

Operational Procedures

Edition 1.0

INTRODUCTION

BASICS

- The **Operations Manual** must be followed except for **emergencies**
- PIC** is responsible for following procedure

OPERATIONS MANUAL

- Part A - General/Basic** (Company Wide)
- Part B - Type Specific**
- Part C - Aerodrome and Routes**
- Part D - Training**
- Prepared in **English** but may be translated to suit staffing needs
- Crew members must receive Part A and B for personal study

DEFINITIONS

- MOPSC** - Maximum Operational Passenger Seating Configuration
- MCTOM** - Maximum Certified Take-Off Mass
- Commercial Air Transport** - Transporting passengers, cargo or mail for remuneration or other valuable consideration

ICAO ANNEX 6 & SUBPART A

ICAO ANNEX 6

- Refers to operation of **commercial aircraft**
- Applies to **passenger** and **cargo** ops
- Provides Standards and Recommended Practices (SARPs)

ICAO ANNEX 6 SECTIONS

- I - Definitions**
- II - ARO - Authority**
- III - ORO - Operators (Organization Requirements)**
- IV - CAT - Commercial Air Transport**
- V - SPA - Specific Approvals**

ALTERNATES

- Alternate** - Usable aerodrome if required
- Destination Alternate** - Alternate aerodrome if the destination is unusable
- Enroute Alternate** - Alternate for enroute emergencies
- ETOPS Alternate** - Alternate for emergencies occurring during ETOPS
- Takeoff Alternate** - Alternate if departure aerodrome cannot be returned to
- Flight Time** - Considered as brakes off brakes on time

MAINTENANCE RELEASE

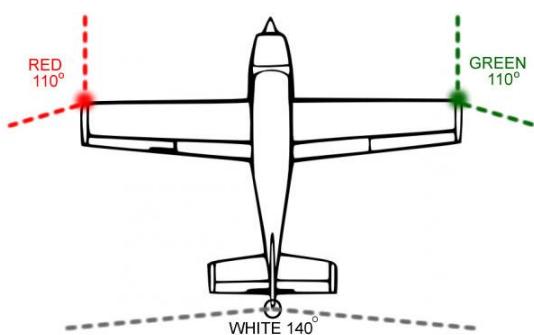
- Contains identity of the **AMO** (Part 145) and identity of the **engineer** (Part 66)

SAFETY MANAGEMENT

- Part of the **airline**
- Carry out **periodic audits**
- Recommended** if **MCTOM >20,000kg**
- Mandatory** if **MCTOM >27,000kg**
- Includes a **Safety Review Board**
 - Chaired by the **Accountable Manager** (or a **Line Captain**)
 - Allocates appropriate resources
- The **Safety Manager** should:
 - Carry out **periodic safety reports**
 - Facilitate **hazard identification**
- Communication to individual employees depends on their specific safety responsibilities

NAVIGATION LIGHTS

- Wing Lights** (**Red** and **Green**) - **110° Range**
- Rear Light** (**White**) - **140° Range**
- Only required at **night**
- Always **steady** (not flashing)



MASTER MINIMUM EQUIPMENT LIST

- Made by the **manufacturer** or **designer**
- Always **less restrictive** than the MEL
- Must be **approved** by the **Manufacturers State Authority**

MINIMUM EQUIPMENT LIST

- Found in **Ops Manual Part B**
- Written by the **Operator**
- Approved by the **Operators State Authority**
- Only relevant **stationary prior to departure**
- When **moving**, use the **Abnormal and Emergency Procedures Checklists**
- Operations outside the MEL only allowed with authority approval
- 90 days** to reflect changes from MMEL

RECTIFICATION INTERVALS

- Category A** – Repaired by the time specified in the **Remarks/Exceptions**
- Category B** – 3 consecutive days
- Category C** – 10 consecutive days
- Category D** – 120 consecutive days
- Starts at midnight that night
- Expires 1 minute after midnight

COMMON LANGUAGE

- Crew** members speak the **same** language
- Ops Manual** must at least be in **English**

FLIGHT SAFETY

- Flight data monitoring program required if **MCTOM >27,000kg**

QUALITY SYSTEM

- Large companies have **Operations** and **Maintenance** systems
- Approved** by the **authority**
- A form of *internal auditing* (feedback system)

MANAGEMENT STRUCTURE

- Must have an **accountable manager**
- Other post holders include:
 - Flight Ops
 - Maintenance System
 - Crew Training
 - Ground Operations
- >21 employees = Complex Company**

OPERATOR/COMMANDERS DUTIES

They must prevent...

- People in parts of the plane not designed for accommodation
- Passengers using portable electronic devices
- Boarding of intoxicated individuals
- Unauthorized admission to the flight deck
- Carriage of unauthorized people/cargo

CREW MEMBERS

- Includes **flight and cabin crew**
- Additional** crew member – **Not** associated with **operational** or **safety** duties
- Cabin crew** must report anything they see to the **Commander**
- Anything that occurs that **affects safety of other flights** must be **reported to ATS immediately**
- Other occurrences reported within **72 hours**

PAPERWORK REQUIRED

- Certificate of Registration
- Certificate of Airworthiness
- Noise Certification
- AOC
- Aircraft Radio License
- Third Party Liability Insurance
- Valid Flight Crew License

COPIES ON THE GROUND

- Mass and Balance
- Operational Flight Plan
- NOTAMs
- Special Loads
- Tech Log

INSPECTIONS

- State does **ramp inspections** of paperwork within a **reasonable period** (10 days)
- Commander** must **allow access** to the flight deck **unless** it **impacts safety**
- FDR** kept after an accident for **60 days**

LEASING

- Dry Lease** – **No crew** provided operated under **AOC of the lessee**
 - Dry Lease In** must be **<7 months** in a **12 consecutive month** period (**non-EU**)
- Wet Lease** – **Crew provided** operated under **AOC of the lessor**

Operator Certification & Operational Procedures

OPERATOR CERTIFICATION

AIR OPERATORS CERTIFICATE (AOC)

- Granted by the **NAA**
- Given to an **Operator** to conduct **CAT**
- Requires the **Operator** to have **personnel, assets and safety systems** for **employees and the general public**
- Also requires an **accountable manager** and an **Operations Manual**
- An **accident** does **not** mean it is **revoked**
- Contains **special authorizations**

OPERATIONAL PROCEDURES

DEFINITIONS

- Adequate Aerodrome** – Satisfactory aerodrome that meets ops requirements
- ETOPS** – Extended Range Twin Engine Operational Performance Standards
- Isolated Aerodrome** – Has no destination alternate
- Equivalent Position** – Suitable fix 3-5 miles from threshold
- Critical Phases of Flight** – Take-Off, Climb Out, Final Approach, Landing and anytime the Commander decides
- OEI** – One Engine Inoperative
- AEO** – All Engines Operative
- MASPS** – Minimum Aviation System Performance Standards

OPERATOR RESPONSIBILITIES

- Provide **checklists**
- No activities** in **critical phases** of flights
- Ensure **ATS** used wherever possible
- Establish **Aerodrome Operating Minima**
- Use **instrument departures** and **approaches** where published

RVSM

- In RVSM airspace, **1,000ft** separation applies between **FL290** and **FL410**

MAX. DISTANCES FROM ADEQUATE ADs

Performance Class A

- MOPSC ≥ 20 or MCTOM $> 45,360\text{kg}$
- 60 mins** (OEI cruise speed)

Performance Class B

- MOPSC ≤ 19 or MCTOM $< 45,360\text{kg}$
- 120 mins** (OEI cruise speed)

Performance Class B and C

- 120 mins** (OEI cruise speed) or **300nm** (least)
This is for non-ETOPS aircraft

NO SMOKING/FASTEN SEAT BELTS SIGNS

- If not all seats are visible to flight crew, signs should be visible by **all pax** and **cabin crew**
- No Smoking sign on if oxygen is being supplied in the cabin

MINIMUM FLIGHT ALTITUDES

- Used in an engine failure
- Operators must establish** this
- Methods are **approved by the State**
- Will account for **altimeter inaccuracies**

FUEL POLICY

- Established in the **Ops Manual**
- Taxi, Trip, Reserves** (**not ETOPS**) and **Extra Crew** responsible for **in-flight re-planning**
- Must land with **Alternate + Final Reserve** or it is a **fuel emergency**
- Final reserve** is **45 mins** (**reciprocating**) or **30 mins** at holding speed at 1500ft (**jets**)
- Additional fuel** (**isolated aerodromes**) is **2 hours** normal cruise consumption

PASSENGERS WITH REDUCED MOBILITY

- Cannot sit where they will **impede crew, access to emergency equipment** or **evacuation** through **emergency exits**
- Commander** must be **notified**

SPECIAL CATEGORIES OF PASSENGERS

- Includes children under 12, PRMs, inadmissible persons, deportees and people in custody
- Commander** must be **notified**

TAKE-OFF ALTERNATE

No. of Engines	Time (OEI Cruise Speed)
2 (Non ETOPS)	60 mins
2 (ETOPS)	120 mins (or ETOPS value if lower)
3 and 4	120 mins

- Used if impossible to return to departure aerodrome
- May be **further restricted** by the **MEL**
- If no alternate is available, conditions must be **better than required for landing** with an **available instrument approach (AEO)**

DESTINATION ALTERNATE

Minimum 1 alternate IFR unless:

- Flight time <6 hours
- 2+ separate runways** available and/or Wx reports indicate **ceiling >2,000ft or circling height + 500ft** and **vis >5km ±1 hour of ETA**
OR
- Aerodrome is **isolated**

2 destination alternates required if:

- Wx reports indicate **below planning minima ±1 hour from ETA**
OR
- No Wx information** is available

IFR PLANNING MINIMA

- Before dispatch, check **Wx ±1 hour from ETA**
- Take-Off – Ceiling** and **RVR** considered
- Destination – RVR/Visibility** (and ceiling as above) is met or 2 alternates are needed
 - Ceiling not considered for PAs**
- Increased minima are used to allow for deterioration

Planning Alternate Minima

Approach	Minima Of...
ILS CAT II & III	CAT I RVR
ILS CAT I	NPA RVR and Ceiling > MDH
NPA	NPA but RVR +1000m and Ceiling > MDA +200ft
Circling	Circling

ETOPS PLANNING MINIMA

- Allows greater distance from an alternate
- Wx reports used from **ETA until 1 hour from latest possible landing time**

	Alternate Ceiling	Weather Minima
PA	DH +200ft	Vis +800m
NPA/Circling	MDH +400ft	Vis +1500m

SPECIAL VFR

- Requires **1500m flight visibility, <140kts IAS** and **Clear of Cloud & In-Sight of Ground**

REFUELING AND DEFUELING

- May be done with passengers boarding if Operator is authorized
- This requires **qualified person on-board, 2-way comms**, crew, staff and passengers warned, FSB signs off, No Smoking on, Lights inside on, minimum number of cabin crew onboard & **emergency slides/exits clear**
- Should be stopped if you smell fuel!*
- Prohibited** for **wide-cut fuels/AVGAS**

CREW MEMBER STATIONS

- Cabin crew** stationed for **take-off & landing**
- Flight crew** always at stations **except for physiological needs**
- ≥1 suitably qualified pilot** at the controls
- Controlled rest permitted if the Commander decides (not a qualifying rest period)
- Pilots** should be strapped in for **take-off, landing** and when the **Commander decides**
- Safety belt always fastened** while seated

COMMENCEMENT

- Prior to **take-off**, expected conditions at **ETA** should be **above planning minima** at the **destination** and the **alternate**
- In flight**, conditions at **ETA** and **1 alternate above operating minima**
- VFR requires **RVR >800m**

APPROACH AND LANDING

- Approach may be started, but cannot descend below **1,000ft** unless above minima
- Approach then be continued to DH/MDH

RVR TO VISIBILITY CONVERSION

- Reported Vis x Value = RVR**

	Day	Night
High Intensity	1.5	2
Lit	1	1.5
Unlit	1	

- TDZ RVR** is the **controlling** value
- Midpoint Minimum – 125m
- Stop End Minimum – 75m

OCCURRENCE REPORTING

- 72 hours** unless a **safety hazard** (including **birds**, **unlawful interference**, **ACAS advisory** or **air traffic incidents**)
- In which case it should be reported **immediately** to the **Authority of the State of the Operator**
- Also reported to the **local authority** in the case of **unlawful interference**

MINIMA
<ul style="list-style-type: none"> Operator Aerodrome Operating Minima not lower than the State minima

CLASSIFICATIONS	
• $V_{AT}/V_{REF} = 1.3 V_{S0}$ or $1.23 VS_{1G}$	
• This is the speed over the threshold	
Category	V_{AT} Speed
A	>91kts
B	91-120kts
C	121-140kts
D	141-165kts

DEFINITIONS
• Circling – Instrument approach finished by a visual circle to a different runway
• LVP – Low Visibility Procedure – Anything less than CAT I ILS (not inclusive)
• LVO – Low Visibility Operations
• LVTO – Low Visibility Take-Off
• CDFA – Continuous Descent Final Approach
• SAp – Stabilized Approach
• NPA – Uses MDH or DH if using CDFA

LOW VISIBILITY OPERATIONS
• Established by the Operator
• For operator validation of DH:
▪ 50ft or greater for at least 30 approaches/landings
▪ Less than 50ft for at least 100 approaches/landings
• Must be monitored and reports retained for 12 months

LVO REQUIREMENTS
<ul style="list-style-type: none"> 2 qualified pilots Radio altimeter giving callouts below 200ft above threshold elevation System to record success/failure of approach and/or Autoland
LVTO
<ul style="list-style-type: none"> Begins below 400m RVR Cannot go below 150m RVR (Categories A, B and C) or 200m for Category D unless authority approves If no RVR reported, PIC may visually determine the RVR
TRAINING
<ul style="list-style-type: none"> Training and checking syllabus are approved by the Authority All flight crew members qualified and current 1st Phase – Normal Operations 2nd Phase – Abnormal and Emergency Operations Must do at least 4 approaches Includes taxis, take-off, approach, flare, landing, roll-out and missed approach
NPA MINIMA
<ul style="list-style-type: none"> Ceiling irrelevant for OPERATING minima Back-beam approaches are not approved VOR – 300ft DH VOR/DME or LOC – 250ft DH NDB – 350ft DH NDB/DME – 300ft DH SRA (terminating at 1nm) – 300ft DH

PA MINIMA	
DH (ft)	RVR (m)
CAT I	200
CAT II	100
CAT IIIA	100
CAT IIIB	No DH
	75*
<ul style="list-style-type: none"> 75m RVR is only with fail operational roll-out guidance Fail passive roll-out guidance for CAT IIIB = 150m RVR (125m if DH <50ft) 	

CIRCLING APPROACH MINIMA				
Aircraft Category				
MDH (ft)	A	B	C	D
Vis (m)	1500	1600	2400	3600

CONTINUATION OF APPROACHES
Below MDA for ILS CAT I:
<ul style="list-style-type: none"> Approach Lighting Runway Threshold PAPI TDZ Runway Edge Lights
Below DA/H for LTS CAT I and II:
3 consecutive...
<ul style="list-style-type: none"> Approach centerline Runway centerline TDZ Runway Edge Lights
AND
<ul style="list-style-type: none"> A lateral element of ground pattern

ITEMS NOT REQUIRING APPROVAL	GPWS	SEATS
<ul style="list-style-type: none"> Fuses Electronic torches Accurate time piece (minimum 1 required) Chart holder First aid kit Megaphone Survival and pyrotechnic equipment Sea anchors (for seaplanes) Child restraint devices (used for infants) 	<ul style="list-style-type: none"> MOPSC >9 & MCTOM >5700kg 	<ul style="list-style-type: none"> Adult - 12+ Child - 2-12 Infant - <2 (do not need their own seat) Must be aligned within 15° of the longitudinal axis
SPARE FUSES	ACAS	FIRST AID KITS
<ul style="list-style-type: none"> Greater of 10% or 3 for each rating 	<ul style="list-style-type: none"> MCTOM >5700kg and MOPSC >19 	<ul style="list-style-type: none"> Minimum 1 per 100 seats Maximum 6 if over 500 seats Must be readily accessible
WIPERS	AWR	EMERGENCY MEDICAL KIT
<ul style="list-style-type: none"> MCTOM >5700kg equipped each side 	<ul style="list-style-type: none"> Required if thunderstorms expected or at night if pressurized or un-pressurized with MCTOM >5700kg or MOPSC >9 	<ul style="list-style-type: none"> Includes syringes, defibrillators and drugs Kept secure in flight crew compartment Minimum 1 if MOPSC >30 or >60 mins from an aerodrome with qualified medical assistance Medical Kits = First Aid Kits + Emergency Medical Kits
AUTOPILOT	CREW MEMBER INTERPHONE	THERAPEUTIC OXYGEN (FIRST AID)
<ul style="list-style-type: none"> Single pilot IFR must include altitude and heading hold modes 	<ul style="list-style-type: none"> MCTOM >15,000kg or MOPSC >19 and >1 crew member 	<ul style="list-style-type: none"> Undiluted oxygen for passengers/crew that for physiological reasons, require it after a decompression Required on pressurized flights >25,000ft or cabin altitude >8,000ft Minimum 2 dispensing units Average flow rate of 3 liters per minute (Standard Temperature Pressure Dry) <ul style="list-style-type: none"> Starts at 4 liters per minute Decreases to 2 liters per minute minimum Enough for 2% of the passengers carried but never less than 1
IFR AND NIGHT OPS	PUBLIC ADDRESS SYSTEM	
<ul style="list-style-type: none"> 2 sensitive pressure altimeters 2 independent static pressure systems (alternate static may be used for props <5700kg MCTOM) Additional standby attitude indicator if MCTOM >5700kg or MOPSC >9 that must last 30 minutes 	<ul style="list-style-type: none"> MOPSC >19 Operated within 10 secs at each station Audible everywhere in the aircraft 	
ALTITUDE ALERTING SYSTEM	CVR	
<ul style="list-style-type: none"> Needed if MCTOM >5700kg & MOSPC >9 Alerts when approaching preselected altitude by 900ft or deviating by >300ft 	<ul style="list-style-type: none"> Records the last 2 hours of operation <5700kg/before 1998 this is only 30 minutes Starts before aircraft can move under own power, stops after it can't anymore Datalink has same requirements as CVR 	
FDR		
	<ul style="list-style-type: none"> Records last 25 hours of operation (10 hours if >5700kg) Equipped on all aircraft >5700kg, all multiengine turbines with MOPSC >9 Same recording triggers as the CVR 	

SUPPLEMENTAL OXYGEN

- Utility must be checked before taxi and demonstrated before take-off
- Cabin altitude horn sounds >10,000ft
- Flight deck needs quick-donning masks when operating >25,000ft
- Maximum altitude without oxygen for 100% efficiency is 8,000ft
- Total number of dispensing outlets must exceed the number of seats by 10%

UNPRESSURISED REQUIREMENTS

- Flight Deck
 - Entire time above 10,000ft
- Cabin Crew
 - 10-13,000ft - >30 minutes
 - 13,000ft+ - Entire time
- Passengers
 - 10-13,000ft - 10% of pax
 - 13,000ft+ - All passengers

PRESSURISED REQUIREMENTS

- Flight Deck & Cabin Crew
 - 10-13,000ft - >30 minutes
 - 13,000ft+ - Entire Flight (or >2 hours)
 - 41,000ft+ - 1 pilot must wear a mask
- Passengers
 - 10-14,000ft - >30 minutes for 10% of pax
 - 14-15,000ft - 30% of the passengers
 - 15,000ft+ - All of the passengers will be automatically presented
 - Never less than 10 minutes

HANDELD FIRE EXTINGUISHERS

Minimum Requirements (Cabin):

- 7-30 seats - 1
- 31-60 seats - 2
- 61-200 seats - 3
- Then 1 additional for every 100 MOPSC up to maximum of 8 extinguishers

Additional Requirements:

- 1 in the cockpit
- 1 per galley
- 1 per cargo/baggage compartment
- Only applies if minimum criteria not satisfied

CRASH AXES OR CROWBARS

- Used to obtain access to a fire
- Located on the flight deck
- 1 if MCTOM >5700kg and MOPSC >9
- MOPSC >200 additional 1 in rear galley

BREAK-IN POINTS

- Marked with red/yellow markings
- Right angled corners

MEGAPHONES

- Required MOPSC >60
- Additional 1 required if over 100 per deck
- No requirement if the aircraft is empty

EMERGENCY EVACUATION

- Slides installed if higher than 1.83m (6ft)
- Tested with landing gear extended (before 2000) or collapsed (after 2000)
- Will inflate using self-contained inflator
- Manual inflation handle serves as a back-up
- Slide won't inflate if opened from outside

EMERGENCY LIGHTING

- Lighting must remain on for 10 mins
- Lighting is ARMED in normal flight
- General illumination, floor level lighting and illuminated exit lights required if MOPSC >9

EMERGENCY LOCATOR TRANSMITTER

- Transmits on 121.5 MHz and 406 MHz simultaneously
- Battery lasts 48 hours
- MOPSC <19 - 1 of any type
- MOPSC >19 - 1 automatic or 2 of any type

LIFEJACKETS AND RAFTS

- Lifejackets required >50nm from shore or where take-off/landing could result in ditching
- Required for each passenger
- Must have a locator light
- Life raft required >120 mins at cruise speed or 400nm (lesser) from landing
- 1 spare required of largest rated capacity

SURVIVAL EQUIPMENT

Flying over areas where SAR is difficult...

- <90mins from suitable emergency landing area without survival equipment
- Should be equipped with signaling equipment, >1 ELT and whatever additional equipment is necessary

COMMS AND NAV EQUIPMENT

GENERAL

- Equipment must be operable by flight crew **all** members (whilst IFR)
- Where there is only **one device** it must be reachable by **all flight crew**
- Must be in accordance with the MEL

NAVIGATION EQUIPMENT

- For **IFR or VFR with no references**, **1 piece** of **VOR, ADF** and **DME** equipment is required
- ADF omitted** if **not required** for that flight
- 1 equipment failure** should **not affect any** of the **other equipment**

RADIO EQUIPMENT

- All radio comms equipment must be able to communicate on **121.5 MHz**
- Minimum** is **1 radio and 1 transponder** (**VFR with visual references**)
- IFR requires 2 independent radios** and a **headset/microphone** for each pilot
- Where **2 independent radios** are required, **each** must have their **own antenna**
- All ETOPS ops beyond 180 minutes requires reliable communication technology installed (either voice based or data link)
- SSR Transponder** may be a **route-specific requirement**

REQUIREMENTS FOR MNPS OPS

- All** MNPS nav equipment must be accessible from **both seats**
- 2 LRNS** systems are required for **unrestricted operations**

REQUIREMENTS FOR RVSM OPS

- 2 altitude measurement systems**
- 1 altitude alerting system**
- 1 automatic control system**
- 1 SSR transponder**

MAINTENANCE

APPLICABLE EU-OPS SECTIONS

- Part M - Maintenance**
- Part 145 - Approved Maintenance Organizations**
- Part 66 - Licensed Engineers**
- Note that the **Pre-Flight Inspection** is carried out by the **pilot, not** a Part 145 AMO

COMPOSITION

- **Minimum 1 PIC**
- **Minimum 2 flight crew** for IFR/night on **turboprops** with MOPSC >9 or **turbojets**
- Except for **approved single-pilot** operations
- Only **1 inexperienced** flight crew member

ZFTT

- Zero Flight Time Training - **solely** in the **simulator**

After ZFTT conversion course, the pilot must:

- Commence supervised line flying **within 21 days** of a **skills test**
- **6 take-offs/landings** in a **flight simulator** no later than **21 days after** the **skills test**
- Conduct the **first 4 take-offs/landings** on the line **under supervision**
- The sim and first take-offs and landings will be with a **TRI** in the pilot's seat

DIFFERENCES/FAMILIARISATION

Differences Training

- Used for variants of the same type/class
- Requires **Ground School and Sim Time**

Familiarization Training

- **Only** requires **Ground School**

COMMAND UPGRADE

- Operator must establish a **minimum level of experience** prior to upgrading
- **Command Course** is in the **Ops Manual** and includes **minimum 10 sectors** for pilots already qualified on type

PROFICIENCY CHECKS

- **2 per year** with **>4 months between** them
- Tests **flying technique, emergency procedures** and IFR skills

LPC – License Proficiency Check

- Valid for **1 year**
- Issued by the **Authority**

OPC – Operators Proficiency Check

- Valid for **6 months + remainder** of the **month** of issue
- Requirements covered in **LPC**
- Includes:
 - Rejected Take-Off
 - Engine failure between V₁ and V₂
 - 3D Approach with OEI
 - 2D Approach to minima
 - Missed Approach (OEI if Multi-Engine)
 - Landing with OEI or PFL (Single-Engine)

RECURRENT TRAINING

Comprises 3 major areas:

- **Ground and Refresher Training** - includes systems, operational procedures and an accident review
- **Airplane/Sim Training** – Usually a **LPC**
- **Emergency and Safety Equipment Training** – All exits, firefighting, pyrotechnics and slides every **3 years**, life vests, extinguishers and PBE **every year**
- Repeated every **12 months** but may be done **revalidated 3 months** prior to expiry

LINE CHECK

- Demonstrate competence for **normal ops**
- Valid for **12 months + remainder of month of issue**
- **Route/Aerodrome Competency** has same validity period
- Cannot fail solely on CRM
- Conducted by operator nominated CRM trained commanders

CRM

- **Major** topics to be covered every **3 years**
- Operator must **update** training over **3 years**

OPS IN THE OTHER SEAT

- Requires engine failure during take-off, OEI approach and go-around and OEI landing

CO-PILOT RECENCY

- **3 take-offs and landings** in the last **90 days** on same class/type (or in a sim)

MINIMUM EXPERIENCE (COMMANDERS)

- **3 take-offs/landings** in the last **90 days**
- **1-night landing** in the last **90 days**
- Can be extended to **120 days** if with a **TRI**
- **>120 days** requires a **training flight/sim**

SINGLE PILOT IFR

- Requires **5 IFR flights** including **3 instrument approaches** in the last **90 days** in that type/class of aircraft

CABIN CREW**GENERAL**

- Any member of crew that aren't flight crew
- Required with MOPSC >19
- Then 1 crew for every 50 seats
- Minimum 18 years old**

SENIOR CABIN CREW

- Minimum 1-year experience**
- Must complete a training course and complete the associated skills test
- Nominated** by the Operator
- Responsible** to the Commander
- May suspend non-safety tasks and tell the Commander to turn on the seatbelt sign

MULTIPLE TYPES/VARIANTS

- 3 types maximum
- 4 allowed if the Authority approves

LOGS AND RECORDS**JOURNEY LOG BOOK**

- Kept by the Operator on the ground
- Specific to an aircraft
- Stores flight hours and aircraft information, crew names etc.
- Not the tech log

OPP

- Completed for every flight
- Must be concurrent and permanent (ink)

STORAGE PERIODS

- Flight Prep Forms - 3 months
- Crew Duty/Rest/Recovery Records - 24 months
- Crew Member Experience - 15 months
- Tech Log - 36 months after last entry
- Training Records - 3 years
- Quality System Reports - 5 years
- Flight Crew Licenses - Whilst valid

DUTY AND REST LIMITS**DEFINITIONS**

- Augmented Flight Crew** - Spare flight crew members that can take over (cruise pilots)
- Break** - A period free of duties but that doesn't count as a rest period
- Duty** - Doing anything for the Operator (except anything after post flight)
- Duty Period** - The time on duty
- Flight Duty (FDP)** - Report time (pre-flight) to the end of the post flight
- Night Duty** - Duty between 02:00-04:59 in the time zone the crew are acclimatized to
- Home Base** - Location where a crew member usually starts or ends their duty (
- Single Day Free of Duty** - Must include 2 local nights (may be part of a day off)
- Positioning** - Transferring a crew member from place to place. Counts as flight duty
- Rest Period** - Uninterrupted and defined period free from all duties
- Standby** - Defined period where crew are required to be available for duty. Counts as flight duty if then called in

- Window of Circadian Low (WOCL)** - Period 02:00-05:59 within 3 time zones of base
- Airport Standby** - Counts as duty hours

DUTY LIMITATIONS**Duty Period Limits**

- 60 duty hrs in any 7 consecutive days
- 110 duty hrs in any 14 consec. days
- 190 duty hrs in any 28 consec. days

Total Flight Time Limits

- 100 hrs flight time in any 28 consec. days
- 900 hrs flight time in any calendar year
- 1000 hours flight time in any 12 consec. calendar months

FLIGHT DUTY LIMITS

- 13 hours max. flight duty period
- May be extended by 1 hour
- Max. 2 extensions in 7 consecutive days
- Can be augmented with in-flight rest

REST PERIOD LIMITS

- Minimum rest of 12 hrs before a duty period at the home base
- Minimum rest of 10 hrs or the same allowing for an 8hrs sleep before a duty period away from the home base

UNFORESEEN CIRCUMSTANCES

- Commander must submit a report to the Operator if discretion >1hr within 28 days
- Max. 2 hrs (3 hrs for an augmented crew)
- Everyone must agree to go into discretion

REGULATIONS ON DANGEROUS GOODS

- ICAO Annex 18
- ICAO Technical Instructions (Doc 9284)
 - List of Dangerous Goods
 - Legal Basis for the Carriage of DGs

ALLOWED ITEMS

- Safety matches **only** carried on **oneself**
- Batteries and **small oxygen bottles** also **allowed onboard**
- Goods that would react with each other cannot be **next** to each other
- **Fire extinguishers, portable oxygen, self-inflating life jackets and first aid kits** are all **required** dangerous goods
- **Infected live animals** are **not allowed**
- Some items are **CAO (Cargo Aircraft Only)**



LOAD NOTIFICATION

- **1st Column** – UN/ID Number
 - **4-digit number** assigned by UN
- **2nd Column** – Proper Shipping Name
- **3rd Column** – Class

EMERGENCY RESPONSE GUIDANCE

- Legally onboard and training on it received
- **Red book, pink pages**

SHIPPERS DECLARATION

- **"Dangerous Goods Transport Document"**
- **Shipper responsible** for the DGs
- **2 copies** are required
- Must be in **English**

ACCEPTANCE CHECKLIST

- Assists in checking appearance of packages
- Completed by the **Operator/Handling Agent**

OPERATOR RESPONSIBILITY

- Authorization to carry DGs will be on the **AOC**
- Will check for correct **labelling**
- Does **not** have to **open** and check
- Dangerous Goods Accident – Fatal or serious injury or major property damage

CARGO CLASSES

- **1** – Explosives
- **2** – Gases
- **3** – Flammable Liquid
- **4** – Flammable Solids
- **5** – Oxidizing Agents
- **6** – Toxic
- **7** – Radioactive
- **8** – Corrosive
- **9** – Miscellaneous

PIC RESPONSIBILITY

- Checks goods are not **damaged** or **leaking**
- If they are, they should be **removed**
- Incidents reported within **72 hours** to the **State of the Operator** and of **Occurrence**
- If **non-declared** goods found, must be **reported without delay**
- Will be given a **NOTOC** in **English**

DEFINITIONS

- HMU** – Height Monitoring Unit
- MNPS** – Minimum Navigation Performance Specification
- OAC** – Oceanic Area Control
- LRNS** – Long Range Navigation System

GENERAL

- Adequate ETOPS alternates selected based on operator **approved diversion time** or the **MEL (shortest)**
- Regulated by **ICAO Doc 7030**

MINIMUM TIME ROUTES

- Track that takes **least time** from A to B
- Adheres to **ATC** and **airspace restrictions**
- Accounts for **weather**
- Calculated on a **per-flight** basis

POLAR NAVIGATION

- Polar Track System** – Fixed tracks from **Europe** to **Alaska**
- Above 70°N**, significant points every **20° longitude**
- Above 65°N**, nav aids referenced to **True North** (particularly **Canadian** airspace)
- Pilots should **plot position** on Polar Navigation charts as backup

MNPS AIRSPACE (MNPSA)

- Applies **FL285-FL420** between **27-90°N**
- Requires **2 LRNS** (**1 LRNS** on **special routes**)
- 60nm lateral & 1,000ft vertical** separation
- Transit of **non-MNPSA** approved aircraft may be approved if **radar contact** is established

NORTH ATLANTIC TRACKS (NATs)

- Class A** airspace **above FL55/2000ft AGL**
- MNPS** and **RVSM approval** is required
- Significant points every **10° longitude**

FLIGHT PLANS

- ATS Flight Plan **Item 10** has:
 - X** if **MNPS approved** (next to S)
 - W** for **RVSM approved**
- Filed **3 hours before** departure

OCEANIC CLEARANCES

- Call **40 minutes before** the **entry point**
- If close to boundary, clearance required prior to departure
- Must inform **OAC** of **maximum attainable FL** at the boundary
- You must be **re-cleared** to the entry point from **domestic ATC** if the **NAT changes**
- OAC** notified of **changes** to any **ETA >3 mins**
- 3 elements** of an oceanic clearance:
 - Route** (Lateral Separation) – **e.g NAT A**
 - Mach Number** (Longitudinal Separation)
 - Flight Level** (Vertical Separation)

ORGANISED TRACK SYSTEM (OTS)

	Flow	Cross 30°W
Day	E to W Departs EU in Morning	1130-1900 UTC
Night	W to E Departs NA in Evening	0100-0800 UTC

- Day** OTS produced by **Shanwick OAC**
- Night** OTS produced by **Gander OAC**
- NAT Track Message** distributed by **AFTN**
- Day at 2200 UTC** and **Night at 1400 UTC**

STRATEGIC LATERAL OFFSET PROCEDURE

- a.k.a '**SLOP**'
- Either **centerline, 1nm right** or **2nm right**
- Never** to the **left** or **beyond 2nm**

OTHER ROUTE STRUCTURES

Blue Spruce Routes

- For aircraft with **1 LRNS**
- Requires state approval for MNPS
- Fixed, 2-way East-West** routes

Tango Routes

- Fixed, 2-way North-South** routes between **Northern EU** and **Spain/Canaries/Lisbon FIR**
- Usually to get to the Azores/Canary Islands
- T9** only requires just **1 LRNS**
- Uses **HF radio (Shanwick/Santa Maria)**
- Other routes are **T16** and **T213**

North American Routes (NARs)

- Interface between **NATs** and **domestic NA**
- Applies FL290-FL600

NAVIGATION FAILURES

1 LRNS fails before takeoff:

- Delay departure for repair, obtain clearance above/below MNPSA or use **special routes**

1 LRNS fails before OCA boundary:

- Divert to suitable aerodrome, return to departure aerodrome, divert to another special route or re-clear above/below MNPSA

1 LRNS fails inside OCA:

- Continue with clearance and advise ATC

Remaining LRNS fails in MNPSA:

- Immediately notify ATC, attempt visual sightings, consider **climbing/descending 500ft** and broadcasting on 121.5 MHz

COMMUNICATIONS

- Keep last assigned squawk for **30 mins after NAT entry**
- Then squawk **2000** with Mode A/C
- After **10 minutes**, select **standby (only T9)**
- 123.45 MHz** established for pilot to pilot exchange of operationally significant information (out of VHF range)
- Maintain **listening watch unless using SELCAL**
- SELCAL** checked **at/prior** to entering MNPSA

COMMS FAILURES

- Follow FPL or re-join** at next significant point
- Before clearance** – continue at **domestic cleared level** and **follow FPL** (*not* Shanwick)
- After clearance** – fly that clearance

MACH NUMBER SEPARATION

- Standard Separation** is **10 mins**
- Reduce** by **1 minute** for each **0.01 Mach faster** (above 0.01M)
- 9 mins = +0.02M, 8 mins = +0.03M etc.**
- Not less than 5 mins**
- Add up to 11**
- Should **maintain Mach No.** from **NAT** when re-entering domestic airspace

RVSM TOLERANCES

- 2 primary** altimeters agree by **±200ft**
- Match **aerodrome elevation** by **±75ft**
- Error tolerance of assigned altitude is **±300ft**
- Should level off **<1500fpm**
- Should not over/undershoot level by **±150ft**

IF CAN'T RECEIVE REVISED CLEARANCE

- Broadcast intentions on **121.5 MHz**
- Use all available lights
- Turn **left/right 90°** to establish track **15nm parallel**
- If **able** to maintain **FL**:
 - Above FL410** – climb/descend **1,000ft**
 - Below FL410** – climb/descend **500ft**
 - At FL410** – **either** option
- If **unable** to maintain **FL**
 - Minimize ROD** and select **Offset FL**
- If weather deviation required **>10nm** from track, FL must be changed:
 - Turn **North** – Descend **300ft**
 - Turn **South** – Climb **300ft**
 - SAND – South Ascend North Descend**

ICING

- Commander** ensures critical surfaces free of ice/snow/slush/frost prior to **take-off**
- Clean Aircraft Concept - All** contamination **removed** (fuselage is **OK**)
- Aircraft must be **certified** to fly into icing
- Can **reduce** lift 30% & **increase** drag 40%
- Most likely** between 0°C and -10°C
- Rare** below -18°C
- Forms on leading edges first
- PUD SOD** applies for **blockages**

KEY PRECIPITATION TYPES

- Frost** - Crystallized deposits of ice on **surfaces below 0°C**
- Wet Snow** - Will form **snowballs**
- Dry Snow** - Falls **apart** when compacted

DE-ICE/ANTI-ICE

- Holdover time** - Length of time that an application is effective
- Affected by **temperature, humidity, precipitation type, wind and fluid type**
- Starts at the **beginning** of the **last step** (**anti-ice** for a **2-step** procedure)
- Must be **repeated** if holdover time has **expired** (both **de-ice AND anti-ice**)
- If contaminants remain, repeat or check AFM
- Jet/prop wash** will wash off fluid so should be **avoided**

From **Least** to **Most Dangerous**:

1. Frost
2. Freezing Fog
3. Snow
4. Freezing Drizzle
5. Freezing Rain
6. Rain Soaked Cold Wing

FLUID TYPES

- Hot - De-Ice Fluid** (Pre-Existing Ice)
- Cold - Anti-Ice Fluid** (Preventative)
 - Will have washed off by **rotation** (T/O)
- 4 Types** of Fluid:
 - Type I - De-Ice Fluid
 - Type II - Anti-Ice Fluid
 - Type IV - ~~FFF~~ Anti-Ice Fluid

BIRD STRIKES

- IBIS** - ICAO Birdstrike Information System
- Risk propagated by **ATIS, NOTAM** or **PIREP**
- Highest** risk is **closest to the ground**
- Commander** must submit a **written report** after landing if they have hit a bird
- If seen **near** the airport, must be reported **immediately** to **ATS**
- Broadcasting **bird distress calls** and **shell crackers** are the most **effective** solutions
- Migration info found in the **AIP (ENR 5.6)**
- Attracted to **garbage sites, short grass, wet area, coastal areas and ploughed fields**
- Long grass** is used as a **deterrent**

NOISE ABATEMENT

- Regulations** in **ICAO Doc 8168**
- Specific** information in **AIP AD 2**
- Operator** will specify procedures applied at **all airports** for **each specific aircraft type**
- Found in **Ops Manual Part B & C**
- These must comply with the **State NADPs**
- Only used when there is **no safety impact**
- Does **not prohibit** the use of **reverse thrust**
- No turns** allowed with a reduction in power

NOISE ABATEMENT PROCEDURES (NADP)

- From **800ft** (**power reduction**) to **3,000ft**
- NADP1 - Close In**
 - Climb at **V2 + 10-20kts**
 - Flaps retracted at **3,000ft**
- NADP2 - Distant**
 - Flaps up **>800ft**

EXCEPTIONS TO NADPs

Noise abatement is **not required** when:

- Runway is **contaminated**
- No ILS/VASI** guidance
- Horizontal visibility **<1nm**
- Crosswind **>15kts**
- Tailwind **>5kts**
- Windshear**
- Adverse weather expected
- <500ft** ceiling
- Aircraft has a **failure**

FIRE

- Always **follow the checklist**
- PBE** provides oxygen **>15 mins**

FIRE MANAGEMENT

- Fire after V1** - Continue Take-Off
- Carb. Fire** - Mixture Off Open Throttle
- Tailpipe Fire** - Dry Cranking
- Toilets** - **All** available extinguishers **simultaneously**
- Cargo** - **Isolate ventilation** system

FIRE WARNING SYSTEM

- Individual warning lights & common bell
- Lights will not extinguish until fire is out
- Warning bell can be cancelled
- Pulling the handle cuts off fuel
- Twisting it will fire an extinguisher

TYPES OF FIRE

- | | |
|-------------------------|-----------------------|
| • A - Solid Materials | • D - Metals |
| • B - Flammable Liquids | • E - Electrical |
| • C - Flammable Gas | • F - Cooking Oil/Fat |

EXTINGUISHERS

- H₂O - Class A
- Foam - Class A & B
- Dry Powder/Chemical - Class A, B, C, D & E
 - Ideal for wheel-well fires
- CO₂/Halon (BCF) - Class A, B & C
 - Usually the best option!
 - CO₂ particularly good for electrical fire
 - Halon prevents oxygen fueling the fire
 - Used in the engine and ideal in cabin
- Wet Chemical - Class F
- Held 1.5-2.5m from the source

OVERHEATED BRAKES

- Approach from the front or rear
- Do not set parking brake
- Use water fog, sand or dry powder
- Do not use water

SMOKE

- Immediately apply oxygen mask (100%)
- Cabin crew attempt to determine source
- If source cannot be determined, divert

DECOMPRESSION

See Chapter 8 – Equipment

- First sign of rapid decompression = BANG!
- Followed by mist & cabin alt. increase
- Slow decompressions caused by leaks
- First action = don an oxygen mask
- Then an emergency descent to 8,000ft (performance not affected) or MSA
- Lack of O₂ degrades performance >6,000ft
- Pure O₂ required >FL320

WINDSHEAR

- Rapid change in wind speed or direction
- Vertical – Causes turbulence
 - Horizontal vector changes with vertical distance
- Horizontal – Headwind/tailwind/crosswind component changes
 - Horizontal vector changes with horizontal distance

Procedure for Windshear Go-Around:

- Aggressively apply full throttle
- Pitch up to stick shaker
- No configuration changes (Speedbrake OK)

Effects of Windshear on Approach:

- Headwind ↑ = Energy ↑
- Tailwind ↑ = Energy ↓

MICROBURSTS

- Down draughts in a 4km area for 1-5 mins
- Winds are divergent from the centre (because they are areas of high pressure)
- Wind speed is 0 in the centre
- Wind shifts from a headwind to an equal and opposite tailwind

WAKE TURBULENCE

- Created if generating lift (nose wheel lifts)
- Tip vortices will separate upwards around the tip and go outwards from runway
- Left = Clockwise, Right = Anti-Clockwise
- Travels horizontally at ½ wingspan height
- Worst when aircraft are heavy, clean and slow in light crosswinds
- Avoid by flying above and upwind of the previous aircraft

RADAR WAKE TURBULENCE SEPARATION

Heavy	BEHIND	Heavy	4nm
Medium		5nm	5nm
Light		6nm	Medium
		5nm	5nm

- Light = 8-, Medium = 3+, Heavy = 2+

e.g. Light behind Heavy = 8-2 = 6nm

NON-RADAR SEPARATION

- 3 mins if from an intermediate position or light aircraft arriving behind medium/heavy
- ALL other categories are 2 mins
- Not required to apply sep. if VFR are landing after medium or heavy aircraft or the aircraft behind has the other in sight (if cleared)

OBJECTIVES OF SECURITY

- Safeguard against unlawful interference
- Protect the safety of passengers, crew, ground personnel and the general public

SECURITY DEFINITIONS

- Aircraft Security Check** - Inspection of passenger and cargo compartments
- Airside – Movement** area of an airport and buildings to which access is controlled
- Screening** - Application of means to **identify** prohibited articles
- Security** - Safeguarding **international** civil aviation against unlawful interference
- Security Control** - Application of means to prevent **introduction** of prohibited articles
- Security Restricted Area** - Airside area identified as a risk priority where additional security measures are applied
- Unidentified Baggage** - Baggage not **picked up** or identified by a passenger

RESPONSES TO UNLAWFUL INTERFERENCE

- Flight deck doors locks **only** from **inside**
- If hijacked, pilot should fly at an **IFR** level:
 - 1,000ft separation – fly **±500ft**
 - 2,000ft separation – fly **±1,000ft**
- Or use **Regional Supplementary Procedures** (ICAO Doc 7030)
- Also attempt to **broadcast warning**
- State of Registry, State of Operator & ICAO** should be notified
- State to take **appropriate measures** for pax & crew safety until **journey can be continued**

OPERATOR PROCEDURES

- Operator** provides **training** and **checklists**
- If a **bomb** is found, **descend** to cabin **altitude** in **landing configuration**
- Will **not** have to remove **suspect packages**

EMERGENCIES

- Commander** responsible for initiating emergency procedures in the **air**
- Dispatcher** responsible on the **ground**
- Safe Forced Landing – Inevitable** landing with **no** injuries in the **aircraft** or on the **surface** expected
- Evacuation** required in **90 secs** (50% doors)

DITCHING

- Forced landing on **water**
- Immediately** initiate evacuation
- Life jackets inflated **on exiting** the aircraft
- Ditch **parallel** and **on top** of the waves (*except for strong winds*)
- Gear **up**, flaps **down**, and **nose high**

PRECAUTIONARY LANDINGS

- Landing at the **earliest opportunity**
- e.g. Onset of **night**, bad weather, passenger incapacitation etc.

EMERGENCY LANDINGS

- e.g. **Uncontrolled fires, dual engine failure etc.**
- On a **runway**, stop there & turn systems off
- If over **trees**, aim for **low** trees with flaps **down** and gear **up**

FUEL JETTISONING

- Based on returning within **15 mins**
- Ensures a **3.2% go-around climb gradient**
- Also to get below **Max Landing Mass**
- Preferably over **water**, away from CBs and **above 6,000ft** and in a **straight line**
- ATC clearance** will be required

CONTAMINATED RUNWAYS

- Data usually **not validated** by flight tests
- If nothing in AFM, use **LDA +15%**
- Damp** - Changes colour but **not shiny**
- Wet** - **Shiny** but **no standing water**
- Contaminated** - >25% covered >3mm deep, wet ice, ice or compacted snow

SNOWTAMs

- Valid for **24 hours**
- 2 figures** – measured using a **device** (e.g 37)
- 1 figure** – estimated by a **pilot**

Coefficient	Braking Action	Code
>0.4	Good	5
0.39 to 0.36	Medium to Good	4
0.35 to 0.30	Medium	3
0.29 to 0.26	Medium to Poor	2
<0.25	Poor	1
-	Unreliable (Slush)	9

- If multiple runways are in the same category, they are considered to have equal braking action

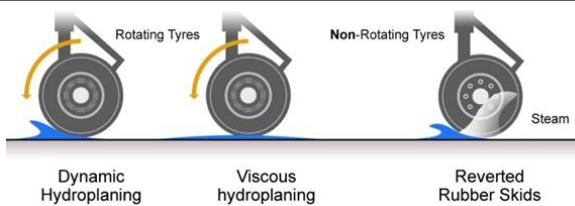
Sections:

- D** – Cleared Runway Length (**4 Figure Group**)
- F** – Deposits over Total Runway Length
 - 6 = Slush**
- H** – Estimated Surface Friction on Each **1/3**
- T** – Plain Language Remarks (**including uncleared parts**)

HYDROPLANING

- Occurs when tyres hit water and lose grip
- **Approach speed** should be **increased**
- Landing technique is **positive landing, max reverse** and **immediately** on the **brakes**

TYPES OF HYDROPLANING



- **Dynamic Hydroplaning**
 - No braking action
 - Occurs if **water deeper** than tyre **grooves**
- **Viscous Hydroplaning**
 - **Smooth dirty** surface
 - Usually occurs at **touchdown**
- **Reverted Rubber Skids**
 - Tyre does not rotate
 - Prevented by anti-skid

HYDROPLANING CALCULATIONS

- **1 bar = 14.5 PSI**
- **Take-Off (Rotating) - $9\sqrt{\text{Pressure (PSI)}}$**
- **Landing (Non-Rotating) - $7.7\sqrt{\text{Pressure (PSI)}}$**