NOTE: REFERENCE TO ETOPS AS APPLICABLE

PRE-DEPARTURE (Planning Stage)

DOCUMENTS..... CHECK
Ensure that the following documents are available:

- OFP (Master & Copy)
- Reroute form
- NAT track message (if applicable)
- NOTAMS & SNOWTAMS
- Weather briefing
- Plotting charts (X2)

OFP (MASTER & COPY)..... CHECK
In addition to the usual OFP verification, check the following:

- The OFP reflects the correct NAT track routing (according to NAT track message if applicable)
- Check for correct flight level and Mach number in the oceanic area
- Consider requesting a new flight plan if the flight is delayed by more than 1 hour
- Refer to the ETOPS guide for ETOPS related checks

ATC FLIGHT PLAN..... CHECK
In addition to the ATC flight plan verification, check the following:

- Item 10 must include MNPS “X” / RNP
- Compare the ATC flight plan against the OFP and NAT track message
- Elapsed time to all waypoints if filed on a random route
- Estimated elapsed time to oceanic boundary or entry point

NAT TRACK MESSAGE..... CHECK
Check the following:

- Validity
- TMI number
- Flight Levels
- OTS time validity (Westbound 11:30 – 19:00 / Eastbound 01:00 – 08:00 at 30˚ WEST
- Any special information

PLOTTING CHART ..... CHECK
The second team pilots (if applicable) or the PM should prepare it on the ground if there is sufficient time or in flight.

Ensure the following:
Information fields are correctly filled.
Actual track, as well as closest OTS track is plotted.

PRE-DEPARTURE (At the Aircraft)

AIRCRAFT TECHNICAL STATUS ..... CHECK
The Commander checks the ATL to determine RVSM and MNPS and capability.

(PF & PM)

INITIAL POSITION ..... CHECK
Initial position must be independently checked and recorded on the OFP.

(PF)

ROUTE .....ENTER INTO FMC
Perform the following:

- Upload/insert the route as per NP.
- Upload/insert all en-route wind data if practicable.

ROUTE IN FMC ..... CHECK
Independent crosscheck LAT & LONG of oceanic waypoints. Verify track and distance between them. This crosscheck is performed from the CDU against the OFP.

(PM)

ACCURATE TIME CHECK ..... OBTAIN
Not required for clock set to UTC and GPS as a position update reference (GPS on ND).

HF & SELCAL ..... CHECK
Whenever feasible, check HF and SELCAL operation. This may be performed with Stockholm Radio on 5541, 8930, 11345, 13342 and 17916.

Caution ! DO NOT USE HF DURING REFUELLING

ROUTE IN FMC ..... CHECK
Independent crosscheck LAT & LONG of oceanic waypoints. Verify track and distance between them. This crosscheck is performed from the CDU against the OFP.
When the waypoint is entered and its coordinates are checked, annotate the master OFP by circling the waypoint. Once track/distance is checked, annotate the master OFP with tick- or slash- through.

IN FLIGHT

BEFORE ENTERING OCEANIC AIRSPACE:

(PM)

OCEANIC CLEARANCE ..... OBTAIN
Obtain oceanic clearance from the relevant ATC unit within the prescribed time window. If clearance is obtained via voice communication, the PF should also listen to and record the clearance.

(BOTH)

OCEANIC CLEARANCE / FMC ROUTE / OFP ..... COMPARE
It is the Commander's responsibility that the cleared route complies with applicable ETOPS rules and chosen alternates.

(PF)

FLIGHT PROGRESS ..... MONITOR
The PM shall fill in the oceanic re-route form if necessary. This document becomes the master flight plan if the new OFP cannot be printed.

If received clearance differs from the route inserted in the FMC, it is preferable that the PF inserts the new routing in the RTE 2, performs all verifications together with the PM and then activates the RTE 2.

ENTERING/WITHIN OCEANIC AIRSPACE:

(PF)

HEADING REFERENCE ..... TRUE

FIXED MACH NUMBER ..... INSERT
Enter the fixed Mach number in the FMC as per ATC clearance.

SLOP ..... APPLY

ETOPS PROCEDURES ..... AS APPLICABLE
Refer to ETOPS guide

(PM)

SELCAL..... CHECK
A SELCAL check with the controlling ATS unit shall be done regardless of the datalink connection status.

XPDR CODE ..... AS REQUIRED
Set the XPDR code as dictated by local regulations.

WAYPOINT PASSAGE:

(BOTH)

FLIGHT PROGRESS ..... MONITOR
When approaching a waypoint, check the next waypoint's ident, coordinates, track and distance in the CDU against the master flight plan.

(PM)

POSITION REPORT..... AS REQUIRED
Make position report (not required if ADS is connected) and MET report if requested by ATC.

OFP..... UPDATE
Update the time and fuel data. Upon passing the waypoint, annotate the OFP by the reverse tick- or slash- through.

PLOTTING CHART ..... UPDATE
When passing overhead a waypoint, update the plotting chart using position from the CDU POS page.

10 minutes or 2° longitude after waypoint passage:

ACTUAL POSITION.....PLOT
Plot the actual position on the plotting chart and check for track error.

EXITING OCEANIC AIRSPACE:

(PF)

HEADING REFERENCE .....NORM

CRZ MACH NUMBER .....AS APPLICABLE
Select ECON, LRC or fixed Mach number in the FMC as required.

SLOP.....CANCEL