

APS Airlines Regulations

The main objective behind the creation of this regulations is to promote the well airline code of conduct and performance. All Air Primary School (hereinafter APS) has accepted and shall comply with those regulations from the moment they start to be part of the project.

1. Air Primary School Airlines

- We are a non-profit virtual airline simulating real world operations inside the IVAO network.
- The use of any image, logotype or brand is completely prohibited unless expressly authorized by the management team (staff).
- Personal data provided by our users is confidential and its public disclosure is not allowed.
- IVAO VID will be the only available data for users.

2. Pilot Selection

The candidate who passes the tests described and collected below will be considered a member of Air Primary School.

- An applicant to be part of the APS project must comply with the following criteria:
 - Be at least 16 years old.
 - 500 flying hours on IVAO network.
 - FS3 as minimum IVAO rank.

- In addition, the applicant must have knowledge about:
 - Traffic patterns and airfield crossing as well entering and leaving a CTR.
 - Interception of radicals/marks.
 - Instrumental precision and non-precision approaches including circling.
 - Good Z flight plan management.
 - Holding patterns as instructed.

The candidate shall send his/her entry request through the form available on our website by providing true data. The falsification of the data will entail the immediate ejection of the pilot. Candidates who provides PPL (A) licences onward will be studied on individual basis.

- HR department will be contact the applicants to establish the days of the entrance exams.
 - HR interview.
 - Aeronautical English exam.
 - VFR & IFR theoretical exam.
 - VFR & IFR practical exam.

2.1 Phase 1

An interview with a member of the management team who is part from either HR, CEO or Operations department will be necessary to arrange. The main interview purpose is to know the applicant. The candidate level of knowledge will be briefly assessed, although this is not a decisive point.

It is applicant unique responsibility to provide real and true information. Otherwise the application will be rejected, even after the selection process.

2.2 Phase 2

Once interview has been passed, the applicant will advance to the examination process detailed in previous section.

This process will consist of theoretical-practical sessions in which the skills of the aspiring pilot will be evaluated in various aspects. During these sessions, they will carry out both theoretical and practical test for the performance and capabilities to be evaluated in different relevant areas for the pilot position.

2.3 Phase 3

The admitted pilots will become part of the airline staff as “student” and they must perform 3 flight within the next 30 days to continue in the company. In addition, they will be provided with general information about the airline and functions to play.

Once these flight have been performed, the applicant is already established in the company and the regular activity procedure will be applied (make 50% attendance to training and exams of Peru division).

3. Airline Activity

- Any project member will be considered as inactive when they have not participated in at least 50% of the sessions conducted.
- If a member wishes to leave the airline voluntarily it must be communicated in an e-mail format to HR department (**rrhh@airprimaryschool.com**).
- It is all members obligation to stay informed and reachable by some communication channel in the event the Staff requires so (mainly **DISCORD**).

4. Airline Staff

The airline staff are the responsible for managing the airline on a daily basis. The next departments are member of the staff:

- Management.
- Sub-management.
- Human Resources.
- Instructors/Examinators.

- Operations.
- Webmaster.
- E-Learning.

Each department responsibility are:

1. **Management:** full management and supervision of the airline.
 2. **Exterminators:** ensure and assess the knowledge of all the academy pilots, both at their access to the airline as in the course of the official activities.
 3. **Human resources:** manages the pilot staff, reviews their activity and mediates in any conflict in between project members. Lead the recruitment campaigns for new pilots.
 4. **Operations:** organizes the pilots who will attend the training and exams, by assigning the functions each of them will perform during their official activities as well as being in charge of keeping the fleet updated and registering the airline pilots activities.
 5. **Webmaster:** maintains and manages the airline's website including information updates, web design and development, database management, system integration and guarantees the functionality and accessibility of the site for all members.
 6. **E-Learning:** is responsible for ensuring the core competencies of all airline staff are maintained to require standards by administering the e-learning platform and keeping record of training.
 7. **Chief Pilot:** in charge of coordination between the VA and the training department, quality control of the sessions for each one of the pilots, control and compliance with the minimum standards and hours in coordination with flight operations, lead by example in the official communication channel and sessions and, finally, on the resolution of group related tasks.
- All decisions proposed to the staff will be approved or rejected by absolute majority.
 - In case of remodeling the Board of Directors, the election of the new members must be agreed between the remaining staff and the airline founders.

5. Donations

- Donations and contributions are non-refundable and therefore there is no option to return or refund.

- All donations and contributions will be exclusively for the airline and its maintenance (website, systems, support, domain, hosting...).

6. Airline Founders

A founder is considered all people who contributed actively and economically for the project to begin.

- Founders can attend staff meetings and have the right to speak and vote. Founders are Mario Lopez, Javier Rodriguez, Alberto Almeida, Mario Vargas, Javier Uceda, Adrian Bertolini y Miguel Mercader.
- The founders will be life members of the airline, unless expressly resigned written. Founders can also stop holding life membership for abandonment of their obligations in a period of at least two (2) years.

7. Collaborators

Collaborators are those APS airline members who provide support in the areas of the airline management. The choice of collaborators is the responsibility of each department and must be agreed with the rest of the management team.

- Collaborators can express their opinion in the meetings, but they do not have the right to vote.

8. Ranks

- Airline ranks will be based on the ranks obtained within the IVAO network, in addition to the service time in the airline.
 - **New members:** One strip (one month trial).
 - **PP and 3 months:** Two strips (candidate).
 - **SPP and 10 months:** Three strips (second officer).
 - **CP and 25 months:** Four strips (first officer).
 - **Chief pilot:** three strips and one star (Commander).

9. Training & Exams

- The pilots will be able to choose the aircraft depending on the type of flight to be carried out (VFR/IFR). In IFR flights it must be agreed with examiners, chief pilot and operations the wake turbulence type (L, M, H, J).
- All flight plans must include in box 18 (remarks) CS/Primary School.
- All users must respect IVAO rules and regulations.
- The cancellation of the confirmation of assistance to a flight must be made with at least 24 hours in advance, unless there is a justified reason (which must be communicated to Management and/or Human Resources).
- During flights, it is necessary to be present on the corresponding Discord voice channel for coordination, from the briefing to the final debriefing of the pilots, unless there is a justified reason (which must be communicated to Management and/or Human Resources).
- Pilots must follow the instructions of the examiner and leader at all times. The airline may impose sanctions, including suspension or expulsion, to pilots who violate airline or IVAO rules and regulations.

10. Fleet

During exams and training, pilots must use one of the following aircraft listed below:

Light wake turbulence

- C152
- C172
- DA62
- Q28A
- BE58

Medium wake turbulence

- Airbus A320 family and its derivatives A319, A320 and A321.
- Boeing B737 family and its derivatives B737, B738, B739 and B73M.

- AT72 and AT76.

Heavy wake turbulence

- Airbus A330 family and its derivatives A332, A333 and A339.
- Airbus A340 family and its derivatives A342, A343 and A345 and A346.

Super wake turbulence

- Airbus A380.

Operations will perform regular updates on the fleet. For any suggestion related to the fleet, an email should be sent to **operaciones@airprimaryschool.com**.

If there is no express authorization from operations, the flights carried out under the airline callsign must be executed compulsorily with these aircraft designated.

11. Faults

A fault will be considered when failure to comply with one or more items that appear in this regulations. The staff will classify which offense or offenses have been committed based on the objective facts and will be accumulated in a file, which duration will be 2 years.

Minor misconduct

- Incorrectly filling out a flight plan without instruction from the examiner or leader.
- Lack of interest during instruction, training or exams.
- Carry out a flight with an aircraft that is not authorized by Operations.
- Flying with a callsign that is not authorized by Operations.
- Not following the controller's instructions in the training or exam without previous authorization from trainer or examiner.

Serious misconduct

- Refusing to comply with an instruction from any department, staff or virtual controller.
- Getting into disputes with network controllers or other users on IVAO frequency.
- Failure to comply with these regulations repeatedly without paying attention to the management warnings.
- The accumulation of 2 minor misconduct in the course of the last 365 days.

Very serious misconduct

- The accumulation of 3 serious offenses in the last 2 years.
- Provide personal data, passwords, emails, etc. of any of the members of the airline.
- Disseminate internal documentation, especially the one based on procedure.

**Staff reserves the right to classify violations as registered or not registered in current regulations.

12. Sanctions

Misconducts will be classified and penalized according to the following scale:

- Minor offenses will be penalized with a verbal warning.
- Moderate offenses will be penalized with a temporary suspension of 15 calendar days.
- Serious misconduct will result in one or more of the following disciplinary measures:
 - Temporary suspension of 30 calendar days.
 - Loss of one or more ranks.
 - Go through a new instruction course.
- Very serious offenses will be subject to one or more of the following disciplinary measures:
 - Account suspension for one calendar year.
 - Expulsion without date of return to the company.

- APS reserves legal actions in the event of any infringement – despite that does not appear in this regulation - is extremely serious.

