB) or the responsible ground personnel (other than RUH) to resolve the issue.

The ACARS load sheet may be printed for a Last-Minute Change (LMC) or when requested by the ground personnel.

When using the ACARS load sheet, manual signatures are not required by either the PIC nor the person supervising the loading, unless datalink becomes unserviceable or requested by ground personnel.

#### 8.1.8.6.2 Last Minute Change (LMC)

Any changes in traffic load and/or fuel after the completion of the mass and balance documentation shall be brought to the attention of the PIC and the LMC shall be entered on the mass and balance documentation.

Before accepting the LMC, the PIC shall ensure that the person preparing the mass and balance documentation has verified that:

1. The LMC does not exceed the calculated underload or any mass limitation of the airplane,
2. The load limitations of compartments and loading positions are not exceeded, and
3. The center of gravity stays within the allowed limits.

If the maximum allowed LMC is exceeded, a new mass and balance documentation shall be prepared. If the actual baggage weight is not available to be used for the LMC, 20 kg per bag shall be used.

The LMC limitations apply as follows:

1. Individual or total LMC shall be 500 kg or less (Note 1),



2. Maximum structural and performance limited weights not exceeded,
3. Loading limitations not exceeded.

**Note 1:**

LMC	LMC Example 1 (kg)	LMC Example 2 (kg)
Offloading	500	✓
Loading	400	✓
<b>Total LMC</b>	<b>Minus 100</b>	<b>Plus 200</b>
LMC allowed		LMC not allowed (individual LMC value exceeded 500 kg limit)
✓ Within limits.		✗ Exceeding limits.

Table 40 LMC Calculation

The PIC shall conduct a take-off performance calculation with the updated ATOW and CG, as needed.

### 8.1.9 Air Traffic Services (ATS) Flight Plan

GACAR §121.1509, 121.1513, 91.73

With the exception of training, Maintenance Check Flights, demonstration, and sightseeing flights, regardless of the meteorological conditions, no flights shall be commenced unless an ATS IFR flight plan has been submitted, or adequate information has been deposited in order to permit alerting services to be activated if required.

Flight Dispatch is responsible for filing the ATS flight plan. If not available, this responsibility rests with the PIC. If communication facilities are not readily available, the ATS flight plan may be filed as soon as practical by radio communication after take-off.

Unless national regulations require otherwise, the ATS flight plan will normally be filed at least one hour before the expected time of departure.

In the event of an expected delay of 30 minutes or more to the estimated time of departure, an ATS flight plan should be amended, or the old ATS flight plan should be cancelled with a new ATS flight plan to be submitted.

The ATS flight plan is normally automatically closed by the local ATS unit when a flight has landed at its destination aerodrome.

In exceptional circumstances and when unable to close the ATS flight plan due to lack of ATS facilities or communications, the PIC shall ensure that an alternative means of closing the ATS flight plan is used.



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Differences between ATS flight plan and Operational Flight Plan (OFP) shall be checked and, if applicable, corrections applied. For further information, refer to OM-C.

#### 8.1.10 Operational Flight Plan

(IOSA FLT 1.7.7, 3.7.8, 4.2.1), (DSP 1.7.2), (GACAR §121.1513, §121.1333(a))

1. Flight Dispatch will use Riyadh Air approved flight planning system to generate IFR flight plan for all flights as required.
2. The Dispatcher shall prepare the flight plan with accurate Estimated Zero Fuel Weight (EZFW) obtained from Load Control with full range of optimization including the following:
  - a. Flight level optimization with lowest burn-off fuel.
  - b. Speed optimization based on the Cost Index (CI) capabilities.
  - c. Route Optimization.
  - d. Over-flying Cost Optimization.
  - e. Delay Cost Optimization.

##### 8.1.10.1 Contents of the Operational Flight Plan (OFP)

The OFP must contain at least the following:

1. Aircraft type, variant (series) and registration;
2. Flight Number, Departure and Destination aerodromes, Date of flight, STD and STA;
3. Types of operation (e.g. ETOPS, IFR, ferry-flight);
4. Alternate aerodromes including takeoff alternate aerodrome, en route alternate aerodrome, ETOPS alternate aerodrome and destination alternate aerodromes when required;
5. Flight routing defined by successive navigation aids or waypoints to the destination;
6. Routing to the alternate aerodrome(s), if applicable;
7. Planned cruise altitude/flight level(s) including planned points for changing cruise altitude flight level(s);
8. Planned cruising speed and flight times between waypoints/check points;
9. Fuel calculations and Fuel on board when starting engines (Ramp Fuel);
10. Temperature, wind, and true airspeed at planned cruise altitude;
11. Estimated time en route and fuel burn;
12. Planned altitude/Flight Level, cruising speed, distance, time, and fuel burn from the destination aerodrome to the alternate aerodrome(s);



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13. The minimum aerodrome RFFS category for each departure, destination, and alternate aerodrome required by OM A [Section 8.1.2.4](#).
14. Aircraft Wake Turbulence Category;
15. Fuel Endurance;
16. Emergency and Survival Equipment. (GACAR §91.9 (b)).

**Note 1:** Item "m" the required minimum aerodrome RFFS categories are checked by Flight Planning System for compliance but not reflected on flight plan.

**Note 2:** Item "n" to "p" mentioned above are provided as part of the ATS Flight Plan narrated on OFP.

### 8.1.10.2 Responsibility for Accuracy of OFP

1. Both the dispatcher and PIC are responsible to check all items on flight plan and verifying the accuracy of planning, specially verification of route and fuel figures. Incorrect information in the OFP shall not absolve the PIC and dispatcher from responsibility to conduct the flight safely and in accordance with regulations.
2. In case of any discrepancy the PIC is authorized to request a new flight plan as deemed necessary.
3. The flight plan shall be provided along with other relevant documents on briefing system.
4. All FCM and Dispatcher shall crosscheck the OFP route summary against the filed ATS flight plan route. If any discrepancy exists, FCM shall use filed ATS flight plan route for the FMC setup.

### 8.1.10.3 DISPATCH RELEASE

Part 121.1309

A Dispatch Release is required for each flight leg. It is only valid after being signed by both the PIC and the Dispatcher. By doing so, they jointly accept responsibility for the safe planning and conduct of the flight and confirm that all legal requirements have been met.

Refer to OM A 2.4 for a full description of the dispatch release.



## 8.1.11 Operator's Aircraft Technical Log and Flight Logbook

### 8.1.11.1 Reporting of Mechanical Irregularities

GACAR Part 121.1193

The PIC must ensure all mechanical irregularities occurring during flight time are entered in the maintenance log of the aircraft at the end of that flight time. Before each flight, the PIC must ascertain the status of each irregularity entered in the log at the end of the preceding flight. When the PIC signs the maintenance log, he formally accepts the aircraft for flight.

### 8.1.11.2 Maintenance Log: Aircraft

GACA Part 121.1541

The maintenance log is used to record any reported or observed failure or malfunction of the airframe, engine, or appliance critical to the safety of the flight.

The maintenance log is part of the Aircraft Technical Log which is kept in the pilot's compartment.

### 8.1.11.3 Fuel and Oil Records

GACAR Part 121.1537

1. The amount of fuel and oil for each flight will be recorded in the aircraft technical log.
2. The fuel and oil records must be retained for a period of at least three months.

### 8.1.11.4 Airworthiness Release of Aircraft Log Entry

GACAR Part 121.1545

1. Following maintenance, preventive maintenance or alterations on an aircraft, the approved maintenance organization must issue:
  - a. An airworthiness release; or
  - b. An appropriate entry in the aircraft technical log.
2. The airworthiness release or aircraft technical log entry required by point (1) of this section must:
  - a. Be prepared under the procedures set forth in Riyadh Air's maintenance manual.
  - b. Include a certification that,
    - i. The work was performed under the requirements of Riyadh Air's maintenance manual.
    - ii. All items required to be inspected were inspected by an authorized person who determined that the work was satisfactorily completed.
    - iii. No known condition exists that would make the aircraft unairworthy; and



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- iv. So far as the work performed is concerned, the aircraft is in condition for safe operation.
- c. Be signed by an authorized certificated mechanic or repairman except that a certificated repairman may sign the release or entry only for the work for which he is employed and certificated.
- 3. Notwithstanding point (2c) of this section, after maintenance, preventive maintenance, or alterations performed by a repair station located outside the Kingdom of Saudi Arabia, the airworthiness release or aircraft technical log entry required by point (a) of this section may be signed by a person authorized by that repair station.
- 4. When an airworthiness release form is prepared, a copy will be placed in the aircraft technical log for the PIC to determine airworthiness of the aircraft. The airworthiness release record must be maintained for a period of at least 2 months.
- 5. Instead of restating each of the conditions of the certification required by point (2) of this section, the Riyadh Air maintenance manual states that the signature of an authorized certificated mechanic or repairman constitutes that certification.

Captain's authority to release an aircraft under part 121 to be clarified in case of station without engineering support.

### 8.1.12 List of Documents, Forms and Additional Information to be Carried

GACAR §121.17, GACAR §91.9

The PIC shall ensure that the following documents (original or true copy) are carried on board before any revenue flight:

- 1. Aircraft documentation binder
  - a. Air Operator Certificate;
  - b. Operations Specifications Certificate;
  - c. Certificate of Registration;
  - d. Certificate of Airworthiness;
  - e. Aircraft Radio License;
  - f. Noise Certification, (included in the C of A);
  - g. Certificate of Insurance;
  - h. If the aircraft is the subject of an agreement under Article 83 bis of the Convention on International Civil Aviation, a true copy of that agreement or an approved summary sheet of that agreement;



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2. The Onboard Library (EBF)
  - a. OM-A;
  - b. OM-B (FCOM, MEL/DDG, QRH)
  - c. OM-C;
  - d. EFB applications (OPT, ETL, Jeppesen FD Pro, Jeppesen Aviator)
3. The flight documentation folder as per dispatch release contents OMG
4. Aircraft records
  - a. Aircraft Technical Logbook (ATL);
  - b. Aircraft Cabin Logbook (ACL);
  - c. Hold Item Lists (i) HIL-MEL/CDL, (ii) HIL-Non-MEL/NEF, (iii) HIL-NEF.
  - d. Refer to the OM-A paragraph 10.3 Maintenance and Inspection.
5. Crew documents
  - a. Each crew member shall carry:
    - b. A valid Riyadh Air Identification Badge\*
    - c. A valid license or certificate, with ratings, and ELP endorsement or certificate;
    - d. A valid passport with appropriate visas (if applicable);
    - e. A Medical Certificate;
    - f. A Certificate of vaccination (if required).
6. Documents to be carried in the cabin
  - a. Passenger Manifest;
  - b. Cargo Manifest (if applicable);
  - c. Air Mail documents (if applicable);
  - d. Emergency Equipment
  - e. Safety/briefing cards, and emergency exits instruction cards;
  - f. Two Cabin Crew Safety Manuals.



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GACAR Part 121 Appendix G – (a)(10)

### 8.2.1 Fueling Procedures

The PIC shall ensure that the ordered fuel has been correctly loaded and distributed prior to dispatch in accordance with GACA and applicable local procedures.

Whenever an aircraft has a fuel quantity indication problem or at any time the flight crew has a reason to doubt the accuracy of the fuel quantity or distribution, the maintenance personnel attending the aircraft, or the Approved Maintenance Service Provider must be contacted. The method used to confirm the actual fuel load and distribution must be entered in the technical Log.

#### 8.2.1.1 Ordering of Fuel

Prior any Flight Crew request, authorized engineers may commence fueling unless otherwise instructed to 3 tons below the operational flight plan (OFP) minimum fuel quantity for dispatch.

#### 8.2.1.2 Safety Precautions during refueling and defueling

GACAR Part 121- Appendix G (a)(9)

Safety precautions shall be taken to preclude the possibility of fire during refueling and defueling operations.

The primary risks of fire during fueling are sparks due to static electricity and hot points (engines, APU, ground installations, smoking).

The following precautions apply during any fueling operations:

1. No open flame or smoking is permitted in and around the aircraft.
2. Fueling operations during thunderstorms are prohibited.
3. Fueling operations inside a hangar are prohibited.
4. Fueling operations shall be stopped and APU shutdown in case of fuel spillage.
5. PED (e.g., mobile phones) shall not be used on the apron during fueling.
6. Oxygen systems shall not be replenished.
7. HF transmissions are prohibited.
8. The fuel truck shall be parked so that driving away in a forward direction is possible at all times and the driveway shall not be blocked by other equipment.
9. A bonding connection shall be made between the airplane and the fuel truck.



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10. The connection or disconnection of any airplane electrical equipment, including GPUs, batteries and battery chargers, is not permitted within 6 m of the filling and venting points on the airplane, and fueling vehicle.
11. Any mobile equipment shall not be positioned within an area with a radius of at least 3 m or as specified by local regulations, from filling and venting points on the airplane, fueling vehicle and within the hydrant pits.
12. A mobile GPU shall be started before or after fueling operations.
13. The fueling supervisor will not allow the fueling hose to be pressurized until all personnel are clear of the fueling panel.

## 8.2.1.3 Refueling and Defueling when Passengers Embarking, On Board or Disembarking

GACAR Part 121.1259 § 121.757

### General:

The Pilot in Command (PIC) will decide whether to let the passengers embark, stay on board, or disembark during re/defueling operations. The PIC shall check with the handling agent for local aerodrome restrictions. The local handling agent shall provide the information, including all restrictions (fire services, equipment, etc.), to the PIC.

### Ground Operations Precautions:

1. Passengers embarking or disembarking the airplane via the apron shall be moved via a safe route and remain clear of the fueling area or other ground operations in progress.
2. Either the route shall be clearly marked, and a responsible person stationed to supervise passengers' movements, or passengers shall be escorted in manageable groups to and from the airplane.
3. Ground servicing activities and work inside the airplane, such as catering and cleaning, shall be conducted in such a manner that they do not create a hazard that would restrict an emergency evacuation to take place through those aisles and exits intended for emergency evacuation.
4. With an open door, passenger steps or air bridge shall be available at the airplane.
5. The ground area beneath the exits intended for emergency evacuation and slide deployment shall be kept clear (no blockage allowed by ground equipment).

### Operational Procedures:

1. At least one pilot shall remain in the cockpit.
2. A two-way communication shall be established and shall remain available by the airplane interphone system or other suitable means as decided by the PIC between the person supervising



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(aircrew or ground crew) the re/defueling and the pilot on board the airplane and the involved personnel shall remain within easy reach of the system of communication.

3. The fueling personnel shall be informed that passengers are on board, embarking or disembarking.
4. All Crew, personnel and passengers shall be informed that re/defueling will take place.
5. 'FASTEN SEAT BELT' signs shall be OFF.
6. NO SMOKING' signs shall be ON (if installed), together with interior lighting to enable emergency exits to be identified.
7. The passengers shall be instructed to unfasten their seat belts and refrain from smoking.
8. The minimum cabin crew complement must be on board the airplane, must include a SCCM, and be prepared for an immediate emergency evacuation.
9. If the presence of fuel vapor is detected inside the airplane, or any other hazard arises during re/defueling, fueling operations shall be stopped immediately.
10. The ground area beneath the exits intended for emergency evacuation and slide deployment areas shall be kept clear at doors where stairs are not in position for use in the event of an evacuation.
11. At least two passenger cabin doors shall be designated and made available for a possible evacuation. If not specified differently by the PIC these doors shall be L1 and L2.

#### 8.2.1.4 Precautions to avoid mixing fuels

'Wide cut fuel' (designated JET B, JP-4 or AVTAG) is an aviation turbine fuel that falls between gasoline and kerosene in the distillation range and consequently, compared to kerosene (JET A, JET A1, JP8, TS1, RT and TH), it has the properties of higher volatility (vapor pressure), lower flash point and lower freezing point. Wherever possible, Riyadh Air shall avoid the use of wide-cut fuel types.

If a situation arises such that only wide-cut fuels are available for refueling and use of wide cut fuel is permitted in the AMM, Flight Crew members should be aware that mixtures of wide-cut fuels and kerosene turbine fuels can result in the air/fuel mixture in the tank being in the combustible range at ambient temperatures.

The extra precautions set out below are advisable to avoid arcing in the tank due to electrostatic discharge. The risk of this type of arcing can be minimized by the use of a static dissipation additive in the fuel. When this additive is present in the proportions stated in the fuel specification, the normal fueling precautions set out below are considered adequate.

Wide-cut fuel is considered to be "involved" when it is being supplied or when it is already present in airplane fuel tanks. When wide-cut fuel has been used, this should be recorded in the Aircraft Technical Log.



The next two uplifts of fuel should be treated as though they too involve the use of wide-cut fuel. When refueling with turbine fuels not containing a static dissipater, and where wide-cut fuels are involved, a substantial reduction on fueling flow rate is advisable. Reduced flow rate, as recommended by fuel suppliers and/or airplane manufacturers, has the following benefits:

1. It allows more time for any static charge build-up in the fueling equipment to dissipate before the fuel enters the tank,
2. It reduces any charge which may build up due to splashing and,
3. Until the fuel inlet point is immersed, it reduces misting in the tank and consequently the extension of the flammable range of the fuel.

The flow rate reduction necessary is dependent upon the fueling equipment in use and the type of filtration employed on the airplane fueling distribution system. It is difficult, therefore, to quote precise flow rates. With over-wing fueling, splashing should be avoided by making sure that the delivery nozzle extends as far as practicable into the tank.

### 8.2.1.5 Fuel Uplift Check (Gross Error Check)

Prior to departure, a fuel uplift check shall be conducted in accordance with the respective type specific documentation. Any discrepancy outside the defined limits shall be investigated and entered in the Aircraft Technical Log.

Condition	Limit
Actual fuel uplift more than calculated fuel uplift	5% of calculated fuel uplift up to a maximum of 2,000 kg
Actual fuel uplift less than calculated fuel uplift	5% of calculated uplift up to a maximum of 1,000 kg

Table 41 Fuel Uplift Check and limits

Actual fuel uplift: Supplied fuel quantity x fuel density.

Calculated fuel uplift: Aeroplane indicated fuel quantity after fueling minus airplane indicated fuel quantity before fueling.

### 8.2.1.6 Fuel Freezing Point

The variation of the freezing point of a fuel mixture is not linear. Therefore, the only reliable way to obtain an accurate freeze point of a mixture of fuels is to make an actual freeze point measurement.

When this is not possible, apply as follows:



Fuel Uplifted at Departure Aerodrome (%) of the Loaded Fuel Quantity	Fuel Freezing Point (°C)	Fuel Freezing Point (°C)
	Jet A	Jet A1
90 or more	-40	-47
Less than 90	-40	-40

Table 42 Fuel Freezing point

## 8.2.2 Aircraft, Passenger and Cargo Handling Procedures Related to Safety

### 8.2.2.1 Passenger Boarding

Prior to passenger boarding ensure the following:

1. The pre-boarding safety briefing to the cabin crew shall be given.
2. The security search shall be completed.
3. The pre-boarding cabin checks shall be completed.
4. Permission of the PIC shall be obtained.

**Note:** The Senior Cabin Crew Member and minimum 4 cabin crew must be onboard.

### 8.2.2.2 Special Category of Passengers

GACAR § 121.1237(1)

#### 8.2.2.2.1 Unaccompanied Minor (UM)

An unaccompanied minor (UM) is a child between 5–11 years old, travelling without an adult. Special procedures apply for the carriage of (UM) passengers. For further information, refer to OM-E (UM).

#### 8.2.2.2.2 Persons with Reduced Mobility (PRM)

Passengers with reduced mobility are categorized and are subdivided into the following groups:

1. Ambulatory Passengers are those passengers with reduced mobility who are able to reach an emergency exit during an evacuation without assistance.
2. Non-ambulatory Passengers are those passengers with reduced mobility who:
  - a. Require assistance in order to reach an emergency exit during an evacuation,
  - b. May require assistance to board or disembark,
  - c. Are unable to move about the airplane unassisted,



- d. Are unable to feed themselves or manage their own bodily functions in the lavatory.

In the case of a non-ambulatory passenger an accompanying able-bodied person/attendant shall be travelling with the passenger.

### 8.2.2.3 Wheelchair Passengers

Wheelchair passengers are defined as follows:

Type	Condition
Wheelchair Ramp (WCHR)	Passengers can ascend/descend steps and make their own way to/from their cabin seats but cannot walk long distances.
Wheelchair Step (WCHS)	Passengers who cannot ascend/descend steps but can make their own way slowly to/from their cabin seats.
Wheelchair Carry (WCHC)	Passengers who are completely immobile and require wheelchairs to/from the airplane and to/from their cabin seats. Note: Each WCHC passenger requires a safety assistant, therefore the maximum number of WCHC passengers is limited to 50% of the total passenger load per flight.

Table 43 Wheelchair Passengers

### 8.2.2.4 Conditions of Carriage

The SCCM will advise the PIC if any PRM are being carried on board. Passengers with reduced mobility shall not be allocated, or occupy seats, where they could impede the crew in the conduct of their duties, obstruct access to emergency equipment, or impede an emergency evacuation.

### 8.2.2.5 On-Board Handling of Passengers with Reduced Mobility

Ambulatory passengers should be seated in aisle seats. Such seats shall be near the emergency exits/doors but not in the seat blocks immediately adjacent to exits/doors, two non-ambulatory passengers shall not be seated directly across the aisle from each other.

### 8.2.2.6 Multiple Non-ambulatory Passengers

For each individual flight, the number of non-ambulatory passengers with any reduced mobility should be communicated to the crew prior to boarding. The maximum number permitted as well as the provision of extra able-bodied persons/attendants, including seating arrangements, shall be determined after evaluating all safety considerations.



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Any required accompanying able-bodied persons/attendants in addition to the standard Cabin Crew will be responsible for the passenger's comfort, as well as their safety and assistance during emergency evacuation. Where appropriate, groups will be subdivided into smaller groups, depending on the airplane type, and shall be seated in areas specifically designated for the purpose.

#### 8.2.2.2.7 Evacuation Procedure

Cabin Crew are responsible for the evacuation of all passengers able to reach the emergency exits without assistance. Passengers requiring assistance will be evacuated by their escorts, Cabin/Flight Crew, and able-bodied passengers, depending on the situation.

#### 8.2.2.2.8 Passenger on Stretchers and in Incubators

An escort shall accompany passengers on stretchers and in incubators. The PIC and the Purser shall be advised that a stretcher case is on-board. Seat belts and harnesses shall be fastened when the seat belt sign is illuminated.

#### 8.2.2.2.9 Safety Briefing for Passenger with Disability

Refer to OME

#### 8.2.2.2.10 Acceptance of Persons with Reduced Mobility (PRM)

The acceptance of these passengers is divided into non-US and US operations (to, from or transiting the US).

##### Non-US Acceptance Criteria:

For those passengers that require medical clearance, Riyadh Air Medical Services decide whether or not to approve travel and will specify the conditions under which the passenger will be accepted, including any special handling arrangements.

Certificates of fitness to travel by air issued by private doctors or government hospitals do not constitute approval to travel.

##### US Acceptance Criteria (to, from or transiting the US):

DOT regulations (14 CFR Part 382) mandate that a commercial air operator shall carry passengers with disabilities on a nondiscriminatory basis, from a point within US territory to a point outside US territory and vice versa.

A certificate of fitness to travel by air issued by a private doctor or hospital does not constitute approval to travel on a flight that originates, terminates, or transits the US.

The regulations mandate that each carrier designate a Complaints Resolution Officer (CRO) who are individuals trained to be experts in ensuring that company personnel correctly implement the provisions of the Part 382 regulations.



The CROs have the authority to direct company personnel (except the PIC with respect to safety matters) to take actions to resolve problems as quickly as possible before a violation occurs.

The PIC shall not refuse carriage once the passenger with a disability has been accepted, except on the grounds of safety. If a passenger is refused carriage, the PIC shall submit a written report justifying the offloading of the passenger, countermanding the decision of the CRO, within 24 hours of return to base and may be required to submit further reports as required by the DOT.

### 8.2.2.3 Travel During Pregnancy

During the first 28 weeks of pregnancy women expecting one or multiple children can travel without a medical certificate.

1. Single pregnancy:
  - a. From the beginning of the 29th week to the end of the 36th week, expectant mothers will need a medical certificate.
  - b. From the beginning of the 37th week onwards, expectant mothers will not be accepted for travel.
2. Multiple pregnancy:
  - a. From the beginning of the 29th week to the end of the 32nd week, expectant mothers will need a medical certificate.
  - b. From the beginning of the 33rd week onwards, expectant mothers will not be accepted for travel.
3. Medical certificate guidelines:
  - a. Issued and signed by a doctor or attending midwife.
  - b. Issued within 14 days of the date of travel.
  - c. States if the pregnancy is single or multiple.
  - d. States the number of weeks of pregnancy and the Expected Date of Delivery (EDD).
  - e. States that you are fit to fly.

The requirements stated above apply to both the outbound and inbound flights (if the customer has booked a return flight).

### 8.2.2.4 Inadmissible passengers and deportees

Armed escorts accompanying high risk passengers such as prisoners or deportees may carry firearms in the cabin if approved by local authorities and the airline. The pilot-in-command must be notified of the presence of armed persons.



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Riyadh Air has established policies and procedures, incorporating risk assessment, for the secure transport of inadmissible passengers and deportees in compliance with judicial or administrative orders. For inadmissible passengers, information is gathered from relevant authorities to assess risks to flight security, including:

1. Reason for inadmissibility (nature of offense)
2. Willingness to travel/escape risk
3. History of violence or self-harm
4. Mental/physical state
5. Need for escorts
6. Wanted status
7. Other risks to flight security Mitigation measures are implemented based on risk assessments.

High-risk cases may be denied boarding if posing unacceptable safety risks. Enhanced monitoring, security and restraints may be required. For deportees, Riyadh Air coordinates with authorities to ensure safe handover and security escorts. Relevant information is shared with originating and subsequent operating airlines. Transit and destination airports are informed of the deportee's status.

## 8.2.2.4.1 Inadmissible Passengers (INADs)

INADs are passengers refused entry to a destination state by authorities, usually due to invalid or missing documentation like visas or passports.

There are two types of INADs:

1. INAD 1 - Refused entry due to expired or missing visa/passport. Pose no airline risk and are boarded normally. Can keep travel documents inflight. No special seating required.
2. INAD 2 - Refused entry due to dubious or forged documents. Pre-boarded and travel documents collected by purser to prevent destruction. Seated in last economy row to monitor.

**Note:** If an INAD actively refuses to return to their departure point, they become a deportee (DEPA) and should be escorted. The key distinctions are that INAD 1s pose no concern and travel normally, while INAD 2s require document collection and monitoring due to higher risk.

## 8.2.2.4.2 Deportees (DEPU/DEPA)

Deportees (DEPU/DEPA) refer to passengers who previously entered a country legally or illegally, and are now being formally expelled by government authorities, often involuntarily. Key procedures for handling deportee passengers:

1. Accompanied deportees (DEPA) pose a flight security risk and must be escorted.



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2. Unaccompanied deportees (DEPU) are escorted by government security personnel and do not require airline escorts.
3. Deportees should be pre-boarded and seated in the last cabin rows for monitoring.
4. All travel documents must be held by escorts until arrival at destination.
5. Restraints may be required based on risk assessment of the deportee.
6. Medical clearance is required confirming fitness to fly.
7. A written deportation order from authorities must be provided.
8. Deportations are highly sensitive situations requiring close coordination with security agencies.

Riyadh Air has the right to refuse the transportation of such passengers if their carriage poses risk to the safety of the aircraft or its occupants.

#### 8.2.2.5 Alcoholic Beverages

Riyadh Air does not serve or allow drinking of alcoholic beverages aboard its aircraft.

Riyadh Air will not allow boarding to any person that appears to be intoxicated.

Unless authorized by GACA, the transportation of alcoholic beverages to any destination in KSA is prohibited.

#### 8.2.2.6 Permissible Size and Weight of Hand Baggage

The maximum weight and size of hand baggage is subject to company specific text. The maximum weight of hand baggage is 10 kgs per passenger, with a maximum size of 55 × 40 × 25 cm, except as detailed under 'Special Hand Baggage'. More restrictive commercial limits may apply. The following applies concerning stowage of cabin luggage:

1. Emergency evacuation routes shall stay free of any loose item.
2. During passenger embarkation, the CCM as well as the ground agent supervising the embarkation shall discreetly visually check the size and apparent weight of the hand baggage carried by the passengers. If hand baggage exceeds the above limitations, the passenger will politely be refused embarkation until the hand baggage is stowed in cargo hold.
3. Each item carried in a cabin shall be stowed only in a location that is capable of restraining it.
4. Weight limitations placarded on or adjacent to stowage compartments shall not be exceeded.
5. Under-seat stowage shall not be used unless the seat is equipped with a restraint bar and the baggage is of such size that it can adequately be restrained by this equipment.
6. Items shall not be stowed in lavatories or against bulkheads that are incapable of restraining articles against movement forwards, sideways or upwards and unless the bulkheads carry a placard specifying the greatest weight limit that may be placed there.



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7. Baggage and cargo placed in lockers shall not be of such size that they prevent latched doors from being securely closed.
8. Baggage and cargo shall not be placed where it can impede access to emergency equipment.
9. Checks shall be made before take-off, before landing, and whenever the fasten seat belts signs are illuminated or is otherwise so ordered to ensure that baggage is stowed where it cannot impede evacuation from the airplane or cause injury by falling (or other movement) as may be appropriate to the phase of flight.
10. Luggage can be Placed Under the Seat In front of the passenger.
11. Hand baggage shall be of such size that it can easily be stowed away or adequately restrained, provided that the seat is equipped with a restraining bar.
12. Luggage shall not be placed under seats adjacent to emergency exits.
13. Placing hand luggage on seats is not permitted during take-off and landing (with the exception of musical instruments, diplomatic bags, etc.).
14. All CCMs shall be alert to the possible carriage of dangerous goods, check the use of electronics on board and mobile phones (GSM and PDA including mobile phones) shall be switched off or at least the telephone function shall be inactivated as from the moment of boarding.

#### 8.2.2.6.1 Special Hand Baggage

Large or valuable items such as musical instruments, diplomatic bags, etc. may be carried in the cabin provided the item(s) does not weigh more than 50 kg as a single item, or 35 kg per item, and shall be properly secured to a window seat on which or in front of which it is situated by means of the seat belt including, where necessary, an extension seat belt or some other approved securing device, e.g. a net.

In order to allow proper securing, not more than 2 items are permitted on each seat. These items shall not be secured to an emergency exit row, or to a row immediately in front of or behind such an emergency exit row.

Transportation of musical instruments, diplomatic bags, etc. is only permitted with prior approval from the company. All cabin luggage not meeting these requirements shall be taken in, at the latest during boarding, and stored in the cargo hold (with a luggage tag).

If cabin bags containing PEDs are placed in the hold, passengers must be requested to ensure that all PEDs are completely switched off and effectively protected from accidental activation. To ensure the device is never powered on during its transport, any applications, alarms, or preset configurations that may activate the device must be disabled or deactivated. Such PEDs should be protected from damage by applying suitable packaging or casing or by being placed in a rigid bag protected by adequate cushioning (e.g. clothing).



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### 8.2.2.7 Offloading of Pooled Baggage

Baggage presented at the check-in counter at the same time for customers travelling in groups may be pooled together to travel on the same flight to a common destination or stopover point.

#### Family Groups

Members of Family Groups shall not carry any luggage of the offloaded family member.

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#### Non-Family Groups

In case of an offloaded member of a Non-Family Group, all the baggage shall be offloaded. Offloading of missing passenger baggage procedures may differ in accordance with local regulations.

#### 8.2.2.8 Animals Carried in the Cabin

With the exception of service/seeing eye dogs and falcons, the carriage of animals in the cabin is prohibited.

##### 8.2.2.8.1 Service Animals

Service/seeing eye dogs are trained to assist individuals with a disability. Therefore, under the following conditions the Flight Crew may accept service animals to be transported in the cabin:

1. The Purser shall inform the PIC about the service/seeing eye dog,
2. Not more than one service/seeing eye dog is allowed per cabin.

##### 8.2.2.8.2 Falcons

The Government of Saudi Arabia prohibits the import or export of Live Birds unless permitted by the Ministry of Agriculture. Falcons, Day-Old-Chicks and Hatching Eggs are exempt from this regulation. However, it is permitted to transport all species of live birds, by air, on all domestic sectors.

Riyadh Air accepts the carriage of falcons in passenger cabin when properly hooded, accompanied by a handler. All procedures and documents required by countries of entry or transit and valid Health Certificates must be completed as per the procedures outlined in the Riyadh Air ground operations manual. Acceptance of carriage will be at the passenger's own risk.

Falcons and perches are to be placed on the floor area in front of the seat. Plastic sheets should be used to cover the floor area under the falcons and over the adjacent seat. Falcons are not to be placed on the seats. A chain or light rope shall be attached to the leg(s) of each bird and affixed to the airplane seat structure in order to inhibit the bird's ability to fly when on the airplane. Seats shall be allocated in the last row of the cabin of the ticketed class. If passengers are travelling in groups, they shall be seated together. A window seat in the last row shall be used for a single passenger with a falcon. The falcons should remain hooded at all times when carried in the passenger cabin. The PIC shall be satisfied that the handler is in complete control of the bird(s).



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The table below shows the maximum number of falcons permitted.

Location	Maximum Number of Falcons
Falcons carried in passenger cabin	15
Business/Economy Class – Number per Occupied passenger seat	1
Business/Economy Class – Number per additional paid passenger seat	2

Table 44 Maximum Falcons Permitted

## 8.2.2.8.3 Animals Carried as Cargo (AVI)

Before commencement of loading, the PIC shall confirm the serviceability of the cargo hold ventilation and temperature control. No AVI can be accepted if either of these two systems is inoperative regardless of ambient temperatures on ground.

## 8.2.2.8.4 Other Special Cargo

### 8.2.2.8.4.1 Valuable Personal Effects or Valuable Cargo Carried in the Cabin

Reserved

### 8.2.2.8.4.2 Live Human Organs/Blood (LHO)

Refer to OME

### 8.2.2.8.4.3 Perishable Cargo/Health Care Products

A NOTOC shall be presented to the PIC when perishable cargo is carried. Perishable shipments not requiring specific temperature control can be loaded in any hold. Specific temperatures for perishable shipments indicated on the NOTOC is not an operational limitation to which the Flight Crew will be held accountable.

It is present as a request to the Flight Crew to try and achieve the closest possible temperature to that stated. The Flight Crew is expected to make their best effort to achieve the stated temperature.

The Flight Crew shall not alter the NOTOC or refuse carriage solely on the basis of a temperature stated on the NOTOC. In certain circumstances, such as shorter sectors, chilled meat may not require specific temperature control.

**Note:** Health care products may include perishable cargo such as vaccines or drugs.



### 8.2.2.8.5 Company Mail (COMAIL) and Company Materials (COMAT)

COMAIL and COMAT are accepted subject to the following. Every piece of COMAIL or COMAT shall clearly state:

1. Full name and address of sender
2. Full name and address of addressee.
3. Flight number, date of flight and routing.
4. Description of contents
5. Which piece of how many each is, e.g., two of three or one of one.

COMAIL may be presented to the PIC or the SCCM by company agents only.

COMAT (packages or parcels containing company materials) may be presented at check-in by company representatives only.

COMAT shall be labelled as baggage to its destination.

COMAIL presented by Riyadh Air representatives is considered COMAT. The complete contents of all COMAT offered for transport shall always be shown by sender to the company representative.

Any COMAT not offered for inspection by the sender shall be refused; do not open it but notify the company operations center.

COMAIL or COMAT may only contain articles and or papers reasonably pertaining to official airline business matters. Private mail, tobacco, alcoholic beverages, duty free articles and food stuff are not permitted. The PIC shall be informed if COMAIL or COMAT has been accepted. Transport of COMAIL or COMAT shall be notified in airplane movement messages as Supplementary Information, stating number of pieces and location.

### 8.2.2.8.6 Diplomatic Courier

Diplomatic bags are inviolable and shall not be opened or detained. They are exempt from all pre-board security screening, including x-ray and metal detection equipment.

Diplomatic couriers convey diplomatic bags under conditions outlined in Article 27 of the Vienna Convention, 1961. Diplomatic couriers are identified by:

1. A document indicating their status, issued by the state which they serve, and
2. A document (waybill) indicating the number of packages which comprise the consignment or diplomatic bag/pouch for which they are responsible. Each package has a label bearing a serial number, which identifies it with the waybill.

Diplomatic and/or military couriers including their hand baggage are not exempt from screening procedures.



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The maximum allowable weight per package per seat is 75 kg.

Diplomatic bags are to be placed on the seat cushion and shall be fully secured with the seat belt, plus extension belts.

The bags shall not be stowed above the seat back rest level.

## 8.2.2.9 Ground Operations

For information about positioning of ground equipment, refer to GOM xxxx

For information about operation of airplane doors, refer to OM-E xxxx

For information about ramp safety and fire prevention, refer to GOM xxxx

For information about documents and forms for airplane handling, refer to GOM xxxx

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### 8.2.2.10 Start-up, Ramp, Departure and Arrival Procedures, Including Pushback and Towing Operations

#### 8.2.2.10.1.1 Standard Phraseology

Table below shows phrases for common standard situations without reference to a specific airplane type. If necessary, adjust, expand, or add phrases according to local procedures, type specific needs or common practice.

Pilot	Ground Crew
"Ground, flight deck"	"Flight deck, ground"
	"All ground checks completed, steering bypass pin installed, clear to pressurize hydraulics"
"Ready for pushback and engine start"	
	"Release parking brake"
"Parking brake released"	
	"Engines clear for start"
"Starting engine 1 or 2"	
	"Set parking brake"
"Parking brake set"	
"2 good engine starts, cleared to disconnect ground equipment, hand signals on left/right side"	
	"Ground equipment clear, steering bypass pin removed, hand signals on left/right side"

Table 45 Standard Phraseology

#### 8.2.2.10.2 Marshalling Signals

If the interphone system is not available, marshalling signals shall be used. Extreme caution shall be exercised to avoid any confusion when using marshalling signals. The PIC shall ensure that the



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responsible Ground Crew member is thoroughly familiar with the hand signals to be used. For further information, refer to the Lido Route Manual.

## 8.2.3 Refusal of Embarkation

The PIC is responsible for the safety of passengers from the time they board the airplane until disembarkation. The PIC may refuse embarkation or disembark any person that may represent a potential hazard to the safety of the airplane or its occupants. The PIC shall not allow a person to be carried in the airplane who appears to be under the influence of alcohol or drugs\* to the extent that the safety of the airplane, the crew or its occupants is likely to be endangered.

(\*) This does not apply to medical patients under proper care.

The PIC shall not allow any person to board the airplane who might be the source of infection, or who appears to have a disease that may cause discomfort to other passengers. The PIC may not allow passengers onboard the airplane whose conduct, status, mental or physical condition is determined such as to render them incapable of assisting in their own evacuation of the airplane unless they are accompanied by an escort who will be responsible for them and their needs on embarkation and disembarkation, during flight and during emergency evacuation.

### 8.2.3.1 Disruptive Passenger

#### Responsibility of the Ground Personnel

If, at any time prior to boarding an airplane, ground personnel reasonably determine that carriage or onward carriage should be refused to a disruptive passenger, the passenger may be denied a boarding pass. If a boarding pass has been issued, ground personnel will take such steps as are appropriate and reasonable in the circumstances to prevent the passenger boarding the airplane.

Checked (hold) baggage of the disruptive passenger shall be offloaded.

#### Authority of the PIC

The PIC may refuse the carriage or onward carriage to any disruptive passenger and is ultimately responsible for the decision to exclude a passenger from carriage.

The PIC shall local authorities to assist in the offloading process, as needed and ensure checked (hold) baggage will be offloaded.



### 8.2.4 De-icing and Anti-icing on the Ground

The Riyadh Air policy in respect of operations in ground icing conditions is:

#### Make It Clean, Keep It Clean

Any deposit of frost, ice, snow, or slush on the external surfaces of an airplane may drastically affect its flying qualities because of reduced aerodynamic lift, increased drag, modified stability, and control characteristics. Furthermore, freezing deposits may cause moving parts, such as elevators, ailerons, flap actuating mechanism, etc., to jam and create a potentially hazardous condition.

Engine/APU/systems performance may deteriorate due to the presence of frozen contaminants to blades, intakes, and components. Engine operation may be seriously affected by the ingestion of snow or ice, thereby causing engine stall or compressor damage. In addition, ice/frost may form on certain external surfaces, such as wing upper and lower surfaces, due to the effects of cold fuel/structures, even in ambient temperatures well above 0°C.

The removal of such contamination prior to take-off shall be strictly adhered to. The effectiveness of any de-icing/anti-icing program for the removal of ice, snow or frost and subsequent prevention of build-up, depends on awareness of the condition, the type of fluid used, and its proper handling and application.

Riyadh Air does not conduct de-icing/anti-icing but rather utilizes contractors to perform this function. However, all Riyadh Air personnel share the responsibility for ensuring that no airplane is dispatched unless it is completely clear of ice, snow, or frost.

Take-off shall not be attempted if frost, snow, ice, or other contaminants are adhering to the lifting surfaces or flight controls of the airplane.

Regulations provide that a light coating of frost is permissible on the top of the fuselage, and up to 3 mm (1/8 in) thickness of frost is permitted on the under surface of the wing due to fuel cold soaking.

All fuselage vents, leading edge devices, control surfaces, horizontal stabilizers and the upper surfaces of the wings shall be completely clean of all adhering contaminants. There is no such thing as an insignificant amount of ice or a little frost. A very small amount of roughness, in thickness as low as 0.40 mm (1/64 in), caused by ice, snow or frost, disrupts the air flow over the lift and control surfaces of an airplane. The consequences of this roughness are severe lift loss, increased drag, and impaired maneuverability, particularly during the take-off and initial climb phases of flight. Ice can also interfere with the movement of control surfaces or add significantly to airplane weight.

Holdover times do not imply that flight is safe in the prevailing conditions, even if the specified holdover time has not been exceeded. Under certain meteorological conditions de-icing and/or anti-icing procedures may be ineffective in providing sufficient protection for continued operations and may be beyond the certification envelope of the airplane.

Take-off is permitted in light freezing rain but is not permitted in:



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1. Moderate or heavy freezing rain,
2. Heavy ice pellets,
3. Continuous heavy snow, unless under the specific provisions laid down in the OM-C xxxx.
4. Hail,
5. Small hail, unless under the specific provisions laid down in the OM-C xxxx and
6. Any frozen contamination adhering to any of the airplane critical surfaces.

For further information regarding de-icing and anti-icing on the ground, refer to the OM-C xxxx

#### 8.2.4.1 Responsibility of the PIC and Cabin Crew

While the PIC has the final responsibility for ensuring the airplane is free of all contamination and is safe to fly, all Flight Crew and Cabin Crew members have the responsibility to advise the PIC of any observed or suspected contamination of the critical surfaces.

In addition, it is vital that Cabin Crew advise the PIC of any passenger reports of this nature. Any report of observed or suspected contamination requires the PIC or a designated Flight Crew member to perform a Pre-Takeoff Contamination Inspection (PCI) in accordance with OM-C xxxx

#### 8.2.4.2 Recording of De-icing and Anti-icing on the Ground

The PIC shall enter the following information into the Aircraft Technical Log:

1. Type of fluid used of the final application,
2. Ratio of the fluid mixture of the final application,
3. Specific fluid brand name (if used for HOT calculation),
4. Time in UTC of start of the final application.



## 8.3 FLIGHT PROCEDURES

### 8.3.1 VFR/IFR Policy

GACAR Part 97

All Riyadh Air revenue flights shall be operated in accordance with Instrument Flight Rules (IFR) and an IFR flight plan shall be filed. Cancellation of an IFR flight plan is not permitted. However, this does not preclude the acceptance of a clearance to maintain Visual Meteorological Conditions (VMC) for a limited and specified portion of flight nor to conduct a visual approach when circumstances are suitable.

Unless otherwise authorized by GACA, when it is necessary to use an instrument approach to a civil aerodrome, the flight crew must use an approved instrument approach procedure (IAP) published in GACAR Part 97 for that aerodrome. Unless otherwise authorized by GACA, each PIC making an IFR take-off, approach, or landing at a military or foreign aerodrome must comply with the applicable IAPs and operating minima prescribed by the authority having jurisdiction over the aerodrome.

#### 8.3.1.1 Dispatch Release under VFR

GACAR Part 121.1365

Not applicable.

### 8.3.2 NAVIGATION PROCEDURES

#### 8.3.2.1 Independent cross-checks

Any route or procedure loaded into the flight management system, (FMS) either from an uplink, internal database or entered manually, shall be independently cross-checked by each pilot before being activated. Refer to FCOM xxxx

Flight Crews shall remain alert to the possibility of errors in programming or performance and be prepared to revert to the use of conventional navigation equipment. If navigation becomes inaccurate due to defective or unreliable equipment on board, this shall be reported to ATC immediately. Additional procedures for operations in MNPS Airspace are detailed in the ICAO MNPS Manual (North Atlantic Operations and Airspace Manual, ICAO Doc 007).

It is Riyadh Air policy that no charted procedure shall be flown without the requisite chart being available on the flight deck.

No departure, arrival or approach procedure should be used if the validity of the procedure in the navigation database has expired.

#### 8.3.2.2 Required Navigation Performance (RNP)

GACAR Part 91.405



**Performance Based Navigation** (PBN) exists under the umbrella of area navigation (RNAV). The term RNAV in this context, as in procedure titles, means "area navigation," regardless of the equipment capability of the aircraft. (See Fig 1-2-1)

Within PBN there are two main categories of navigation methods or specifications: area navigation (RNAV) and required navigation performance (RNP). In this context, the term RNAV x means a specific navigation specification with a specified lateral accuracy value.

For an aircraft to meet the requirements of PBN, a specified RNAV or RNP accuracy must be met 95 percent of the flight time.

Required Navigational Performance (RNP) is a PBN requirement for which the aircraft has onboard performance monitoring and alerting capability. The RNP values are shown on the ND and in the FMC. The aircraft provides alerts when the Actual Navigational Performance (ANP) does not satisfy the RNP. PBN also introduces the concept of navigation specifications (NavSpecs) which are a set of aircraft and aircrew requirements needed to support a navigation application within a defined airspace concept.

For both RNP and RNAV NavSpecs, the numerical designation refers to the lateral navigation accuracy in nautical miles which is expected to be achieved at least 95 percent of the flight time by the population of aircraft operating within the airspace, route, or procedure.

This information is detailed in International Civil Aviation Organization's (ICAO) Doc 9613, Performance-based Navigation (PBN) Manual.

The table below outlines existing and future Navigation Specification designations:

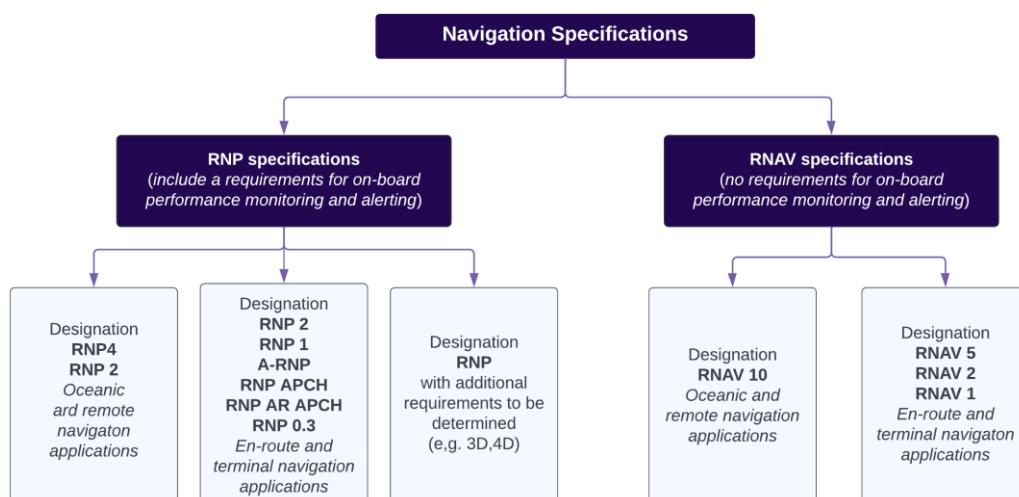


Figure 3 Navigation Specification

For RNAV 1, RNAV 2, RNP 1, RNP 2 and RNP APCH, the flight crew shall not modify or insert waypoints into any departure, arrival or approach procedure that has been retrieved from the navigation database.



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User defined data may be entered and used for waypoint altitude/speed constraints on a procedure where said constraints are not included in the navigation database coding.

Do not revise or alter the lateral and vertical definition of the flight path between the FAF and the missed approach point as retrieved from the database.

The approved Area of Operations for Riyadh Air is detailed on the Operational Specification approved by GACA.

See Operations Manual Part B and FCOM for PBN related operating instructions.

## 8.3.2.3 RNP(AR) Authorization Required

Riyadh Air is not currently approved for RNP AR APCH.

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## 8.3.2.4 PBN Specification and their applicability for different phases of flight

Manuals	Navigation Specification	Navigation Accuracy (NM) per flight phase						
		En-Route			Approach			
		Oceanic Remote	Continental	Terminal	Initial Interim	Final	Missed	Departure
ICAO PBN MANUAL (Doc 9613) PAN-OPS (Doc 8168).	RNAV 10 (RNP 10)	10						
	RNAV 5		5	5				
	RNAV 2		2	2				2
	RNAV 1		1	1	1		1	1
	RNP 4	4						
	RNP2	2	2					
	RNP1			1	1		1	1
	RNP APCH				1	0.3 or angular	1	
	RNP AR APCH				1-0.1	0.3-0.1	1-0.1	

Table 46 PBN Specification and their Applicability for Different Phases of Flight

## 8.3.2.5 Minimum Navigation Performance Specifications Operations (MNPS)

GACAR Part 91.407 IOSA 3.11.11

All MNPS Airspace between FL 285 and FL 420 inclusive in the North Atlantic Region has been designated NAT HLA (North Atlantic High-Level Airspace) since Feb 2016. The term 'MNPS airspace' remains in use in this Manual and refers only to NAT HLA. MNPS airspace is a familiar term to flight crew. An MNPS Approval is required to operate in MNPS airspace.

For specific MNPS normal and contingency procedures refer to Jeppesen route manual type specific documentation.

## 8.3.2.6 Reduced Vertical Separation Minima (RVSM)

GACAR Part 91.409 IOSA 3.11.8A



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RVSM reduces the vertical separation of aircraft from 2,000 feet to 1,000 feet when flying at altitudes from FL290 to FL410 inclusive.

Riyadh Air is approved by GACA for operations in RVSM airspace.

For specific RVSM normal and contingency procedures refer to Jeppesen route manual type specific documentation.

## 8.3.3 Altimeter Setting Procedures

IOSA FLT 3.11.30, 3.11.32

The following altimeter setting procedures apply for flight operations:

Flight Phase	Altimeter Setting
Take-off and to climb to an <b>Altitude</b>	QNH
Climb to a <b>Flight Level</b> and Approaching Transition to Altitude (Note 1)	STD
Cruise above the Transition Level or Descent to a <b>Flight Level</b>	STD
Descent to an <b>Altitude</b> or Cleared for Approach	QNH (Note 2)

Table 47 Altimeter Setting Procedures

**Note 1:**

The term 'approaching' is defined as 1,000 ft prior to the Transition Altitude.

**Note 2:**

Prior to setting QNH, the airplane shall be established in the descent and there shall be no planned intermediate FL restrictions.

Whenever any altimeter setting is altered, a crosscheck of all altimeters shall be made in accordance with the respective type specific documentation.

Prior to top of descent, an up-to-date QNH of intended landing shall be obtained (D-ATIS, ATIS, METAR) and set on the standby altimeter.



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### 8.3.3.1 Checking of Barometric Altimeters

Flight Crew shall verify the functionality of the barometric altimeters in accordance with the respective type specific documentation. Additional requirements apply before entering RVSM airspace. For further information, refer to the Jeppesen route manual.

### 8.3.3.2 Operations in Areas with Metric Height/Altitude/FL Assignments

Flight Crews shall set metric height/altitude/FL assignments as follows:

1. The respective height/altitude/FL (m-ft) conversion table shown on the applicable chart or Jeppesen Route Manual shall be used to determine the corresponding altitude/FL in feet,
2. Metric altimeter indications shall be used to cross check the results from the respective altitude/FL (m-ft) conversion table (except for clearances issued in meters QFE),
3. Callouts shall be referenced to feet. When a flight is conducted in metric altimetry airspace, all ATC calls shall be referenced in meters, such as e.g., "Flight Level 9,800 meters".

For further information, refer to Jeppesen Route Manual.

### 8.3.3.3 Altimeter Operations Using QFE

Riyadh Air is not approved for QFE operations.

### 8.3.4 Altitude Alerting System Procedures

IOSA 3.11.28

Whenever a change in cleared altitude or FL is notified by ATC or initiated by the Flight Crew during a cleared procedure such as an instrument arrival or approach, the altitude alerting system is to be reset to each new cleared altitude or FL in accordance with the respective type specific documentation.

Depending on the phase of flight and auto flight system status, either the PF or PM sets the cleared altitude or FL.

**The other pilot shall cross check and verbally acknowledge the change.**

### 8.3.5 Ground Proximity Warning System (GPWS) Procedures

The Ground Proximity Warning System (GPWS) and Enhanced GPWS (EGPWS) are designed to alert pilots that the airplane position in relation to the terrain is abnormal and, if not corrected, could result in a controlled flight into terrain (CFIT). The Flight Crew shall develop and implement a plan which employs all available resources to ensure adequate terrain clearance. When undue proximity to the ground is detected by any Flight Crew member or by a GPWS/EGPWS, the PF shall ensure that corrective action is initiated immediately to establish safe flight conditions in accordance with the respective type specific documentation. When a valid GPWS/EGPWS alert occurs, the Flight Crew shall comply with the



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respective type specific documentation. If an escape maneuver is initiated, it shall be continued until positive confirmation that terrain is no longer a threat. The GPWS/EGPWS shall be operational in accordance with the respective MEL.

### 8.3.6 Traffic Collision Avoidance System (TCAS)/Airborne Collision Avoidance System (ACAS)

GACAR PART 121 APPENDIX G – (a) (33), 91.237 IOSA 3.11.3

The Traffic Collision and Avoidance System (TCAS) is to be used on all flights in accordance with respective type specific documentation unless special approval dictates differently.

It remains the responsibility of the Flight Crew to avoid collision with another airplane. During critical phases of the flight, including in the vicinity of an aerodrome, during descent and climb-out, and in areas where traffic is dense, Flight Crew shall keep additional workload, such as completing paperwork, map reading, etc., to a minimum.

Use of the autopilot is recommended to facilitate a good lookout. ATC only reports known traffic. If unidentified traffic is reported by ATC, and a collision risk is suspected, request immediate avoiding action.

Only ICAO standard phraseology as listed in (4) below shall be used in relation to TCAS.

Indications generated by TCAS shall be used by pilots in conformity with the following safety considerations:

1. Traffic Advisory (TA):
  - a. Flight Crew shall not maneuver an airplane in response to a TA. Following a TA, Flight Crew shall prepare for appropriate action if an RA occurs.
2. Resolution Advisories (RA):
  - a. Flight Crew shall follow all RAs. Visually acquired traffic may not be the same traffic as has triggered an RA. Visual perception of an encounter may be misleading, particularly at nighttime. ATC may not know when TCAS issues RAs. It is possible for ATC to issue instructions that are unknowingly contrary to RA indications.
3. The alteration of flight path shall be limited to the minimum extent necessary to comply with the RA.
4. Pilots who deviate from an ATC instruction or clearance in response to an RA shall:
  - a. After initiating the maneuver, and as soon as permitted by Flight Crew workload, notify the appropriate ATC unit of the deviation as follows: "(Call Sign), TCAS RA".
  - b. Promptly return to the terms of the ATC instruction or clearance when the conflict is resolved.



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- c. Notify ATC when, or after, returning to the current clearance as follows: "(Call Sign), clear of conflict, returning to (assigned clearance)" or, as appropriate: "(Call Sign), clear of conflict, (assigned clearance) resumed".
- d. If ATC issues an instruction contradictory to an RA, pilots shall follow the RA and inform ATC: "(Call Sign), Unable, TCAS RA".

In order to reduce unnecessary TCAS alerts, the vertical speed should be limited to 1,500 ft/min or less when within 1,000 ft of the assigned altitude/ FL when in proximity of other traffic and it is safe and practical to do so.

### 8.3.7 Policy and Procedures for In-flight Fuel Management

GACAR Part 121.1383

Riyadh Air Policy is that the Pilot in Command (PIC) must continually ensure the amount of usable fuel remaining on board is not less than the fuel required to proceed to an aerodrome where a safe landing can be made with the planned final reserve fuel remaining upon landing.

The PIC must request delay information from ATC when unanticipated circumstances may result in landing at the destination aerodrome with less than the final reserve fuel plus any fuel required to proceed to an alternate aerodrome or the fuel required to operate to an isolated aerodrome.

#### 8.3.7.1 In-Flight Fuel Checks

Routing fuel checks are compulsory at regular intervals not exceeding 30 minutes and shall be recorded on the OFP and evaluated to:

1. Compare actual consumption with planned consumption,
2. Check that the usable remaining fuel is sufficient to complete the flight.

If the trend during in-flight fuel checks is negative and a fuel leak can be discounted in accordance with the respective type specific documentation, then the Flight Crew should consider appropriate corrective actions, such as, but not limited to:

1. Decreasing speed/cost index
2. Requesting direct routes or a more optimum flight level
3. Selecting a closer destination alternate aerodrome

#### 8.3.7.2 In-Flight Delay and Fuel Management

If, during an in-flight fuel check, the expected fuel on arrival at the destination is less than alternate fuel plus final reserve fuel, the PIC may continue towards the destination aerodrome under the following provisions:

1. Expected Approach Time (EAT) not known:



- a. Flight may continue towards the destination aerodrome if it is possible to reach at least two aerodromes at which a landing is assured with at least final reserve fuel remaining at touchdown. Two separate and independent runways at a single aerodrome within two hours of flying time may be considered to be equivalent to two aerodromes, provided that account is taken of fuel burn due to any likely ATC delay.
2. Expected Approach Time (EAT) known:
- a. Regardless of the number of runways, the flight may continue towards the destination aerodrome or hold, as long as landing is assured with at least final reserve fuel remaining at touchdown. A landing is considered to be assured as long as, in the judgement of the PIC, the approach and landing could be completed in the event of any forecast deterioration in the weather and plausible single failures of ground or airborne facilities.

When more than two hours from the relevant aerodrome, weather forecasts should be used to assess the probability of landing success.

Within two hours from the relevant aerodrome, actual weather reports and trend information may be used.

### 8.3.7.3 Minimum Fuel

The PIC must advise ATC of a minimum fuel state by declaring MINIMUM FUEL when, having committed to land at a specific aerodrome, the pilot calculates that any change to the existing clearance to that aerodrome may result in landing with less than the planned final reserve fuel.

The declaration of minimum fuel informs ATC that all planned aerodrome options have been reduced to a specific aerodrome of intended landing and any change to the existing clearance may result in landing with less than the planned final reserve fuel. This is not an emergency situation but an indication that an emergency situation is possible should any additional delay occur.

### 8.3.7.4 Mayday Fuel

The PIC must declare a situation of fuel emergency by broadcasting MAYDAY MAYDAY MAYDAY FUEL, when the calculated usable fuel predicted to be available upon landing at the nearest aerodrome where a safe landing can be made is less than the planned final reserve fuel.

## 8.3.8 Adverse and Potentially Hazardous Atmospheric Conditions

### Dispatch Policy:

Flights should not be dispatched or operated into or through areas of reported or forecast hazardous weather conditions.

Take-off or landing in the vicinity of heavy thunderstorm activity is prohibited. For further information, refer to the OM-C.



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If surface mean wind speeds of 60 kt or above are reported, the aerodrome shall be considered closed.

#### 8.3.8.1 Thunderstorms

IOSA FLT 3.11.38

Although a flight through areas of thunderstorm activity should be avoided wherever possible, provided that the recommended techniques are employed, such flight may be carried out where no alternative course of action is possible.

Maximum use of weather radar shall be made to identify and assist in avoiding thunderstorm activity and turbulence.

Strong weather radar echoes shall be avoided by at least 10 NM at or below FL200, and by at least 20 NM above FL200.

Approximately 80 percent of lightning strikes occur within plus or minus 3500 ft. of the freezing level. When electrified cells are present, maintain an appropriate distance from electrified cells.

When possible, minimize time in the vicinity of the freezing level to reduce the potential for lightning strikes.

#### 8.3.8.2 Icing Conditions

Known areas of severe icing should be avoided. If severe icing is encountered, every effort shall be made to clear the area of severe icing as soon as possible.

For further information, refer to the respective type specific documentation.

For details regarding de-icing and anti-icing on the ground, refer to 8.2.4 and the OM-C XX

#### 8.3.8.3 Turbulence

IOSA FLT 3.11.38, 3.13.6

1. If the weather conditions, cloud structure and route forecast indicate that turbulence is likely, the cabin crew shall be advised. If a turbulence encounter is imminent or unpredicted turbulence is encountered, switch the SEATBELTS sign on and advise passengers to return to, and/or remain in their seats, and to ensure that their seat belts/harnesses are securely fastened.
2. If turbulence is expected or experienced, the aircraft should be flown at the recommended turbulence speed/Mach Number, in accordance with the FCOM.
3. If operation in or through an area of turbulence is unavoidable, the following precautions shall be taken:
  - a. Seat Belt Sign shall be switched on.
  - b. The FAIC shall be notified, and a recommendation to limit or cease cabin service made, if appropriate.



- c. The 'Cabin Crew Take Your Seats' call made (if appropriate).
  - d. All loose objects shall be secured and full harness worn.
  - e. Where lightning is expected, cockpit lighting should be set to high intensity.
  - f. Aircraft speed closely monitored in accordance with FCOM turbulence penetration procedures.
4. At maximum cruise altitude, the margin between low-speed and high-speed buffet is small and any increase of "g" loads, whether caused by maneuvering or by turbulence, may lead to serious difficulties. This shall be considered when intending to climb over a turbulent region.
  5. Avoid altitudes approaching maximum cruise altitude in such circumstances.
  6. Clear air turbulence may sometimes be avoided by increasing/ decreasing the cruising level if operational considerations so permit. Monitoring of other aircraft reports also assists in avoidance.

#### 8.3.8.3.1 Reporting of Turbulence

When encountering significant turbulence, Flight Crews shall report such conditions to ATC as soon as practical. The report should include:

1. Aeroplane position,
2. Altitude or FL,
3. Wind direction and velocity.

When severe turbulence or any abnormal stress to the airplane, such as lightning strike, has been encountered, an Aircraft Technical Log entry shall be performed. This entry should include any actual or suspected exceedance of engine or airframe limitations.

#### 8.3.8.4 Windshear

Flight Crews shall remain alert to the possibility of windshear and be prepared to react positively and without delay.

If a windshear is reported, expected, or encountered, refer to OM-C and the type specific documentation.

#### 8.3.8.5 Jetstream

Jetstreams are narrow bands with extreme high wind speeds up to 300 kt.

They can extend up to several thousand miles in length with a width of several miles.



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Avoid flying along the edge of Jetstreams due to possible associated turbulence. Pilots should also be aware of the effect of increased fuel consumption due to unexpected significant head wind components that can be encountered.

#### 8.3.8.6 Volcanic Ash/Gasses

IOSA FLT 3.11.38

Flight Crew and dispatchers shall pay particular attention to any volcanic ash advisories. The format for such advisories is given in the meteorology section of route manual.

If volcanic ash/dust is encountered inadvertently, exit immediately via the shortest route and apply the Volcanic Ash procedure located in the relevant FCOM.

Refer to OM-C, Jeppesen Airways Manual, and the respective type specific documentation.

#### 8.3.8.7 Heavy Precipitation

Refer to OM-C, the Jeppesen Airway Manual, and the respective type specific documentation.

#### 8.3.8.8 Sandstorm

Avoid flying in active sandstorms wherever possible. Considerable damage can be done to an airplane's windscreens, leading edges, and engine compressor blades by the abrasive action of sand particles.

#### 8.3.8.9 Mountain Waves

Mountain waves can form in the lee of a range of mountains, and are usually in the form of standing waves, with several miles between peaks and troughs. They can extend to 10,000 or 20,000 ft above the range and for up to 200 or 300 NM downwind.

Flight Crew shall be aware of the areas and likely conditions for the formation of mountain waves, and act accordingly.

Refer to OM-C and Jeppesen Airways Manual.

#### 8.3.8.10 Significant Temperature Inversion

Ambient temperature variations influence airplane performance and inversions will usually affect performance adversely.

Large temperature inversions encountered shortly after take-off can seriously degrade an airplane's climb performance, particularly at high operating mass. Similarly, if the airplane is operating to a maximum landing mass limited by go-around climb performance considerations, the required gradient may not be achieved.

The maximum cruising altitude capability of the airplane can be significantly reduced if a temperature inversion of even small magnitude exists in the upper levels. This may prevent an airplane reaching its



preferred cruising altitude. Should an airplane encounter an area of inversion once in the cruise at limiting altitude its buffet margins may be so eroded that a descent is necessary.

Temperature inversions at lower levels in the atmosphere are frequently associated with deteriorating visibility and can prevent the clearance of fog for prolonged periods. Light wind conditions and clear skies at night can lead to rapid cooling of the earth and a morning temperature inversion at ground level.

### 8.3.9 Wake Turbulence

For take-off, approach and landing, ATC generally provides longitudinal separation depending on the Wake Turbulence Category (WTC) or Wake Turbulence Group (WTG) of the airplane.

Type	WTC	WTG
B787-9	Heavy (H)	B

Table 48 Wake Turbulence Category/ Wake Turbulence Group

For further details, refer to Jeppesen Airways Manual.

When accepting any traffic information from ATC to follow an airplane, or a visual approach clearance, pilots shall maintain a safe distance in relation to the other airplane.

### 8.3.10 Crew Members at Their Stations

GACAR Part 121.771, Part 121.1141, IOSA FLT 2.2.37,

#### 8.3.10.1 Flight Crew

1. With the exception of (2) below, a flight crew member on flightdeck duty must remain at the assigned duty station,
  - a. With safety belt and shoulder harness fastened during the take-off and landing phases. All flight crew members other than pilots must keep their safety belts and shoulder harnesses fastened during the take-off and landing phases unless the shoulder straps interfere with the performance of their duties, in which case the shoulder harness may be unfastened but the seat belt must remain fastened.
  - b. With safety belt fastened while the aircraft is enroute.
2. A required flight crew member may leave the assigned duty station—
  - a. If the crew member's absence is necessary for the performance of duties in connection with the operation of the aircraft.
  - b. If the crew member's absence is in connection with physiological needs; or



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- c. If the crew member is taking a rest period during the enroute cruise portion of the flight, and relief is provided—
- i. In the case of the assigned PIC during the enroute cruise portion of the flight, by a pilot who holds an ATP certificate and an appropriate type rating, is currently qualified as PIC or SIC, and is qualified as PIC of that aircraft during the enroute cruise portion of the flight. An SIC qualified to act as a PIC enroute need not have completed the following PIC requirements:
    - 1) The 6-month recurrent flight training required by GACAR §121.835(c)(1)(iii).
    - 2) The operating experience required by GACAR § 121.789.
    - 3) The take-offs and landings required by GACAR § 121.769.
    - 4) The line check required by GACAR § 121.793, and
    - 5) The 6-month proficiency check or simulator training required by GACAR §121.797(a)(1); And
  - ii. In the case of the assigned SIC, by a pilot qualified to act as SIC of that aircraft during enroute operations. However, the relief pilot need not meet the recent experience requirements of GACAR § 121.769(b).
3. Riyadh Air will not use a person to act as a relief pilot during the en-route cruise portion of the flight under GACAR § 121.1141 unless within the preceding 90 days that person has either—
- a. Operated an aircraft as a PIC, SIC, or a relief pilot in—
    - i. The same type aircraft in which that person is to serve or
    - ii. A variant of that aircraft acceptable to the President.
  - b. Received piloting skill refresher training to include normal, abnormal, and emergency procedures specific to cruise flight on the same type aircraft or variant of type aircraft or in a flight simulation training device (FSTD) and has performed approach and landing procedures as the pilot who is flying or who is not flying the aircraft.

For the purpose of this section, the cruise portion of the flight starts when the aircraft climbs and stays above FL200 after take-off and ends when the aircraft descends below FL200.

The operating crew shall be at their stations at least one 1 hour before landing.

#### 8.3.10.1.1 Pilot Seat Qualification

##### Qualified Seat

Seat which the respective Flight Crew member is qualified to occupy during augmented long-range operations in-flight.

##### Qualified Operating Seat



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Seat which the respective Flight Crew member is qualified and trained to occupy at any phase of flight, including take-off and landing.

A Flight Crew member not occupying his qualified operating seat shall familiarize himself with the location of controls that would be required in an emergency, such as during rapid decompression, etc.

## 8.3.10.2 Augmented Long Range Operations

Crew scheduling shall designate the operating crew members, and the augmenting crew member(s).

### 8.3.10.2.1 Augmented Long Range Operations – 1 Captain/2 First Officers

The PIC shall occupy the left pilot seat whenever on flight deck duty, unless qualified to operate in command from the right pilot seat. First Officers may only occupy the left pilot seat when providing in-flight relief, unless required to do so for Command Training.

If the PIC is not on the flight deck, the Second in Command shall be on the flight deck. The PF will be the pilot in his qualified operating seat, when possible.

### 8.3.10.2.2 Augmented Long Range Operations – 2 Captains/1 First Officer

The PIC shall only occupy the left pilot seat whenever on flight deck duty, unless qualified to operate as PIC from the right pilot seat.

The First Officer will occupy the right pilot seat only unless required to do so for Command Training.

The augmenting Captain will occupy the left pilot seat when providing in-flight relief for the PIC and the right pilot seat when providing relief for the First Officer. If the PIC is not on the flight deck, the Second in Command will be the augmenting, Captain. Either the augmenting Captain or the First Officer may be PF when occupying the seat for which he is qualified.

### 8.3.10.2.3 Flight Crew Rest Strategies During Augmented Long-Range Operations

The rest plan should closely match the rest strategies published in Chapter 7 of the OM-A. Whenever the PIC plans to deviate from the published rest strategies, he shall ensure that the Flight Crew members have sufficient time to arrange their sleep patterns prior to operating the flight.

The division of duty and rest between Flight Crew members shall be kept in balance.

## 8.3.10.3 Augmenting Flight Crew Members

Augmenting Flight Crew members enhance flight safety and shall:

1. Participate in all briefings,
2. Monitor the flight path and actions of the PF and PM,
3. Monitor ATC communications.



To actively monitor, the preferred location is the first observer seat. When there is more than one augmenting Flight Crew member, the PIC, having considered factors like experience, alertness, and training benefit may nominate which pilot should occupy the first observers' seat.

### 8.3.10.4 Safety Pilot

A Safety Pilot is an integral part of the crew and remains responsible for observing the normal duties of the trainee, actively participates in cross-checking and monitoring flight preparation and progress and supports Training Captain, as required. A Safety Pilot shall not cause any undue distraction or try to instruct on behalf of the Training Captain.

Safety Pilots shall be briefed by the PIC on the roles and expectations including methods to intervene in accordance with the Crew Resource Management Manual.

In addition to [Section 8.3.10.3](#), a Safety Pilot shall:

1. Assume an operating role any time required by the Training Captain,
2. Occupy his qualified operating seat only,
3. Conduct the external airplane inspection at the Training Captain's discretion.

### 8.3.10.5 Handover Briefing

Before a Flight Crew member hands over his station to the pilot relieving him from duty, a handover briefing shall be conducted. It should include:

1. Aeroplane position, cleared route, ETA next waypoint, FL,
2. ATC/FIR environment, boundaries, clearances and/or restrictions,
3. Any threats and mitigations, such as terrain and weather,
4. Destination and alternate aerodrome weather,
5. In-flight fuel check and flight progress status,
6. Aeroplane status,
7. Any other relevant information.

In addition, prior to leaving the flight deck the PIC should brief the

Second in Command about the following:

1. Severity of any non-normal event that requires him to be notified,
2. Level of operational decision that requires his authority, such as anticipated diversion, unable to meet curfew, etc.



### 8.3.10.6 Controlled Rest on the Flight Deck

Controlled rest on the flight deck is one of several measures that can be taken to counter the effects of tiredness resulting from sleep disturbance and circadian disruption. Its use has been shown to significantly increase levels of alertness during the later phases of flight.

Controlled rest is a period which does not include any tasks and may include actual sleep.

Controlled rest may be used at the discretion of the PIC to manage both sudden unexpected fatigue and fatigue which is expected to become more severe during higher workload periods later in the flight. It cannot be planned before flight.

Controlled rest on the flight deck is permitted subject to the following:

1. Handover of duties and wake-up arrangements shall be reviewed,
2. Cabin Crew shall be made aware that control rest is planned,
3. Only one pilot may take controlled rest at any given time,
4. Controlled rest may only be taken in the dedicated pilot seat,
5. Controlled rest shall not be planned during periods of expected higher workload, such as FL changes, poor weather conditions, etc.

Before the controlled rest, any physiological needs of either Flight Crew member should be completed, and the PF shall verify the communication system is operational and appropriately configured.

While both pilots shall remain at their stations, the controlled rest should not exceed a period of 40 min to avoid sleep inertia on wakening. Suitable equipment, such as eye shades, neck supports, ear plugs, etc. may be used by the resting pilot.

There should be a period of at least 20 min after wakeup without any duties or briefing to enable the resting pilot to awake fully. After the end of this period, a handover briefing shall be conducted. The communication system shall be checked to be operational.

### 8.3.10.7 Designated PIC During Training Flights

The Training Captain is the designated PIC if assigned as the operating crew member on a training duty.

### 8.3.10.8 Cabin Crew

For the minimum Cabin Crew complement required, refer to OM-E XX.

During take-off and landing, and whenever deemed necessary by the PIC in the interests of safety, the minimum Cabin Crew complement required shall be positioned at their stations.

Any additional Cabin Crew that cannot be accommodated in seats provided for the purpose, will normally occupy passenger seats, or, at the PIC's discretion, an unoccupied flight deck jump seat.



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## 8.3.11 Use of Seat Belts for Crew and Passengers

### 8.3.11.1 Crew

Crew members shall be at their assigned crew stations and fully secured by means of seatbelt and shoulder harness during:

1. Taxiing (unless performing a safety relevant duty),
2. Take-off and landing, and
3. Whenever deemed necessary by the PIC (e.g., during turbulence or under other abnormal/non-normal conditions).

During all other phases of the flight, Flight Crew members shall keep their seat belt fastened while at their stations in the flight deck.

Females who occupy the flight deck jump seats do not need to use the lower strap to secure themselves for taxi, take-off, landing and during turbulence.

### 8.3.11.2 Passengers

All Riyadh Air airplanes are equipped with a seat and seat belt for each passenger. Passengers shall fasten their seat belts when the seat belt sign is illuminated.

The seat belt shall be fastened tight and low. A child aged 2 years and above shall be secured in their own seat for take-off, landing and during turbulence.

### 8.3.11.3 Use of the Fasten Seat Belt Sign

The seat belt sign shall be on during:

1. Taxiing, take-off and for all phases of flight below 10,000 ft AAL,
2. At or below 20,000 ft AAL during descent,

**Note:** In case of an anticipated delay, switching on of the seat belt sign may be delayed to 10,000 ft AAL.

3. Whenever deemed necessary by the PIC (e.g., during turbulence or anticipated turbulence).

## 8.3.12 Admission to the flight crew compartment.

### 8.3.12.1 ADMISSION TO THE FLIGHT DECK AND JUMP SEAT USAGE

(GACAR §121.1145, §121.1157), IOSA FLT 3.13.2, 3.13.17

Admission of persons to the flight deck is subject to the PIC permission.



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1. No person may be allowed in the flight deck if their presence may disturb the normal duties of the operating crew.
2. During flight, no person is allowed to enter the flight deck and use jump Seat (flight deck observer seat) except:
  - a. Crewmembers;
  - b. Check pilots, Flight Operations Standards & Quality personnel, Performance Engineers on official duty, and Flight Dispatchers on route/equipment qualification as applicable;
  - c. GACA flight operation inspectors or an authorized representative of the AIB, who is performing official duties;
  - d. A flight mechanic assigned to the flight and his presence in the flight deck is required, provided he has a seat in the passenger cabin;
  - e. A technical representative of the aircraft manufacturer, or its components, who is required to monitor the equipment or operating procedures;
  - f. Authorized ATC personnel;
  - g. Other personnel whose presence is essential for Riyadh Air operations, as specifically authorized by the VP Flight Operations; (GACAR §121.529, §121.1153)
  - h. An agent of a Government Security Service who is assigned the duty of protecting a person aboard an aircraft, when he considers it necessary in the performance of his duty to ride on the flight deck of the aircraft. (GACAR §121.1153).
3. All persons mentioned above are subject to the emergency authority of the PIC and may be excluded from the flight deck in the interests of safety.;
4. When all cabin doors are closed and aircraft is ready for departure, no person is allowed to enter the cockpit until ten minutes after Takeoff and ten minutes before Landing; unless instructed by the PIC;
5. Whenever, in performing the duties of conducting an inspection, a GACA inspector presents an official Aviation Safety Inspector credential to the PIC of an aircraft operated by Riyadh Air the inspector must be given free and uninterrupted access to the flightdeck of that aircraft.

**Note:** Cabin Jump seats are available for crew members in uniform.

### 8.3.12.2 FLIGHT DECK DOOR

(GACAR §121.1165)

When all cabin doors are closed and the aircraft is ready for departure, no person is allowed to enter the flight deck until 10 (ten) minutes after take-off and 10 (ten) minutes before landing, unless instructed by the PIC.



The flight deck door shall remain closed and locked for the duration of the flight.

### 8.3.12.3 FLIGHT DECK ENTRY

Cabin Crew members shall ensure that the flight deck door is closed and locked immediately after entry/exit during flight.

For entry into the flight deck the following applies:

1. The signal which has been pre-arranged by the PIC before departure should be used;
2. The flight deck door is closed and locked immediately after entry/exit during flight;
3. Dim the forward lights before opening the flight deck door at night;
4. Cabin Crew members should ensure that passengers refrain from gathering/queuing near the flight deck door.

### 8.3.12.4 FLIGHT DECK CREW ABSENCE FROM THE FLIGHT DECK

If a flight deck crew member needs to leave the flight deck for any reason, a Cabin Crew member must be available in the flight deck until the return of this crew member.

The door is only to be opened after a visual confirmation through the peep hole 'view port' or camera (where fitted) that it is the crew member returning to the flight deck.

### 8.3.12.5 PASSENGER VISITS TO THE FLIGHT DECK

Passenger visits to the flight deck are not permitted under any circumstances.

### 8.3.12.6 Jump Seat Authorization Procedure

(IOSA FLT 3.13.2, 3.13.17)

Jump seats if available may be used by deadhead/additional crewmembers in uniform with prior approval from the PIC as below:

1. Jump seats shall only be authorized for cockpit and cabin crew in uniform against jump seat authorization.
2. Jump seat authorization must be obtained from the Flight Crew Services/Operations Duty Manager offices.
3. The authorization shall be presented to the captain of the flight.
4. The flight crewmember with a jump seat authorization shall proceed to the aircraft through the same channels as the operating flight crew. Cabin attendants holding a jump seat authorization will proceed through the normal passenger channels.



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## 8.3.13 Use of Vacant crew seats

### 8.3.13.1 Use of Vacant Flight Deck Observer Seats

1. No person may be carried on the Flight Deck unless the seat is equipped with a safety belt/harness, and the requirements for supplemental oxygen are met.
2. Each person occupying an observer seat shall be briefed on the following:
  - a. Safety and emergency equipment, including life jacket and oxygen mask location.
  - b. Seat and seat-harness location and operation.
  - c. Normal and emergency Flight Deck entry and exit procedures.
  - d. In addition to the above briefing, the person shall be instructed to not distract and/or interfere with the operation of the flight, not to touch any controls, switches, instruments or circuit breakers, and not to talk unless invited to do so by the captain.
3. Each person occupying a Flight Deck observer seat must be assessed as having enough strength and dexterity to operate and open an emergency exit and to exit expeditiously.
4. If a person carried on an observer seat is not part of the operating crew, they must be in possession of a valid passenger or staff ticket for that sector.

### 8.3.13.2 Use of Cabin Crew Jump Seats

The use of Cabin Crew jump seats in-flight is restricted to:

1. Operating Crew Members.
2. Passengers only in the event a passenger seat is unserviceable on a full load flight.
3. In UK or Canadian airspace Flight Crew on personal travel who have been granted jump seat approval.

### 8.3.13.3 Use of Crew Rest Compartment (CRC)

#### 8.3.13.3.1 General Rules

1. Cabin Crew are responsible for pre-flight checks of safety and emergency equipment and Security Search of all areas of the CRC.
2. The CRC shall not be occupied during taxi, take-off, landing or if the airflow is low/off.
3. Food shall not be taken into nor consumed in the CRC.
4. Drinks may be taken into the CRC only in re-sealable, non-spillable containers.
5. The CRC may only be accessed by operating Flight Crew and Cabin Crew.



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6. The CRC must not be used for the stowage of catering equipment, aircraft amenities, etc.
7. Cabin Crew bags shall not be taken to the CRC. Flight Crew may take their flight bags to the CRC provided they can be stored in the receptacles provided.
8. The CRC occupants must ensure that the bunk belt is fastened around the waist and their head is underneath the service unit while lying down.
9. Entrance door to the CRC shall remain closed and locked at all times except whilst accessing the CRC.
10. Occupancy is restricted to one person per bunk.
11. The occupancy of the Crew Rest Compartment is limited to the total number of bunks that are installed in the compartment.

## 8.3.13.3.2 Crew Procedures

1. When vacating the CRC, the outgoing crew shall ensure that their used bedding is removed and stowed, that items brought in the CRC are not left behind, individual reading lights are switched off, and that the bunks are ready for occupation by the next Crew Member.
2. Whilst occupying the CRC, Company provided pajamas shall be worn. Flight Crew should don their pajamas in the allocated compartment of the CRC or prior to entry to the CRC.
3. No interphone calls shall be made to the CRC except in an emergency.
4. Purser/Cabin Supervisor shall assign a Cabin Crew the responsibility of waking up Crew Members resting in the CRC.
5. Resting crew should be woken 20 minutes prior to their on-duty time.
6. Personal privacy should be respected in the CRC. Company Regulations regarding harassment states that "The Company does not tolerate harassment in any form and will provide protection for you if you believe that you are being harassed".
7. Only the Purser and Flight Crew are authorized to adjust the Temperature Control of the CRC. This adjustment should be left at the default setting unless this temperature adversely affects crew rest.
8. CRC is a silent area. When crew are resting, CRC area lighting shall remain dimmed. Operation of individual reading lights is permitted only with privacy curtains drawn.

## 8.3.14 Incapacitation of crew members

GACAR PART 121 Appendix G – (a)(40), (IOSA FLT 3.11.18)

### 8.3.14.1 General

(IOSA FLT 3.11.18, 3.14.13)



Incapacitation is a real air safety hazard that occurs at any time during any phase of flight.

### 8.3.14.2 Definition

(IOSA FLT 3.11.18, 3.14.13)

A deprivation or failure of power, strength or capacity due to disabled physical body system or impaired thoughts perception and processing. It can manifest itself in a variety of ways as follows:

1. Sudden or slow.
2. Complete or partial.
3. Overt or subtle.
4. Permanent or temporary.

### 8.3.14.3 Recognition

(IOSA FLT 3.11.18, 3.14.13)

Obvious Incapacitation physical signs are easy to detect e.g. (Shortness of breath, sweating, chest pain, loose bowel motion, bone fractures, incoherent speech, strange behavior, pallor, loss of consciousness", etc.). However, partial incapacitation may be much more difficult to detect.

Incapacitation shall be suspected when a Flight Crew member does not respond to:

1. Two verbal communications when above 1,000 ft AGL,
2. One verbal communication when below 1,000 ft AGL,
3. Any verbal communication associated with significant deviation from the intended flight path.

### 8.3.14.4 Procedures

#### 8.3.14.4.1 FCM Incapacitation Procedures

IOSA FLT 3.11.18, 3.14.13

Whenever pilot incapacitation may be suspected or is obvious, the following steps shall be taken by the other pilot:

1. Ensure a safe condition of flight,
2. Take over the controls immediately,
3. Ensure that autopilot is engaged,
4. Declare an emergency when appropriate,
5. Call a Cabin Crew member for assistance when appropriate,
6. Cabin Crew to remove the incapacitated pilot from the controls, if practical,



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7. Evaluate all operational aspects of the flight,
8. Determine the suitability of en-route alternate aerodromes for a diversion, if needed. Preferably a diversion should be accomplished to aerodromes have weather conditions at or above CAT I minima.

First Officers may conduct an Autoland during CAT II/III approaches, as needed.

Should pilot incapacitation occur during an approach to land, the remaining pilot may continue the planned approach if he considers that the approach and landing can be completed safely.

Medical assistance in-flight and after landing should be arranged for the incapacitated Flight Crew member.

The remaining pilot shall operate the airplane from his qualified operating seat with the following considerations:

1. Medical assistance in-flight and after landing should be arranged,
2. Allow enough time for preparations to land,
3. Whenever possible, request radar vectors for a long final approach,
4. Perform the required normal checklists as early as practicable,
5. Arrange a suitable parking bay. If the parking guidance system is calibrated for the left-hand seat, the pilot occupying the right pilot shall request the airplane to be towed into the parking bay.

In the event of PIC incapacitation, the SIC is authorized to vacate the runway, clear the critical area provided:

1. The aircraft is equipped with a steering wheel on the SIC side.
2. 180 turn is not required to vacate the runway.



### 8.3.14.4.2 Succession of Command

Should the PIC become incapable of maintaining command inflight, the following succession of command shall be considered:

Priority	Non-augmented Flight Crew	3 Men – Augmented Flight Crew	4 Men – Augmented Flight Crew
1	Safety Pilot (if carried)	Augmenting Captain (if carried)	Augmenting Captain
2	-	Operating First Officer (if holding a full GACA ATP)	-
3	-	Augmenting First Officer (if holding a higher license than the operating First Officer)	-

Table 49 Succession of Command

### 8.3.14.4.3 Cabin Crew Incapacitation Procedures

(IOSA FLT 3.11.18, 3.14.13)

1. The PIC must be directly informed by a Cabin Crew member, a cabin crew will also make PA requesting for a doctor and contact the medical service provider.
2. If a doctor is available, the doctors' credentials must be verified by a crew member, allow using the on-board Doctor Emergency Kit and/or divert to the nearest suitable airport.

### 8.3.14.5 Reporting

(IOSA FLT 3.11.18, 3.14.13)

Refer to OM A [chapter 11](#).

### 8.3.14.6 Medical Examination

(IOSA FLT 3.11.18, 3.14.13)

Once a crewmember has been incapacitated, he shall not resume any flight duties until examined and cleared by Riyadh Air Medical Services.



### 8.3.15 Cabin safety requirements

#### 8.3.15.1 Cabin Preparation

For details regarding Cabin Crew procedures regarding cabin preparations, refer to OM-E.

For details regarding cabin security search requirements, refer to OM-A, [Section 10](#).

#### 8.3.15.2 Smoking in the Cabin/Lavatory

Smoking in the cabin or lavatory is illegal and considered disruptive/unruly behavior. The Cabin Crew shall instruct the passenger accordingly. If the passenger ignores or refuses to comply with this instruction, the Purser or Cabin Crew shall issue a formal warning.

Smoking in the Lavatory and tampering with the Smoke Detector shall be treated as a safety issue under Civil Aviation Regulation 'Endangerment of Safety and Security or Assault'. The PIC shall be notified immediately and will notify NCC to request local authorities to meet the airplane on arrival.

**Note:** Smoking e-cigarettes is prohibited on board any Riyadh Air aircraft.

For details, refer to OM-E, 10.3.

### 8.3.16 Passenger Briefing

GACAR Part 121.1249 / 121.1253 / 121.1257 / 91.45 IOSA 3.13.6

Before each takeoff and landing the PIC must ensure that all passengers have been orally briefed in both Arabic and English languages as per OM E as confirmed by the Cabin Ready signal from the purser. In an emergency, the PIC must ensure that passengers are instructed on emergency actions which may be appropriate to the circumstances.

Passenger briefing procedures are described in OM-E, Chapter XXX

### 8.3.17 Cosmic and Solar Radiation

GACAR §121.1133

#### 8.3.17.1 Cosmic Radiation Exposure Limits of Crewmembers

In compliance with GAGA & Nuclear and Radiological Regulatory Commission (NRRC) regulations, the Crew Scheduling Department shall take account of the in-flight exposure to cosmic radiation hazard for each crew member while on duty (including deadhead flight time).

Crew Scheduling is also responsible to monitor those crew members who are likely to be exposed to more than 1 millisievert (mSv) and also ensure that the dosage of highly exposed crew member does not exceed to more than 6 millisievert (mSv) per year.



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## 8.3.17.2 Preventions to Avoid Exceeding the Cosmic Radiation Limits

Crew Scheduling must adjust the effected crew member's roster to destinations reflecting lower exposure rates in order to prevent crew members from exceeding the yearly limits of 6 millisievert (mSv).

## 8.3.17.3 Records and Reports

Crew Scheduling shall:

1. Ensure that individual records are kept for those crew members exposed to cosmic radiation for at least 30 years, or until that crew member reaches an age of 75 years old.
2. Report exposures to the individual crew member annually, and upon leaving Riyadh Air.

## 8.3.18 Use of Autopilot and Auto-Throttle

### 8.3.18.1 General policy

(IOSA FLT 3.11.18, 3.11.22)

Pilots are required to be proficient in operating airplane auto flight systems in all modes of operation. During flight and dependent on the perceived threat, the auto flight systems should always be utilized in the most operationally suitable way. The priorities of safety, efficiency and passenger comfort will determine the optimum use of the auto flight system.

Environmental conditions permitting, pilots are encouraged to manually fly the airplane through the take-off and landing configuration phases during low workload conditions. Flight Crews shall carefully assess when the use of full automation may be preferential such as during high workloads conditions or airspaces that require precise operations.

### 8.3.18.2 Minimum Altitudes for use of Autopilots

(IOSA FLT 3.11.18), (GACAR §91.69)

No person may engage/use an autopilot in an aircraft during flight as given below:

#### Takeoff, Initial Climb, En-route, Go-Around/Missed Approach:

At an altitude lower than that prescribed in applicable FCOM

#### Approach:

At an altitude lower than the prescribed in applicable FCOM or 50 ft below DA(H) or MDA for the instrument procedure being flown whichever is higher except when required to conduct Autoland operation.

#### Landing:



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Notwithstanding approach limitations mentioned above, autopilot minimum use altitudes do not apply to autopilot being used for authorized landing with CATII/CATIII operating procedures.

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### 8.3.18.3 Level of Automation

(IOSA FLT 3.11.18, 3.11.22)

The FCM must be knowledgeable in the selection of the appropriate level of automation for various conditions and thoroughly understand the function and limitations of all automation modes.

FCM shall monitor auto flight for normal operation and reduce the level of automation or revert to manual flight operation when the automation does not produce the expected results.

Consistent with the SOP, FCM shall promptly intervene and/or assume manual control of the aircraft in certain situations such as stall, upset, terrain avoidance or windshear events.

#### Flight Path Guidance – Flight Directors

Flight Directors shall always be on unless unserviceable or switched off in accordance with the respective type specific documentation.

#### Flight Path Control – Autopilot and auto thrust/autothrottle

At or above 20,000 ft MSL, unless unserviceable or in accordance with the respective type specific documentation, the autopilot shall always be engaged.

Below 20,000 ft MSL and conditions permitting, manual flying is encouraged.

The use of autopilot shall be planned and briefed based on the perceived operational threats.

Auto thrust/autothrottle shall remain engaged unless unserviceable or in accordance with the respective type specific documentation.

#### Flight Path Management – FCU/MCP and FMS/FMC

1. Flight path shall be actively monitored,
2. Mode changes and mode status shall be announced and cross-checked,
3. Intervention, such as modifying the auto flight system selections or reverting to manual flying, shall be done to achieve the desired airplane flight path,
4. During high workload times, FMS/FMC modifications shall be reduced to the essential items and should be performed by the PM.

1. No Riyadh Air flight shall be operated in RVSM airspace with an unserviceable autopilot.
2. No Riyadh Air flight shall be dispatched on a flight exceeding 1h flight time with a defective autopilot. This does not preclude the PIC to decide to continue a flight to a more distant alternate or destination airport following an autopilot failure, if in his judgement and after due consideration of the environmental and operational factors (e.g. weather at alternate/destination,



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expected type of approach, level of fitness of the FCM), he considers it safe and reasonable to do so.

Environmental conditions permitting, pilots are encouraged to manually fly the airplane through the take-off and landing configuration phases during low workload conditions. Flight Crews shall carefully assess when the use of full automation may be preferential such as during high workloads conditions or airspaces that require precise operations.

## 8.3.19 Company Policies

### 8.3.19.1 General

#### 8.3.19.1.1 Sterile Flight Deck

During critical phases of flight, Flight Crew shall not perform any nonessential activities, such as non-critical paperwork, etc., which could distract or interfere in any way with the proper conduct of essential duties and activities.

##### Departure

The phase starts from final aeroplane door closure and ends when passing 10,000 ft AAL (extended holding on the ground excluded).

##### Arrival

The phase starts when passing 25,000 ft AAL during descent and ends when the first aeroplane door is opened.

#### 8.3.19.1.1.1 Communication Protocol During the Sterile Flight Deck Phase

After take-off, when the seat belt sign is switched off, normal communication between the flight deck and the cabin can be initiated by either the Flight Crew or the Cabin Crew.

#### 8.3.19.1.1.2 No Contact Period

Cabin Crew including the Purser and Cabin Supervisor shall not contact the Flight Crew during the No Contact Period.

##### Departure

The phase starts from start of the take-off roll and ends when the landing gear retracts.

##### Arrival

The phase starts from the extension of the landing gear and ends when the aeroplane vacates the runway.



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## 8.3.19.1.2 Operation of Aeroplane Doors

Operation, arming, and disarming of aeroplane doors shall be in accordance with OM-E and the respective type specific documentation.

## 8.3.19.1.3 ATC Communication

Flight Crews shall comply with the standards for ATC Communications defined by ICAO and relevant country specific requirements. For further information, refer to Jeppesen Airways Manual.

Both pilots shall maintain listening watch on the appropriate ATC frequency, as practicable.

Normally, ATC communications fall under the area of responsibility of the PM. Whenever a pilot is not able to maintain listening watch or has to handover the responsibility for ATC communications to the other pilot, he shall announce this clearly.

Each clearance shall be acknowledged by one pilot and confirmed by the other pilot prior to execution. Whenever any Flight Crew member is in doubt regarding the clearance or instruction received, the clearance shall be clarified with ATC.

Departure and route clearances received by voice shall be recorded on the OFP.

Any deviation from a previously received clearance shall be reported to ATC immediately.

When used for ATC communications, after changing to a new frequency, the previous frequency should be selected as standby until contact to the new frequency has been established.

Whenever possible, one VHF shall be used to maintain a continuous listening watch on VHF emergency frequency 121.500.

## 8.3.19.1.4 Checklist Usage, Callouts and Actuation of Critical Controls

Checklists are established for each aeroplane type. They shall be used, read aloud, and responded to as applicable during all phases of flight in accordance with the respective type specific documentation.

A checklist shall never be performed from memory, unless specified by the respective type specific documentation. Any interrupted checklist shall be started again from the beginning.

All standard callouts shall be made and acknowledged in accordance with the respective type specific documentation. Any time a Flight Crew member makes an adjustment or change to any setting or controls, he shall advise the other Flight Crew member of his intention and action and receive an acknowledgement from the other Flight Crew member in accordance with the respective type related

Documentation Examples of such controls include but are not limited to:

1. FMS/FMC modifications,
2. System selections.



### 8.3.19.1.5 ATC Clearance

The Flight Crew shall fully comply with ATC clearances and instructions unless:

1. An emergency exists which requires deviation from the clearance,  
or
2. It deems that to adhere to the clearance would be hazardous under the existing conditions.

Prior to deviating from the clearance, an amended ATC clearance shall be obtained, if possible. When deviating from the clearance without prior ATC approval, ATC shall be informed as soon as practicable.

### 8.3.19.1.6 Headsets/Boom Microphones

Headsets/boom microphones shall be used as follows:

1. When receiving the ATC departure clearance via voice communication,
2. When on the ground with engines running,
3. When in-flight below transition altitude or 10,000 ft AAL, whichever is higher,
4. When operating more than one radio at the same time,
5. When only one pilot occupies an operating seat,
6. When one pilot conducts-controlled rest on the flight deck,
7. Whenever deemed necessary by the PIC.

The volume of speakers should be adjusted or turned down when headsets/boom microphones are used, as practicable. Whenever pilots change seats, the speaker should be on.

Training, checking, or audit activities shall not be conducted from an observer station without a serviceable headset/boom microphone.

### 8.3.19.1.7 Taxi

Taxi shall not be commenced unless:

1. Both pilots verify the 'all clear signal' normally given by ground personnel by showing the steering by-pass pin,
2. One pilot acknowledges the 'all clear signal' by returning a thumbs-up signal to the ground personnel,
3. Both pilots confirm the aeroplane is clear before commencement of taxi,
4. Both pilots confirm the taxi clearance and routing,



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5. The PM confirms all required turns with the PF to comply with the taxi clearance. Augmenting Flight Crew members on jump seats should monitor the taxi route and support the operating crew, when needed, and
6. When holding on the taxiway or holding point, consider switching off taxi lights.

Taxiing from the right-hand seat is not allowed if:

1. The parking guidance system is calibrated for the left-hand seat. In this case the left-hand seat pilot shall taxi the aeroplane before the final turn to parking is initiated, or
2. A 180-degree turn is required.

The following taxi speeds shall not be exceeded:

Condition	Maximum Taxi Speed (kt)
Surface not reported as slippery	30
Slippery or contaminated surface	10
Low Visibility Operations	10

*Table 50 Maximum Taxi Speeds for Specific Condition*

The geometry of exits, the prevailing runway surface condition, published guidance from the local airport authority and any other relevant factor should be considered when determining a suitable taxi speed to vacate the runway.

Any time the airplane comes to a stop, the parking brake should be set.

#### 8.3.19.1.7.1 Reduced Engine Taxi (RET)

Reduced Engine Taxi (RET) refers to taxi with one or more engines shutdown and shall be applied in accordance with the respective type specific documentation.

##### 8.3.19.1.7.1.1 Reduced Engine Taxi Out (RETO)

Prior to departure, 'Reduced Engine Taxi Out' (RETO) may be conducted in exceptional circumstances (such as extended ground hold) or with specific written approval, such CCI and/or CONOTAM.

##### 8.3.19.1.7.1.2 Reduced Engine Taxi In (RETI)

After landing, 'Reduced Engine Taxi In' (RETI) shall be applied whenever practical during normal operations.

#### 8.3.19.1.8 Speed Limit

Speed below 10,000 ft AAL shall not exceed 250 kt or minimum clean speed, whichever is higher.

Above 5,000 ft AAL, these speeds may only be exceeded if:



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1. Departure or arrival procedure requires higher speed, or
2. Speed restriction waived by ATC.

#### 8.3.19.2 Normal Procedures

##### 8.3.19.2.1 Cabin Crew Briefing

Prior to a flight duty or after a change of crew, the PIC (or in his absence a delegate) shall conduct a Cabin Crew briefing.

The Cabin Crew briefing should be performed prior to the crew boarding the aeroplane, whenever possible. If conducted on the aeroplane, it must not interfere with any other pre-flight activity and shall be completed before passenger boarding.

The objective of the Cabin Crew briefing is to establish the PIC's role as a team leader and manager, encourage respect and value the strength of other crew members and to build an effective team. The following information shall be exchanged during the Cabin Crew briefing:

1. Flight Crew introduction,
2. Flight Crew roles and responsibilities (such as for Augmented Crew operation, Flight Crew rest strategy, etc.),
3. Expected taxi time before takeoff,
4. Expected flight time(s) and cruise altitudes,
5. Expected weather conditions including periods of turbulence,
6. Policy to access the flight deck, if non-standard,
7. Any flight duty or layover related security requirements, as needed.

##### 8.3.19.2.2 Departure Briefing

Pre-flight, a departure briefing shall be conducted. The briefing should be structured in order to encourage all Flight Crew member feedback and participation, addressing anticipated threats and appropriate mitigation strategies.

Prior conducting the departure briefing, both pilots shall independently review relevant charts and FMS/FMC entries.

Whenever needed, Flight Crews should highlight any changes to the original departure briefing to ensure a shared mental model.

For further information, refer to the respective type specific documentation.



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## 8.3.19.2.3 Pushback or Towing

During pushback or towing the responsibility for the safe maneuvering of the aeroplane rests with the ground personnel.

## 8.3.19.2.4 Starting Engines

Flight Crew shall coordinate start-up with responsible ground personnel, except when performing 'engine start after push and hold' (refer to [Section 8.3.19.2.5](#)) or when conducting 'Reduced Engine Taxi' (RET).

The responsible ground personnel shall ensure that the danger areas around the aeroplane are clear before starting engines.

## 8.3.19.2.5 Engine Start After Push and Hold

When engine start after push and hold is required, the respective type specific procedure shall be applied. Ground personnel are not required to be present during engine start at the remote position before take-off.

## 8.3.19.2.6 Choice of Runway

Where a choice is available, the PIC shall select the runway offering the best safety margin under the prevailing weather and runway surface conditions.

## 8.3.19.2.7 Change of Runway/Intersection

In case of runway change, the Flight Crew shall apply the respective type specific procedure and shall conduct a departure briefing to address the differences, as needed.

In case of an intersection change, the respective type specific procedure shall only be applied if the intersection is more performance limiting (less TORA) compared to the original performance calculation.

## 8.3.19.2.8 Cabin Secure – Take-off

Prior to take-off, the Purser shall advise the PIC that the cabin is secured for take-off.

The Flight Crew shall notify the cabin crew to prepare for departure when the take-off is imminent via the procedure detailed in the fleet specific FCOM. For further information, refer to OM-E.

## 8.3.19.2.9 Minimum Runway Occupancy Time (MROT)

With due regard to the prevailing surface conditions and surrounding area, Flight Crews shall support the MROT, when safely possible.



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## 8.3.19.2.10 Take-off Conditions

Before commencing take-off, the PIC shall be satisfied that according to the information available to him, the weather at the aerodrome and the condition of the runway intended to be used should not prevent a safe take-off and departure.

## 8.3.19.2.11 Intersection Take-off

The full runway length should be used for take-off.

Intersection take-off may be performed if operationally advantageous (e.g., holding point blocked, to avoid departure delay, for operations efficiency reasons, ATC requirement/request) and if there is no significant reduction in safety margins.

## 8.3.19.2.12 Verification of Line-up Position

Prior to take-off, both operating Flight Crew members shall verify that the aeroplane is lined up at the correct position in accordance with the ATC clearance.

## 8.3.19.2.13 Initial Turns

(IOSA FLT 3.11.4, 3.11.48), (FLT 3.11.48)

1. As a general rule no turns shall be commenced below 400 feet AAL after takeoff.
2. However, if required by a departure procedure or ATC instructions, a turn shall be commenced below 400 feet AAL, when required, but not below 200 feet AAL. In such a case the bank angle shall be restricted to 15° until passing 500 feet AAL.

## 8.3.19.2.14 Noise Abatement Departure Procedures (NADP)

(GACAR 91.127(h))

Flight Crews shall comply with all applicable noise abatement procedures.

There may be times during adverse weather conditions when deviation from a noise abatement climb procedure is advisable.

**Thrust reduction and acceleration heights:** 1,000 feet AAL for both heights and should be used unless otherwise needed, such as for performance reasons. Following flap retraction, consider maintaining flaps up maneuver speed until the noise abatement profile is satisfied and the airplane is clear of obstacles or above any minimum crossing altitude.

## 8.3.19.2.15 Cabin Crew Release for In-flight Duties

The PIC may release the Cabin Crew for their in-flight duties when:

1. The flaps have been fully retracted,



2. The aeroplane has reached an altitude of 5,000 feet AAL or above, and
3. The turbulence is expected to be none or light.
4. The Cabin Crew may be released for their in-flight duties by either:
5. Extinguishing the seatbelt sign,
6. Cycling the seatbelt sign,
7. Calling the Purser via the interphone, or
8. Announcing "Cabin Crew cleared for duties" via the PA.

### 8.3.19.2.16 Weather Monitoring

Flight Crew shall monitor the actual and forecasted weather conditions at planned destination, destination alternate, and en-route alternate aerodromes, as needed.

### 8.3.19.2.17 Selection of Approach Procedure

The PIC shall use the most suitable equipment and approach equipment for the existing or expected weather conditions to ensure the highest probability of a successful approach.

The PIC may deviate from the preferred order below if he assesses that the planned approach is safer or equally safe but more efficient.

Preferred Order	Approach Procedure
1	<ol style="list-style-type: none"> <li>1. Precision Approach</li> <li>2. Approach Procedure with Vertical Guidance (APV) to the runway threshold.</li> <li>3. Visual Approach with vertical guidance to the runway threshold.</li> </ol>
2	Non-precision Approach (without vertical guidance to the runway threshold)
3	Circling Approach (enhanced code approach procedures)
4	Visual Approach (Without vertical guidance to the runway threshold)

**Note:** Visual Circuit Approach shall only be used for Base Training Flights and during emergencies.

### 8.3.19.2.18 Communication Prior to Arrival

The Flight Crew shall inform the Purser via interphone or personally when 20 minutes remain to top of descent. At 20 minutes from top of descent the Flight Crew should make an arrival PA. If the Flight Crew



are unable to make the PA, they will request the Purser to make a top of descent PA and will complete their arrival PA at an appropriate time thereafter.

### **8.3.19.2.19 Calculation of Cold/Warm Temperature Altitude Corrections or Displaced Threshold Crossing Altitude Corrections**

*FLT 3.11.32*

Prior to any FMS/FMC modification, both Flight Crew members shall independently calculate and agree on the altitude corrections to be applied in case of cold temperature or displaced threshold conditions.

A combination of cold temperature and displaced threshold crossing altitude corrections is not allowed. For considerations regarding warm temperature altitude corrections, refer to OM-C.

### **8.3.19.2.20 Approach Briefing**

*FLT 3.11.23*

Prior to arrival, an approach briefing shall be conducted. This should be accomplished normally not more than 20 minutes prior to top of descent (TOD).

The briefing should be structured in order to encourage all Flight Crew member feedback and participation, addressing anticipated threats and appropriate mitigation strategies.

Prior to conducting the arrival briefing, both pilots shall independently review relevant charts and FMS/FMC entries.

Depending on the complexity of an airport, the briefing should include additional mitigation strategies for threats such as glide path/slope steeper than usual, high aerodrome elevation/density altitude, temporary displaced threshold etc., as appropriate.

Whenever needed, Flight Crews should highlight any changes to the original approach briefing associated with a particular phase of flight to ensure a shared mental model.

For further information, refer to the respective type specific documentation.

### **8.3.19.2.21 Rate of Descent**

Except for momentary excursions, the following values for the rate of descent shall not be exceeded:

Altitude Above Terrain (Ft AGL)	Maximum Rate of Descent
Above 5000	5000
5000-3000	3000
3000-1000	2000
Below 1000	1000

*Table 51 Rate of Descent*



When required by a procedural vertical profile, the maximum descent rates may be exceeded if briefed accordingly.

### 8.3.19.2.22 Approach Procedures

#### 8.3.19.2.22.1 Category III/II (CAT III/II) Approach

A CAT III/II approach may only be planned and conducted if for the particular runway the CAT III/II approach is available and approved as per Jeppesen airport information, Low Visibility Operations section. Irrespective of the actual weather conditions, a CAT III/II approach shall be conducted in accordance with Low Visibility Procedures.

Autoland is mandatory for CAT III approaches. During normal operations, an Autoland is mandatory for CAT II approaches. Following a malfunction, a downgrade to a higher DH/DA shall be performed in accordance with the respective type specific documentation.

#### 8.3.19.2.22.2 Category I (CAT I) Approach, Approach Procedure with Vertical Guidance (APV), Non-precision Approach (without vertical guidance)

For ILS or localizer-based approaches, the respective localizer and/or glideslope shall be operative prior to initiating and during the approach.

For GLS approaches, the associated ground station shall be operative prior to initiating and during the approach. A GLS CAT I approach may be followed by a manual landing or Autoland.

For all other Approach Procedure with Vertical Guidance (APV) or Non-Precision Approaches (without vertical guidance), the respective ground and aeroplane equipment required for the approach shall be operative prior to initiating and during the approach.

For further information refer to Jeppesen Airways Manual and type specific documentation.

In order to conduct FMS/FMC based approach functions (such as FLS, LNAV/VNAV) the following conditions apply:

1. The approach shall be line selectable from the navigation database (if the navigation database label does not match with the Jeppesen approach chart, refer to the Jeppesen Airport Information or Jeppesen approach chart for further guidance),
2. Any modifications at or beyond the FAF shall be in accordance with the respective type specific procedure,
3. Unless otherwise specified in the respective type specific documentation, prior to any modification by the Flight Crew the line selected approach shall be validated as follows:



Validation Item	Maximum Difference (FMS/FMC vs Charted Value)
Final approach course	3°
Vertical Profile	0.10°
Distance FAF to RW/MAWP	1 NM
Minimum Crossing Altitudes	10 ft

Table 52 Maximum Difference vs Validation Item

### 8.3.19.2.22.2.1 Localizer Type Directional Aid (LDA) Approaches

Straight-in minima may be published where alignment does not exceed 30 degrees between the course and runway.

Circling minima only are published where this alignment exceeds 30 degrees.

Refer to Jeppesen Airway Manual.

### 8.3.19.2.22.2.2 Simultaneous Offset Instrument Approach (SOIA)

Refer to Jeppesen Airways Manual.

### 8.3.19.2.22.2.3 Surveillance Radar Approach (SRA) Approaches

SRA approaches are not permitted.

### 8.3.19.2.22.3 Visual Approach

An approach when either part or all of an instrument approach procedure is not completed and the approach is executed with visual reference to the terrain.

A visual approach may be conducted for the following reasons:

1. Requested by ATC to ensure separation requirements,
2. Visual approach is determined to be more efficient than the complete instrument approach procedure.

When conducting a visual approach, the crew responsibilities include the following:

1. Terrain clearance,
2. Navigation by means of visual ground cues (including any available and valid electronic and visual slope guidance),
3. Traffic and wake turbulence separation,



4. Establishing the go-around requirements when accepting the visual approach.

#### **8.3.19.2.22.3.1 RNAV Visual Flight Procedures (RVFP)**

RNAV Visual Flight Procedures (RVFP) are visual approaches utilizing lateral and vertical guidance published by the State of the aerodrome.

The RVFP shall be coded in the FMC/FMS and pilots are not authorized to build these procedures manually.

The Flight Crew should request the RVFP on initial contact with ATC, unless previously coordinated, and should report the aerodrome or preceding traffic in sight to receive clearance for such a procedure.

The Flight Crew should fly the published RVFP route and, unless otherwise cleared by ATC, comply with charted mandatory altitudes and speeds.

#### **8.3.19.2.22.3.2 Charted Visual Flight Procedures (CVFP)**

(IOSA FLT 3.11.58, 3.11.64)

Charted Visual Flight Procedures (CVFP) are charted visual approaches established for environmental and noise considerations or when necessary, for the safety and efficiency of air traffic operations published by the State of the aerodrome. Lateral and vertical navigation for CVFPs will be made with reference to prominent landmarks. Although some NAVAIDs may be depicted, these are for supplemental navigation only.

#### **8.3.19.2.22.4 Circling Approach**

(IOSA FLT 3.11.58, 3.11.69)

A circling approach is the visual phase of an instrument approach to bring an aeroplane into position for landing on a runway which is not suitably located for a straight-in approach.

Circling approaches without enhanced coding are not permitted unless approved by VP-FO or his designee.

For further information, refer to OM-C, Enhanced Coded Approach Procedures.

After the aeroplane has left the track of the initial (let-down) instrument approach, the flight phase outbound from the runway shall be limited to an appropriate distance, which is required to align the aeroplane onto the final approach. Such maneuvers shall be conducted to enable the aeroplane to:

1. Attain a controlled and stable descent path to the intended landing runway, and
2. Remain within the circling area in such a way that visual contact with the runway of intended landing or the runway environment is maintained at all times.

The published missed approach for the instrument approach should be followed. If visual reference is lost while circling to land after the aeroplane has departed from the initial instrument approach track, the missed approach specified for that particular instrument approach should be followed. It is expected



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that the pilot will make an initial climbing turn toward the intended landing runway and continue overhead the aerodrome where the pilot will establish the aeroplane in a climb on the instrument missed approach track.

#### 8.3.19.2.22.5 RNP AR Approach

(OpSpec C84 RNP AR) Subject to GACA approval, E-book Volume 5, Chapter 2, Section 10,

RNP Authorization Required (AR) is a special RNP approach procedure that requires additional authorizations.

An RNP approach is defined as RNP AR, if any of these characteristics are present:

1. Increased navigation accuracy (RNP <0.3)
2. Use of Radius to a Fix (RF) legs
3. Reduced lateral obstacle evaluation area on the missed approach (also referred to as a missed approach requiring RNP less than 1.0)
4. Reduced secondary obstacle clearance area
5. Qualification and additional procedures are required.

During the preparation of a flight where RNP AR procedure will be flown, the flight crew must verify that the required equipment is serviceable. The appropriate FCOM and MEL lists the required equipment that must be considered to conduct an RNP AR approach.

#### Navigation Database

The on-board navigation database for an RNP AR approach must have:

1. The capability to receive updates in accordance with 1 the AIRAC cycle.
2. The navigation database should also allow retrieval and loading of RNP AR approach procedures into the FMS.
3. The database must contain the waypoints and associated VNAV information, such as the altitudes and vertical angles for the procedure to be flown.
4. Be protected against flight crew modifications of the stored data.

**Note:** This does not preclude the flight crew from having the means to modify a procedure or route already loaded into the FMS. However, the procedures stored in the navigation database must remain intact within the navigation database for future use and reference.

The crew shall refer to the type specific FCOM and flight information publications for specific guidance.



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## 8.3.19.2.23 Cabin Secure – Landing

When Passing 5000ft AAL and when not interfering with the primary flying duty, the flight crew shall notify the cabin crew that the landing is imminent via the procedure detailed in the fleet specific FCOM. Prior to landing, the Purser shall advise the PIC that the cabin is secured for landing.

For further information, refer to OM-E,

## 8.3.19.2.24 Commencement and Continuation of Approach (Approach Ban Point)

(IOSA 3.11.63)

The PIC may commence an instrument approach regardless of the reported visibility/RVR, but the approach shall not be continued beyond the outer marker, or equivalent position, if the reported RVR/visibility is less than the applicable landing minima.

Where RVR is not available, RVR values may be derived by converting the reported visibility in accordance with Section 8.1.5.3.4.

If, after passing the outer marker or equivalent position, the reported RVR/ visibility falls below the applicable minimum, the approach may be continued to DA/H or MDA/H.

Where no outer marker or equivalent position exists, the PIC shall make the decision to continue or abandon the approach before descending below 1,000 ft AAL on the final approach segment.

For circling approaches, the PIC shall make the decision to continue or abandon the approach at the Initial Approach Fix (IAF).

The approach may be continued below DA/H or MDA/H and the landing may be completed provided that the required visual reference is established at the DA/H or MDA/H and is maintained.

For CAT II and CAT III approaches, the position where the decision to continue or discontinue shall be made is defined on the respective Jeppesen Airport Information, Low Visibility Operations section.

## 8.3.19.2.25 Continued Descent Approach/Reduced Drag Approach Technique/Continuous Descent Final Approach

The use of Continued Descent Approach (CDA) and Reduced Drag Approach Technique (low power/low drag) during the descent, initial, intermediate phases are encouraged.

The Continuous Descent Final Approach (CDFA) technique shall be used for non-precision approaches, unless specifically authorized by Airport Information and/ or CONOTAM.

## 8.3.19.2.26 Orbit/360° Turns

Orbits/360° turns shall only be conducted and completed as follows:

1. At or above 1,500 ft AAL or AGL, whichever is higher,
2. Autopilot engaged,



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3. Compliance with the approach stabilization criteria ensured.

Unless under positive radar control, orbits/360° turns are only permitted during daylight VMC.

Whenever performing an orbit/360° turn, the Flight Crew shall ensure adequate terrain clearance.

#### 8.3.19.2.27 Approach Stabilization

(IOSA FLT 3.6.3, 3.11.50, 3.11.58, 3.11.59, 3.11.60, 3.11.61, 3.11.69)

Approaches shall be planned and flown to comply with the approach stabilization criteria below. Whenever an approach does not meet the approach stabilization criteria, a go-around shall be performed.

Whenever a stable approach becomes unstable, a go-around shall be performed. The elements of the approach stabilization are as follows:

1. Lateral path
2. Vertical profile
3. Aeroplane configuration and speed

##### Lateral Path

The airplane shall be established on the lateral path when:

1. At the charted FAF/FAP at the charted altitude, or
2. Intercepting the glideslope/glidepath at the cleared ATC vectored altitude, if lower, or
3. Passing 300 feet AAL if required and allowed by the approach procedure.

##### Vertical Profile

The airplane shall be established on the vertical profile when:

1. At the charted FAF/FAP at the charted altitude, or
2. Intercepting the glideslope/glidepath at the cleared ATC vectored altitude, if lower.

##### Aeroplane Configuration and Speed

At 1,000 ft AAL, the airplane shall comply with the following stabilization criteria:

1. Landing gear down and locked,
2. Planned landing flaps set and in position, and
3. Speed brakes not deployed below 1,000 ft AAL.

The following stabilization criteria should be achieved by 1,000 ft AAL, but may be delayed until 500 ft AAL if needed:

1. Airspeed between VREF and Final Approach Speed +10 kt (or as per manufacturer guidance),



2. Thrust setting appropriate for the aeroplane configuration,
3. All checklists completed.

### Acceptable Displacement

(E-book Vol. 5 5.2.2.57 E)

In case of any deviation passed the FAP/FAF exceeding the following acceptable displacement, the crew shall perform a go-around.

Approach Type	Acceptable Displacement
ILS	Either the localizer (expanded scale) or the glide slope indicator: 1 dot deflection
RNP	1.0 x the RNP. If an alert message indicates that ANP exceeds RNP the crew shall perform a go-around.
VOR/NDB	One dot/5 degrees
Visual and Circling	If not on extended runway center line and glide path (not greater than 3° or PAPI calibrated glide path) by 500' AAL, the crew shall execute a go-around.

### 8.3.19.2.28 Setting of Aerodrome Operating Minima

The respective minimum shown for the planned procedure shall be set unless this value shall be increased if required (e.g., due to failed or downgraded ground equipment).

In accordance with the respective type specific documentation, the following shall be applied:

Published Minimum	Altimeter Used
DH	Radio Altimeter (RA)
DA	Barometric Altimeter (QNH)
MDA	Barometric Altimeter (QNH)

### 8.3.19.2.29 Visual Approach Slope Indicators Systems

Whenever possible, on runways equipped with Visual Approach Slope Indicators Systems (VASIS), such as PAPI, VASIS etc., Flight Crews should follow the visual approach slope indications during day and night operations having considered the following:



Approach Procedure	Consideration
Approach with electronic glideslope (such as ILS, GLS)	Maintain the electronic glideslope in alignment with the visual aiming point
Other approaches (such as APV)	Correct towards and maintain the VASIS only if the approach stabilization criteria (8.3.19.2.27) can be met

### 8.3.19.2.30 Threshold Crossing Height

The threshold (runway threshold or displaced threshold) shall be crossed based on either:

1. The electronic glideslope/glidepath,
2. The VASIS, or
3. The radio altimeter.

### 8.3.19.2.31 Touchdown

Pilots shall aim for a touchdown on the runway touchdown zone markings or at a point approximately 300 m down the runway from the landing threshold where such markings do not exist.

If the touchdown cannot be accomplished within the runway touchdown zone, a go-around should be considered.

If a valid aeroplane system generated alert, such as Runway Awareness Advisory System (RAAS) alert or similar, occurs, a go-around shall be conducted.

### 8.3.19.2.32 Missed Approach

The decision to initiate a go-around shall be clearly announced by either the PF or PM in accordance with the respective type specific procedure.

Once the decision has been announced, it is irrevocable, and the missed approach shall be completed. ATC shall be advised as soon as practicable. The missed approach procedure is published on the respective approach chart.

The missed approach acceleration altitude is defined as following:

1. Published missed approach altitude on approach chart,
2. Level off altitude prior to the published missed approach altitude, as practicable, or
3. State published missed approach acceleration altitude, if lower.



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#### 8.3.19.2.32.1 Missed Approach Initiation

(GACAR §91.191(j)), (IOSA FLT 3.11.62, 3.11.65, 3.11.67, 3.11.69)

A go-around shall be initiated:

1. If the required visual reference has not been established upon reaching DH/DA/MDA,
2. If the aeroplane reaches the Approach Ban Point and the reported RVR/visibility and/or ceiling is below required minima,
3. If at any time after descent below DH/DA/MDA the required visual references cannot be maintained,
4. If instructed by ATC,
5. If the approach stabilization requirements are not achieved and maintained,
6. If any required element of the ground navigation system or airborne equipment becomes inoperative or is suspected to be malfunctioning while in IMC conditions, or
7. If, during the approach, it becomes apparent that the approach and landing cannot be completed as briefed.

#### 8.3.19.2.32.2 Subsequent Approaches Following a Missed Approach

Following a missed approach, it is the PIC's responsibility to determine if a subsequent approach is to be conducted to the same runway/airport.

A second approach shall only be conducted if the PIC assesses that there is a high likelihood of a successful approach and landing. If the second approach was unsuccessful and both missed approaches were due to weather conditions, the PIC shall divert to the alternate aerodrome unless already committed to destination and unable to divert.

A third approach may only be flown when one or both missed approaches were non weather related and the PIC assesses that there is a high likelihood of a successful approach and landing.

The PIC shall carefully evaluate the weather reports or forecasts before committing to the destination aerodrome in accordance with 8.3.7.

#### 8.3.19.2.33 Diversion

If a flight is required to divert from the intended flight plan to an alternate aerodrome, the diversion shall be made to the most operationally suitable alternate aerodrome considering at least the following:

1. Aerodrome classification according to OM-C, Chapter XX,
2. Actual and forecasted weather,
3. NOTAMs.



The PIC shall ensure the following:

1. Diversion aerodrome has been discussed and communicated with NCC (ACARS diversion report), as practicable,
2. Cabin Crew has been advised,
3. Passengers have been briefed.

#### **8.3.19.2.33.1 Medical Diversion**

If a medical diversion is needed, Ground Medical Services (GMS) will provide a recommendation for aerodromes adequate to provide suitable medical support after landing. The PIC will then take appropriate action, considering the overall risks of a diversion to the safety of the aeroplane and its occupants. The final decision for selecting the most suitable aerodrome for a medical diversion rests with the PIC.

GMS will contact the diversion aerodrome and arrange for local emergency response services to meet at the aeroplane.

If communication cannot be established with GMS or NCC, the decision to divert rests with the PIC based on the information available.

The PIC should contact the diversion aerodrome with the passenger details and illness or injury (as known) and arrange for local emergency response services to meet the aeroplane, if possible.

The PIC shall not give any indication that Riyadh Air will accept responsibility for the costs of providing medical care.

#### **8.3.19.2.33.2 Diversion to Aerodromes with Company Support**

Upon arrival at the aerodrome, the PIC shall consult with the Riyadh Air ground personnel to determine the best course of action to minimize inconvenience to the passengers.

If the aeroplane is expected to depart shortly after refueling, it is preferable to keep the passengers on board. If the passengers are to be kept on board, they shall remain the responsibility of the PIC.

If passengers disembark, they will become the responsibility of the ground personnel. Passengers are required to take all their belongings, including baggage, with them.

If the PIC expects that the length of the stay will exceed the flight time limitations, he should arrange hotel accommodation and transportation for the crew in cooperation with the ground personnel and NCC, as soon as practicable. Nevertheless, the crew shall not leave the aerodrome until suitable arrangements for the passengers have been made and the security and maintenance of the aeroplane is assured.

At all times, the PIC shall liaise with the local ground personnel to ensure that any course of action decided upon does not infringe on any local regulations at that aerodrome.



### 8.3.19.2.33.3 Diversion to Aerodromes Without Company Support

Upon arrival at the aerodrome, the PIC shall consult with contracted or available ground personnel and shall ensure NCC is engaged with them.

It is the PIC's responsibility to arrange for the safe and efficient conduct of functions normally performed by ground staff, including:

1. Security and maintenance of the airplane,
2. Passengers, such as meals, hotel accommodation,
3. Baggage and cargo, and
4. Flight preparations, such as OFP, ATC flight plan.
5. The PIC shall coordinate with NCC, as practicable.

If passengers disembark, they will become the responsibility of the ground personnel. Passengers are required to take all their belongings, including baggage, with them. At least two Cabin Crew members should escort the passengers to the terminal.

### 8.3.19.2.34 Parking and Docking Systems

Flight Crews shall ensure that the assigned parking bay is acceptable for the respective airplane type.

If a Visual Docking Guidance System (VDGS) is used, the airplane type shall be illuminated before entering the parking bay.

Both pilots shall maintain a lookout while approaching the parking bay. If there is any doubt about the available clearance, the airplane shall be brought to a stop and marshalling assistance requested.

Once the airplane has reached the final parking position, the parking brake shall be set, and both crew members shall visually confirm that the airplane does not move.

The parking brake should normally remain set in accordance with the respective type specific documentation. If the parking brake needs to be released during the ground phase, chocks shall be in position in

accordance with the GOM before releasing it. When releasing the parking brake, the Flight Crew or engineer shall visually confirm that the aeroplane does not move.

For details, refer to Jeppesen Airways Manual.

### 8.3.19.2.35 Post Flight Review

On completion of the post flight formalities, the PIC should conduct a post flight review.

The post flight review shall be an open conversation and might include items such as:

1. Deviations from original briefed plans or strategies,



2. Strategies which might have enhanced the overall team performance,
3. Technical status of the aeroplane and Aircraft Technical Log implications.

### 8.3.19.2.36 Layover Briefing

After disembarkation, the PIC, or a delegate, should conduct a layover briefing addressing all Flight Deck and Cabin Crew members.

The layover briefing should include items such as:

- a. Wake-up and pick-up time for next duty,
- b. Threats associated with the layover destination,
- c. Planned crew changes.

### 8.3.19.3 Non-Normal/Emergency Procedures

#### 8.3.19.3.1 Emergency Authority of the PIC

(IOSA FLT 1.3.1, 1.3.8), (GACAR §121.1129(a)(c), §91.3 (b)(c))

During an emergency, considering the safety of the flight the PIC is permitted to deviate from prescribed rules, regulations, procedures, and minima as required. When deviating from an ATC clearance, the PIC shall inform ATC as soon as practicable.

#### 8.3.19.3.2 Declaration of Emergency

(IOSA FLT 3.14.11), (GACAR 91.97(g))

There should be no reluctance to use a distress or urgency signal declaring an emergency situation. Assistance can be alerted immediately and cancelled later, as appropriate.

The distress signal MAYDAY and urgency signal PAN-PAN shall be used at the commencement of the first distress or urgency communication.

#### 8.3.19.3.3 Malfunctions and Emergencies

The Flight Crew shall follow the allocated duties and respective abnormal/ non-normal/emergency procedures in accordance with the respective type specific documentation.

Depending on the circumstances, the PIC may allocate specific duties to designees, as appropriate.

The PIC should conduct the landing when in, or following, an abnormal/non-normal situation where the aeroplane's performance is affected. However, this does not prevent the delegation of the conduct of the landing to another qualified pilot, when, in the opinion of the PIC, and after a thorough assessment of the situation, he considers this to be a safer option.

In-flight, crew members shall not enter an avionics compartment, except in an emergency.



The PIC should provide a passenger briefing, explaining the situation in a calm, professional manner. The intent is to instill confidence. The briefing should include instructions, as appropriate.

#### 8.3.19.3.4 Fire/Smoke Warnings in Cargo Compartments

While on the ground, the Flight Crew in coordination with ground personnel may decide to immediately reopen the respective cargo compartment when it is believed the fire/smoke warning is non-fire/smoke related (such as immediately following insecticide spraying).

Passengers and crew members may remain on board, with aerobridges connected and/or passenger doors armed.

#### 8.3.19.3.5 Rejected Take-off

The decision to continue or reject the take-off rests solely with the PIC in accordance with the respective type specific procedure. If the First Officer is PF, the PIC shall keep his hand on the thrust levers until V1. By announcing his decision to reject the take-off, the PIC automatically takes over control of the airplane and the First Officer will assume the role of PM.

The PIC shall ensure that the airplane condition is under full control before attempting to taxi.

#### 8.3.19.3.6 Engine Out Procedures (EOP)

The approved take-off performance module will present one of the following:

##### 8.3.19.3.6.1 Standard Engine Out Procedure (Straight-out)

The following is assumed during the calculation of the Standard EOP:

1. Maintain runway track (compensating for wind),
2. Climb between V2 and V2+15,
3. At or above minimum acceleration height, initiate acceleration.

##### 8.3.19.3.6.2 Non-Standard Engine Out Procedure (Turning)

The following is assumed during the calculation of the Non-Standard

EOP:

1. Maintain runway track (compensated for wind),
2. Climb between V2 and V2+15,
3. At turning point, turn as required by the procedure with a bank angle of 15 degrees (or as required by the Non-Standard EOP),
4. Initiate acceleration when:



- a. The airplane is established on the final heading, track, or course of the Non-Standard EOP and at or above the minimum acceleration height, or
- b. At or above the applicable MSA, or
- c. The airplane meets the specific requirements described in the applicable Non-Standard EOP.

#### 8.3.19.3.7 Depressurization and Driftdown During Cruise

For further information regarding diversion procedures in the event of engine failure or loss of cabin pressure refer to:

1. Operational Flight Plan (OFP),
2. Depressurization and Driftdown Strategies, such as Northern Himalayan Region.

#### 8.3.19.3.8 Fly-by Confirmation

Low level fly pasts or fly-by maneuvers to verify the technical status of aeroplane systems shall not be conducted. Other means of confirmation, as ECAM/EICAS etc., provide more meaningful information than such observations.

#### 8.3.19.3.9 Foam Carpet

Unless available and offered by ATC, a foam carpet shall not be considered and actively requested by the PIC when landing with a defective landing gear.

#### 8.3.19.3.10 Overweight Landing

Every effort should be made to land at or below the Maximum Structural Landing Weight (MLW).

In exceptional conditions, the PIC may decide to perform an overweight landing, provided the crew applies the respective type specific procedures. He shall consider the overall risk of an overweight landing to the safety of the aeroplane, including the required maintenance actions prior to the next departure. An overweight landing with the respective actual landing weight shall be documented in the Aircraft Technical Log.

In the absence of an abnormal/non-normal situation, fuel jettison shall not be considered without NCC approval.

#### 8.3.19.3.11 Hard Landing

Only the PIC shall determine if a landing shall be classified as a hard landing. An Aircraft Technical Log entry shall be made using the term 'Hard Landing'.



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### 8.3.19.3.12 Emergency Evacuation

The PIC shall give clear commands if and when he wants an evacuation or pre-cautionary disembarkation to be started. The evacuation or pre-cautionary disembarkation must not be initiated while the aeroplane is moving.

For further information, refer to OM-E XXX, and respective type related documentation.

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8.4 LOW VISIBILITY OPERATIONS

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## 8.4 LOW VISIBILITY OPERATIONS

GACAR Part 91.391

### 8.4.1 Low Visibility Operations Policy

GACAR Part 91.393 IOSA FLT 3.11.9, GACAR Part 91.397, GACAR Part 91.401 91.403

Riyadh Air shall only conduct the following Low Visibility Operations (LVO) when approved by GACA.

1. Low visibility take-off (LVTO) operations.
2. Standard Category II (CAT II) Operations.
3. Standard Category III (CAT III) Operations.
4. Use of Enhanced Vision Systems or Head-Up Display.

The following specific requirements shall be met prior to conducting Low Visibility Operations (LVO):

1. Aeroplane certification,
2. Aeroplane equipment (refer to the respective MEL),
3. Flight Crew qualification (refer to OMD),
4. Standard Operating procedures (refer to the respective type specific documentation),
5. Approval by GACA and the state in which the aerodrome is located,
6. Low Visibility Procedures (LVP) in force.

### 8.4.2 Low Visibility Take-Off (LVTO) Operations

Low Visibility Take-Off (LVTO) is a take-off where the Runway Visual Range (RVR) is less than 400 m.

The Flight Crew shall not pass any CAT II/III runway holding position unless cleared to enter any runway.

Runway lights and/or markings should provide sufficient visual guidance to ensure adequate take-off alignment and directional control during take-off and stopping in case of abnormal/non-normal situation, as needed.

Prior to take-off, the PIC shall verify the airplane is aligned on the runway and that under the prevailing meteorological conditions, the visual references are sufficient to complete a safe take-off.

For LVTO with an RVR below 150m to 125m, the following is required:

1. High intensity runway centerline lights spaced 15m(50ft) or less apart and high intensity edge lights spaced 60m(200ft) or less apart in operation,
2. A 90m(295ft) visual segment observable from the flight crew compartment at the start of the take-off run,



3. The required RVR value is controlling for all of the relevant RVR reporting points

If during the take-off run the required visual references are lost, the PIC shall reject the take-off below 80 knots. At higher speeds the take-off should be continued, making use of centerline guidance.

#### 8.4.3 Approach and Landing

The following items should be considered before conducting an approach and landing during LVO:

1. Aeroplane equipment required for CAT II/III operations,
2. Applicable minima for CAT II/III operations,
3. Procedure in case of airplane or ground equipment failure during the CAT II/III approach and effects on the applicable minima,
4. Approach Ban Point,
5. Suitable runway exits after landing,
6. Country specific differences during LVO, such as ATC, as applicable,
7. Seating position and flight deck lighting.

An Instrument approach and landing may not be conducted in less than 800 m visibility unless RVR information is provided.

#### 8.4.4 CAT II/III Approaches without Low Visibility Procedures (LVP) in force

Practice of CAT II/III approaches including autoland without LVP in force shall not be conducted during normal operations.

However, CAT II/III approaches followed by an autoland may be conducted when required during flight training or an emergency.

When conducting CAT II/III procedures in weather conditions of CAT I or better, LVP will not be in force.

Flight Crews should be alert to the possibilities of beam deflection by airplane or vehicles on the ground and preceding traffic in the air.

Therefore, pilots should closely monitor the required system performance and intervene immediately should any abnormality occur.

ATC shall be notified prior to such an approach and autoland.

#### 8.4.5 CAT II/III Approaches

The main objective of CAT II/III operations is to provide a level of safety equivalent to other operations, but in more adverse weather conditions and lower visibility.



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CAT II/III approaches must be flown by a captain or an instructor pilot/check airman.

The following procedures and guidelines are provided in addition to the FCOM for flight crew.

#### **Category II Operations**

Category II approaches may be conducted using the autopilot or flight director only, with one or two engines.

#### **Category III Operations**

Category III operations are based on an approach to touchdown using the automatic landing system with one or two engines.

#### **Pilot Qualifications**

The flight-crew shall not conduct any CAT II/ III operation authorized unless they are trained and qualified in the equipment and LVO special procedures to be used.

The following shall apply:

1. A pilot-in-command shall not conduct CAT II / III operations until that pilot has successfully completed Riyadh Air approved CAT II / III training program and has been qualified for CAT II / III operations by one of Riyadh Air's check-airmen or a GACA inspector.
2. Before conducting CAT II/III operations, the pilot-in-command must meet the following requirements:
  - a. Initial/upgrade captains: 150 hours pilot-in-command time on type with Riyadh Air
  - b. Transition captains: 100 hours pilot-in-command time on type with Riyadh Air.
3. As a minimum, both pilots must have conducted an autoland operation during training or checking in either the aircraft or in a simulator at least annually, if the crew has not otherwise conducted an autoland in line operations within the previous 12 months.



## 8.5 EXTENDED RANGE OPERATION WITH TWO ENGINE AEROPLANES (ETOPS)

(OpSpec B042 subject to GACA approval), GACAR part 121.1401, 121.1409, 121.1413, 121.1417

### 8.5.1 Definitions

Extended Diversion Time Operations (EDTO) is any operation by an airplane with two or more turbine engines where the diversion time to an enroute alternate aerodrome is greater than the threshold time established by the State of the Operator. EDTO and ETOPS are terms which are used in conjunction, and which are essentially the same. Boeing uses the term ETOPS in their suite of manuals.

#### 8.5.1.1 Extended Range Entry Point

The extended range entry point is the first point on the airplane's route which is at 60 min flying time at the approved one-engine-inoperative cruise speed (under standard conditions in still air) from an adequate aerodrome.

#### 8.5.1.2 Extended Range Exit Point

The extended range exit point is the last point on the airplane's route which is at 60 min flying time at the approved one-engine-inoperative cruise speed (under standard conditions in still air) from an adequate aerodrome.

#### 8.5.1.3 Equal Time Point (ETP)

An equal time point (ETP) is the point of equal flying time between two ETOPS en-route alternate aerodromes, taking into account forecast wind and temperature.

#### 8.5.1.4 Approved One Engine Inoperative (OEI) Cruise Speed

The approved one-engine-inoperative cruise speed for the intended area of operation must be a speed, within the certificated limits of the airplane, selected by Riyadh Air and approved by the competent authority.

The OEI cruise speed is used to:

1. Establish the outer limit of the area of operation and any dispatch limitation,
2. Calculation of single-engine fuel requirements
3. Establish the level off altitude data. This level off altitude must clear any obstacle enroute by margins as specified in the operational requirements.



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Riyadh Air selected OEI cruise speed:

Aircraft Type	OEI cruise speed KIAS
B787	310

Table 53 Riyadh Air Selected OEI Cruise Speed

## 8.5.1.5 ETOPS Area of Operation

ETOPS area of operation is the area in which authorization has been given to conduct a flight under ETOPS rules, and it is defined by the approved maximum diversion time/distance for the specific airplane type.

	60 min	120 min	180 min
B787	425 NM	850 NM	1275 NM

Table 54 Maximum Diversion Time/ Distance for B787

## 8.5.1.6 Adequate Aerodrome

Adequate Aerodrome is an aerodrome which the operator considers to be satisfactory, taking account of:

1. The applicable performance requirements and runway characteristics,
2. At the expected time of use, the aerodrome will be available and equipped with necessary ancillary services, such as ATS, sufficient lighting, communications, weather reporting, navigational aids and emergency services/Rescue and Fire Fighting Services (RFFS),
3. The availability of an ATC facility,
4. The availability of at least one letdown aid (ground radar would qualify) for an instrument approach.

## 8.5.1.7 Suitable Aerodrome

An adequate aerodrome is deemed to be suitable when the following criteria are met:

1. Forecasted ceiling, visibility, and crosswind component (including gusts) within limits,
2. Forecasted runway surface condition ensure a safe landing can be conducted.

## 8.5.2 ETOPS Fuel Requirements

Fuel Planning shall consider the expected weather conditions forecast en-route (wind component, ISA deviation, icing).



For dispatch of an airplane under ETOPS, both the Standard Fuel Planning (8.1.7.2) and the ETOPS Fuel Planning shall be calculated, requiring the fuel to be uplifted be the greater amount of the two calculations.

### 8.5.2.1 ETOPS Fuel Planning

Fuel planning for an ETOPS flight shall consider the potential for an en-route diversion to a designated ETOPS en-route alternate aerodrome, from the most critical ETOPS ETP (Critical ETP) between designated ETOPS alternate aerodromes, by calculating and considering the ETOPS.

Critical Fuel Scenario.

This fuel planning is split into two parts:

1. Standard fuel scenario from departure to the Critical ETP.
2. Critical Fuel Scenario from the Critical ETP to the diversion aerodrome.

The Critical ETP is the ETP exhibiting the lowest fuel surplus or the highest fuel deficit. The highest fuel deficit is considered to be the required additional ETOPS fuel reserve.

If the ETOPS sector is covered by only one suitable aerodrome, the critical fuel will be based on ETOPS entry and exit point, and in most cases the latter will be the most critical.

### 8.5.2.2 ETOPS Critical Fuel Scenario

The ETOPS Critical Fuel requirement considers the potential for the following three failure scenarios from the most fuel critical ETOPS ETP with their respective diversion profiles and consequent fuel requirements.

The fuel requirements for each of the three failure cases are then compared to the standard fuel requirement, and the highest quantity will be uplifted.

This fuel uplift will then assure safe completion of the flight, regardless of flight scenario (normal flight or diversion).

The Three separate failure scenarios are:

1. Engine Failure
  - a. Descent at the selected speed cruise to the selected level schedule,
  - b. Diversion cruise at the selected level and speed.
2. Depressurization
  - a. Emergency descent at Vmo/Mmo (speed brakes extended) down to FL100,
  - b. Diversion cruise performed at the selected speed schedule.
3. Depressurization and One Engine Failure



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- a. Emergency descent at Vmo/Mmo (speed brakes extended) down to FL100,
- b. Diversion cruise at the selected speed schedule.

The ETOPS Critical Fuel Scenario is defined as follows:

1. Descent from the normal cruise altitude at the selected speed schedule,
2. Cruise at the required diversion level and speed,
3. Normal Descent to 1,500 ft above the diversion aerodrome,
4. 15 minutes holding,
5. First approach and missed approach as an instrument procedure,
6. Second approach and landing as visual circuit.

## 8.5.2.3 Additional Fuel Reserves

ETOPS requires that additional fuel be added to the fuel calculated in the three cases above to allow for:

1. Contingency fuel (5%),
2. Performance factor for each individual airplane,
3. APU fuel consumption (if required),
4. Icing penalty (for total anti-ice, engine, and wing, at 10,000 ft),
5. Effect of any CDL and/or MEL items.

The OFP calculates the fuel requirements for the two engines and single engine depressurized cases using the actual airplane weight at the Critical ETP.

It automatically selects the higher of the two fuel requirements (the single engine pressurized case is never limiting).

Contingency fuel, airplane performance factor, and APU fuel consumption are automatically calculated by the OFP.

Icing and MEL/CDL penalties are applied by Flight Dispatch, if required.

## 8.5.3 ETOPS En-route Alternate Aerodrome

For ETOPS operations, Flight Dispatch will check that appropriate ETOPS en-route alternate aerodromes are available and will load the nominated aerodromes into the OFP.

The Flight Crew will ensure that these selections are suitable during their pre-flight planning.



## 8.5.4 ETOPS Weather Requirements

To ensure that an instrument approach will be possible at the time that a diverting aerodrome would reach the diversion aerodrome, ETOPS requires higher than standard weather minima during flight planning for the selected ETOPS en-route alternate aerodromes.

### 8.5.4.1 Pre-Flight Planning Minima

ETOPS alternate aerodrome minimums specified in the Riyadh Air's operations specifications;

Approach Facility Configuration	Weather Minimums
A single precision approach	<ol style="list-style-type: none"> <li>1. Ceiling of 600 feet and visibility 3200 meters (2 sm); or</li> <li>2. Ceiling of 400 feet and visibility of 1600 meters (1 sm) above the lowest authorized landing minima. <b>Whichever Is Higher.</b></li> </ol>
Two or more separate precision approaches	<ol style="list-style-type: none"> <li>1. Ceiling of 400 feet and visibility of 1600 meters (1 sm); or</li> <li>2. Ceiling of 200 feet and visibility of 800 meters (1/2 sm) above the lowest authorized landing minima. <b>Whichever Is Higher.</b></li> </ol>
Non precision approach(es)	<ol style="list-style-type: none"> <li>1. Ceiling of 800 feet and visibility of 3200 meters (2 sm); or</li> <li>2. Ceiling of 400 feet and visibility of 1600 meters (1 sm) above the lowest authorized landing minima. <b>Whichever Is Higher.</b></li> </ol>

Table 55 ETOPS alternate Aerodrome Minimums

### 8.5.4.2 In-flight Minima

Flight Crew shall monitor the forecast weather for any required ETOPS en-route alternate aerodromes in-flight.

Once the airplane has been dispatched, the ETOPS alternate aerodromes remain suitable if the forecasted weather reports indicate that the weather will remain at or above the aerodrome operating minima (refer to OM-A [8.1.3.4](#)).



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Should the weather at a selected alternate deteriorate below landing minima prior to entering the ETOPS segment, or whilst in the ETOPS segment, another alternate shall be nominated that satisfies the weather requirements.

If this is not possible, the flight must not enter the ETOPS segment. If already in the ETOPS segment, the PIC shall decide whether to continue or if fuel on board permits, re-route on a non-ETOPS route.

## 8.5.5 ETOPS Aeroplane Requirements

### 8.5.5.1 MEL/CDL Considerations

ETOPS serviceability requirements are more restrictive than for normal operations. Riyadh Air Engineering will maintain a list of significant systems for each airplane type that will affect ETOPS operations in some way.

Any systems deficiencies that may have an impact on the dispatch of the airplane under ETOPS are notified to NCC prior to dispatch.

These items are to be reviewed by the Flight Crew to assess what effect they may have in terms of additional dispatch requirements and/or limitations.

Before an ETOPS flight, the ETOPS Supplement Maintenance Check shall be signed by an authorized engineer approved by Riyadh Air Engineering.

After dispatch, the MEL is not applicable and should not be considered limiting at this stage. It should be used for crew information only.

In case of a diversion caused by non-technical reasons, the ETOPS Supplement Maintenance Check will remain valid for the subsequent flight provided it is confirmed that the ETOPS serviceability requirements have not been changed since the last signed ETOPS Supplement Maintenance Check.

### 8.5.5.2 ETOPS Verification Flight

Verification flights are a requirement following certain significant maintenance actions as defined by Riyadh Air Engineering. An ETOPS verification flight may be accomplished during an ETOPS flight, a non-ETOPS flight or on a dedicated non-revenue flight.

Should an ETOPS flight be used, the in-flight verification shall be accomplished during the first 60 min of the flight and before the airplane enters the ETOPS segment.

The procedure affecting Flight Operations is as follows:

- Engineering will determine the requirement for an ETOPS Verification Flight after reviewing the Aircraft Technical Log,



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2. If an ETOPS Verification Flight is required, this requirement shall be recorded in the Technical Log by entering 'ETOPS Verification Flight Required' in the Defect Column of the Aircraft Technical Log Sector Record for the incoming flight and deferred by raising an ADD,
3. The ETOPS box of the logbook should be signed by the engineer before the flight,
4. A 'Notice to Crew' will be raised requesting the crew to carry out an ETOPS Verification Flight,
5. The Dispatch Duty Manager shall be notified immediately,
6. After completing 60 min of the flight, the PIC will record in the "Defect" column of the Technical Log Sector Record "ETOPS Verification Flight satisfactory", if no defects were apparent that would affect an ETOPS dispatch,
7. The ADD will be cleared at the next station using the Technical Log Sector Record reference for the satisfactory flight.

In considering the fuel requirements for the flight, the PIC, in consultation with the Dispatch Duty Manager and the Senior Engineer Shift, may elect to carry sufficient fuel to complete the sector via a non-

ETOPS routing. Factors affecting this decision may include, but are not necessarily limited to:

1. The desirability of minimizing disturbance to network scheduling,
2. Previous technical history of the airplane,
3. Availability of en-route engineering support,
4. Commercial implications of excess fuel on the payload,
5. Available non-ETOPS routings and entry points,
6. Forecast en-route weather.

## 8.5.6 ETOPS In-flight Procedures

ETOPS procedures shall be conducted in accordance with respective type specific documentation.

During flight, either before or during an ETOPS segment, a re-routing or diversion is required when:

1. Failures occur requiring a diversion to the nearest aerodrome, in accordance with the respective type specific documentation,
2. Failures occur requiring a non-ETOPS routing, in accordance with the respective type specific documentation,
3. Failures occur resulting in excessive fuel consumption, exceeding the available ETOPS Critical Fuel,
4. Weather minima at nominated suitable aerodrome(s) go below the aerodrome operating minima or become unsuitable for any reason prior to reaching the entry point.



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In the event of an ETOPS diversion due to an engine failure, the Flight Crew shall determine the best speed, altitude and thrust setting for the single engine flight to the alternate.

The fuel is predicated on flying the ETOPS diversion speed but if, in the judgement of the Flight Crew, it is better to fly a different speed, then they may deviate and fly the best speed based on the circumstances.

## 8.5.7 ETOPS Flight Watch

Flight Dispatch maintains a flight watch for ETOPS flights.

The flight watch personnel monitor:

1. Weather forecasts and reports for ETOPS en-route alternate aerodromes,
2. En-route weather forecasts and SIGMETs,
3. Any alteration to the status of ETOPS en-route alternate aerodrome facilities.

Should any factor render an en-route alternate unsuitable, they will contact the Flight Crew and assist with any re-planning that may be required, such as selection of different en-route alternates, fuel requirements, re-routing, etc.

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8	STANDARD OPERATING PROCEDURES
8.6	USE OF MINIMUM EQUIPMENT AND CONFIGURATION DEVIATION LIST

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## 8.6 USE OF MINIMUM EQUIPMENT AND CONFIGURATION DEVIATION LIST

GACAR Part 121.517

### 8.6.1 Minimum Equipment List (MEL)

The MEL is a Saudi GACA approved document that lists the equipment, systems and installations that may be unserviceable before a particular flight is undertaken, without invalidating the Certificate of Airworthiness.

The list includes any additional limitations, conditions and required procedures which may apply to flights with such items inoperative. The MEL forms part of Operations Manual Part B.

The MEL provides the PIC with the authority to operate the airplane with specified items of equipment unserviceable, but it must be emphasized that, irrespective of the provisions of the MEL, he is not obliged to operate with a particular defect or defects, if in his opinion, these unserviceabilities could adversely affect the safety of a proposed flight.

While the MEL considers the area and types of operation, such as ETOPS, MNPS/NAT-HLA or RVSM, and including whether the airplane is being dispatched from base or an outstation, it cannot address multiple unserviceabilities. The PIC shall take these issues, together with operational aspects such as the likely weather conditions, into consideration before deciding whether a dispatch under the MEL is acceptable.

### 8.6.2 Configuration Deviation List (CDL)

The CDL is a Saudi GACA approved document that lists the airplane panels, doors, and hatches, etc., that may be missing, and those areas of the airplane skin/structure that may be damaged without invalidating the Certificate of Airworthiness.

### 8.6.3 Use of MEL and CDL

An airplane is not permitted to dispatch with a defect that has not been processed in accordance with the procedures detailed in the Minimum Equipment List (MEL) and/or Configuration Deviation List (CDL). If a fault that cannot be immediately rectified is discovered during servicing or inspection of the airplane, it shall be reported to the PIC and action decided in accordance with the MEL/CDL.

Each airplane MEL contains detailed procedures regarding its scope and applicability.

Flight Crews shall not assist in airborne or ground troubleshooting of defects unless such procedures are documented in the respective type specific documentation.



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## 8.6.3.1 Non-Essential Equipment & Furnishings (NEF)

E-book Vol. 5 Chapter 4. Section 5

NEF are those items installed on the aircraft as part of the original certification, supplemental type certificate, or engineering order that have no effect on the safe operation of flight and would not be required by the applicable certification rules or operational rules.

They are those items that, if inoperative, damaged or missing, have no effect on the aircraft's ability to be operated safely under all operational conditions.

These non-essential items may be installed in areas including, but not limited to, the passenger compartment, flight deck area, service areas, cargo areas, crew rest areas, lavatories, and galley areas.

Items addressed elsewhere in this MEL are not included. Any number or combination of galley equipment may be inoperative provided the in-flight supervisor/purser is notified and determines that the operative galley equipment available is adequate to support the associated passenger service throughout the flight(s).

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## 8.7 NON-COMMERCIAL OPERATIONS

### 8.7.1 General

All non-revenue flights shall be conducted in accordance with the procedures and policies described in the Operations Manual unless specific alleviations allow otherwise.

1. GACA approval for each Demonstration Flight, Delivery Flight, Maintenance Ferry Flight, and Maintenance Test Flight shall be obtained prior to such operation.
2. Passengers, cabin crew and baggage shall not be carried on board a test flight.

#### 8.7.1.1 Carrying Supernumeraries and Passengers

A passenger on a non-revenue flight is a person, transported mostly for commercial purpose, who is not an operating crew member or a supernumerary.

A supernumerary on non-revenue flights is a person who is not an operating crew member or a passenger. Examples for supernumeraries are load master, engineer, GACA personnel etc.

**Note:** Non-operating crew members on passenger flights are considered as passengers. Passengers other than non-operating crew members transported on nonrevenue flights are subject to the authorization of SVP-FO or his designee.

#### 8.7.1.2 Cabin Crew Requirements on Non-Revenue Flights

Cabin Crew is required for any non-revenue flights carrying a passenger unless otherwise authorized by the SVP-FO or his designee.

#### 8.7.1.3 Pre-Flight Safety Check and Security Check

The PIC shall conduct the Pre-Flight Safety Checks in accordance with the OM-E.

Unless conducted by an authorized security service provider, the PIC shall conduct the Pre-Flight Security Check in accordance with the OM-E.

The PIC may delegate the Pre-Flight Safety and Security Check to a qualified crew members or other supernumeraries.

#### 8.7.1.4 Supernumeraries and Passenger Briefings

The PIC shall ensure all supernumeraries and passengers have received and understood a briefing about safety matters in accordance with the OM-E.

The PIC shall ensure all supernumeraries and passenger are briefed about the following:

1. Use of emergency equipment and exits,



2. Passenger safety information, such as compliance with the fasten seatbelt sign, readiness of the cabin prior the first airplane movement, take-off and landing, preparation for and an encountering of turbulence, etc.,
3. Follow all instructions given by the Flight Crew and Cabin Crew during normal, abnormal, and emergency situations,
4. Not to impede the Flight Crew and Cabin Crew in the performance of their duties,
5. Communicate any medical situation to the Flight Crew or Cabin Crew, who will liaise with Ground Medical Services, as needed.

The PIC shall consider the use of the Passenger Address and/or Interphone system to inform all supernumeraries and passengers about the following, as needed:

1. Remain seated with seatbelt fastened,
2. Prepare for take-off and landing, and when in the descend phase,
3. Instructions during emergency situations.

#### 8.7.1.5 Standard Operating Procedures

For any non-revenue flights carrying a passenger without Cabin Crew, the PIC shall ensure none of the following passengers are accepted to board the airplane:

1. Intoxicated and/or abusive passengers,
2. Passengers with disabilities or reduced mobility (PRM),
3. Passengers with injuries or illness,
4. Infants and unaccompanied minors (UMs),
5. Inadmissible passengers (INADs),
6. Deportees (DEPOs),
7. Persons in custody (prisoners).

When refueling or defueling with passengers embarking, on board, or disembarking without Cabin Crew, the PIC shall ensure:

1. Passenger doors are designated and made available for a possible evacuation in accordance with [Section 8.2.1.3](#).
2. The area outside designated emergency evacuation exits is unobstructed,
3. Certified and qualified crew members are positioned near passenger doors or are otherwise in a position to monitor passenger safety and, if required, execute an evacuation,



4. A suitable method of communication is established between certified and qualified crew members in a position to monitor passenger safety and personnel that have responsibility for fueling operations.

For passenger door operation procedures, refer to OM-E.

## 8.7.2 Types of Non-Revenue Flights

### 8.7.2.1 Demonstration Flights

#### 8.7.2.1.1 Public Relations (PR) Flight

A flight which may carry official or media representatives as non-paying passengers. Sometimes personnel of the operator are included. The PR flight is performed in the interest of the operator's own business.

PR flights may include participation in demonstrations, air shows, photographic flights, sightseeing flights under VFR, or similar operations and are subject to the authorization of SVP-FO or his designee.

### 8.7.2.2 Maintenance Check Flights

A Maintenance Check Flight (MCF) is a flight with the purpose of demonstrating:

1. an airplane's handling, performance and functionalities to buyers or lessees,
2. an airplane's flying characteristics or the operational procedures to the competent authority, for verification of compliance with the operational requirements for the initial issue of a certificate for an organization (Certificate of Airworthiness checks),
3. an airplane's handling, performance and functionalities following maintenance or for trouble shooting purposes.

MCFs are subject to the authorization of the Chief Pilot or his designee. MCFs shall normally be flown during daylight hours under VMC day conditions. In exceptional cases, dependent on the system to be checked, demonstration flights may be carried out at night.

MCFs may be operated by line crew or specifically qualified Flight Crew depending on the nature of the operation. When specifically qualified Flight Crew are required, they are referred to as a Technical Flight Check Pilot (TFCP).

The operations engineer assigned for such duties is referred to as a Technical Flight Check Engineer (TFCE).

(GACAR 91.419)

Flight test an aircraft shall be conducted over open water, or sparsely populated areas, having light air traffic.



### 8.7.2.2.1 'Level A' MCF

A 'Level A' MCF is a flight where the use of abnormal or emergency procedures is expected as defined in the respective type specific documentation or where it is required to prove the functioning of a backup system or other safety devices. A 'Level A' MCF requires at least one TFCP and a TFCE.

### 8.7.2.2.2 'Level B' MCF

A 'Level B' MCF is any MCF other than a 'Level A' MCF.

### 8.7.2.3 Ferry Flights

A ferry flight could be performed for the following purposes:

1. Aeroplane moved to or from a maintenance base,
2. Aeroplane operated under permit-to-fly conditions (subject to the authorization of SVP-FO or his designee)
3. Aeroplane moved from one location to another,
4. The airplane and its air crew are positioned to an aerodrome from which further commercial air transport operation will be performed,
5. Aeroplane moved from its current location to a secure location for various reasons (recovery flight).

### 8.7.2.4 Training Flights

Training flights in accordance with the Non-Revenue Flights section are base training flights.

Line flying under supervision (LIFUS), line checks, and similar flights are not subject the Non-Revenue Flights section.

Base training flights are subject to the authorization of the head of training.

### 8.7.3 Ground Check Runs

#### 8.7.3.1 Engine Runs

Full-power engine runs after maintenance action are usually carried out by suitably qualified ground engineers.

Engineering may require a PIC to assist in the completion of an engine run. He shall be fully briefed regarding safety procedures, run-up procedures and location of run-up areas.

At outstations there may be no engineer qualified to conduct a full power engine run or the qualified engineer may require the PIC to run the engine. The PIC may conduct such a run provided Engineering is consulted and advice sought on the procedure including:



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1. Safety procedures,
2. Run-up procedures,
3. Expected conditions during the procedure. Contact with any relevant maintenance personnel should be made through the Crew Duty Manager/Deputy Crew Duty Manager.

## 8.7.3.2 Taxi Checks

Taxi checks may be required following maintenance action.

1. Level A Taxi Checks are checks above 30 kt.
2. Level B Taxi Checks are checks up to 30 kt and require no special procedures.

Flight Crew shall be briefed by Engineering on the defect, the maintenance action, and any special considerations.

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8.8 OXYGEN REQUIREMENTS

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## 8.8 OXYGEN REQUIREMENTS

Appendix G a(15), GACAR §91.223(a)(b), (IOSA FLT 1.7.1, 3.11.49, 4.3.5)

### 8.8.1 Flight Crew

Prior to departure the oxygen mask at Flight Crew stations that will be occupied during the flight shall:

1. Be connected to the Flight Crew oxygen system and the system shall have sufficient pressure as per the respective type related procedure,
2. Be checked for proper operation.

Oxygen Masks Must be Worn and Used as Follows:

1. Above Flight Level 250, by the remaining operating pilot when the other pilot leaves his station.
2. Above Flight Level 410, at all times by one operating pilot.
3. When required by emergency/abnormal checklists.
4. Whenever cabin altitude exceeds 10,000 ft.

**Note:** Whenever oxygen masks are donned under (b) above, set the "100% – Normal" lever to Normal.

Up to 25,000 ft, a pressurized flight may be conducted if the Flight Crew oxygen system becomes inoperative/empty, provided portable oxygen bottles are readily available for each Flight Crew member on duty.

Above 25,000 ft the quick donning Flight Crew oxygen system shall be fully serviceable. All Flight Crew members shall have their oxygen mask available for use should the necessity arises.

Whenever the cabin altitude is above 10,000 ft, Flight Crew shall use oxygen.

For the use of oxygen in case of emergencies such as fire or decompression, refer to the respective type specific documentation.

### 8.8.2 Cabin Crew

When Cabin Crew members are required to be carried, sufficient oxygen outlets, masks, and/or portable oxygen units with masks for use by all Cabin Crew members, distributed throughout the cabin so as to ensure immediate availability of oxygen.

### 8.8.3 Passengers

(GACAR Part 91.305)

All Riyadh Air airplanes are required to carry the following supplemental oxygen for passengers:



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1. A supply of oxygen for 100% of passengers for 10 min, or the entire flight time the cabin pressure altitude exceeds 15,000 ft, whichever is greater.
2. A supply of oxygen for 30% of passengers for the entire flight time when the cabin pressure altitude exceeds 14,000 ft but does not exceed 15,000 ft.
3. A supply of oxygen for 10% of passengers for the entire flight time when the cabin pressure altitude exceeds 10,000 ft, but does not exceed 14,000 ft, after the first 30 min at these altitudes.

Whenever the cabin altitude is above 15,000 ft, Passengers shall use oxygen.

## 8.8.4 First Aid (Therapeutic) Oxygen

Refer to the OM-E, XX

## 8.8.5 Crew Protective Breathing Equipment (PBE)

Refer to the respective type specific documentation and OM-E, XX.



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8.9 EFB POLICY AND APPLICATIONS

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### 8.9 EFB POLICY AND APPLICATIONS

Use of Electronic Flight Bag (EFB – iPad)

(GACAR §91.37, eBook Vol. 5 Chapter 11)

Onboard any aircraft, FCMs are allowed to use only GACA approved EFB/ iPad issued by Riyadh Air.

1. It is the responsibility of each FCM to download and update all applications provided by Riyadh Air for use in Company-issued iPads. These applications are the property of Riyadh Air and shall not be distributed to any third party.
2. The Company-issued iPads remain the property of Riyadh Air; the FCM shall be responsible for the preservation and maintenance of the device.

Refer to the EFB Manual (RXI/OPS-FLT-M05).

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## 9 DANGEROUS GOODS AND WEAPONS

GACAR Part § 91.27

### 9.1 GENERAL POLICY FOR TRANSPORT OF DANGEROUS GOODS

#### Applicability

GACAR Part § 121.1601

GACAR Part § 121.1605 / 91.27

Riyadh Air is not authorized to carry dangerous goods. This chapter provides policies and procedures for the transport of company materials (COMAT), dry ice, and other dangerous goods exceptions allowed for non-carry operators such as passenger medical samples.

All Riyadh Air staff, employees and contractors must be appropriately trained on dangerous goods identification, handling, communication, and emergency response procedures outlined in this chapter. Strict compliance with regulations and adherence to safe operating practices regarding dangerous goods is mandatory across the Company to ensure passenger and employee safety.

While Riyadh Air does not transport external dangerous goods cargo, the limited quantities of permitted onboard materials must be processed properly. Vigilance is essential to prevent prohibited hazardous materials from inadvertently entering the aviation system. Everyone must remain alert and follow detailed reporting protocols if undeclared or unauthorized dangerous goods are discovered.

All reasonable measures must be taken to prevent dangerous goods from being carried on board inadvertently.

An occurrence report must be submitted for:

1. Any incident or accident involving dangerous goods, and
2. The finding of undeclared or wrongfully declared dangerous goods discovered in cargo or passengers' baggage.

All Riyadh Air employees and contractors whose job responsibilities involve processing or handling permitted dangerous goods must satisfactorily complete the Company's Dangerous Goods Recognition Training Program. As a non-carry airline, Riyadh Air's minimum training requirements are:

1. Flight Crew - dangerous goods training requirements per Riyadh Air Operations Manual Part D.
2. Cabin Crew - dangerous goods training modules as specified in the Initial and annual Recurrent training.
3. Ground Handling Staff - dangerous goods handling procedures per Riyadh Air Station and Ground Handling Manual.



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9.1	GENERAL POLICY FOR TRANSPORT OF DANGEROUS GOODS

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4. Cargo Staff - dangerous goods policies as outlined in Riyadh Air Cargo Operations Manual, even for limited company material transport.

At a minimum, the training will cover dangerous goods categories, labeling, permitted exceptions, and handling procedures for materials approved onboard Riyadh Air flights. Completing mandated dangerous goods training is a core duty for all affected personnel.

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9 DANGEROUS GOODS AND WEAPONS  
9.2 LEGAL BACKGROUND

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## 9.2 LEGAL BACKGROUND

Riyadh Air is responsible for compliance with all General Authority of Civil Aviation (GACA) regulations, ICAO Doc 9284, ICAO Annex 18, and the IATA Dangerous Goods Regulations Manual as amended.

Key regulations include:

1. GACA Dangerous Goods Regulation (GACAR part 109) based on ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284).
2. ICAO Annex 18 - The Safe Transport of Dangerous Goods by Air. This details the signatory states' responsibilities for DG transport.
3. IATA Dangerous Goods Regulations (DGR) - The global reference manual for transporting DG by air. This manual sets packaging, labeling and storage requirements which are updated annually.

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## 9.3 KEY DEFINITIONS

**Consignment.** One or more packages of dangerous goods accepted by an operator from one shipper at one time and at one address, received for in one lot and moving to one consignee at one destination address.

**Dangerous goods.** Articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those Instructions.

**Dangerous goods accident.** An occurrence associated with and related to the transport of dangerous goods by air which results in fatal or serious injury to a person or major property or environmental damage.

**Dangerous goods incident.** An occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property or environmental damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardizes the aircraft or its occupants is also deemed to constitute a dangerous goods incident.

**Exception.** A provision in the section that excludes a specific item of dangerous goods from the requirements normally applicable to that item.

**Overpack.** An enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and stowage.

**Package.** The complete product of the packing operation consisting of the packaging and its contents prepared for transport.

**State of Destination.** The State in the territory of which the consignment is finally to be unloaded from an aircraft.

**State of Origin.** The State in the territory of which the consignment is first to be loaded on an aircraft.

**State of the Operator.** The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence.

**Technical Instructions.** The Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284), approved and issued periodically in accordance with the procedure established by the ICAO Council.

**UN number.** The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods and on the Globally Harmonized System of Classification and Labelling of Chemicals to identify an article or substance or a particular group of articles or substances.



## 9.4 CATEGORIES OF DANGEROUS GOODS

Dangerous goods transported by air are categorized as follows:

1. **Forbidden Dangerous Goods:** Items considered too hazardous for air transport under any circumstances. Listed as forbidden in regulations. Refer to Section [9.7 DANGEROUS GOODS FORBIDDEN UNDER ANY CIRCUMSTANCE](#).
2. **Acceptable Dangerous Goods:** Items that may be transported by air if properly packaged, marked, labeled, and loaded per regulations. Quantity limits apply. Some are only permitted on cargo aircraft.
3. **Excepted Dangerous Goods:** Items excepted from normal dangerous goods regulations based on low hazard. Do not require special approvals. Exceptions relevant to Riyadh Air include:
  - a. Aircraft parts, equipment and supplies (excluding fuel) required for the operation or serviceability of the aircraft, when authorized by the General Authority of Civil Aviation. Exceptions include limitations on batteries, gases, flares.
  - b. Dry ice is used for catering when properly packaged.
  - c. Personal items for passenger and crew use that are carried on one's person or in checked/carry-on baggage per quantity limits.
  - d. Medical samples from patients under proper packaging and documentation protocols.
  - e. Company materials (COMAT) owned by Riyadh Air that are required for operations.

All personnel must be familiar with DG categories and associated restrictions to prevent prohibited items from entering the air transportation system. Exceptions must adhere to regulatory packaging, handling, and documentation requirements. Refer to [9.5 APPROVAL FOR THE TRANSPORT OF DANGEROUS GOODS](#).

*Note: In accordance with Saudi Arabia's adoption of the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air and associated State Variations per DGR Section 9.2, alcoholic beverages are forbidden for air transport to, from, or within Saudi territory under any circumstance. Riyadh Air employees must be vigilant in enforcing this restriction and preventing alcohol from entering the aviation system, whether as cargo or passenger baggage.*



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# OPERATIONS MANUAL - PART A (GENERAL)

9	DANGEROUS GOODS AND WEAPONS
9.5	APPROVAL FOR THE TRANSPORT OF DANGEROUS GOODS

Issue: 00  
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## 9.5 APPROVAL FOR THE TRANSPORT OF DANGEROUS GOODS

Dangerous goods can only be carried in accordance with the International Civil Aviation Organization's Technical Instructions for the Safe Transport of Dangerous Goods by Air (Technical Instructions), irrespective of whether the flight is wholly or partly within or wholly outside the territory of a State. An approval must be granted by GACA to Riyadh Air before dangerous goods can be carried on an aircraft, except for the items identified in [Error! Reference source not found.9.5.2](#) below.

### 9.5.1 Airworthiness and Operational Items

An approval is not required for dangerous goods which are required to be onboard the aircraft such as:

1. Items for airworthiness or operating reasons or for the health of passengers or crew, such as batteries, fire extinguishers, first-aid kits, insecticides, air fresheners, life rafts, escape slides, life-saving appliances, portable oxygen supplies, tritium signs, smoke hoods, passenger service units.
2. Aerosols, perfumes, colognes, liquefied gas lighters and portable electronic devices containing lithium metal or lithium-ion cells or batteries provided that the batteries meet the provisions applicable when carried by passengers and crew) carried onboard an aircraft by Riyadh Air for use or sale on the aircraft during the flight or series of flights but excluding non-refillable gas lighters and those lighters liable to leak when exposed to reduced pressure.
3. Dry ice intended for use in food and beverage service onboard the aircraft.
4. Electronic devices such as electronic flight bags, personal entertainment devices, credit card readers, containing lithium metal or lithium-ion cells or batteries and spare lithium batteries for such devices carried onboard an aircraft by Riyadh Air for use on the aircraft during the flight or series of flights, provided that the batteries meet the provisions applicable to the carriage of portable electronic devices containing lithium or lithium-ion cells or batteries by passengers. Spare lithium batteries must be individually protected to prevent short circuits when not in use.

Conditions for the carriage and use of electronic devices and for the carriage of spare batteries are included in the conditions of carriage.

Riyadh Air shall collect and retain evidence that any lithium cell/battery carried in accordance with this section is of a type which meets the requirements of each test in the United Nations UN Manual of Tests and Criteria, Part III, subsection 38.3

**Note:** Dangerous goods intended as replacements for those items referred to in 9.5 (1, 2 and 3) above may not be carried without an approval and unless consigned and accepted for transport in accordance with the ICAO Technical Instructions.



### 9.5.2 Medical Aid for a Patient

During transportation of passengers with medical needs, certain required medical equipment might be considered as dangerous goods. An approval is not required for these items if they:

1. Are placed on board the aircraft with the approval of the Company; or
2. Form part of the permanent equipment of the aircraft when it has been adapted for specialized use, to provide, during flight, medical aid for a patient, such as gas cylinders, drugs, medicines, other medical material (e.g., sterilizing wipes) and wet cell or lithium batteries, providing:
  - a. The gas cylinders have been manufactured specifically for the purpose of containing and transporting that particular gas;
  - b. The drugs and medicines and other medical supplies are under the control of trained personnel during the time when they are in use;
  - c. The equipment containing wet cell batteries is kept, and when necessary secured, in an upright position to prevent spillage of the electrolyte; and
  - d. Proper provision is made to stow and secure all the equipment during take-off and landing and at all other times when deemed necessary by the PIC in the interests of safety.

These dangerous goods may also be carried on a flight made by the same aircraft to collect a patient or after that patient has been delivered (e.g., training flights and positioning flights prior to or after maintenance), when it is impracticable to load or unload the goods at the time of the flight on which the patient is carried.

### 9.5.3 Excess Baggage as Cargo

An approval is not required for dangerous goods contained within items of excess baggage being sent as cargo provided that:

1. The excess baggage has been consigned as cargo by or on behalf of a passenger;
2. The dangerous goods may only be those that are permitted by and in accordance with [Section 9.9.1](#) to be carried in checked baggage; and
3. The excess baggage is marked with the words "Excess baggage consigned as cargo".

With the aim of preventing dangerous goods, which a passenger is not permitted to have, from being taken onboard the aircraft in excess baggage consigned as cargo, the Company should seek confirmation from the passenger, or a person acting on behalf of the passenger, that the excess baggage does not contain dangerous goods that are not permitted and seek further confirmation about the contents of any item where there are suspicions that it may contain dangerous goods that are not permitted.



## 9.6 DUTIES AND RESPONSIBILITIES OF PERSONNEL

### 9.6.1 Flight Crew

The following are the core duties and responsibilities of the Flight Crew with regards to Dangerous Goods:

1. Review NOTOC and verify correct DG codes, proper loading, and sign to acknowledge receipt.
2. Keep NOTOC available during flight for reference in emergencies.
3. Report in-flight DG incidents/accidents to air traffic control when able.
4. Pass NOTOC to next flight crew for continuous awareness.
5. Submit reports for any onboard DG accidents/incidents.

### 9.6.2 Cabin Crew

The following are the core duties and responsibilities of the Cabin Crew with regards to Dangerous Goods:

1. Enforce passenger and crew provisions regarding permitted DG items.
2. Respond to any DG incidents/accidents in the cabin per emergency procedures.
3. Report accidents/incidents involving passenger or crew DG to authorities.

### 9.6.3 Ground Handling Staff

The following are the core duties and responsibilities of the Ground Handling Staff with regards to Dangerous Goods:

1. Verify dangerous goods carried comply with exceptions and approvals.
2. Ensure proper packaging, marking, labels are applied per regulations.
3. Handle, load, and secure permitted DG properly based on aircraft type.
4. Report any undeclared or prohibited dangerous goods discovered.
5. Submit reports for any ground DG incidents or accidents.



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## OPERATIONS MANUAL - PART A (GENERAL)

- 9 DANGEROUS GOODS AND WEAPONS  
9.7 DANGEROUS GOODS FORBIDDEN UNDER ANY CIRCUMSTANCE

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### 9.7 DANGEROUS GOODS FORBIDDEN UNDER ANY CIRCUMSTANCE

Articles or substances that are liable to explode, dangerously, emit toxic gases, or spontaneously combust when transported by air must not be carried under any circumstances per ICAO Doc 9284. This includes goods specifically forbidden on the Dangerous Goods List in Table 3-1 of the Technical Instructions.

*Note: Riyadh Air retains the authority to decline the transport of any cargo classified as dangerous goods that surpasses the scope of our handling capabilities. It is imperative to acknowledge that the list of Dangerous Goods Regulations (DGR) detailed in Table 3-1 of the Technical Instructions does not represent an all-encompassing directory of hazardous materials. Cargo personnel must exercise due diligence in identifying potential dangers beyond those explicitly outlined*

Dangerous goods completely prohibited from passenger and crew baggage include:

1. Explosives, fireworks, flares
2. Compressed gases, deeply refrigerated gases
3. Flammable liquids and solids
4. Oxidizers, organic peroxides
5. Toxic or infectious substances
6. Radioactive material
7. Corrosives

Refer to DGR Manual sections 2.2.1 and 2.3.2.



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## OPERATIONS MANUAL - PART A (GENERAL)

9	DANGEROUS GOODS AND WEAPONS
9.8	COMPANY MATERIALS (COMAT) DETAILS

Issue: 00  
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### 9.8 COMPANY MATERIALS (COMAT) DETAILS

Company materials (COMAT) refer to items owned or used by Riyadh Air that are required for aircraft operations or maintenance. COMAT may include aircraft parts, consumable materials, medical kits, tools, and other items.

While COMAT is excepted from many dangerous goods regulations, certain limitations and requirements still apply:

1. Aircraft batteries, aerosols, flares, gases, and other hazardous COMAT must be properly packaged, marked, and labeled as per technical instructions.
2. Forbidden dangerous goods like flammable liquids and corrosive materials are prohibited even as COMAT.
3. COMAT documentation must include dangerous goods statements for any hazardous materials. Crews must be provided with written information.
4. Only the minimum quantity of hazardous COMAT required for the duration of the flight may be transported. Accessibility limitations may apply.
5. COMAT shipments being transported on other airlines/modes must fully comply with all applicable dangerous goods regulations.

Riyadh Air employees involved in handling, packaging, or shipping COMAT must receive function-specific dangerous goods training even for excepted materials. Following proper procedures ensures safety.



## 9.9 DANGEROUS GOODS CARRIED BY PASSENGERS AND CREW

Passengers and crew may only carry specific dangerous goods for personal use as permitted by regulations. Prohibited hazardous materials are forbidden in carry-on or checked baggage. All allowed items must comply with quantity limits, packaging, and handling requirements.

### 9.9.1 Restrictions and Allowances

Permitted dangerous goods include:

1. Alcohol-based hand sanitizers up to 100ml when properly packaged in tamper-evident containers.
2. Portable medical electronic devices like automated insulin pumps when accompanied by sufficient batteries.
3. Approved spare lithium batteries for portable electronic devices, capped to prevent short circuits.
4. Battery-powered mobility aids such as wheelchairs when prepared per guidelines.
5. Chemical agent monitoring equipment required for professional duties, with approvals.
6. Small gaseous oxygen cylinders for medical use, up to 5kg gross weight, with proper packaging and markings.

Baggage moved from cabin to cargo hold must be verified by crew to contain no prohibited dangerous goods. Passengers transferring carry-on bags must remove items approved only in cabin.

Common hazardous materials prohibited from air transport include liquid oxygen devices, electroshock weapons, strike anywhere matches, lighter fuel, and certain battery-powered lighters.

Riyadh Air provides dangerous goods information to passengers during booking and check-in processes. All passengers and crew must comply with DG restrictions and allowances to ensure safe travel.

### 9.9.2 Personal Transportation Devices

Passengers may carry certain battery-powered devices like wheelchairs, mobility scooters, and Segways as checked or carry-on baggage if steps are taken to prevent accidental activation and damage.

Requirements include:

1. Devices must be carried in a manner to prevent accidental operation or damage.
2. Lithium batteries must be disconnected, terminals insulated, and batteries secured against movement.
3. Batteries over 160 watt-hours rating require approval and must be removed if possible.



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4. Damaged or defective batteries are forbidden. Batteries must be tested and maintained per manufacturer guidelines.
5. Battery-powered vehicles for children can only contain non-spillable wet batteries or dry lithium batteries.
6. Propane tanks must be emptied if attached to mobility devices.

Passengers should make advance arrangements with Riyadh Air for transporting large or unique mobility aids.

## 9.9.3 Information to Passengers

Riyadh Air utilizes multiple methods to inform passengers about dangerous goods restrictions and permitted items:

1. Booking website highlights general DG policies and prohibited materials.
2. Check-in areas have visible dangerous goods awareness posters and flyers.
3. Check-in staff verbally confirm no unauthorized DG items are in baggage.
4. Aircraft safety cards display DG pictograms and key restrictions.
5. Boarding gate areas contain DG information posters and examples.
6. Baggage claim areas have DG info posters covering items forbidden in checked bags.

Information covers visual examples of common prohibited hazardous materials, quantity limits for permitted substances, proper packaging and handling, and consequences of violations.



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Figure 4: Permitted and Non-Permitted Goods in Airplane Cabin

Passengers are advised to contact Riyadh Air to confirm if unique DG items like medical devices or lithium batteries are allowed. Advance notification enables smooth processing and boarding.

## 9.9.4 Provisions for Carriage

Dangerous goods must not be loaded in as passenger or crew, checked or carry-on baggage, except if allowed in the table below. The table below is an extract from IATA DGR Manual, revision 2024.



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	The Pilot-in-Command must be informed of the location	Permitted in or as carry-on baggage	Permitted in or as checked baggage	The approval of the operator is required	
Alcoholic beverages, when in retail packaging, containing more than 24% but not more than 70% alcohol by volume, in receptacles not exceeding 5 L, with a total net quantity per person of 5 L.		NO	YES	YES	NO
<b>Note:</b> Alcoholic beverages containing 24% or less alcohol by volume are not subject to any restrictions.		YES	YES	NO	NO
Ammunition, securely packaged (in Div. 1.4S, UN 0012 or UN 0014 only), in quantities not exceeding 5 kg gross weight per person for that person's own use. Allowances for more than one person must not be combined into one or more packages.		YES	YES	YES	NO
Avalanche rescue backpack, one (1) per person, containing cartridges of compressed gas in Div. 2.2. May also be equipped with a pyrotechnic trigger mechanism containing no more than 200 mg net of Div. 1.4S. The backpack must be packed in such a manner that it cannot be accidentally activated. The airbags within the backpacks must be fitted with pressure relief valves.		YES	YES	YES	NO
Baggage with installed lithium batteries non-removable batteries exceeding -0.3 g lithium metal or 2.7 Wh.		FORBIDDEN			
Baggage with installed lithium batteries: -Non-removable batteries. Batteries must contain no more than 0.3 g lithium metal or for lithium ion must not exceed 2.7 Wh; -Removable batteries. Batteries must be removed if baggage is to be checked in. Removed batteries must be carried in the cabin.		NO	YES	YES	NO

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	The Pilot-in-Command must be informed of the location	Permitted in or as carry-on baggage	Permitted in or as checked baggage	The approval of the operator is required			
Batteries, spare/loose, including lithium batteries, non-spillable batteries, nickel-metal hydride batteries and dry batteries (IATA DGR Manual section 2.3.5.8) for portable electronic devices must be carried in carry-on baggage only. Articles which have the primary purpose as a power source, e.g., power banks, are considered as spare batteries. These batteries must be individually protected to prevent short circuits.  Lithium metal batteries: the lithium metal content must not exceed 2 g (IATA DGR Manual section 2.3.5.8.4).  Lithium-ion batteries: the Watt-hour rating must not exceed 100 Wh (IATA DGR Manual section 2.3.5.8.4). Each person is limited to a maximum of 20 spare batteries. (*The operator may approve the carriage of more than 20 batteries.)  Non-spillable batteries: must be 12 V or less and 100 Wh or less. Each person is limited to a maximum of 2 spare batteries (IATA DGR Manual section 2.3.5.8.5).				NO*	NO	YES	NO
Camping stoves and fuel containers that have contained a flammable liquid fuel, with empty fuel tank and/or fuel container (IATA DGR Manual section 2.3.2.5 for details).				YES	YES	NO	NO
Chemical Agent Monitoring Equipment, when carried by staff members of the Organization for the Prohibition of Chemical Weapons on official travel (IATA DGR Manual section 2.3.4.4).				YES	YES	YES	NO
Disabling devices such as mace, pepper spray, etc. containing an irritant or incapacitating substance are forbidden on the person, in checked and carry-on baggage.				FORBIDDEN			
Dry ice (carbon dioxide, solid), in quantities not exceeding 2.5 kg per person when used to pack perishables not subject to these Regulations in checked or carry-on baggage, provided the baggage (package) permits the release of carbon dioxide gas. Checked baggage must be marked "dry ice" or "carbon dioxide, solid" and with the net weight of dry ice, or an indication that there is 2.5 kg or less dry ice.				YES	YES	YES	NO

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The Pilot-in-Command must be informed of the location				
	Permitted in or as carry-on baggage			
	Permitted in or as checked baggage			
	The approval of the operator is required			
e-cigarettes (including e-cigars, e-pipes, other personal vaporizers) containing batteries must be individually protected to prevent accidental activation (IATA DGR Manual section 2.3.5.8.2).	NO	NO	YES	NO
Electroshock weapons (e.g., Tasers) containing dangerous goods such as explosives, compressed gases, lithium batteries, etc. are forbidden in carry-on baggage or checked baggage or on the person.	FORBIDDEN			
Fuel cells containing fuel, powering portable electronic devices (e.g., cameras, cellular phones, laptop computers and camcorders), IATA DGR Manual section 2.3.5.9 for details.	NO	NO	YES	NO
Fuel cell cartridges, spare for portable electronic devices, IATA DGR Manual section 2.3.5.9 for details.	NO	YES	YES	NO
Gas cartridges, small, non-flammable containing carbon dioxide or other suitable gas in Division 2.2. Up to two (2) small cartridges fitted into a self-inflating personal safety device, intended to be worn by a person, such as a life jacket or vest. Not more than two (2) devices per passenger and up to two (2) spare small cartridges per device, not more than four (4) cartridges up to 50 mL water capacity for other devices (IATA DGR Manual section 2.3.4.2).	YES	YES	YES	NO
Gas cylinders, non-flammable, non-toxic, worn for the operation of mechanical limbs. Also, spare cylinders of a similar size if required to ensure an adequate supply for the duration of the journey.	NO	YES	YES	NO
Hair styling equipment containing a hydrocarbon gas cartridge, up to one (1) per passenger or crew member, provided that the safety cover is securely fitted over the heating element. This hair styling equipment must not be used on board the aircraft. Spare gas cartridges for such hair styling equipment are not permitted in checked or carry-on baggage.	NO	YES	YES	NO

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The Pilot-in-Command must be informed of the location				
	Permitted in or as carry-on baggage			
	Permitted in or as checked baggage			
	The approval of the operator is required			
Insulated packaging's containing refrigerated liquid nitrogen (dry shipper), fully absorbed in a porous material containing only non-dangerous goods.	NO	YES	YES	NO
Internal combustion or fuel cell engines, must meet A70 (IATA DGR Manual section 2.3.5.12 for details).	NO	YES	NO	NO
Lithium Batteries: Portable electronic devices (PED) containing lithium metal or lithium-ion cells or batteries, including medical devices such as portable oxygen concentrators (POC) and consumer electronics such as cameras, mobile phones, laptops and tablets (IATA DGR Manual section 2.3.5.8). For lithium metal batteries the lithium metal content must not exceed 2 g and for lithium-ion batteries the Watt-hour rating must not exceed 100 Wh. Devices in checked baggage must be completely switched off and must be protected from damage. Each person is limited to a maximum of 15 PED.	NO*	YES	YES	NO
Lithium batteries, spare/loose, including power banks, see Batteries, spare/loose				
Lithium battery-powered electronic devices. Lithium-ion batteries for portable (including medical) electronic devices, a Wh rating exceeding 100 Wh but not exceeding 160 Wh. For portable medical electronic devices only, lithium metal batteries with a lithium metal content exceeding 2 g but not exceeding 8 g. Devices in checked baggage must be completely switched off and must be protected from damage.	YES	YES	YES	NO
Lithium batteries, spare/loose with a Watt-hour rating exceeding 100 Wh but not exceeding 160 Wh for consumer electronic devices and PMED, or with a lithium metal content exceeding 2 g but not exceeding 8 g for PMED only. Maximum of two spare batteries in carry-on baggage only. These batteries must be individually protected to prevent short circuits.	YES	NO	YES	NO

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The Pilot-in-Command must be informed of the location			
	Permitted in or as carry-on baggage	Permitted in or as checked baggage	
The approval of the operator is required			
Matches, safety (one small packet) or a small cigarette lighter that does not contain unabsorbed liquid fuel, other than liquefied gas, intended for use by an individual when carried on the person. Lighter fuel and lighter refills are not permitted on one's person or in checked or carry-on baggage.	NO	ON ONE'S PERSON	NO
<b>Note:</b> "Strike anywhere" matches, "Blue flame" or "Cigar" lighters or lighters powered by a lithium battery without a safety cap or means of protection against unintentional activation are forbidden (see IATA DGR Manual section 2.3.5.8.4(e)).	YES	YES	NO YES
Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with non-spillable wet batteries, nickel-metal hydride batteries or dry batteries, (IATA DGR Manual section 2.3.2.2).	YES	YES	NO YES
Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with spillable batteries or with lithium-ion batteries (IATA DGR Manual section 2.3.2.3 and 2.3.2.4 for details).	YES	YES	NO YES
Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with lithium-ion batteries where the design of the mobility aid does not provide adequate protection for the battery(ies) (IATA DGR Manual section 2.3.2.4.3 for details).	YES	NO	YES YES
Non-radioactive medicinal or toiletry articles (including aerosols) such as hairsprays, perfumes, colognes and medicines containing alcohol; and non-flammable, non-toxic (Division 2.2) aerosols, with no subsidiary hazard, for sporting or home use (IATA DGR Manual section 2.3.5.1).  The total net quantity of non-radioactive medicinal or toiletry articles and non-flammable, non-toxic (Division 2.2) aerosols must not exceed 2 kg or 2 L and the net quantity of each single article must not exceed 0.5 kg or 0.5 L. Release valves on aerosols must be protected by a cap or other suitable means to prevent inadvertent release of the contents.	NO	YES	YES NO

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The Pilot-in-Command must be informed of the location			
Permitted in or as carry-on baggage			
Permitted in or as checked baggage			
The approval of the operator is required			
Matches, safety (one small packet) or a small cigarette lighter that does not contain unabsorbed liquid fuel, other than liquefied gas, intended for use by an individual when carried on the person. Lighter fuel and lighter refills are not permitted on one's person or in checked or carry-on baggage.	NO	ON ONE'S PERSON	NO
<b>Note:</b> "Strike anywhere" matches, "Blue flame" or "Cigar" lighters or lighters powered by a lithium battery without a safety cap or means of protection against unintentional activation are forbidden (IATA DGR Manual section 2.3.5.8.4(e)).	YES	YES	NO
Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with non-spillable wet batteries, nickel-metal hydride batteries or dry batteries, (IATA DGR Manual section 2.3.2.2).	YES	YES	YES
Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with spillable batteries or with lithium-ion batteries (IATA DGR Manual section 2.3.2.3 and 2.3.2.4 for details).	YES	YES	NO
Mobility Aids: Battery-powered wheelchairs or other similar mobility devices with lithium-ion batteries where the design of the mobility aid does not provide adequate protection for the battery(ies) (IATA DGR Manual section 2.3.2.4.3 for details).	YES	NO	YES
Non-radioactive medicinal or toiletry articles (including aerosols) such as hairsprays, perfumes, colognes and medicines containing alcohol; and non-flammable, non-toxic (Division 2.2) aerosols, with no subsidiary hazard, for sporting or home use (IATA DGR Manual section 2.3.5.1).  The total net quantity of non-radioactive medicinal or toiletry articles and non-flammable, non-toxic (Division 2.2) aerosols must not exceed 2 kg or 2 L and the net quantity of each single article must not exceed 0.5 kg or 0.5 L. Release valves on aerosols must be protected by a cap or other suitable means to prevent inadvertent release of the contents.	NO	YES	YES

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	The Pilot-in-Command must be informed of the location	Permitted in or as carry-on baggage	Permitted in or as checked baggage	The approval of the operator is required		
Oxygen or air, gaseous, cylinders required for medical use. The cylinder must not exceed 5 kg gross weight.  Note: Liquid oxygen systems are forbidden for transport.		YES	YES	YES	YES	
Permeation devices, must meet A41 (IATA DGR Manual section 2.3.5.13 for details).		NO	YES	NO	NO	
Radio isotopic cardiac pacemakers or other devices, including those powered by lithium batteries, implanted into a person, or fitted externally.		NO	ON ONE'S PERSON		NO	
Security-type equipment (IATA DGR Manual section 2.3.2.6 for details).		YES	YES	NO	NO	
Security-type attaché cases, cash boxes, cash bags, etc., incorporating dangerous goods, such as lithium batteries and/or pyrotechnic material, except as provided in IATA DGR Manual section 2.3.2.6 are totally forbidden. See entry in 4.2 – List of Dangerous Goods.				FORBIDDEN		
Specimens, non-infectious, packed with small quantities of flammable liquid, must meet A180 (IATA DGR Manual section 2.3.5.11 for details).		NO	YES	YES	NO	
Thermometer, medical or clinical, which contains mercury, one (1) per person for personal use, when in its protective case.		NO	YES	NO	NO	
Thermometer or barometer, mercury filled, carried by a representative of a government weather bureau or similar official agency (IATA DGR Manual section 2.3.3.1 for details).		YES	NO	YES	YES	

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Note: The provisions of Subsection 2.3 and Table 2.3.A may be limited by State or operator variations. Passengers should check with their airline for the current provisions. For details, refer to DGRM Chapter 9.



## 9.10 ACCEPTANCE AND HANDLING OF DANGEROUS GOODS CARGO

### 9.10.1 Cargo Facility Signage and Documentation

1. Notice signs indicating general DG acceptance policies must be posted at cargo intake areas. Signs should be visible to shippers during acceptance processes.
2. DG restriction summaries, quantity limits, package size and weight restrictions should be posted and copies available for shippers.
3. Emergency response procedures and contact information should be posted at cargo facilities.
4. Acceptance personnel must have the latest DG regulation documents available for reference along with carrier variations and exemptions.

### 9.10.2 Acceptance Procedures

1. Shipments must be verified against DG regulations to determine if the materials are permitted, forbidden, or require approval.
2. All packages must be inspected for proper shipping names, UN numbers, labels, markings, and documentation.
3. Quantity limitations per package and per shipment must be confirmed. Net weights of DG must be obtained.
4. Proper packaging, authorized container types, and adequate cushioning/absorbent materials must be verified.
5. Completed DG declarations for each shipment must be obtained from the shipper.
6. For hazardous cargo, permissions must be granted before acceptance and secured loading coordination arranged.
7. Any undeclared or suspect DG shipments must be refused. Procedures for rejecting unauthorized cargo must be followed.
8. After acceptance, dangerous goods cargo must be stored and handled according to segregation and compatibility requirements.

### 9.10.3 Labelling and Placarding

Articles and substances meeting the dangerous goods classification criteria are assigned a "UN Number" under the United Nations classification system. This consists of a four-digit number preceded by the capital letters "UN". Packages of dangerous goods must be marked with the UN Number(s) applicable to their contents.



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Packages containing dangerous goods can also be identified by labels indicating the hazard of the goods by their class or division or by the presence of certain handling labels/marks.

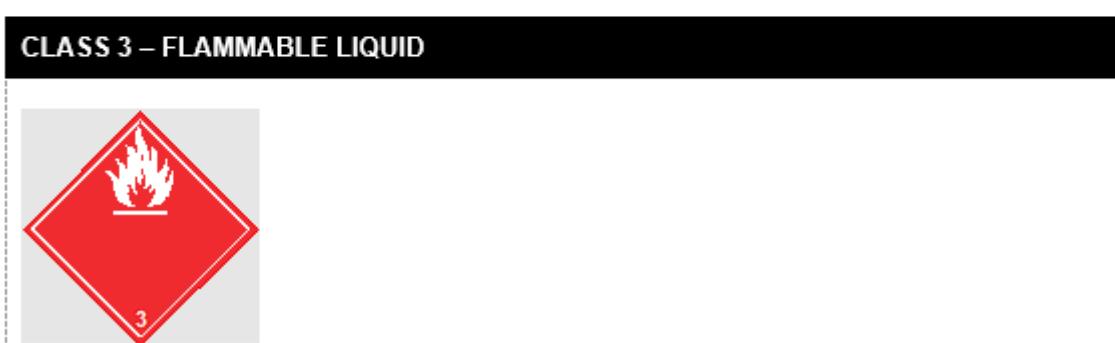
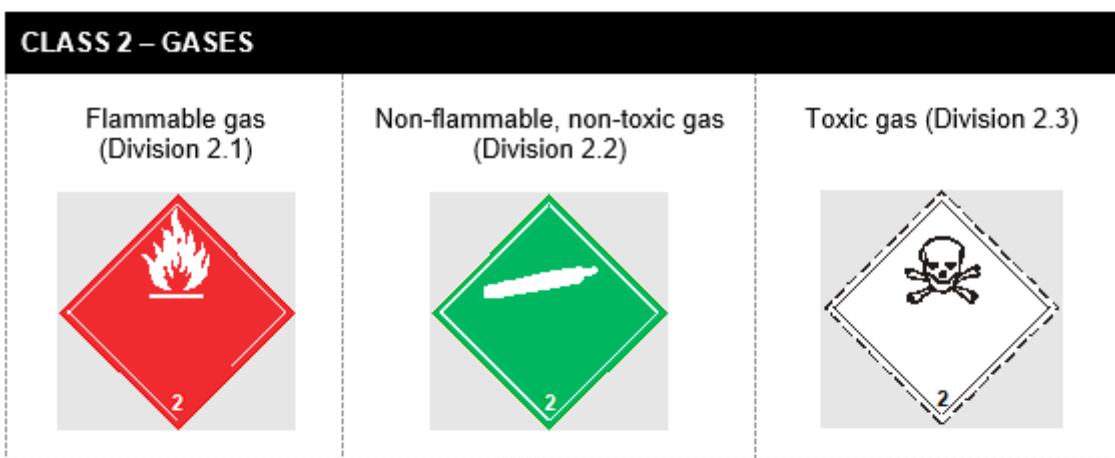


Figure 5: Package Labelling Class 1 to 3



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## CLASS 4 – FLAMMABLE SOLIDS; SUBSTANCES LIABLE TO SPONTANEOUS COMBUSTION; SUBSTANCES WHICH, IN CONTACT WITH WATER, EMIT FLAMMABLE GASES

Flammable solid  
(Division 4.1)



Substance liable to spontaneous combustion (Division 4.2)

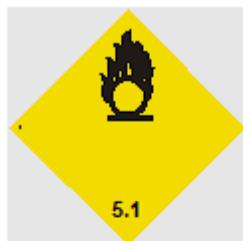


Substance which, in contact with water, emits flammable gas (Division 4.3)



## CLASS 5 – OXIDISING SUBSTANCES AND ORGANIC PEROXIDES

Oxidising substance  
(Division 5.1)



Organic peroxide (Division 5.2) (flame may be black or white)



## CLASS 6 – TOXIC AND INFECTIOUS SUBSTANCES

Toxic substance (Division 6.1)



Infectious substance (Division 6.2)



The bottom part of the label should bear the inscription:

"INFECTIOUS  
SUBSTANCE — In case of  
damage or leakage  
immediately notify public  
health authority".

Figure 6 :Package Labelling Class 4 to 6



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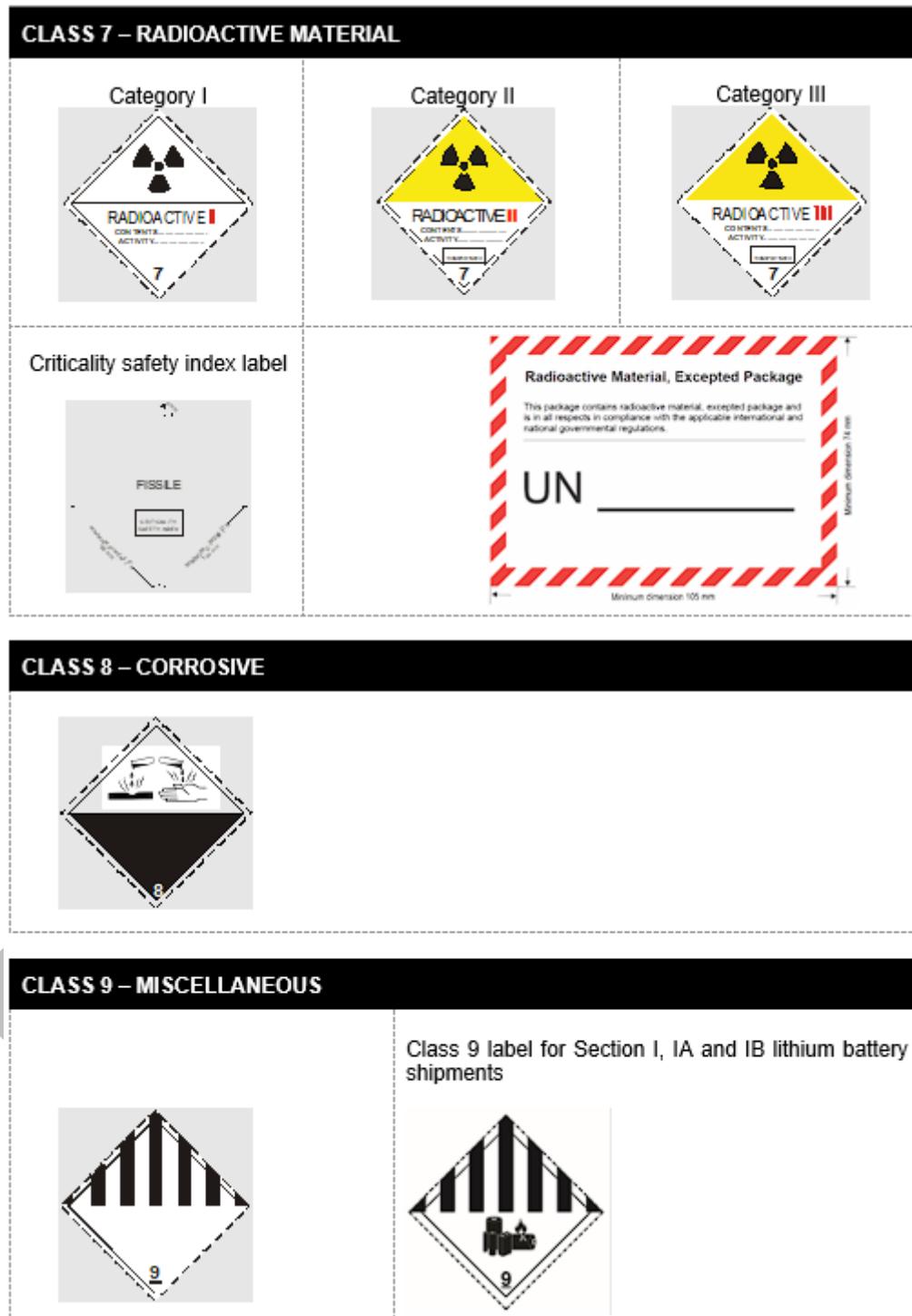


Figure 7 Package Labelling Class 7 to 9



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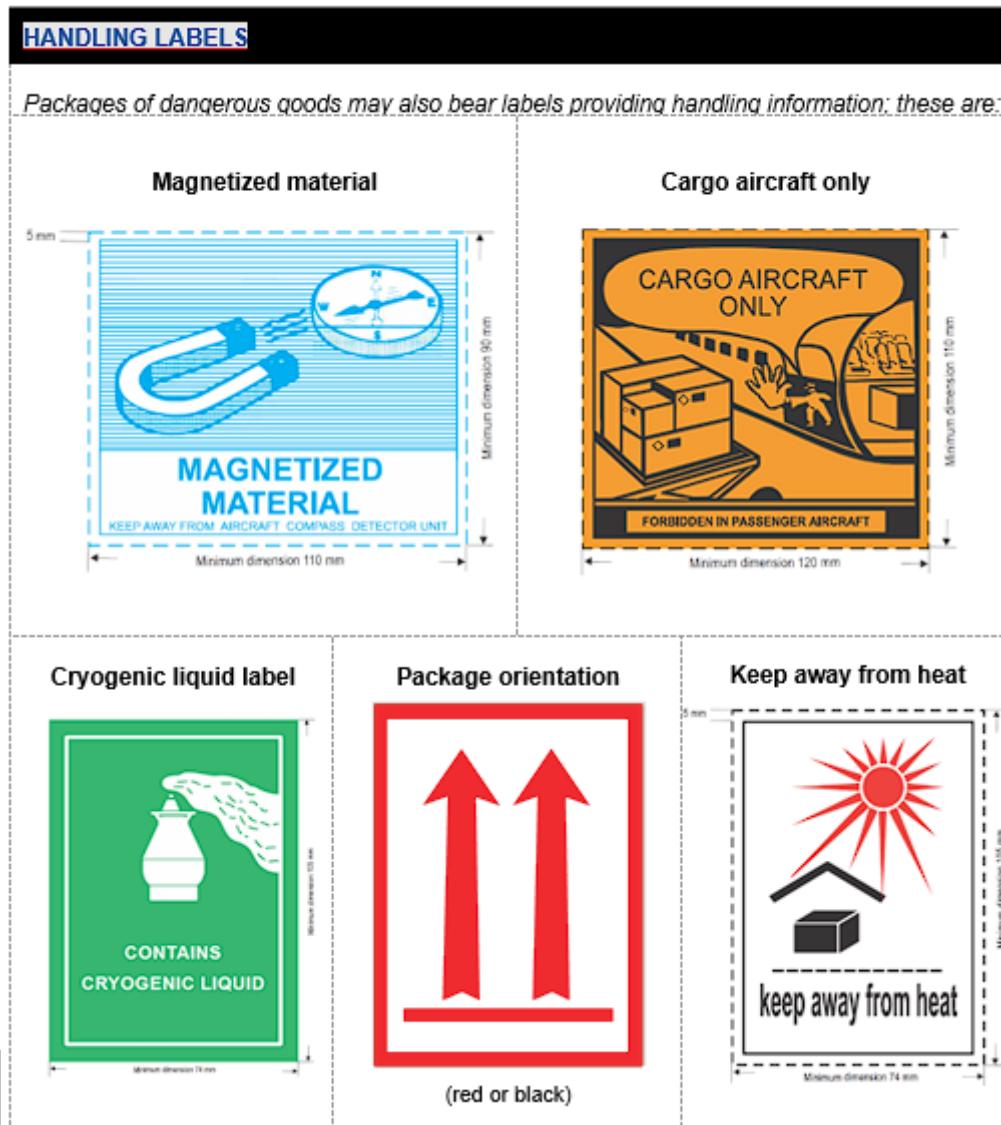


Figure 8 Handling Labels



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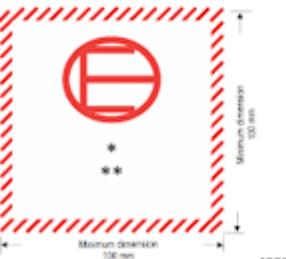
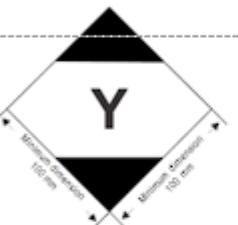
<b>LITHIUM BATTERIES MARK</b>	
	<p>This mark is applied to packages of lithium batteries which, whilst still regulated, are excepted from a number of the requirements.</p> <p>It can range in size from 105mm x 74mm to 120mm x 100mm.</p> <p><b>Note:</b> The mark illustrated in Fig. 5-3 of the 2021-2022 Edition of the Technical Instructions may continue to be applied until 31 December 2026.</p>
<b>EXCEPTED QUANTITIES MARK</b>	
<p>Packages containing excepted quantities of dangerous goods can be identified from the following:</p> 	
<b>LIMITED QUANTITIES MARK</b>	
<p>Packages containing limited quantities of dangerous goods can be identified from the following:</p> 	
<b>ENVIRONMENTALLY HAZARDOUS SUBSTANCES MARK</b>	
	<p>Packages containing environmentally hazardous substances (UN Nos. 3077 and 3082) must be durably marked with the environmentally hazardous substance mark with the exception of packages containing a net quantity per single or inner packaging of 5 L or less for liquids or having a net mass per single or inner packaging of 5 kg or less for solids.</p>

Figure 9 Other Labels



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## 9.10.4 Storage and Loading

Referenced from DGR Manual section 4.3 and 4.4.

### Storage:

1. Minimize storage time – the priority is quick transportation.
2. Designated areas must have proper construction, ventilation, drainage, and fire protection for hazards.
3. Restrict access to authorized personnel only. Keep areas locked when unattended.
4. Maintain segregation distances between incompatible materials.
5. Periodically inspect packages while in storage. Inspect for damage/leaks before dispatch.
6. Keep storage areas clean and free of ignition sources.
7. Use proper storage equipment to secure packages and prevent shifting.

### Loading:

1. Prohibit dangerous goods in passenger cabins, flight deck, or inaccessible cargo areas on passenger flights.
2. Align packages with orientation arrows showing proper upright position.
3. Segregate incompatible materials. Maintain minimum distances.
4. Secure packages to prevent shifting/movement in flight.
5. Do not load leaking or damaged packages until inspected/cleared.
6. Consider limitations on transport index and radiation levels for radioactive materials.
7. Verify that package labels/markings match documents. Resolve any discrepancies.
8. Inspect final load to confirm compliance with all DG loading requirements.



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# OPERATIONS MANUAL - PART A (GENERAL)

9 DANGEROUS GOODS AND WEAPONS  
9.11 STOWAGE REQUIREMENTS ONBOARD AIRCRAFT

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## 9.11 STOWAGE REQUIREMENTS ONBOARD AIRCRAFT

1. Only permitted DG cargo like COMAT parts, dry ice, and exceptions can be transported. Proper acceptance checks are critical.
2. Packages must be inspected for damage/leaks before loading. Defective packages cannot be stowed.
3. Dangerous goods must be properly loaded and secured in containers/pallets to prevent shifting in flight.
4. ULDs containing DG must be inspected for leakage or damage prior to aircraft loading.
5. Quantity limits exist for dry ice stowage based on aircraft compartment volumes. Limits must not be exceeded.
6. Exceptions like biological samples, radioactive materials, and DG in excepted quantities may be stowed in specified cargo areas only.
7. Incompatible DG must be segregated by minimum distances during stowage based on hazard classes. Interaction must be prevented.
8. Orientation arrows must be followed to keep packages upright. Cargo loading personnel must maintain package orientation.
9. Accessibility restrictions may apply to hazardous COMAT parts needed in flight. Minimum quantities should be transported.
10. Loaded DG cargo should be verified against NOTOC and handling documents. Discrepancies must be corrected.

**Note:** Segregation of different dangerous goods is done in accordance with DGR Manual section 4.6.4.



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9 DANGEROUS GOODS AND WEAPONS  
9.12 NOTIFICATION TO THE PILOT IN COMMAND (NOTOC)

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### 9.12 NOTIFICATION TO THE PILOT IN COMMAND (NOTOC)

Riyadh Air must provide the Pilot-in-Command with a written NOTOC detailing any dangerous goods to be transported before departure. As a non-carry airline, this is limited to COMAT, dry ice and exceptions.

The NOTOC must include:

1. Date of flight, air waybill number.
2. UN number, proper shipping name, class/division, and packing group.
3. Number and type of packages, total quantity.
4. Exact loading location in cargo compartments or unit load devices.
5. Indication of overpacks and packaged-in-one parcels.
6. For radioactive materials, number of packages, category, transport index.
7. Confirmation no packages are leaking or damaged.
8. Statement that no undeclared dangerous goods are present.
9. Name and signature of person responsible for loading.

The Pilot in Command must review NOTOC for accuracy and sign to acknowledge receipt prior to departure. NOTOC must be available in flight for emergency reference. For crew changes, NOTOC must be transferred to the next Pilot in Command.

If an in-flight emergency occurs, NOTOC info must be communicated to air traffic control when possible. Signed copy showing pilot receipt must be retained at origin and destination stations until flight is complete, for accident/incident notification purposes.

Proper NOTOC completion, distribution and retention enables crew awareness and access to hazardous materials info needed for emergency response. Riyadh Air handling staff must maintain strict NOTOC compliance.

Refer to [Appendix 1 NOTOC](#).



## 9.13 PRE-BOARD INSPECTION OF PASSENGERS

Riyadh Air must inspect all passenger baggage and carry-ons prior to allowing boarding to identify any unauthorized dangerous goods. Agents should look for:

1. Chemical or hazardous materials labels, markings, shipping names
2. DG hazard class labels such as flammable, explosive, corrosive, etc.
3. Cylinders or canisters that may contain gases, propellants, or fuel
4. Evidence of loose powders, liquids, batteries or magnetized materials
5. Damaged, defective, or recalled lithium batteries
6. Homemade or modified electronic devices
7. Weapons, ammunition, flares, pepper spray, electroshock devices
8. Strike anywhere matches, fuel, solvents, adhesives
9. Unidentified liquids in quantities over 100ml without exemptions

Passengers must be asked at the counter if they are transporting any hazardous materials in checked or carry-on baggage. Declaration requirements apply to most DG items.

If dangerous goods are discovered, passengers must be informed that such materials are forbidden onboard aircraft. Items must be denied for loading until removed and cleared. Exceptions only apply to the limited DG items passengers are permitted to carry under regulations.

Under no circumstances can unauthorized or undeclared dangerous goods be knowingly allowed on Riyadh Air flights. All baggage and passengers must undergo inspection to enforce DG restrictions before final boarding.

These labels help Riyadh Air team or contractors identify the type of hazard and classify the dangerous goods.

Dangerous Goods Labels	Class/Category
 A diamond-shaped orange hazard label with a black border. Inside, there is a stylized illustration of an exploding bomb or fireworks. Below the illustration, the word "EXPLOSIVES" is printed in bold capital letters, and the number "1" is at the bottom left corner.	<b>Class 1 Explosives:</b> Explosive substances, explosive articles, pyrotechnic devices. Includes ammunition, fireworks, detonators, toy gun caps, etc.  Division 1.4 S of this class is the only division transported by passenger aircraft. It consists of articles and substances which present no significant hazard (e.g. cartridges for weapons).



	<p><b>Class 2 Gases:</b> Transported as compressed, liquefied, refrigerated liquefied, or gas in solution. Includes aerosols. This class has three divisions:</p> <p>Division 2.1: Flammable gases, i.e. butane, propane, camping gas cylinders, gas refills for lighters.</p> <p>Division 2.2: Non-flammable, non-toxic gases, i.e. oxygen, liquid nitrogen, compressed air (aqualungs).</p> <p>Division 2.3: Toxic gases, i.e. chlorine, coal gas, Halon fire extinguishers.</p>
<b>Dangerous Goods Labels</b>	<b>Class/Category</b>
	<p><b>Class 3 Flammable liquids:</b> Includes liquids with a boiling point of 35 degrees C or less, or a flashpoint of 60 degrees C or less. Examples are petrol, alcohol, varnish, paint (and thinners), lighter fluid, many adhesives, methylated spirits, ether, turpentine.</p>
	<p><b>Class 4 Flammable solids:</b> Substances liable to spontaneous combustion and substances which, when in contact with water, emit flammable gases.</p> <p>Class 4 has 3 divisions:</p> <p><b>Division 4.1:</b> Flammable solids such as hexamine solid fuel tablets for camping stoves, self-reactive substances, and desensitized explosives.</p> <p><b>Division 4.2:</b> Substances liable to spontaneous combustion under normal conditions encountered in air transport, such as phosphorus which burns when exposed to air.</p> <p><b>Division 4.3:</b> Substances that when in contact with water emit flammable gases, i.e. "Dangerous when wet". Examples are sodium, zinc particles, etc.</p>
	<p><b>Class 5.1 Oxidizing substances:</b> Substances which themselves are not necessarily combustible, but which by yielding oxygen may cause or contribute to the combustion of other material. An example is generators which produce oxygen by chemical reaction, and bleaching agents.</p> <p><b>Class 5.2 Organic peroxides:</b> These are thermally unstable substances that may undergo heat-generating, self-accelerating decomposition, which may be</p>



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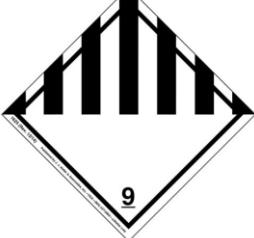
	explosive, rapid, sensitive to impact or friction, or react dangerously with other substances. An example is hydrogen peroxide.
 6	<b>Class 6.1 Toxic substances:</b> Those substances which are liable to cause death or injury if swallowed, inhaled, or absorbed through the skin. Examples are pesticides and poisons (cyanides, arsenic). <b>Class 6.2 Infectious substances:</b> Those known to contain, or reasonably expected to contain, pathogens (live virus materials, bacteria, blood, feces, urine).
Dangerous Goods Labels	Class/Category
 7	<b>Class 7</b> Radioactive material: Substances for medical diagnoses or treatment, certain pacemakers, several types of measuring instruments.
 8	<b>Class 8 Corrosives:</b> Substances which, in the event of leakage, can cause severe damage by a chemical reaction when in contact with living tissue or materially damage other freight, containers, or aircraft. Examples are mercury (thermometers), nitric acid, sulfuric acid, battery acids, photo developers, drain cleaners, ammonia, oven cleaners, alkaline.
 9	<b>Class 9 Miscellaneous:</b> Includes magnetic articles, which can have an impact on the aircraft's compass, internal combustion engines, dry ice (solid carbon dioxide), retail packaging of perfumes, eau de cologne, acetone, nail polish remover.

Table 63 Dangerous Goods Labels and Classes



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9.14 RECOGNITION OF UNDECLARED / HIDDEN DANGEROUS GOODS

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## 9.14 RECOGNITION OF UNDECLARED / HIDDEN DANGEROUS GOODS

### 9.14.1 Hidden Dangerous Goods

Personnel must be alert to indications that undeclared dangerous goods are present within cargo, mail, or stores. Personnel interfacing with passengers must be alert to indications that prohibited dangerous goods are carried by passengers or within their baggage.

**THE DISCOVERY OF UNDECLARED OR MIS-DECLARED DANGEROUS GOODS OR THE DISCOVERY OF DANGEROUS GOODS FORBIDDEN FOR CARRIAGE BY PASSENGERS (DISCOVERED AFTER THE CHECK-IN PROCESS) MUST BE REPORTED TO GACA – SEE SECTION [ERROR! REFERENCE SOURCE NOT FOUND..](#) OF THIS MANUAL**

The following is a list of general descriptions that are often used for items in cargo or in passengers' baggage and the types of dangerous goods that may be included in any item bearing that description.

1. **Aircraft on ground (AOG) spares** - may contain explosives (flares or other pyrotechnics), chemical oxygen generators, unserviceable tire assemblies, cylinders of compressed gas (oxygen, carbon dioxide or fire extinguishers), fuel in equipment, wet or lithium batteries, matches.
2. **Automobile parts/supplies (car, motor, motorcycle)** - may include engines (including fuel cell engines), carburetors or fuel tanks that contain or have contained fuel, wet or lithium batteries, compressed gases in tire inflation devices and fire extinguishers, air bags, flammable adhesives, paints, sealants, and solvents, etc.
3. **Battery-powered devices/equipment** - may contain wet or lithium batteries.
4. **Breathing apparatus** - may indicate cylinders of compressed air or oxygen, chemical oxygen generators or refrigerated liquefied oxygen.
5. **Camping equipment** - may contain flammable gases (butane, propane, etc.), flammable liquids (kerosene, gasoline, etc.) or flammable solids (hexamine, matches, etc.).
6. **Cars, car parts** - see automobile parts, above.
7. **Chemicals** - may contain items meeting any of the criteria for dangerous goods, particularly flammable liquids, flammable solids, oxidizers, organic peroxides, toxic or corrosive substances.
8. **Consolidated consignments (groupages)** - may contain any of the defined classes of dangerous goods.
9. **Cryogenic (liquid)** - indicates refrigerated liquefied gases such as argon, helium, neon, nitrogen, etc.



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10. **Cylinders** - may contain compressed or liquefied gas.
11. **Dental apparatus** - may contain flammable resins or solvents, compressed or liquefied gas, mercury, and radioactive material.
12. **Diagnostic specimens** - may contain infectious substances.
13. **Diving equipment** - may contain cylinders of compressed gas (e.g. air or oxygen). May also contain high intensity diving lamps that can generate extreme heat when operated in air. In order to be carried safely, the bulb or battery shall be disconnected.
14. **Drilling and mining equipment** - may contain explosive(s) and/or other dangerous goods.
15. **Dry shipper (vapor shipper)** - may contain free liquid nitrogen. Dry shippers are only not subject to these Instructions when they do not permit the release of any free liquid nitrogen irrespective of the orientation of the packaging.
16. **Electrical/electronic equipment** - may contain magnetized materials, mercury in switch gear, electron tubes, wet or lithium batteries or fuel cells or fuel cell cartridges that contain or have contained fuel.
17. **Electrically-powered apparatus (wheelchairs, lawn mowers, golf carts, etc.)** - may contain wet or lithium batteries or fuel cells or fuel cell cartridges that contain or have contained fuel.
18. **Expeditionary equipment** - may contain explosives (flares), flammable liquids (gasoline), flammable gas (camping gas) or other dangerous goods.
19. **Film crew and media equipment** - may contain explosive pyrotechnic devices, generators incorporating internal combustion engines, wet or lithium batteries, fuel, heat-producing items, etc.
20. **Frozen embryos** - maybe packed in refrigerated liquefied gas or dry ice (solid carbon dioxide).
21. Frozen fruit, vegetables, etc. - may be packed in dry ice.
22. **Fuel control units** - may contain flammable liquids.
23. **Hot-air balloon** - may contain cylinders with flammable gas, fire extinguishers, engines (internal combustion), batteries, etc.
24. **Household goods** - may contain items meeting any of the criteria for dangerous goods. Examples include flammable liquids such as solvent-based paint, adhesives, polishes, aerosols (for passengers, those not permitted under ICAO Technical Instructions 8;1.1.2), bleach, corrosive oven or drain cleaners, ammunition, matches, etc.
25. **Instruments** - may conceal barometers, manometers, mercury switches, rectifier tubes, thermometers, etc. containing mercury.



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26. **Laboratory/testing equipment** - may contain items meeting any of the criteria for dangerous goods, particularly flammable liquids, flammable solids, oxidizers, organic peroxides, toxic or corrosive substances, lithium batteries, cylinders of compressed gas, etc.
27. **Machinery parts** - may contain flammable adhesives, paints, sealants and solvents, wet and lithium batteries, mercury, cylinders of compressed or liquefied gas, etc.
28. **Magnets and other items of similar material** - may individually or cumulatively meet the definition of magnetized material.
29. **Medical supplies/equipment** - may contain items meeting any of the criteria for dangerous goods, particularly flammable liquids, flammable solids, oxidizers, organic peroxides, toxic or corrosive substances, lithium batteries.
30. **Metal construction material** - may contain ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.
31. **Metal fencing** - may contain ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.
32. **Metal piping** - may contain ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.
33. **Pharmaceuticals** - may contain items meeting any of the criteria for dangerous goods, particularly radioactive material flammable liquids, flammable solids, oxidizers, organic peroxides, toxic or corrosive substances.
34. **Photographic supplies/equipment** - may contain items meeting any of the criteria for dangerous goods, particularly heat-producing devices, flammable liquids, flammable solids, oxidizers, organic peroxides, toxic or corrosive substances, lithium batteries.
35. **Racing car or motorcycle team equipment** - may contain engines (including fuel cell engines), carburetors or fuel tanks that contain fuel or residual fuel, wet and lithium batteries, flammable aerosols, nitromethane or other gasoline additives, cylinders of compressed gases, etc.
36. **Refrigerators** - may contain liquefied gases or an ammonia solution.
37. **Repair kits** - may contain organic peroxides and flammable adhesives, solvent-based paints, resins, etc.
38. **Samples for testing** - may contain items meeting any of the criteria for dangerous goods, particularly infectious substances, flammable liquids, flammable solids, oxidizers, organic peroxides, toxic or corrosive substances.
39. **Semen** - may be packed with dry ice or refrigerated liquefied gas (see also dry shipper).



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40. **Sporting goods/sports team equipment** - may contain cylinders of compressed or liquefied gas (air, carbon dioxide, etc.), lithium batteries, propane torches, first aid kits, flammable adhesives, aerosols, etc.
41. **Swimming pool chemicals** - may contain oxidizing or corrosive substances.
42. Switches in electrical equipment or instruments - may contain mercury.
43. **Toolboxes** - may contain explosives (power rivets), compressed gases or aerosols, flammable gases (butane cylinders or torches), flammable adhesives or paints, corrosive liquids, lithium batteries, etc.
44. **Torches** - micro torches and utility lighters may contain flammable gas and be equipped with an electronic starter. Larger torches may consist of a torch head (often with a self-igniting switch) attached to a container or cylinder of flammable gas.
45. **Unaccompanied passengers' baggage/personal effects** - may contain items meeting any of the criteria for dangerous goods not permitted for carriage by passengers and crew.

**Note:** Excess baggage carried as cargo may contain certain dangerous goods (section 9.5.3 of this manual).

46. **Vaccines** - may be packed in dry ice.

## 9.14.1.1 Identification of Dangerous Goods Through X-Ray Screening

Security personnel tasked with cargo screening must be vigilant for undeclared dangerous goods in unmarked packages, even in the absence of a Shipper's Declaration. Items like aerosols, ammunition, gas cylinders, lighters, and wet acid batteries are often detectable via x-ray. While air waybill information or package markings may suggest the absence of dangerous goods, suspicious package dimensions or shapes should prompt a physical inspection to ensure that no dangerous goods are concealed.

## 9.14.2 Safety Data Sheets

**REACH** (Registration, Evaluation, Authorization & restriction of **Chemicals**) is a European Union regulation controlling chemicals in Europe. REACH requires for many substances and mixtures a Safety Data Sheet (SDS) to be provided either before or at the time of first delivery. Section 14 of the EU format SDS provides basic classification information, i.e., UN number, proper shipping name, Class/Division and Packing Group.

## 9.14.3 GHS Consumer Labelling

Household items often carry warning labels that do not always reflect their status as air transport dangerous goods due to varying international regulations on chemical classification and hazard communication. This inconsistency leads to different hazard descriptions for the same chemical in



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different countries. To harmonize this, the United Nations developed the Globally Harmonized System of Classification and Labelling of Chemicals (GHS), which, in Europe, has been implemented via the CLP Regulation.



Figure 10 : GHS Labels of Dangerous Goods

**Note:** A product bearing the GHS corrosive label (depicted far right above) is NOT classified as dangerous goods if the signal word 'Danger' and hazard statement 'causes serious eye damage' applies.

Products bearing the above GHS labels ARE classified as dangerous goods.

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Products bearing the following GHS labels (and none of the above) are NOT classified as dangerous goods:



*Figure 11 GHS Labels of Non-Dangerous Goods*

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## 9.15 MOBILITY AIDS PROTOCOL

It is essential for operational personnel to be well-versed in the procedures for assisting passengers with mobility aids. This section should detail the process for managing mobility aids, based on best practices in the industry.

Passengers with limited mobility, whether due to disability, health conditions, age, or temporary issues such as a broken leg, are permitted to transport battery-powered wheelchairs or mobility aids as checked baggage, according to the conditions below:

### 9.15.1 Non-Lithium Battery Wheelchairs/Mobility Aids

1. Wheelchairs or mobility aids with non-spillable, nickel-metal hydride, dry, or spillable batteries are accepted. The batteries must be:
  - a. securely attached to the mobility aid with the electrical circuits isolated; or
  - b. removed by the user, if the design allows, following the manufacturer's instructions; or
  - c. taken out when the aid cannot be stored upright.
2. Battery terminals require protection from short circuits, such as being placed within a battery container.
3. Passengers may carry one spare wet, non-spillable battery or two spare nickel-metal hydride or dry batteries in strong, rigid packaging, which should be placed in the cargo compartment.
4. The location of the wheelchair or mobility aid, must be communicated to the Pilot in Command along with the information on whether the batteries are installed or removed and also about spares, if any..

### 9.15.2 Lithium Battery Wheelchairs/Mobility Aids

1. Verification is required to ensure: The battery terminals are protected against short circuits, typically by a battery container.
2. The battery is:
  - a. Protected from damage and secured to the mobility aid with electrical circuits isolated according to the manufacturer's instructions; or
  - b. Removed from the mobility aid, with each battery not exceeding 300 Wh.
3. A passenger may bring one spare lithium-ion battery up to 300 Wh or two spares, each not exceeding 160 Wh.
4. Removed or spare batteries should be carried in the passenger cabin, housed in protective pouches to prevent damage.



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5. The Pilot-in-Command should be informed about the presence and location of installed, removed, and spare batteries.
6. Mobility aid battery handling labels can identify if the battery has been removed or not.

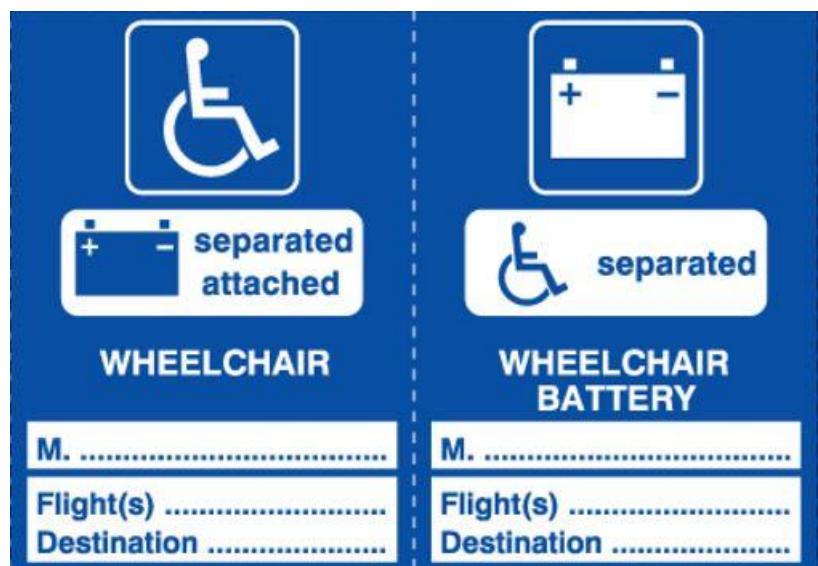


Figure 12: Battery-powered Wheelchair and Mobility Aid Label



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# OPERATIONS MANUAL - PART A (GENERAL)

9 DANGEROUS GOODS AND WEAPONS  
9.16 EMERGENCY PROCEDURES

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## 9.16 EMERGENCY PROCEDURES

Occurrences related to the air transport of hazardous materials that do not meet the criteria for an accident are classified as dangerous goods incidents. These can occur at any stage, including after the check-in or security screening process.

In accordance with Riyadh Air's Emergency Response Manual, all incidents and accidents involving dangerous goods must be reported and thoroughly documented.

Accidents are incidents involving dangerous goods that result in fatality, serious injury, or significant property damage during air transport.

As per GACAR Part 109.81(a), Saudi Arabia's GACA requires Saudi Registered Aircraft (SRA) to be equipped with information to enable flight crew members to respond appropriately to emergencies involving dangerous goods.

### 9.16.1 Emergency Response Requirements

The ICAO Document 9481, known as the "Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods (ERG)," serves as a manual for managing incidents related to dangerous goods that transpire during flight.

This document incorporates emergency response drill codes, each associated with specific dangerous goods, and at times, a corresponding hazard letter. For handling a particular dangerous substance, reference should be made to the associated drill code and hazard letter in the list of Emergency Response Drills.

To identify the correct emergency response drill code, follow these steps:

Refer to ICAO Emergency Response Guidance (ICAO Doc 9481) for reference. The appropriate aircraft emergency procedures for each drill code can be found in the below Table.



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# OPERATIONS MANUAL - PART A (GENERAL)

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Drill Code	Inherent Risk	Risk to Aircraft	Risk to Occupant	Spill or Leak Procedures	Firefighting Procedures	Additional Consideration
1	Explosion may cause structural failure.	Fire and/or explosion	As indicated by the drill letter(s)	Use 100% oxygen; no smoking	All agents according to availability; use standard fire procedure	Possible abrupt loss of pressurization
2	Gas, nonflammable, pressure may create hazard in fire	Minimal	As indicated by the drill letter(s)	Use oxygen; establish and maintain maximum ventilation for "A", "i" or "P" drill letter	All agents according to availability; use standard fire procedure	Possible abrupt loss of pressurization
3	Flammable liquid or solid	Fire and/or explosion	Smoke, fumes, and heat, and as indicated by the drill letter(s)	Use 100% oxygen; establish and maintain maximum ventilation; no smoking; minimum electrics	All agents according to availability; no water on "W" drill Letter	Possible abrupt loss of pressurization
4	Spontaneously combustible or pyrophoric when exposed to air	Fire and/or explosion	Smoke, fumes, and heat, and as indicated by the drill letter(s)	Use 100% oxygen; establish and maintain maximum ventilation	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurization; minimum electrics if "F" or "H" drill letter
5	Oxidizer, may ignite other materials, May explode in heat of a fire	Fire and/or explosion, possible corrosion damage	Eye, nose, and throat irritation; skin damage on contact	Use 100% oxygen; establish and maintain maximum ventilation	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurization

Table 64 Emergency Procedure for Drill code Pg 1 of 3



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9.16 EMERGENCY PROCEDURES

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Drill Code	Inherent Risk	Risk to Aircraft	Risk Occupant to	Spill or Leak Procedures	Firefighting Procedures	Additional Consideration
6	Poison, may be fatal if inhaled, ingested, or absorbed by skin	Contamination with poisonous liquid or solid	Acute poisoning, effects may be delayed	Use 100% oxygen; establish and maintain maximum ventilation; do not touch without gloves	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurization; minimum electrics if "F" or "H" drill letter
7	Radiation from broken/unshielded packages	Contamination with spilled radioactive material	Exposure to radiation, and personnel contamination	Do not move packages; avoid contact	All agents according to availability	Call for a qualified person to meet the aircraft
8	Corrosive, fumes disabling if inhaled or in contact with skin	Possible corrosion damage	Eye, nose, and throat irritation; skin damage on contact	Use 100% oxygen; establish and maintain maximum ventilation; do not touch without gloves	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurization; minimum electrics if "F" or "H" drill letter
9	No general inherent risk	As indicated by the drill letter	As indicated by the drill letter	Use 100% oxygen; establish and maintain maximum ventilation; if "A" drill letter	All agents according to availability; no water on "W" drill letter	None
10	Gas, flammable, high fire risk if any ignition source present	Fire and/or explosion	Smoke, fumes and heat, and as indicated by the drill letter	Use 100% oxygen; establish and maintain maximum ventilation; no smoking; minimum elecs	All agents according to availability	Possible abrupt loss of pressurization

Table 65 Emergency Procedure for Drill code Pg 2 of 3



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9.16 EMERGENCY PROCEDURES

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Drill Code	Inherent Risk	Risk to Aircraft	Risk to Occupant	Spill or Leak Procedures	Firefighting Procedures	Additional Consideration
11	Infectious substances may affect humans or animals if inhaled, ingested or absorbed through the mucous membrane or an open wound	Contamination with infectious substances	Delayed infection humans or animals	Do not touch. Minimum recirculation and ventilation in affected area	All agents according to availability; no water on "Y" drill letter	Call for a qualified person to meet the aircraft
12	Fire, heat, smoke, flammable vapour, explosion	Fire and/or explosion	Smoke, fumes, heat	Use oxygen; establish and maintain maximum ventilation	All agents according to availability; Use of water if available	Consider landing immediately

Table 66 Emergency Procedure for Drill code Pg 3 of 3

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9 DANGEROUS GOODS AND WEAPONS  
9.16 EMERGENCY PROCEDURES

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## 9.16.2 Emergency Drill Letters

Drill Letter	Additional Hazard	Drill Letter	Additional Hazard
A	Anesthetic	S	Spontaneously combustible or pyrophoric
C	Corrosive	W	If wet gives off toxic or flammable gas
E	Explosive	X	Oxidizer
F	Flammable	Y	Depending on the type of infectious substance, the appropriate national authority may be required to quarantine individuals, animals, cargo, and the aircraft
H	Highly ignitable	Z	Aircraft cargo fire suppression system may not extinguish or contain the fire; consider landing immediately
I	Irritant/tear producing		
L	Other hazard low or none		
M	Magnetic		
N	Noxious		
P	Toxic (poison)		

Table 67 Emergency Drill Letters

## 9.16.3 Emergency Contacts

Contact	Phone Number

Table 68 Emergency Contacts



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## OPERATIONS MANUAL - PART A (GENERAL)

9 DANGEROUS GOODS AND WEAPONS  
9.17 REPORTING OF INCIDENTS AND ACCIDENTS

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### 9.17 REPORTING OF INCIDENTS AND ACCIDENTS

#### Reporting Accidents and Incidents

1. Any dangerous goods accident or incident must be reported to the authorities of the State where it occurred and the GACA per the reporting requirements.
2. Undeclared or mis declared dangerous goods discovered in cargo/mail must also be reported.
3. Dangerous goods found with passengers/crew contrary to regulations must be reported.

#### Information Provided in Accidents/Serious Incidents

1. For aircraft accidents or serious incidents involving dangerous goods cargo, Riyadh Air must immediately provide emergency responders with information about the hazardous materials onboard as per the pilot notification.
2. This information must also be provided as soon as possible to the authorities of the State where it occurred and to the GACA.

When time permits, as much of the following information should be communicated to ATC, ground personnel and the emergency services, as appropriate:

1. Proper shipping name of the item.
2. UN number.
3. Class/Division number.
4. Quantity.
5. The location where it is loaded.

Refer to DGR Manual Chapter 6.



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# OPERATIONS MANUAL - PART A (GENERAL)

9 DANGEROUS GOODS AND WEAPONS  
9.18 WEAPONS, MUNITIONS OF WAR AND SPORTING WEAPONS

Issue: 00  
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Date: 18-Feb-2024

## 9.18 WEAPONS, MUNITIONS OF WAR AND SPORTING WEAPONS

### 9.18.1 Approval to Transport Munitions of War

Weapons of War and Munitions of War can only be carried provided an approval to do so has been granted by all the States concerned before a flight. They must be carried in the aircraft in a place which is inaccessible to passengers during flight and, in the case of firearms, they must be unloaded.

Riyadh Air does not hold GACA approval for the transport of Munitions of War by air – any request for carriage of Munitions of War must be approved separately by GACA.

### 9.18.2 Stowage Requirements for Munitions of War

Not applicable

### 9.18.3 Notifying PIC of the Carriage of Munitions of War

Not applicable

### 9.18.4 Carriage of Sporting Weapons When Inaccessible to Passengers During Flight

Sporting weapons and ammunition for such weapons may be carried without an approval from an Authority, provided they are stowed in a place on the aircraft, which is inaccessible to passengers during flight and, in the case of firearms, unloaded.

Riyadh Air has taken all reasonable measures to ensure that any sporting weapons intended to be carried by air are reported to them. Passengers will be asked at the time of booking if sporting weapons will be carried.

The passenger and Riyadh Air (or its agent) must observe all regulations applicable to the export, import and transit of weapons and ammunition, applicable in the country of departure, transit, and destination.

Sports weapons shall be treated according to their DGR Class.



## 9.19 TRAINING REQUIREMENTS

Understanding and adhering to the regulations surrounding the transport of dangerous goods is critical for ensuring safety in the aviation industry. As per the General Authority of Civil Aviation Regulations (GACAR) Part 109, particularly under § 109.101, there is a stringent framework in place for the initial and recurrent training programs related to the handling and transportation of dangerous goods.

Refer to Operations Manual part D (OM-D) chapter 2 for training requirements and durations for crewmembers.

### 9.19.1 Initial Training Requirements

All individuals who perform or directly oversee any functions related to dangerous goods, as specified in the tables in Appendix B to GACAR Part 109 (for operators not carrying dangerous goods as cargo), must complete relevant dangerous goods training programs at the commencement of their employment. This requirement also applies to individuals who have previously completed such training, which must be verified before they undertake their designated roles.

### 9.19.2 Recurrent Training

Personnel must undergo this training every two years to ensure that their knowledge and skills are up to date with the latest regulations and practices. Notably, if recurrent training is completed within the final three months of the previous training's validity, the new period of validity for the training will extend for 24 months from the expiration date of the previous training cycle, providing a seamless continuity of certification.

### 9.19.3 Training Program Approval

All training programs established under these guidelines must receive the approval of the GACA, ensuring that they meet the rigorous standards set forth by the regulatory body.

### 9.19.4 Testing as a Component of Training

Accordingly, testing is an integral part of the DGR training process, as stipulated in paragraphs (c) and (d) of § 109.101. This testing is designed to confirm that the training recipients have not just been exposed to the material but have a clear understanding of it. The outcome of these tests serves as a measure of the training's efficacy and the readiness of the personnel to handle dangerous goods safely and in compliance with regulations.



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# OPERATIONS MANUAL - PART A (GENERAL)

10 SECURITY  
10.1 GENERAL

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## 10 SECURITY

### 10.1 GENERAL

1. These policies, procedures and instructions for crewmembers are extracted from Riyadh Air's Security Manual, which is based on the mandated Aviation Operator Security Program (AOSP). All crew members should use this information to guide the performance of their security duties.
2. Protecting Riyadh Air's passengers, employees, aircraft, property, and equipment is the shared responsibility of every employee. Crew should remain vigilant for any situations that may threaten or compromise the airline's security measures, and immediately report such occurrences to the Riyadh Air Security Manager for prompt remedial action.
3. The personal safety of individual employees on duty, as well as the security of their belongings, will be safeguarded from unlawful interference, dangerous acts, or negligence by unauthorized individuals and fellow employees.
4. It is imperative that any instances of loss, theft, damage, trespassing, or other violations are reported promptly to the Security department via the security reporting system for thorough investigation and corrective action, in order to prevent recurrence.
5. Any willful or negligent acts contrary to these security policies will lead to reporting of responsible parties to law enforcement authorities by Riyadh Air, to establish accountability and enable prosecution as required by law.



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## OPERATIONS MANUAL - PART A (GENERAL)

10 SECURITY  
10.2 COMMITMENT

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### 10.2 COMMITMENT

Riyadh Air is committed to protecting our passengers, employees, aircraft, and facilities from security threats and maintaining compliance with all applicable civil aviation security regulations worldwide.

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# OPERATIONS MANUAL - PART A (GENERAL)

10 SECURITY

10.3 STANDARD CREW PROCEDURES

Issue: 00  
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## 10.3 STANDARD CREW PROCEDURES

### 10.3.1 Crew Baggage

#### 10.3.1.1 Security Measures

1. Crew members' baggage is subject to a security inspection. If the screening equipment is non-functional, manual inspection shall be conducted.
2. Prior to departing from the hotel or residence, it is incumbent upon each crew member to check their luggage thoroughly to ensure that no unidentified or unauthorized items are included.
3. All crew checked baggage must be securely locked.
4. Crew baggage should never be left unmonitored in any location in order to prevent any potential security threats.
5. All crew luggage must be clearly identified.
6. Crew baggage is subject to the same security screening processes as passenger baggage.
7. Baggage intended to be placed in the crew container and loaded onto the aircraft must be recognized and claimed by the corresponding crew members upon arrival at the aircraft and before passenger boarding commences.
8. Should a crew member be disembarked for any reason, their luggage must be removed from the aircraft before it departs.
9. Crew members must exercise vigilance and not accept any mail or packages from unknown individuals.
10. All crew baggage must be stowed and secured properly. The specific regulations for this will vary depending on the type of aircraft and the local procedures in place.
11. Upon arrival at the destination, crew baggage should be identified and confirmed untampered with.
12. Crew members are expected to retrieve their baggage without unnecessary delay.
13. Certain stations, particularly those outside of the Kingdom, may have unique procedures for the handling of crew baggage. Crews will be informed of any such local procedures by the station personnel.



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# OPERATIONS MANUAL - PART A (GENERAL)

10 SECURITY

10.3 STANDARD CREW PROCEDURES

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## 10.3.1.2 Security Control of Crew and their Baggage

1. Baggage belonging to crew members shall be subjected to a security search. Should the screening equipment fail, said search will be executed manually.
2. Crew Members shall pack their baggage personally to assure the absence of any unauthorized items.
3. Luggage and personal effects must remain in the direct possession of the crew members from the moment of packing until they are submitted into the baggage handling system.
4. Luggage and personal effects must not be left unattended in-Flight Operations areas, hotel lounges, or airport terminals and lounges.
5. No crew member shall accept parcels or envelopes from any entity other than those that are government-approved and through official channels.
6. Under no circumstances should crew members accept luggage to be delivered to others.
7. Crew members are expected to oversee their luggage closely during transfers to transportation vehicles such as buses and taxis, especially when handled by porters.
8. The Pilot-in-command is responsible for underscoring the significance of security measures during the Cabin Crew briefing and ensuring that all crew members are aware of the pertinent security protocols.

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10 SECURITY  
10.3 STANDARD CREW PROCEDURES

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### 10.3.2 Routine Searches of the Aircraft

Riyadh Air personnel conduct required routine searches of aircraft interiors and compartments prior to passenger boarding. The purpose is to ensure:

1. Only authorized personnel are present on the aircraft.
2. No prohibited items have been introduced on board.

To achieve this, routine pre-boarding searches must thoroughly cover:

1. Passenger cabin, overhead bins, lavatories, crew rest areas.
2. Flight deck, pilot/co-pilot seat areas, storage compartments.
3. Galley, sinks, ovens, food/beverage carts, storage areas.
4. Electronic/avionics compartments, circuit breaker panels.
5. Cargo holds - visually inspected or physically searched based on risk.
6. Items placed in the cabin by ground staff.
7. Relevant aircraft search checklist is followed step-by-step.
8. Confirm no unattended bags, luggage or personal belongings are on board.
9. Any tampering, damage or unauthorized items found during routine searches must be immediately reported to the PIC.

**Note:** A pre-flight inspection is required whenever the aircraft is left unattended for any period of time.

### 10.3.3 Access to Aircraft

Local Customs/Law Enforcement/Security staff in uniform with a valid picture ID are to be allowed to board and search the aircraft.

#### 10.3.3.1 In the Kingdom

1. Local authorities are permitted onboard for official duty, prior permission is not required.
2. Once the aircraft has undergone a security search, access is restricted and monitored by Riyadh Air employees or their representatives until the moment the doors are closed for takeoff.
3. Only individuals with proper authorization are permitted to enter the aircraft. This is ensured by verifying identification cards, passes, boarding cards, or any other documentation that confirms the individual's right to access the aircraft. Additionally, aircraft cleaners and their equipment are subject to security checks.
4. All staff shall ensure company safety and security protocols are followed at all times.



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### 10.3.3.2 Out of the Kingdom

1. Local government personnel must be accompanied by a company representative when requesting to search the aircraft. Permission of the PIC is required.
2. Ground staff are allowed on board when they have assignments on the aircraft and their presence is required to conduct a specific duty related to the aircraft and flight.

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## OPERATIONS MANUAL - PART A (GENERAL)

10 SECURITY

10.4 FLIGHT DECK DOOR/ADMISSION TO THE COCKPIT

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### 10.4 FLIGHT DECK DOOR/ADMISSION TO THE COCKPIT

Refer to [Section 8.3.12](#).

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## OPERATIONS MANUAL - PART A (GENERAL)

10 SECURITY

10.5 CABIN BAGGAGE SECURITY

Issue: 00

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### 10.5 CABIN BAGGAGE SECURITY

If a passenger's journey needs to be cancelled after they have boarded for reasons such as security, health or flight cancellation, the cabin crew must coordinate with station security personnel to ensure all cabin baggage and other items belonging to that passenger are offloaded from the aircraft. If any doubt arises over ownership of baggage or items, a cabin search should be conducted.

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10 SECURITY

10.6 PHYSICAL BAGGAGE IDENTIFICATION AFTER BOARDING

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### 10.6 PHYSICAL BAGGAGE IDENTIFICATION AFTER BOARDING

1. Should there arise a necessity for physical passenger baggage identification post-boarding, the ramp representative must inform the captain.
2. The purser or their delegate, in cooperation with the other crew members, is to segregate the cabin into distinct sectors. Each sector will be the responsibility of a cabin crew member, who will ensure that only passengers from their assigned sectors disembark at any given time.
3. The purser or their delegate should make an announcement to the passengers explaining that, for safety reasons and due to "No-Show" passengers, a baggage identification procedure must be carried out. Passengers should be instructed on the protocols that will be followed.
4. Passengers are to be asked to stay seated until a crew member invites them to exit the aircraft and proceed to the ramp area for the baggage identification process.

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10 SECURITY  
10.7 ADDITIONAL SECURITY PROCEDURES

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## 10.7 ADDITIONAL SECURITY PROCEDURES

### 10.7.1 Heightened Security Procedures

For flights identified as operating under an increased threat level, the station manager and the senior cabin crew member must coordinate with the Pilot-in-command (PIC) to ensure the following measures are taken:

1. All passengers shall be deplaned during transit stops, and the cabin should be thoroughly searched.
2. In scenarios where transit passengers cannot disembark:
  - a. Passengers must be called upon to identify their cabin baggage during the search to pinpoint any unclaimed items.
  - b. Unidentified articles should be deemed suspicious and the station management at the airport must be notified immediately.
3. The baggage of all originating and transfer passengers shall undergo a manual search by security personnel.

### 10.7.2 International Station with High-Risk Security Alert

Whenever a high-risk security alert is received, the PIC is to brief all cabin crew on the security concern, advising them to:

1. Heighten their vigilance, awareness, and caution during the security check and passenger boarding processes.
2. Strengthen onboard security measures to avoid any potential threats.



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10 SECURITY

10.8 SECURITY PROCEDURES AT FOREIGN STATIONS

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### 10.8 SECURITY PROCEDURES AT FOREIGN STATIONS

When operating at foreign stations, Riyadh Air crew members must maintain heightened vigilance and follow security protocols to ensure personal safety in the event of any threats or suspicious activity:

1. Note and report any suspicious activity in the vicinity of crew hotels.
2. Avoid disclosing hotel and room number in public areas, assess surroundings before entering hotel rooms. Notify hotel security if there is any suspicious activity.
3. Crew members must remain extra vigilant at foreign stations and immediately report any security concerns to station authorities, Riyadh Air management or local law enforcement.

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- 10 SECURITY  
10.9 SECURITY PROTECTION IN THE AIR

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## 10.9 SECURITY PROTECTION IN THE AIR

An aircraft is under the full authority of the pilot-in-command when in the air.

### 10.9.1 BOMB THREAT

#### 10.9.1.1 General

1. Bomb threats vary from a most casual or off-hand remark to a very direct and specific message aimed at a particular aircraft. The following procedures have been developed to help deal with the use or the threat of bombs and incendiary devices aboard any aircraft. In keeping with our primary responsibility to provide safe and dependable air transportation to our passengers, nothing can substitute for sound crew judgment in this most difficult situation.
2. The following procedures are recommended guidelines; the PIC may elect to implement alternatives if he sees fit. All other parties must inform the PIC of any actions that may need to take.

#### 10.9.1.2 Classification of Bomb Threat

##### 10.9.1.2.1 Non-Specific Threat

1. Definition: The most abstract situation is one of a general nature, a threat which could apply to any airline, aircraft, or route sector.
2. Procedure: If the PIC, on the advice of competent authority (OCC or VPFO) regards a threat to be an obvious hoax or of such a general nature that specific deviations from normal procedures are not required, he is authorized to notify OCC and proceed as scheduled.

##### 10.9.1.2.2 Specific Threat

1. Definition

A Bomb Threat is considered "Specific" if:

  - a. The airline and the specific flight is identified; or
  - b. The exact date or time is stated; or
  - c. The origin or destination of the flight is given; or
  - d. A telephone threat is received at a telephone number other than the airline's published information or reservations numbers.
2. Procedure

Inflight:

  - a. Maintain existing cabin altitude, and if terrain and fuel requirements permit, descend aircraft to cabin pressure altitude and reduce pressure differential to zero.



- b. Reduce to turbulence penetration airspeed, however, if the time of detonation is known, take the appropriate action to land before that time.
  - c. Notify ATC and OCC.
  - d. Prepare for landing at the nearest suitable airport. The PIC will brief the Purser of the situation.
  - e. Consider lowering landing gear earlier than normal.
  - f. As time permits, prior to landing, request the parking site and the provision of stairs.
  - g. Assure the passengers that there is no need for concern and that the cabin crew are fully trained to deal with the situation, and if passengers do as they are advised, everything will be under control.
- On ground:
- h. When parked, deplane passengers immediately.
  - i. If stairs are not available, then deplaning by use of slides should be used. It is advisable to make a PA announcement informing passengers that it will be necessary to leave the aircraft using the evacuation slides.
  - j. If the passengers are to be deplaned using the escape slides, the PIC may command using less than all slides. It may be easier for cabin crew to retain control of the passengers if a restricted number of slides are used. The decision which slides are to be used will be influenced by wind speed and direction.
  - k. Deadheading crewmembers should leave the aircraft first to assist passengers at the bottom of the slides.
  - l. Positive commands from the flight crew using the PA system and megaphones will reduce panic and will allow an orderly evacuation without injury to passengers.
  - m. Advise passengers to remove their shoes, leave their hand baggage behind, and proceed in an orderly way to the aircraft exits in use.

#### 10.9.1.2.3 Bomb on Board

An actual bomb or a suspicious object that cannot be confirmed "not to be an explosive device", should be treated as a Bomb.

##### 10.9.1.2.3.1 Procedure

1. Same as specific Bomb Threat; except that if the detonation time is known, every effort should be made to land before that time.
2. Follow aircraft specific instructions stated in the applicable FCOM.
3. The crew should not:
  - a. Disconnect or cut any electrical wires.



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10.9 SECURITY PROTECTION IN THE AIR

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- b. Remove any string, tape, rope etc. that is under tension, or holding the Device together.
  - c. Open any closed containers.
4. The crew should:
- a. Move passengers as far away from the Device as possible.
  - b. Stabilize the device with pillows, blankets, and seat cushions.
  - c. Reduce the explosive and fire potential by covering the device and stabilizing material with wet pillows and blankets, ensuring that there is a layer of waterproof material between the device and the wet articles so that an electrical short does not occur.
  - d. Move fire extinguishers and portable oxygen bottles from the area and disarm the slide/raft, if applicable.
  - e. Disconnect non-essential electric power in areas near the Device.
  - f. To minimize damage and hydraulic complications should an explosion appear imminent, lower the landing gear and reduce to approach speed if possible.
  - g. Land and deplane the passengers as appropriate.
5. After the passengers have deplaned, seek local security force's assistance for removal of the suspect device.
6. All airports have a local procedure specific to Bomb Threats. Crew should adhere to local authority and ATC instruction
7. After the aircraft has been declared to be safe and cleared for flight by competent authority, inform OCC for further disposal of the flight.

## 10.9.1.2.3.2 Moving the Device in Flight

If the device has to be moved to a least risk area:

- 1. Attempt to obtain expert advice from the ATC/OCC.
- 2. Inspect the device thoroughly making certain to check for anti-lift devices.
- 3. If possible, slide a flat surface object (e.g. cardboard etc.) under the device, and lift the device along with the flat surface object.

## 10.9.1.2.3.3 Least Risk Area

787 – Door 4R.

## 10.9.1.3 Notification Procedure

The PIC shall notify the ATC and OCC at the earliest.



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10 SECURITY  
10.9 SECURITY PROTECTION IN THE AIR

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## 10.9.2 HIJACKING

**WARNING: AT NO TIME SHALL A HIJACKER BE ALLOWED TO ACCESS THE FLIGHT DECK.**

### 10.9.2.1 General

Due to variable circumstances, specific hijack response procedures cannot be provided. The safety of aircraft and occupants is paramount, handled per the PIC's judgement of conditions.

Aircraft hijacking is a serious crime universally. Police/security forces have authority to take control using their powers of arrest and entry. The PIC's direct responsibility and command diminishes at this point.

Until authorities take over, the PIC solely commands the situation. Actions should aim to not aggravate risks to passengers/crew or meet hijacker demands if it endangers safety.

The PIC must follow lawful instructions of police/security to the extent it protects passengers/crew.

### 10.9.2.2 Hijacker Profile

Some hijackers may seek suicide through spectacle. They may seem confused, fail to name a destination, or insist on an impossible one.

Crew should attempt to determine the hijacker's intended destination. Lack of a firm or logical destination indicates higher risk of suicide intentions. A reasonable, feasible destination suggests lower immediate risk.

### 10.9.2.3 Communication Procedure

Cabin Crew will, where possible, use the phrase; "**A passenger DEMANDS access to the flight deck**" to identify an unlawful demand to gain access to the flight deck.

If possible, transmit a description of the hijacking to ATC. ATC will maintain normal responses without referencing the emergency while immediately activating procedures.

If clear radio transmissions are prevented, the following discrete communication methods can be used:

If hijackers are in the cockpit, VHF communication is set up as follows:

The PIC:	The Second in Command:
Ensure the PIC's speaker is off. Use their headset. Monitor emergency frequency 121.5 on N°2 transceiver.	Monitor ATC on N°1 transceiver. Place their speaker ON to give the hijacker the impression that they are receiving all communications.

Table 69 VHF Communication



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10.9 SECURITY PROTECTION IN THE AIR

**Issue:** 00

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Discrete code transponder is set as follows:

Situation Signal Cover Message	
Aircraft being hijacked or subjected to unlawful interference.	Transponder to code 7500 "Transponder seven five zero zero".

*Table 70 Discrete Code Transponder*

A pilot, having selected Code 7500 and subsequently requested to confirm this code by ATC shall, according to circumstances, either confirm this or not reply at all. The absence of a reply from the pilot will be taken by ATC as an indication that the use of Code 7500 is not due to an inadvertent false code selection.

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## OPERATIONS MANUAL - PART A (GENERAL)

10 SECURITY

10.10 CARRIAGE OF FIREARMS/WEAPONS

Issue: 00  
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### 10.10 CARRIAGE OF FIREARMS/WEAPONS

1. The term 'weapons' encompasses a variety of apparatus including, but not limited to, firearms, cartridges, cutting implements, and any sharp instruments capable of being employed as a weapon, as well as any item that might be erroneously perceived as a weapon.
2. It is strictly prohibited for any individual, whether a passenger or a member of the airline's personnel, to carry any category of weapon within the confines of the flight deck or the cabin on any aircraft operated by Riyadh Air.

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# OPERATIONS MANUAL - PART A (GENERAL)

10 SECURITY

10.11 SECURITY CONTROL OF INADMISSIBLE PASSENGERS,  
DEPORTEES, AND PRISONERS

Issue: 00

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## 10.11 SECURITY CONTROL OF INADMISSIBLE PASSENGERS, DEPORTEES, AND PRISONERS

### General Guidance for Pilots-in-Command

When Riyadh air is engaged in the transport of passengers deemed inadmissible, prisoners, or deportees, it is imperative that the pilot-in-command is informed of all pertinent details concerning the individuals in question.

#### 10.11.1 Inadmissible Passengers

##### General

Inadmissible passengers are individuals who are, or will be, denied entry into either the Kingdom or international ports.

##### Procedure

1. Inadmissible passengers typically do not present a specific threat to flight security and are often returned to their point of departure promptly. Nonetheless, the reasons for their inadmissibility should be thoroughly reviewed prior to arranging their return transportation. Escorts are not usually necessary for such passengers unless extraordinary circumstances arise.
2. Unless the assessment of inadmissible passengers suggests a need for heightened security measures, these passengers and their belongings should undergo standard security screening processes. The pilot-in-command must be notified of any inadmissible passengers on board, as well as their seating arrangements.

#### 10.11.2 Deportees

##### General

Deportees are individuals mandated by Saudi Arabian authorities to leave the nation due to infractions of labor or residency laws or other stipulated reasons and must be transported by Riyadh Air. Such individuals are subject to a security inspection by authorized personnel and may be accompanied by Government Security Officials.

##### Procedures

Deportees are categorized based on the following 3 categories:

1. First Category: Individuals who are in violation of KSA labor and residency law.
  - a. Must be escorted by official guard as estimated by official guard force.
2. Second Category "Low Risk": Individuals who have committed criminal or security offenses in KSA.
  - a. Maximum of eight (8) deportees on each flight and accompanied by one (1) official guard for every four (4) deportees.



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# OPERATIONS MANUAL - PART A (GENERAL)

## 10 SECURITY

### 10.11 SECURITY CONTROL OF INADMISSIBLE PASSENGERS, DEPORTEES, AND PRISONERS

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3. Third Category "High Risk": Prisoners being extradited to governmental authorities abroad.
  - a. Maximum of one (1) deportee in each flight and accompanied by three (3) official guards.

No baggage belonging to deportees, including hand-carried items, is permitted within the passenger cabin. When flights are exclusively allocated for transporting male deportees, the Flight Operations and crew scheduling departments should coordinate to assign male Cabin Crew Members. Deportees and their official guard escorts should be prioritized for boarding and disembarkation.

### 10.11.3 Prisoners and Passengers Under Judicial or Administrative Detention

#### General

Dangerous prisoners are those who pose a threat to aircraft and passenger safety due to associations with terrorist or political groups or involvement in serious criminal activities potentially leading to severe legal penalties.

#### Procedures

1. No more than one High-Risk Prisoner may be transported on an aircraft.
2. High-Risk Prisoners must not be transported concurrently with other prisoners.
3. A minimum of three official guards must accompany a High-Risk Prisoner.
4. Up to eight Low-Risk Prisoners may be on board for domestic transfers.
5. One official guard is required for each Low-Risk Prisoner.
6. Prisoners' baggage, excluding medically necessary items, must not enter the passenger cabin.
7. Prisoners and their guards should board first and disembark last.
8. Seating arrangements for prisoners and guards must include an escort between the prisoner and the aisle.
9. Guards must wear official attire and store their weapons in the checked baggage compartment.

### 10.11.4 Transit of Inadmissible Passengers, Deportees, and Escorted Prisoners

All inadmissible individuals, deportees, and escorted prisoners must remain aboard the aircraft during transit, along with their respective escorts, as required.



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# OPERATIONS MANUAL - PART A (GENERAL)

10 SECURITY  
10.12 DISRUPTIVE/UNRULY PASSENGERS

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## 10.12 DISRUPTIVE/UNRULY PASSENGERS

### 10.12.1 Definitions

The following definitions shall only apply for the handling of unruly/disruptive passengers.

**Aircraft in flight:** From the time of door closure after passenger boarding for the purpose of departure, until the time of opening the aircraft door for the purpose of deplaning passengers.

**Aircraft on Ground:** From the time of opening any of the aircraft doors for the purpose of deplaning passengers, until the time of closing all doors after boarding passengers for the purpose of departure.

### 10.12.2 Classifications

Classification of criminal and offensive acts are in accordance with ICAO, as shown in the following tables:

Offensive Act
Refusing to comply with the written instructions issued by the company, PIC, or his delegate such as:
1. Refusing to be seated in the assigned seat or fasten seat belt.
2. Refusing to adhere to air safety instructions, which are internationally accepted.
3. Using portable electronic devices (PEDS) on board the aircraft
Refuses to refrain from smoking.
Smoking inside lavatories.
Causing damage or defect to aircraft contents or equipment.
Causing damage or defect to smoke detectors and other devices on board the aircraft.

Table 71 Offensive Acts

Criminal Act
Launching an assault, intimidation, or participation in an assault on one of the crewmembers or passengers, that will endanger the safety and security of the aircraft and/or passengers.
Launching an assault or sexual harassment on one of the crewmembers and/or passengers.
Committing acts under intoxication or drugs (narcotics) that will jeopardize the safety and security of the aircraft, crewmembers and/or passengers.
Causing damage or tampering with the aircraft property or attempt to hijack the aircraft.
Stealing from the aircraft, passengers and/or crewmembers while on board the aircraft.

Table 72 Criminal Acts



### 10.12.3 Levels of Criminal and Offensive Acts

There are three levels to determine the type of behaviors that may be committed by passengers, are summarized as follows:

Level	Explanation
1	All offenses mentioned in Table 40 will be under this level. It can be controlled verbally by using behavioral skills and by making reasonable judgment and assessment of the situation to ease the passenger's anger. In case the passenger continues his/her offensive misconduct, verbal warning with a notification of the next actions that would be taken against them if they continue their misconduct.
2	An extension of level I. Continuation of the same behavior after trying all possible means of communications and behavioral skills including verbal warning, refer to Table (6).
3	The following acts will be under this level: 1. All criminal acts mentioned in Table 4. 2. All offensive acts committed by the passenger after issuing him/her a written warning

Table 73 Levels of Disruptive Acts

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10.12 DISRUPTIVE/UNRULY PASSENGERS

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## 10.12.4 Procedures

1. All passengers' criminal or offensive acts that would jeopardize the safety of the aircraft, passengers and/or crewmembers must be closely monitored by the crewmembers.
2. Cabin crew observing any suspicious activity or security breaches in the cabin shall discreetly notify the flight crew via the interphone using code provided during cabin crew briefing and also advise the purser and other cabin crew members of the situation for further handling as applicable. In case of a hijacking situation refer to section **Error! Reference source not found.**
3. Any person who is obviously causing inconvenience or discomfort to other passengers while under the influence of alcohol, drugs or other narcotics shall be refused carriage on Riyadh Air flights.

Level	Procedure
Level 1 Minor Acts - Offensive	<ol style="list-style-type: none"> <li>1. Purser should be immediately notified of any offensive acts.</li> <li>2. Purser should assess the situation accurately and exert all possible effort to calm the passenger.</li> <li>3. If the passenger does not respond, the Purser shall warn him/her verbally and notify them with the next action that would be taken against them. If the passenger continues to act unruly, the purser should immediately notify the PIC.</li> </ol>
Level 2 Moderate Acts – Offensive	<p><b>Aircraft on ground</b>, PIC, shall notify the station manager, or his delegate, who will exert all effort to convince the passenger to behave. If the passenger continues his/her offensive act, the station manager, or his delegate, shall coordinate with the PIC to deplane the passenger from the aircraft. Report on the incident shall be submitted through the security reporting system.</p> <p><b>Aircraft in flight</b>, the PIC shall make an accurate assessment of the situation and direct the purser to issue warning to the passenger.</p>
Level 3 Serious Acts - Offensive	<p><b>Aircraft on ground</b>, the station manager, or his delegate, shall coordinate with Riyadh Air security supervisor or with the airport Security Authority to deplane the passenger. Report on the incident shall be submitted through the security reporting system.</p> <p><b>Aircraft in flight</b>, and the passenger continues his/her misconduct after issuing the written warning, and the PIC has decided to deplane the passenger, he should coordinate with the purser the possibility of continuing the flight to destination or to make a landing at the nearest suitable airport. Security report shall be submitted through the security reporting system.</p>
Level 3 Serious Acts - Criminal	<b>Aircraft on ground</b> , the station manager, or his delegate, shall coordinate with the PIC to deplane the passenger. Security report shall be submitted through the security reporting system.



**Aircraft in flight (before takeoff)**, the PIC shall return to the gate and notify the station manager, or his delegate, to deplane the passenger. Report on the incident shall be submitted through the security reporting system

**Aircraft in flight (after takeoff)**, the PIC shall assess the situation and make the decision either to return to the departure station or to make a landing at the nearest suitable airport which he designates or continue to destination if possible. Security report shall be submitted through the security reporting system.

*Table 74 Levels of Unruly Behavior*

### 10.12.5 PIC Responsibilities

1. The PIC has full authority to take all necessary actions to maintain the safety and security of the aircraft, passengers, and crewmembers. This authority includes landing at the nearest suitable airport designated by PIC to deplane the unruly passenger.
2. The PIC will exert all possible effort to contain the situation in case of unruly occurrences that do not affect safety and/or security of the aircraft, passengers, and crewmembers. The PIC will direct the purser to convince the passenger to remain calm and comply with the safety instructions to avoid his/her deplaning.
3. Assess and evaluate the situation accurately and coordinate with purser regarding the issue at hand. Discuss the consequences in order to reach a sound decision on the possibility of continuing the flight to its final destination.
4. Any time an unruly passenger is offloaded, whether the incident occurred when the aircraft was in flight or on ground, the PIC must submit a security incident report through the reporting system.
5. The PIC must ensure the accuracy of the information mentioned in the report prepared by the purser and sign the form. The form must be signed by both PIC and Purser.

### 10.12.6 Cabin Crew Responsibilities

1. Cabin crew should accurately evaluate the situation and use all necessary behavioral skills to convince the unruly passenger to be calm and to comply with the air safety regulations so as to prevent an escalation of the situation.
2. After all efforts are made to contain the situation, purser must immediately inform the PIC about the situation accurately and objectively.
3. After being instructed by the PIC, purser shall report the incident according to the applicable procedures and ensure the accuracy of the information. The incident should be reported in detail as committed by the passenger and described by the witnesses if possible.
4. If the PIC decides to deplane the unruly/disruptive passenger when the incident occurred while the aircraft was in flight, the purser shall fill a security incident report for the deplaning.



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10.12 DISRUPTIVE/UNRULY PASSENGERS

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# OPERATIONS MANUAL - PART A (GENERAL)

11 HANDLING OF ACCIDENTS AND OCCURRENCES  
11.1 SAFETY MANAGEMENT SYSTEM

**Issue:** 00  
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## 11 HANDLING OF ACCIDENTS AND OCCURRENCES

GACAR Part 4

### 11.1 SAFETY MANAGEMENT SYSTEM

The Riyadh Air Safety Management System (SMS) has been developed in accordance with the requirements of GACAR Part 5 Safety Management Systems. It has been accepted and approved by GACAR and is described in the Riyadh Air's Corporate Safety Management Manual (CSMM).

The information provided in this section is intended to provide Flight Crew with the basic requirements for the handling, notifying, and reporting of occurrences.

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## 11.2    DEFINITIONS

### Accident

An Accident is an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked in which:

1.    A person is fatally or seriously injured as a result of:
  - a.    Being in the aircraft; or
  - b.    Direct contact with any part of the aircraft including parts which have become detached from the aircraft; or
  - c.    Direct exposure to jet blast.

Except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas available to the passengers and crew; or
2.    The aircraft sustains damage or structural failure which:
  - a.    Adversely affects the structural strength, performance or flight characteristics of the aircraft; and
  - b.    Would normally require major repair or replacement of the affected component.

Except for engine failure or damage when the damage is limited to the engine, its cowlings or accessories, or for damage limited to propellers, wing tips, antennas, tires, brakes, fairings, small dents or punctures, holes in the aircraft skin; or
3.    The aircraft is missing or is completely inaccessible.

**Note 1:** For statistical uniformity only, an injury resulting in death within thirty days of the date of the accident is classified as a fatal injury.

**Note 2:** An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located.

### Serious Injury

A Serious Injury is an injury which is sustained by a person in an accident and which:

1.    Requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; or
2.    Results in a fracture of any bone (except simple fractures of fingers, toes, or nose); or
3.    Involves lacerations which cause severe hemorrhage, nerve, muscle or tendon damage; or
4.    Involves injury to any internal organ; or

5.    Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface; or
6.    Involves verified exposure to infectious substances or injurious radiation.

## **Incident**

An occurrence, other than an accident associated with the operation of an aircraft that could affect safety.

## **Serious Incident**

An incident involving circumstances indicating that an accident nearly occurred.

## **Occurrence**

An Occurrence is any safety related event that Riyadh Air personnel feel the need to report to the company or the relevant authorities. Riyadh Air personnel are required to report any safety related event (Occurrence) that happens while they are on duty.

## **Just Culture**

Refer to Corporate Safety Management System Manual (CSMM).

## 11.3 REPORTING ACCIDENTS AND/OR SERIOUS INCIDENTS

GACAR Part 4, 4.11

When an accident or serious incident occurs, Riyadh Air, shall report the accident or serious incident.

Refer to Corporate Safety Management Manual (CSMM)

In case of accident or serious incident, the PIC is responsible for reporting the occurrence via the safety reporting system.

A copy of the notification should be sent to OCC and the Flight Crew Management. It should include as much as possible of the following information:

1. Name of the operator/owner;
2. Date, time, and place of the accident / serious incident;
3. Type, nationality, and registration marks of the aircraft;
4. Type of operation;
5. Nature of the accident / serious incident;
6. Position or last known position of the aircraft referring to an easily defined geographical point;
7. Name of the pilot-in-command of the aircraft;
8. The last point of departure of the aircraft;
9. Next point of intended landing;
10. Description of the sky condition, precipitation, wind velocity, visibility, and the number of persons on board the aircraft;
11. Number of fatalities and seriously injured including crew members;
12. Number of fatalities and seriously injured on the ground due to the accident; and
13. Details of damage to the aircraft.

The PIC shall complete and submit an Air Safety Report (ASR) form.



# OPERATIONS MANUAL - PART A (GENERAL)

11 HANDLING OF ACCIDENTS AND OCCURRENCES  
11.3 REPORTING ACCIDENTS AND/OR SERIOUS INCIDENTS

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## 11.3.1 Roles and Responsibilities

### 11.3.2 Director Operational Control Centre (OCC)

Following an aircraft accident or serious incident, the Director OCC will advise the Corporate Safety, Security, and Environment (CSSE) division for initiating the Emergency Response Procedures (ERP) as described in the CSMM 1.1.4 and the ERP Manual as required.

### 11.3.3 Pilot in Command/Crew

Immediately after an accident, and following the evacuation of any passengers from the aircraft, the PIC will carry out the following duties subject to safety considerations and the prevailing situation:

1. The aircraft must be secured in as safe a condition as possible;
2. The distress beacon must be activated and pyrotechnics if available, prepared for immediate use;
3. A headcount must be made to account for all persons on board the aircraft;
4. The needs of any injured persons must be attended to;
5. The remains of any deceased persons should be decently set apart and covered;
6. If people, dwellings, or communications facilities are close to the accident site, efforts must be made to obtain assistance, having regard to the local situation;
7. The wreckage of the aircraft must be preserved and unauthorized persons should not be allowed access to it.

**Note:** An authorized person is any person nominated by the accident investigation authority or regulatory authority and usually includes police, fire, and rescue services.



# OPERATIONS MANUAL - PART A (GENERAL)

11	HANDLING OF ACCIDENTS AND OCCURRENCES
11.4	ACCIDENT, SERIOUS INCIDENT AND INCIDENT NOTIFICATION AND REPORTING

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## 11.4 ACCIDENT, SERIOUS INCIDENT AND INCIDENT NOTIFICATION AND REPORTING

The PIC shall notify OCC, as soon as practicable, of any accident, serious incident, or incident occurring while he was in command of a flight or series of flights. If the PIC believes an event to be an accident or serious incident, the PIC shall ensure that actions in 11.5 for the preservation of recorded data are complied with. OCC shall follow the notification procedures detailed in the ERP manual and CSMM, In addition to the notification to OCC, the Commander shall submit an Air Safety Report in accordance with the Air Safety Reporting procedures. Refer to [Section 11.6](#).

### 11.4.1 Crew Member Reporting

Any crew member who wishes to raise a Safety Report, should submit a report directly in the Company Safety Reporting System.

### 11.4.2 Reporting Procedures (ATC Events/Incidents)

A pilot involved in an ATC event/incident should proceed as follows:

1. In-flight, use the appropriate air/ground frequency for reporting brief details of an event/incident, particularly if it involves another aircraft, so as to permit the facts to be ascertained immediately.
2. As promptly as possible and no later than 24 hours after landing, submit a completed ASR report. The PIC may also be required to complete a local safety report via the ATS reporting office.



# OPERATIONS MANUAL - PART A (GENERAL)

11 HANDLING OF ACCIDENTS AND OCCURRENCES  
11.5 PRESERVATION OF RECORDED DATA

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## 11.5 PRESERVATION OF RECORDED DATA

The PIC shall not permit:

1. A flight data recorder to be disabled, switched off or erased during flight or permit recorded data to be erased after flight in the event of an accident, serious incident or an incident subject to mandatory reporting;
2. A cockpit voice recorder to be disabled or switched off during flight unless he believes that the recorded data, which otherwise would be erased automatically, should be preserved for incident, serious incident or accident investigation nor permit recorded data to be manually erased during or after flight in the event of an accident or a serious incident subject to mandatory reporting. Recorded data that the PIC decides may be valuable for the conduct of an investigation shall be safeguarded by making an entry in the Technical Log 'Remove Flight Data Recorder and/or Cockpit Voice Recorder for investigation'.

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## OPERATIONS MANUAL - PART A (GENERAL)

11     HANDLING OF ACCIDENTS AND OCCURRENCES  
11.6   SAFETY REPORTING PROCEDURES

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### 11.6   SAFETY REPORTING PROCEDURES

Riyadh Air encourages all crew to report any issues in their opinion, are considered a safety risk or hazard.

Procedures of all Safety Reporting can be found in the CSMM.

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## OPERATIONS MANUAL - PART A (GENERAL)

11 HANDLING OF ACCIDENTS AND OCCURRENCES  
11.7 SAFETY INVESTIGATION PROCEDURE

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### 11.7 SAFETY INVESTIGATION PROCEDURE

See CSMM for details.

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11 HANDLING OF ACCIDENTS AND OCCURRENCES  
11.7 SAFETY INVESTIGATION PROCEDURE

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# OPERATIONS MANUAL - PART A (GENERAL)

12 RULES OF THE AIR  
12.1 INTRODUCTION

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## 12 RULES OF THE AIR

### 12.1 INTRODUCTION

The ICAO Rules of the Air are promulgated in ICAO Annex 2, compliance with which is mandatory for Member States unless they have filed a difference.

Refer to the Jeppesen Airway Manual, ATC Section, ICAO Rules of the Air.

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# OPERATIONS MANUAL - PART A (GENERAL)

12 RULES OF THE AIR

12.2 RULES OF THE AIR OF THE KINGDOM OF SAUDI ARABIA

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## 12.2 RULES OF THE AIR OF THE KINGDOM OF SAUDI ARABIA

The Saudi application of the Rules of the Air are published in the GACA regulation section 2.

### 12.2.1 Saudi Application of the Rules of the Air

GACAR Part 91.475

These Rules of the Air apply to Riyadh Air airplanes wherever they may be, to the extent that they do not conflict with the rules published by the State having jurisdiction over the territory overflown.

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## OPERATIONS MANUAL - PART A (GENERAL)

12 RULES OF THE AIR  
12.3 ICAO CLASSIFICATION OF AIRSPACES

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### 12.3 ICAO CLASSIFICATION OF AIRSPACES

ICAO classified airspace in seven classes, marked by a letter from A to G. Airspace Class A represents the highest level of control, whereas Class G is uncontrolled air-space. States may not introduce all classes of airspace but will select those appropriate to their needs.

Services provided to and requirements for flights within each class of airspace are shown in the table on the next page.

Differences in rules and procedures for any airspace of intended use and the differences between prevailing or

local airspace rules and ICAO airspace rules are published in Jeppesen AIR TRAFFIC CONTROL section.

**Note:**

*Where ATS airspace adjoins vertically i.e. one above the other, flights at a common level will comply with the requirements of, and be given services applicable to, the less restrictive class of airspace. Class B is considered less restrictive than Class A, etc.*

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# OPERATIONS MANUAL - PART A (GENERAL)

12 RULES OF THE AIR  
12.3 ICAO CLASSIFICATION OF AIRSPACES

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Class	Type of Flight	Separation Provided	Service Provided	VMC visibility	Speed Limitation (Note 1)	Radio comm	ATC Clearance
				Distance from cloud			
A	IFR only	all aircraft	ATC service	Not applicable	Not applicable	Two way	Yes
B	IFR	all aircraft	ATC service	Not applicable	Not applicable	Two way	Yes
	VFR	all aircraft	ATC service	Note 1 + 2	Not applicable	Two way	Yes
C	IFR	IFR from IFR	ATC service	Not applicable	250 kt IAS below 10.000 ft	Two way	Yes
		IFR from VFR	ATC service for separation from IFR				
	VFR	VFR from IFR	VFR/VFR traffic info (and traffic avoidance advise on re-quest)	Note 1+3			
D	IFR	IFR from IFR	ATC service including Traffic info about VFR Flights (and traffic avoidance advice o/r) Traffic info between VFR and IFR flights (and traffic avoidance advice on request)	Not applicable	250 kt IAS below 10.000 ft	Two way	Yes
	VFR	Nil		Note 1+3			
E	IFR	IFR from IFR	ATC service and Traffic Information about VFR flights as far as practical	Not applicable	250 kt IAS below 10.000 ft	Two way	Yes
	VFR	Nil	Traffic information as far as practical	Note 1+3		No	No
F	IFR	IFR from IFR as far as practical	Air Traffic Advisory service. FIS	Not applicable	250 kt IAS below 10.000 ft	Two way	No
	VFR	Nil	FIS	Note 1,3+4		No	
G	IFR	Nil	FIS	Not applicable		Two way	No
	VFR	Nil	FIS	Note 1,3+4		No	

Figure 13 ICAO Classification of Airspaces

### Note 1:

When the height of the transition altitude is lower than 10.000 ft., FL 100 should be used i.s.o. 10.000 ft.

### Note 2:

8 km at and above 10.000 ft. AMSL; 5 km below 10.000 ft. AMSL; clear of clouds.

### Note 3:



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# OPERATIONS MANUAL - PART A (GENERAL)

12 RULES OF THE AIR  
12.3 ICAO CLASSIFICATION OF AIRSPACES

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*8 km at and above 10.000 ft. AMSL; 5 km below 10.000 ft. AMSL; 1500 m horizontal and 300 m vertical distance from cloud.*

**Note 4:**

*At and below 3000 ft. AMSL or 1000 ft. above terrain (whichever is higher): 5 km; clear of cloud and in sight of ground or water.*

## 12.3.1 Operating on or in the Vicinity of an Aerodrome in Class G Airspace.

GACAR Part 91.121

Each person operating an aircraft on or in the vicinity of an aerodrome in a Class G airspace area must comply with the following requirements:

1. When approaching to land at an aerodrome without an operating control tower in a Class G airspace area, all turns of the airplane shall be made to the left unless right hand patterns have been established for that aerodrome.
2. Each PIC of an aircraft must follow Traffic Information Broadcasts by Aircraft (TIBA) procedures and broadcast relevant collision avoidance information to other pilots and ground vehicles.

## 12.3.2 Operating on or in the Vicinity of an Aerodrome in Class E and F Airspace.

GACAR Part 91.123, GACAR Part 91.125

General - Unless otherwise required by local procedures or otherwise authorized/required by the ATC facility having jurisdiction over the Class F airspace area, the PIC operating an aircraft on or in the vicinity of an aerodrome in a Class F airspace area must comply with the requirements of [Section 12.3.1](#).

## 12.3.3 Operations in Class A, B, C and D Airspace

GACAR Part 91.127, Part 91.129, Part 91.131, Part 91.135

The services provided to and requirements for flights within each class of airspace have been summarized and are shown in the table on previous page.

## 12.4 GENERAL

### 12.4.1 Operations in Restricted, Danger, and Prohibited Areas

GACAR Part 91.133

1. The PIC may not operate an aircraft within a restricted area contrary to the restrictions imposed.
2. The PIC may not operate within a prohibited area unless that person has the permission of the administering authority.
3. A PIC conducting an aircraft operation (approved by the administering authority) within a restricted area that creates the same hazards as the operations for which the restricted area was designated may deviate from the rules of this subpart that are not compatible with the operation of the aircraft.
4. The PIC operating an aircraft that is not authorized to fly in, or is about to enter, a restricted, prohibited, or danger area who observes a series of projectiles discharged from the ground at intervals of 10 seconds bursting as red and green lights or stars must take any necessary remedial action without delay.

### 12.4.2 Flight Restrictions in the Proximity of the Custodian of the Two Holy Mosques and Other Parties.

GACAR Part 91.145

The PIC may not operate an aircraft over or in the vicinity of any area to be visited or travelled by the Custodian of the Two Holy Mosques, or other public figures contrary to the restrictions established by GACA and published in a NOTAM.

### 12.4.3 Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas.

GACAR Part 91.141

Riyadh Air shall comply with GACA issued Notice to Airmen (NOTAM) designating an area within which temporary flight restrictions apply and specifying the hazard or condition requiring their imposition, whenever they determine it is necessary in order to:

1. Protect persons and property on the surface or in the air from a hazard associated with an incident on the surface.
2. Provide a safe environment for the operation of disaster relief aircraft.
3. Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event which may generate a high degree of public interest.

The NOTAM will specify the hazard or condition that requires the imposition of temporary flight restrictions.

When such a NOTAM has been issued, The PIC may not operate an aircraft within the designated area unless that aircraft is participating in the hazard relief activities and is being operated under the direction of the official in charge of on scene emergency response activities.

When a NOTAM has been issued, The PIC may not operate an aircraft within the designated area unless at least one of the following conditions is met:

1. The aircraft is operating under an ATC approved IFR flight plan.
2. The operation is conducted directly to or from an aerodrome within the area or is necessitated by the impracticability of VFR flight above or around the area due to weather, or terrain; notification is given to the FIS or ATC facility specified in the NOTAM to receive advisories concerning disaster relief aircraft operations; and the operation does not hamper or endanger relief activities and is not conducted for the purpose of observing the disaster.

## 12.4.4 Temporary Restriction on Flight Operations During Abnormally High Barometric Pressure Conditions.

*GACAR Part 91.147, IOSA 3.11.29*

When any information indicates that barometric pressure on the route of flight currently exceeds or will exceed 1050 hPa, The PIC may not operate an aircraft or initiate a flight contrary to the requirements established by the Authority and published in a NOTAM issued under this section.

## 12.4.5 Management of Aircraft Operations in the Vicinity of Aerial Demonstrations and Major Public Assemblies

*GACAR Part 91.149*

The Authority will issue a NOTAM designating an area of airspace in which a temporary flight restriction applies, to protect persons or property on the surface or in the air to maintain air safety and efficiency, or to prevent the unsafe congestion of aircraft in the vicinity of an aerial demonstration or major assembly of people on the ground.

When a NOTAM has been issued in accordance with this section, The PIC may not operate an aircraft or device, or engage in any activity within the designated airspace area, except in accordance with the authorizations, terms, and conditions of the temporary flight restriction published in the NOTAM, unless otherwise authorized by:

1. ATC or
2. A Certificate of Waiver or Authorization issued for the demonstration or event.

## 12.4.6 Avoidance of Collisions

GACAR Part 91.59(a)(c), 91.61

Nothing in these rules shall relieve the pilot-in-command of an airplane from the responsibility of taking such action, including collision avoidance maneuvers based on resolution advisories provided by Traffic Alert and Collision Avoidance System (TCAS) equipment, as will best avert collision.

**Note:**

*It is important that vigilance for the purpose of detecting potential collisions be not relaxed on board an airplane in flight, regardless of the type of flight or the class of airspace in which the airplane is operating and while operating on the movement area of an aerodrome.*

Proximity:

1. An airplane shall not be operated in such proximity to other airplanes as to create a collision hazard.
2. The PIC may not operate an aircraft carrying passengers for hire in formation flight.

Right-of-way:

When weather conditions permit, regardless of whether an operation is conducted under IFR vigilance must be maintained by each person operating an aircraft so as to see and avoid other aircraft. When a rule of this section gives another aircraft the right of way, the PIC must give way to that aircraft and may not pass over, under, or ahead of it unless well clear, and take into account the effect of wake turbulence.

## 12.4.7 Uncertainty of Position on the Maneuvering Area

GACAR Part 91.111

A PIC in doubt as to the position of the aircraft on the maneuvering area must immediately:

1. Stop the aircraft; and
2. Simultaneously notify the appropriate Air Traffic Service unit of the circumstances (including the last known position).

In those situations where a PIC is in doubt as to the position of the aircraft on the maneuvering area, but recognizes the aircraft is on a runway, the PIC must immediately:

1. Notify the appropriate Air Traffic Service unit of the circumstances (including the last known position).
2. If able to locate a nearby suitable taxiway, vacate the runway as expeditiously as possible, unless
3. otherwise instructed by the Air Traffic Service unit; and then Stop the aircraft.

**Note:** For runway-holding position markings and related signs, refer to the Jeppesen Airway Manual

## 12.4.8 Emergency Air Traffic Rules.

GACAR Part 91.143

NOTAMs are used to advise of the issuance and operations under emergency air traffic rules and regulations.

Whenever the authority determines an emergency condition exists, or will exist, relating to the operation of the ATC system and during which normal flight operations cannot be conducted consistent with the required levels of safety and efficiency.

These NOTAMs communicate information concerning the rules and regulations that govern flight operations, the use of navigation facilities, and designation of that airspace in which the rules and regulations apply.

When a NOTAM has been issued under this section, the PIC may not operate an aircraft, or other device governed by the regulation concerned, within the designated airspace except in accordance with the authorizations, terms, and conditions prescribed in the regulation covered by the NOTAM.

## 12.4.9 Separation by Visual Reference

A visual approach may be initiated by ATC to ensure separation requirements.

The aircraft must then be instructed to follow and maintain own separation from the preceding aircraft. When both aircraft are of a heavy wake turbulence category, or the preceding aircraft is of a heavier wake turbulence category then the following, and the distance between the aircraft is less than the appropriate wake turbulence minimum, the controller must issue a caution of possible wake turbulence. The PIC of the aircraft concerned is responsible for ensuring that the spacing from a preceding aircraft of a heavier wake turbulence category is acceptable and if it is determined that additional spacing is required the flight crew must inform ATC accordingly and state their requirements.

When conducting a visual approach, the crew responsibilities include the following:

1. Terrain clearance,
2. Navigation by means of visual ground cues (including any available and valid electronic and visual slope guidance),
3. Traffic and wake turbulence separation,
4. Establishing the go-around requirements when accepting the visual approach.

## 12.4.10 Aircraft Speed

GACAR Part 91.65

1. Unless otherwise authorized by the GACA, Riyadh Air shall not operate an aircraft below 10000 ft mean sea level (MSL) at an indicated airspeed of more than 250 kt.



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2. Unless otherwise authorized or required by ATC, Riyadh Air shall not operate an aircraft at or below 2500 ft above ground level (AGL) within 4 NM of the primary aerodrome of a Class C or Class D airspace area at an indicated airspeed of more than 200 kt.
3. Riyadh Air shall not operate an aircraft in the airspace underlying a Class B airspace area designated for an aerodrome at an indicated airspeed of more than 200 kt.
4. Riyadh Air shall not operate aircraft in the traffic circuit of an aerodrome at an airspeed greater than 200kt.
5. If the minimum safe airspeed for any particular operation is greater than the maximum speed prescribed in this section, the aircraft may be operated at that minimum speed.

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## 12.5 ATC COMMUNICATIONS

### 12.5.1 General

GACAR Part 91.95, 91.97, FLT 3.11.28

1. Crew must ensure that all communications follow:
  - a. The highest standard of discipline at all times and will conform to current radiotelephony procedures.
  - b. ICAO standardized phraseology and protocols, including word spelling, the transmission of numbers, calling, and exchange of messages.
  - c. Plain language only when the standardized phraseology cannot serve an intended transmission.
  - d. Any special requirements as specified by the controlling authority. (e.g. communication instructions issued by NOTAM).
2. Flight crew shall identify themselves by the call sign "Riyadh Air" on all contacts to reduce the possibility of error.
3. The VHF Comm. No 1/(Left) will normally be used for all ATC communication. VHF No. 2/(Right) is used for monitoring emergency frequency 121.5 or used for company communication when needed. VHF No. 3/(Centre) is used for ADS/data communication. During Operation in uncontrolled airspace VHF no. 2/(Right) is used for TIBA frequency and VHF no. 3/(Centre) for monitoring emergency frequency.
4. During HF communication ensure the HF transmitter is keyed after a frequency change.
5. The emergency frequency, 121.5 MHz, shall be continuously monitored during flight operations unless the VHF Comm. radio is temporarily required for other communications.
6. If the SELCAL system is not available in areas requiring HF, the primary HF frequency shall have to be monitored.
7. flight crew shall report the cleared flight level on first contact with ATC, unless specifically requested not to do so by ATC.

#### 12.5.1.1 Call Sign Confusion Avoidance

In order to mitigate any potential call sign confusion incidents, the crew shall comply with the following:

1. Use full call signs at all times.
2. Always use headsets during times of high communication load. Always wear a headset and take extra care when members of the flight crew are involved in other tasks and may not be monitoring the Radio Frequency.

3. Do not clip transmissions.
4. If in doubt about an ATC instruction, positively confirm instructions requesting "SAY AGAIN" to ATC, instead of using readback for confirmation. This procedure should also be followed if any doubt about a clearance exists between flight crew members.
5. Advise ATC if any of the following situations is observed:
  - a. Two or more aircraft with similar call signs are on the Radio frequency.
  - b. It is suspected that an aircraft has taken a clearance not intended for it.
  - c. It is suspected that another aircraft has misinterpreted an instruction.
  - d. A blocked transmission is observed.

## 12.5.1.2 Communications Between Aircraft

GACAR Part 91.97(c)(d)

1. In communications between aircraft, the duration of communication must be controlled by the aircraft which is receiving the communication.
2. If communications between aircraft occur on an Air Traffic Service frequency, prior permission of the Air Traffic Service facility must be obtained.
3. The inter-pilot air-to-air frequency 123.45 MHz shall be used to exchange significant operational information with other aircraft, especially in remote and oceanic areas.

## 12.5.2 ATC Communication Procedures

GACAR Part 91.95, 91.97, 91.99

### 12.5.2.1 Establishing Communication with ATC

GACAR Part 91.97(b), 91.127 (c)

The PIC must establish two-way communication with the appropriate Air Traffic Service unit for departure, en route and arrival or through flights prior to entering that airspace and maintain communications while within that airspace.

The initial call to any ATC facility must contain, unless specifically requested not to do so, the following elements:

1. Designation of the station being called.
2. Call sign and, for aircraft in the heavy wake turbulence category, the word "HEAVY".
3. Level, including passing and cleared levels if not maintaining the cleared level.
4. Speed, if assigned by ATC; and

5. Any additional elements, as required by ATS.
6. If two-way communication cannot be established after changing frequencies, the transferring controller (or if not successful, another frequency appropriate to the route) should be re-contacted to obtain an alternate frequency or further instructions.

## 12.5.2.2 ATC Clearances

Air Traffic Control (ATC) clearances are a crucial element of flight operations and serve as a contract between ATC and a flight crew regarding the planned execution of the flight. This section outlines key principles related to ATC clearances, emphasizing the importance of communication, safety, and adherence to established policies.

### 12.5.2.2.1 Communication of Deviations

Any flight crew-initiated change from the agreed-upon flight plan, including changes in routing, climb, descent, or approach, must be communicated to ATC before such changes occur. This ensures that ATC is aware of the aircraft's intentions and can provide appropriate instructions or clearances as necessary.

### 12.5.2.2.2 Safety and Compliance

Flight crews shall not accept clearances from ATC if they cannot be safely complied with. This includes routing, climb, descent, and approach and landing clearances. The safety of the flight and adherence to established Riyadh Air policies take precedence over ATC clearances. Any confusion or ambiguity in ATC instructions must be promptly clarified with ATC.

### 12.5.2.2.3 Entering Restricted or Prohibited Airspace

Flight crew shall note that direct routings provided by ATC do not authorize the flight crew to enter restricted or prohibited airspace. Flight crews remain responsible at all times for avoiding such airspace, and they must adhere to the regulations governing such areas.

**Note:** ATC will not be aware of company-imposed airspace restrictions.

### 12.5.2.2.4 Exercise of Emergency Authority

In the interest of safety, for example, when facing severe weather or unforeseen circumstances, the PIC may exercise their emergency authority to deviate from any ATC clearance or Riyadh Air policy. This authority allows the PIC to take actions necessary to ensure the safety of the aircraft, passengers, and crew. However, any deviations made under emergency authority should be reported to ATC as soon as practicable and an ASR must be filed.

### 12.5.2.3 Departure Clearance

ATC clearances to an aircraft on a Standard Instrument Departure (SID) with remaining published level and/or speed restrictions shall indicate if such restrictions are to be followed or are cancelled. The following phraseology is used by ATC with the following meanings:

1. CLIMB VIA SID TO (level):
  - a. Climb to the cleared level and comply with published level restrictions;
  - b. Follow the lateral profile of the SID; and
  - c. Comply with published speed restrictions or ATC issue speed control instructions as applicable.
2. CLIMB VIA SID TO (level), CANCEL LEVEL RESTRICTION(S):
  - a. Climb to the cleared level; published level restrictions are cancelled
  - b. Follow the lateral profile of the SID; and
  - c. Comply with published speed restrictions or ATC issue speed control instructions as applicable.

Add Hyperlink to: JAWM / ICAO – Air Traffic Management / Air Traffic Management (DOC 4444) / Separation in the Vicinity of Aerodromes / Procedures for Departing Aircraft

### 12.5.2.4 Route Clearance

Route clearances are essential instructions provided by ATC to guide aircraft through the planned route of a flight. This section outlines the key aspects of route clearances, including procedures when the flight's route differs from the filed plan or when operating in oceanic airspace.

#### 12.5.2.4.1 Route Deviations from Filed Plan

In some instances, the route specified in the ATC clearance may differ from the originally filed flight plan. Flight crews should be prepared to follow the route provided in the ATC clearance, even if it deviates from the filed route. This may occur for various reasons, including air traffic management requirements and weather conditions.

#### 12.5.2.4.2 Mach Number or Indicated Airspeed (IAS)

In certain cases, ATC may issue a Mach number or Indicated Airspeed (IAS) as part of the route clearance. Flight crews must adhere to this assigned speed as closely as possible. Any deviation from the specified Mach number or IAS requires prior approval from ATC.



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## 12.5.2.4.3 ETA Amendments

Flight crews are responsible for monitoring Estimated Time of Arrival (ETA) closely. If the ETA is expected to vary by more than plus or minus three (3) minutes from the originally filed ETA, it is essential to communicate this amendment promptly to ATC. Accurate ETA information is critical for traffic management and coordination.

Note that some countries might publish different rules and require the crew to communicate an ETA update when it varies by a different time than the standard 3 minutes. The crew shall refer to the Jeppesen Airway Manual to ensure compliance with each country requirements.

## 12.5.2.4.4 Compliance and Communication

Flight crews are expected to comply fully with the route clearance provided by ATC. Deviations from the assigned route or speed should not occur without prior approval. Clear and effective communication with ATC is essential, especially in cases of non-compliance or when significant changes to ETA are anticipated.

## 12.5.2.4.5 Altitude and Level Clearances

Altitude and level clearances are vital instructions provided by Air Traffic Control (ATC) to regulate an aircraft's vertical flight profile. This section outlines the key aspects of altitude and level clearances, including special considerations in regions like China where clearances are provided in meters.

### 12.5.2.4.5.1 Altitude Clearances in Meters

In specific regions, such as China, altitude clearances are provided in meters. Flight crews operating in these areas should be aware of this difference and be prepared to receive altitude clearances in meters from ATC.

To assist flight crews in regions where altitude clearances are provided in meters, reference to conversion tables for feet to meters can be found in OM Part C. These tables facilitate the accurate interpretation and application of altitude clearances, ensuring safe and precise vertical navigation.

### 12.5.2.4.5.2 Block Flight Level Clearances

When requested by flight crew, ATC may issue block flight level clearances. These clearances provide flight crews with a range of altitudes or flight levels within which they can operate. Flight crews should exercise care to maintain their altitude within the specified block while in communication with ATC, ensuring that they remain safely separated from other aircraft.

### 12.5.2.4.5.3 Compliance and Communication

Flight crews are expected to fully comply with altitude and level clearances issued by ATC. Additionally, effective communication with ATC is vital, particularly in cases where maintaining the assigned altitude



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becomes challenging due to turbulence, conflicting traffic, or other factors. In such instances, timely communication with ATC is crucial for safe operations.

## 12.5.2.5 Arrival and Approach Clearances

Many airports around the world have published Standard Terminal Arrival Routes (STARs) in place. STARs are predefined and standardized routes designed to facilitate the efficient and orderly flow of arriving aircraft into terminal airspace. These routes help streamline air traffic management and guide aircraft to the initial approach fixes for their intended runways.

Clearances to aircraft on a STAR with remaining published level and/or speed restrictions shall indicate if such restrictions are to be followed or cancelled. The following phraseologies are used by ATC with the following meanings:

1. DESCEND VIA STAR TO (level):
  - a. Descend to the cleared level and comply with the published restrictions;
  - b. Follow the lateral profile of the STAR; and
  - c. Comply with the published speed restrictions or ATC-issued speed control instructions as applicable
2. DESCEND VIA STAR TO (level), CANCEL LEVEL RESTRICTION(S):
  - a. Descend to the cleared level; published level restrictions are cancelled;
  - b. Follow the lateral profile of the STAR; and
  - c. Comply with the published speed restrictions or ATC-issued speed control instructions as applicable
3. DESCEND VIA STAR TO (level), CANCEL LEVEL RESTRICTION(S) AT (point(s)):
  - a. Descend to the cleared level; published level restriction(s) at the specified point(s) are cancelled;
  - b. Follow the lateral profile of the STAR; and
  - c. Comply with the published speed restrictions or ATC-issued speed control instructions as applicable

Add Hyperlink to: JAWM / ICAO – Air Traffic Management / Air Traffic Management (DOC 4444) / Separation in the Vicinity of Aerodromes / Procedures for Departing Aircraft / Clearance on a STAR

### 12.5.2.5.1 Approach Clearance

Flight crew shall note that an approach clearance does not grant authorization to land. Even after receiving an approach clearance, flight crews are not authorized to land until receiving a landing clearance from ATC.

## 12.5.2.6 Landing Clearance

Landing clearances issued by ATC are authorizations that permit aircraft to land on a designated runway. Flight crews must strictly adhere to the requirement of not landing without a valid clearance from ATC, except in emergency situations where the PIC exercises emergency authority in the interest of safety.

**Note:** If by 200 ft AAL the PIC has not received a landing clearance and the designated runway remains occupied, the PIC should execute a missed approach.

## 12.5.2.7 Recording ATC Clearances

Documenting ATC clearances on the operational flight plan (OFP) is a critical practice to improve situational awareness, communication, and compliance with ATC instructions. This ensures that flight crews have an accurate and up-to-date record of all ATC instructions received throughout the flight, aiding in effective coordination among crew members and promoting safe and efficient flight operations.

**Note:** All ATC departure (SID), enroute (e.g., NAT HLA) and arrival (STAR) clearances must be clearly documented on the OFP.

## 12.5.2.8 Position Reporting

GACAR Part 91.103, 91.105

The PIC shall ensure that position reports are made to appropriate ATS unit at each designated compulsory reporting points, unless exempted by ATS to do so. However when exempted, the PIC must resume reporting when:

1. Instructed by an Air Traffic Service unit.
2. Advised that Air Traffic Service surveillance service has been terminated; or
3. Advised that identification is lost.

Refer to Jeppesen "ATC" section 4.11 (Position Reporting) for more details.

## 12.5.3 Light Signal

GACAR Part 91.107

Refer to Jeppesen "ATC" In case of communication failure the ATC may use light signals that PIC must comply with and acknowledge as prescribed in Jeppesen ATC, 4.1 SIGNALS FOR AERODROME TRAFFIC LIGHT AND PYROTECHNIC SIGNALS.

## 12.5.4 Use of ADS-B Out.

Ebook 5.1.7.7, Part 91.239, OpSpec A153 subject to GACA approval

1. Each PIC operating an aircraft equipped with ADS-B Out must operate this equipment in the transmit mode at all times unless otherwise instructed by the ATC.
2. When the ATC requests to terminate ADS-B transmissions, the PIC must comply with the ATC instructions if the flight deck control capabilities allow the flight crew to disable ADS-B OUT functions without affecting or disabling the operation of the aircraft transponder.
3. Requests for ATC authorized deviations from the requirements of this section must be made to the ATC facility having jurisdiction over the concerned airspace within the time periods specified as follows:
  - a. For operation of an aircraft with an inoperative ADS-B OUT, to the aerodrome of ultimate destination, including any intermediate stops, or to proceed to a place where suitable repairs can be made or both, the request may be made at any time.
  - b. For operation of an aircraft that is not equipped with ADS-B Out, the request must be made at least 24 hours before the proposed operation.

#### **12.5.4.1 Declaration of emergency through ADS-B:**

To indicate that it is in a state of emergency or to transmit other urgent information, an aircraft equipped with

ADS-B might operate the emergency and/or urgency mode as follows:

1. Emergency.
2. Communication failure.
3. Unlawful interference.
4. Minimum fuel; and/or
5. Medical

This provision becomes particularly critical in areas where direct pilot-controller communication through VHF or HF is not feasible or when the quality of communication is compromised.

#### **12.5.5 Two Way Radio Communication Failure**

Refer to OM C 1(f) and Jeppesen Route Manual

#### **12.5.6 Distress and Urgency Communications**

Effective distress and urgency communications are critical for the safety of flight operations. Flight crews should be well-versed in the procedures for MAYDAY and PAN PAN calls, understand when to upgrade or downgrade calls, and be prepared to cancel distress or urgency calls when the situation permits. The Jeppesen Airways Manual (JAWM) serves as a valuable resource for in-depth information on this topic.

## 12.5.6.1 Distress Communication - MAYDAY

A Mayday call is used to indicate a distress situation requiring immediate assistance due to a critical and life-threatening emergency. This call should be made when the safety of the flight is in jeopardy, and there is an imminent threat to life, aircraft, or property.

## 12.5.6.2 Urgency Communication - PAN PAN:

A PAN PAN call is used to indicate an urgency condition that requires assistance but is not an immediate life-threatening emergency. It is used when there is a situation that requires attention and assistance but does not pose an immediate danger to the aircraft or passengers.

## 12.5.6.3 Initiating a Mayday or PAN PAN Call:

To initiate a Mayday or PAN PAN call, flight crew must use the standard radiotelephony distress and urgency phraseology contained in the JAWM, including the:

1. Name of the station addressed;
2. Identification of the aircraft (call sign);
3. The nature of the distress or urgency condition;
4. Intention of the Pilot in Command; and
5. Present position, level (i.e., flight level, altitude, as appropriate) and heading.

## 12.5.6.4 Upgrading or Downgrading Calls

Flight crews should be prepared to upgrade or downgrade a distress or urgency call as the situation evolves. If the initial distress call is made (MAYDAY) but the situation subsequently stabilises, the flight crew can consider downgrading the call to a PAN PAN to reflect the changed circumstances. Conversely, if a PAN PAN situation escalates, it may be upgraded to a MAYDAY call to indicate a more severe emergency.

## 12.5.6.5 Termination of Distress or Urgency Communications

When an aircraft is no longer in a state of distress or urgency, it is essential that the PIC transmit a message cancelling the distress or urgency condition. The PIC must inform ATC or the appropriate authorities promptly and clearly that the distress or urgency situation no longer exists.

*Add Hyperlink to: JAWM / Emergency / International Civil Aviation Organization (ICAO)/ Distress and Urgency Radiotelephony Communication Procedures*



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12.6 INTERCEPTION OF AIRCRAFT

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### 12.6 INTERCEPTION OF AIRCRAFT

In the event of an interception by military or civil authorities, flight crew must strictly adhere to established procedures for communication and cooperation. For detailed information on actions to be taken, aircraft signals, and phraseology to be used during an interception, flight crews are referred to the Jeppesen Airway Manual, which contains comprehensive guidance on these matters.

*Add Hyperlink to: JAWM / Emergency / International Civil Aviation Organization (ICAO)/ Interception*

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13 LEASING

13.1 GENERAL

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## 13 LEASING

GACA Part 121.189 GACAR § 121.1561, OpSpec A028 Subject to GACA approval

### Terminology

Terms used in this Section have the following meaning:

1. Lessee: The entity receiving the airplane.
2. Lessor: The entity providing the airplane.
3. Dry Lease : When the airplane is operated under the AOC of the lessee.
4. Wet Lease: When the airplane is operated under the AOC of the lessor.

## 13.1 GENERAL

Unless authorized by the GACA, Riyadh Air shall not conduct operations involving a wet or dry lease arrangement.

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# OPERATIONS MANUAL - PART A (GENERAL)

13 LEASING

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13.2 AIRCRAFTS. LEASE OPERATIONS

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## 13.2 AIRCRAFTS. LEASE OPERATIONS

Lease operations must be conducted in accordance with GACAR Part 119 and its Appendix A.

Riyadh Air may operate an aircraft that:

1. Is a Saudi Arabian-registered civil aircraft and carries an appropriate current standard airworthiness certificate issued under GACAR Part 21;
2. Is in an airworthy condition and meets the applicable airworthiness requirements, including those relating to identification and equipment.

Riyadh Air may operate a civil aircraft, which is not a Saudi Arabian-registered civil aircraft, provided the aircraft has been specifically identified in the operations specifications pertaining to leased aircraft, and the aircraft is operated under the conditions of the lease authorization.

Riyadh Air must maintain a current list of each aircraft that it operates and must send a copy of the record and each change to GACA.

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14 APPENDICES

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## 14 APPENDICES

### 14.1 APPENDIX 1 - NOTOC

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**Riyadh Air,**

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