Airbus 330 International Procedures

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1. _Operations (or Gate)_ (Download CCI EFLIGHT PLAN or **fos.aa.com**)

❑ Flight Plan ....CCI or .JP or JPD ∗Flt/Date STA

    Print (or CCI) the flight plan (Master Flight Plan) and use it for entering the route

    Extended Operations (ETOPS) A330 (.82/F330).

          180 minutes (ETOPS) = 1263 nm from a _suitable_ airport.

          120 minutes (ETOPS) = 850 nm from a _suitable_ airport.

❑ TPS ....CCI or WBDF Flt/Date STA (technique - Print)

❑ Chart Change Notices/NOTAMS in Jepp Airway Manual in Jepp App

❑ Crew List.................................CCI or NS/Flt#/Date/STA or NST/Flt#/Date/STA

❑ AIREP Form

❑ Plotting Chart (Plot points after Oceanic Clearance, {12.7.4} plot the area of ash)

❑ Obtain Weather Charts.............................WSI WX SITE

        (Wind Prog FL 340, High Level Sig Prog, Volcanic Ash or SLA*VA/ALL DM)

❑ Track Message.........................CCI or SLS ∗EAST(WEST)/NO

❑ Evaluate Track Message

      • Check Date/Time (30°W) for validity

          {17.5.6} Valid date and time (Ensure the 30° West crossing estimate falls within valid track times (Eastbound 0100-0800Z, Westbound 11:30-1900Z). Number of parts to include amendments. Identification (TMI) and number. Compare with body of Flight Release, Clearance delivery frequency for eastbound flight

      • Check remarks

      • Determine if R Lat SM track (NAT <u>R</u>educed <u>Lat</u>eral <u>S</u>eparation <u>M</u>inimum)

      • Compare track waypoints to body of flight plan

❑ Current Crew Passports

    Dispatch and Other Pilots Briefing (optional)

1a. SABRE Hints and Codes (or use **fos.aa.com** for flight plan info)

Double click on Sabre desktop icon to open a Sabre window.

**DECS SIGN-IN/OUT:** ☒ ☒ DECS

      BSI12345   (for employee #12345)

             Pass code **(never expires)**   (enter your pass code)

             BSO   (when you want to sign out)

1st time sign-in: for pass code, type **ABC123 ,** tab to new pass code, and enter new pass code using 6-8 characters **<u>and</u>** numbers.   If you forget your password (it never expires), call the Help Desk.

<u>Special keys</u> -always use the number pad's **ENTER** key (bottom-right key)

      PRINT SCRN/SysRq Key   Prints displayed information (in crew rooms only)

      Σ (**** on some keyboards)   End-item

      ‡ (**'** on some keyboards)   Cross of Lorraine

      ☒ (**[** on some keyboards)   Change

      ESC   **Unlocks keyboard** (KbdLocked at bottom left)

Hold down **ALT key and BACKSPACE**   **Clears screen** (PAUSE key on some keyboards)

    ALT key and ⇧   Repeat previous command (Ctrl and ⇧ at gate)

Printing - <u>F</u>ile then ⇩ <u>P</u>rint Window, or PRINT SCRN Key; _**or at gate**_, if you display info on the screen, you can't use a "print screen" command as in crew rooms. Press ALT key and ⇧ to repeat the

command, and then press SHIFT key and ENTER to print. Or precede the command with PTR (e.g. PTRSLS*PIT prints PIT hourly WX). If a printer is not designated, first type PTR/1234ABC (1234ABC is the Sabre # on that printer).

DECS will assume current month.(ex. FIL123/8 ACFS will show you Acft routing info for the 8th.)

PTRJP*123/8JUL PIT	**Prints Release** (see above to designate printer, if req'd)
RF5432A/PIT	Station Phone Numbers (RF5432B/PIT for pg 2, RF5432C/PIT for pg 3)
RGA802/F4	**Acft 802 routing for 4 days (on/off times). /Y for yesterday**
RGO*	Acft out of service
RGGPIT	PIT flight arrivals and departures information including gates
RGT	Gate Menu (e.g. RGT/PIT/B38/04Mar = PIT, gate 38, on 4Mar)
FIL123/8JUL PIT APAX	**Acft routing information (includes bookings, tail number)**
FIL123/8JUL ACFS	Acft routing information (includes fuel, tail number)
JD*802	Acft 802's data record and configuration
JPC*123/8 PIT	Crew list. Flt. 123 on the 8th of the month, from PIT
SLS*PIT	Hourly Wx (SLS*PIT/SA/All for last 3 hours)
SLT*PIT	Wx for surrounding cities
SLS*PIT/ALL	Notams, forecast, etc. (/TAF /NO or /FC for specific info)
SLWAPIT	24 hour 1-line Wx recap (SLWZPIT for full 24 hour recap)
26A/PIT/PHL	**All Mainline Flights, Bookings, & Gates**, for city pair (24hrs)

Basic Info - Double click on desktop icon to open a window; *or* Click on Start Menu *or* Press the Windows key ⊞ (between Ctrl and Alt keys), then use the mouse or Press (For PHL new A gates, First - US, US):

For **CATCREW**: ⇧ to Programs then ⇨ Eicon Aviva then ⇨ TUL MVS US Airways XEC session.
For **SABRE-DECS**: ⇧ to Programs then ⇨ Csapi then ⇨ Sabre.
For **THEHUB** or **FLICA**: ⇧ Internet Explorer icon
For a **Calculator**: ⇧ to Programs then ⇨ Accessories then ⇨ Calculator
For **SHARES**: N/A, double click on Desktop icon, or Restart
Special keys – Hold down **ALT key and TAB (or ESC) Changes screens** (top line should be blue)

Ctrl key and ALT key and DELETE Twice to restart (Start Menu ⇧ Turn off computer)
Ctrl key and ALT key and S key   Restart Sabre Session
Windows key ⊞ and M key   Minimizes all open programs

To access Window's pull down menus, press the ALT key and the underlined letter. (Ex - hold down the ALT key and press F key for the File menu.) (Works for any underlined sub-menu.)

2. Pre-Departure at Aircraft

❑ Fit for Duty (CCI or ACARS>PREFLT>page 2)
❑ Gen Dec and Customs Forms (if required) FA1/Purser Briefing
❑ ETOPS Pre-Departure Check (PDC) in AML (also Transit Check, MEL(s)/CDL(s))
❑ Water/LAV Service Report and Security Inspection...............Verify accomplished
    If no Water/Lav slips, verbal verification is required (technique look on F/A CIDS Panel)
❑ ATC Route Clearance Verification
❑ CCI – Verify all required CCI documents on iPad
❑ Takeoff Briefing including TA, Noise Abatement, Terrain, Engine Out SIDs
❑ Record ATC clearance on Flt Plan if not ACARS. ACARS ATC clearance **US-PDC or CPDLC, DCL – CDG, DUB, FRA, LGW, LHR, MAN, MUC**

Departure Clearance and Slot Time.In Europe during high traffic volume, a "slot" time may be issued. This time defines the time frame when a given flight may takeoff and is normally a fifteen minute window. For example, a 10:05 slot time would permit a takeoff between 10:00 and 10:15. (This slot time will normally be presented to the crew as a 10:00 to 10:15

slot by operations.) If the aircraft is ready for departure prior to the slot time, contact ground and advise, "<call sign> <Flight Number> is "fully ready" and can accept an earlier slot, please advise CFMU (Central Flow Management Unit)." Before calling ground, ensure:

1. all passengers and cargo are on board,
2. the aircraft is fueled and fueling equipment is removed,
3. cargo/catering equipment is removed,
4. all doors are closed, and
5. the aircraft and crew are ready for pushback.

❑ US Bound Flights.(from a non-U.S. location, including Canada and Mexico)…TSA PA:

"Ladies and gentlemen, we request that you comply with the following Transportation Security Administration security directive. During our flight today we ask you to please use the lavatory in your ticketed cabin. Exceptions to this rule apply to those with special needs or medical conditions, elderly persons, or parents with small children. We also ask you not to congregate in groups in any area of the cabin especially around the lavatories.Please contact your flight attendant should you require assistance or have a question about this policy. Thank you for your cooperation."

Normally set SATCOM#1 to IOC and SATCOM#2 to controlling OCA.
Prior to Takeoff, Lights and Clock - RUN

3. *Climb-Cruise Prior to Oceanic Entry Point (OEP)* After Receipt of Oceanic Clearance - Fly the CLEARANCE not the Flight Plan (FP)

❑ Update winds (New winds at 0000, 0600, 1200, 1800z. Confirm cruise winds upload.)
❑ Evaluate OEP cruise altitude and Determine Initial Cruise Altitude
❑ RVSM Flight Altimeter Check - When initially established in cruise flight, at or above FL290, crosscheck each PFD altimeter and the standby altimeter. Record the results for use in contingency situations.(crosscheck every hour for RVSM)
❑ Log on CPDLC 10 to 25 minutes prior to airspace
❑ If required, complete any ETOPS Inflight Verification Check(s) such as APU inflight start prior to ETOPS entry and ensure AML entries are made. Contact Dispatch if unsuccessful.
❑ Verify ETA to OCA Entry Point (Compare FMS and FPR)
❑ Verify GPS Primary
❑ Determine Altitude Capability - When Able Higher (WAH) for KZWY, LPPO. STEP ALTS (F-PLN - vertical revision - STEP ALTS at 5R) predicts a time and distance when OPT will occur for the selected altitude. *Technique - Capability Prog/Rec Max changes (8 Min= +100' and +1°C= -100')*

3a. *After Oceanic Clearance,* clearance check separately in FMS (full Lat/Long):

❑ **PM** will compare the Oceanic Clearance to the FMS and note any changes
❑ **PF** will compare the Oceanic Clearance to the FMS; any differences will be immediately changed in the FMS by the **PF** while the **PM** confirms the accuracy of the changes
❑ Circle & Tick - One pilot will read aloud waypoint names from the FMS while the other pilot checks them against the Oceanic Clearance and the Master Flight Plan (MFP) then places a circle (O) next to the waypoint name on the MFP or Chart.

NOTE - Crosscheck FMS coordinates by comparing the oceanic waypoint expanded coordinates against the flight plan coordinates.

- ❑ Update winds in FMC (if reroute) (A330 only updates 50 waypoints)
- ❑ Set assigned MACH and cleared cruise altitude in FMC
- ❑ Plot route and label each waypoint
- ❑ Evaluate potential enroute diversion airport(s) WX /services
- ❑ Obtain alternate airports WX, forecast and NOTAMS (From Dispatch or ACARS>WX REQUEST>TERM WX)
  {17.3.12} Approximately one hour prior to the oceanic entry point, the captain will review all potential enroute diversion airports along the route of flight using the most recent weather reports available.
- ❑ Check A/C Systems Status/ETOPS Significant Systems
- ❑ Select AP 1 (For RVSM, also transponder 1)
- ❑ Verify next leg (circle & tick procedure) ∅
- ❑ HF/SELCAL check (as required)

4. *After Oceanic Entry Point (OEP)*

- ❑ HF/SELCAL check (if not already done)
  - **One HF SELCAL Inoperative. Place the primary HF frequency i**n the HF radio with the operating SELCAL. In this configuration continuous monitoring of the HF is not required.
  - **Both HF SELCALs Inoperative.** If unable to obtain a SELCAL check on either HF radio, then a pilot will continuously monitor the primary HF frequency.
- ❑ Enter nearest Diversion Airport on PM PROG Page
- ❑ Set left VHF radio to 121.5 and right to 123.45
- ❑ Transponder to 2000 when 30 min. past radar service
- ❑ Perform strategic lateral offset procedure (SLOP)
- ❑ CPDLC Confirm Assigned Route Message – PGE+ or PRINT, * appears then SEND

4a. *Strategic Lateral Offset Procedure (SLOP)*

This procedure is recommended to be used on every oceanic flight and is Standard Operating Procedure throughout the NAT Region.
- • Fly 1 NM or 2 NM offset / RIGHT only.
- • Decision to OFFSET based on TCAS traffic observation.
- • Offset using LNAV / NAV, not heading select.
- • Do not advise ATC or request ATC clearance.
- • Return to course by oceanic exit point.

4b. *Approaching Each Waypoint*

1. Both pilots must verify that the subsequent full waypoint Lat/Long, course and distance agree with the flight plan or current ATC clearance.

2. Perform the Circle & Tick procedure by drawing a diagonal line thru the circle beside the waypoint if not previous accomplished to indicate verification was accomplished. ∅

4c. Waypoint Passage

1. Confirm next waypoint becomes active waypoint.
2. Verify autopilot is receiving guidance from the FMS, and that it did not revert to heading or track mode.
3. Draw a second diagonal line thru the circle beside the waypoint just passed forming an "X", indicating passage. ⊗
4. Record time and fuel on FPR / MFP.
5. Complete AIREP form/ Transmit report (if required).

4d. Position Check

Aircraft position and time must be checked 10 minutes (or 2 Degrees) beyond each waypoint passage to verify the correct track is being flown. (Plotting not required)

4e. Midpoint Check

1. Check ETA to the next waypoint. If waypoint crossing time changed by 3 minutes or more from the last estimate given to ATC, a revised estimate should be transmitted using CPDLC ATC free text, or voice, as appropriate.
2. Check for satisfactory fuel quantity/balance and trend.

4f. Oceanic Exit and Other Notes

❑ Ensure strategic lateral offset is zero by Oceanic exit point
❑ Confirm ATC routing/MACH/altitude (if required)
❑ Remain in AP1 or select AP2 (for AP2 and RVSM, select Transponder 2)
❑ Delete Constant Mach
❑ Ensure re-dispatch received or note time of re-dispatch point If the redispatch has not been received. One hour prior to the redispatch point, the captain should attempt contact with dispatch using any available means of communication (VHF, HF, ACARS and SATCOM).
❑ If advised by ATC of a Gross Error Report (Navigation or Altitude), retain all navigation documents for submission to the base Chief Pilot

PRIOR TO Entering Controlled Airspace
> Either a Message given on the DCDU or information will be provided on last HF contact for Location & Frequency to Contact Center.
> Entering Canadian Airspace use **HEAVY** on first call to **EACH** Center Frequency.

ENTERING Maastricht - EDYY – Airspace (mandatory if available)
> Setup CPDLC for EDYY - NOTIFY

International Terminal Operations

Change from QNH to QNE when climbing through the transition *altitude*. (Altimeter setting will flash on PFD.) Change from QNE to QNH when descending through the transition *level*. On descent, if approach is not loaded in the FMGC, the PFD altimeter setting will not flash until passing through the transition altitude.

TERR feature for any airport with significant terrain features

Frankfurt Arrival Communications

Switched to Frankfurt Director - STATE ONLY ***Frankfurt Director & <Call Sign> & Heavy***
Switched to Tower - STATE ONLY ***<Call Sign> & Runway***

ALL UK Airports - Tell Director ***ATIS & A330*** {16.13.8}, Review Constant Descent Approah (CDA), Distance to Go (DTG), Free Speed.

Taxi lights should be on while taxiing at European airports.

Return To Gate/Remote Parking The *ability* to deplane at a gate or remote location **no later than** 4 hours international If flight returns to the gate and has not canceled/ terminated, coordinate an opportunity to deplane PA to reset clock and notify the dispatcher via ACARS plain text message

5. <u>Oceanic Clearance – Eastbound</u> **Note:** For all OCAs *except* Shanwick, if oceanic clearance not received, continue into oceanic airspace.

5a. Gander ACARS Procedures

Send an ACARS oceanic clearance request 30 to 90 minutes (90 better than 30) prior to entry into oceanic airspace. All ACARS clearances must be accepted. If amendments needed, revert to voice procedures. (Expect clearance within 40 to 55 minutes.)
If data link clearance is not received within 30 minutes of entry point, revert to voice.

5b. Flights Transiting WATRS (NY Oceanic) into NAT MNPS Airspace

1. Clearance received at the departing station (voice or PDC) is a valid clearance through NAT MNPS airspace.
2. No other route clearance will be issued unless there is a change.
3. ATC will assign an altitude and Mach # prior to Oceanic Entry Point.
4. These two items plus the pre-departure clearance routing constitute a valid clearance.

5c. Voice Procedures

All crewmembers in the cockpit should copy and crosscheck any voice clearance.

— Initial contact to clearance delivery: "Gander Clearance, American 123, request track Whiskey, flight level 370, Mach .82, estimating CARPE at 0440, max flight level 390."
— Oceanic clearance on organized track: "American 123, CARPE, track Whiskey, flight level 370, Mach decimal 82, TMI 182."
Note: Random route or clearance given over HF, full readback.

5c1. Gander OCA

1. Contact Gander Within 200 NM of specified Clearance Delivery location using a frequency listed in the Track Message remarks section.
2. Request clearance, use clearance request format.
3. Read back clearance using readback format. (Acknowledge receipt via voice: "Track, FL, MACH, TMI.")

5c2. New York OCA

1. ATC will normally issue altitude and speed assignment unsolicited.
2. The last assigned route, altitude, and speed are to be maintained.
3. Expect to receive oceanic clearance on the last radar sector frequency within the domestic area.

Be prepared to give WAH

5d. Eastbound Techniqes

Entering Gander OCA - CZQX
Be ready to write down HF Primary and Secondary frequencies.
Initial VHF contact when told to contact Gander Radio, example:
- Gander RADIO, <call sign>
- after acknowledgment <call sign> C-P-D-L-C, <OCA Name> NEXT

Entering New York OCA – KZWY
Transitioning from New York to Gander, you may be told to contact Gander at 4430 North on <HF Freq.>. The boundary is at **44° 30' North**, shown on JeppFD-Pro

ENTERING LAST OCA, example:
- <OCA Name> RADIO on <HF Freq>
- after acknowledgment <call sign> C-P-D-L-C, **[**TRACK __, **OR** Random Route **AND** last TWO Exit Points**]** SELCAL CHECK XX-XX

CHANGE SATCOM #2 to new OCA

6. Oceanic Clearance – Westbound
6a. Shanwick and Santa Maria ACARS Procedures
CAUTION – DO NOT ENTER SHANWICK OCEANIC AIRSPACE WITHOUT OCEANIC CLEARANCE
Send ACARS oceanic clearance request no earlier than 90 minutes - no later than 30 minutes prior to oceanic entry point utilizing format below. Expect clearance within 15 minutes.

6b. Voice Procedures
All crewmembers in the cockpit should copy and crosscheck any voice clearance.
— Initial contact to clearance delivery: "Shanwick Clearance, American 123, request track Bravo, flight level 370, Mach .82, estimating BEDEX at 0440, max flight level 390."
— Oceanic clearance on organized track: "American 123, BEDEX, track Bravo, flight level 370, Mach decimal 82, TMI 182."
Note: Random route or clearance given over HF, full readback.

6b1. Shanwick OCA – VHF 123.95
1. Contact Shanwick at least 40 minutes before the ETA for the OEP.
2. Request oceanic clearance on VHF.
3. Standby on VHF or HF SELCAL for clearance readback and confirmation.

6b2. Reykjavik OCA – Entry over RATSU - VHF 127.85
1. Do not call or send ACARS request to Shanwick.
2. 20 to 25 min. from FIR boundary call Iceland Radio on 127.85 for oceanic clearance.

6b3. Santa Maria OCA – VHF 132.07
1. Contact Santa Maria at least 40 minutes before the ETA for the OEP.
2. Standby on VHF or HF SELCAL for clearance readback and confirmation.

6b4. Bodo OCA
1. Bodo OCA control on VHF 127.725, 10 min. prior to OEP or Bodo radio on NAT D family HF, 30 min. prior to OEP.

6c. WESTBOUND Techniques
Enroute Center will provide HF Frequencies *OR* will switch you to Radio.
Approaching Track Entry Fix, be ready to write down HF Frequencies.
Entering OCA - Shanwick EGGX - Santa Maria LPPO
Example:
- <OCA Name> RADIO <call sign> on <HF Freq>
- after acknowledgment - <call sign> C-P-D-L-C, <OCA Name> NEXT - SELCAL CHECK XX-XX

If LPPO sends "when can you climb" message, respond via ATC MENU>REPORTS>MSG MODIFY to be able to clear LPPO's message (MSG MODIFY only available after you receive message)

ENTERING NEXT OCA, Going Thru Multiple OCAs (Ex. New York-Gander-Shanwick)
Use Same Phraseology as Entering OCA Westbound Above
CHANGE SATCOM #2 to new OCA
ENTERING LAST OCA, example:
- <OCA Name> RADIO on <HF Freq>
- after acknowledgment <call sign> C-P-D-L-C, **[**TRACK __, **OR** Random Route **AND** last TWO Exit Points**]** SELCAL CHECK XX-XX

7. CPDLC/ADS Formats
1. Log on CPDLC 10 to 25 minutes prior to OEP using procedures in FM Part II, Chapter 2 - Communications.
2. Entering a participating FIR, you will be instructed to contact the FIR's radio facility for HF frequency assignment and to establish a SELCAL watch. On initial contact use the phrase C-P-D-L-C (or ADS if only ADS is available) after the flight call sign. If the flight will exit the

current FIR into oceanic airspace, provide the name of the next FIR. *Example: New York ARINC, American XX C-P-D-L-C, Gander next, request SELCAL check CKFM*.

3. Exiting the FIR into domestic airspace, provide the flight's track letter (or if on a random route, the last two fixes in the cleared route).
Example: Gander radio, American XX C-P-D-L-C (or A-D-S), Track Bravo, request SELCAL check DMCS. Or, e*xample: Gander radio, American XX C-P-D-L-C (or A-D-S), SCROD, VALIE, request SELCAL check DMCS.*

8. *FIR Boundary – CPDLC Log On* **Log on CPDLC 10 to 25 minutes prior** (if equipped)

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EDMONTON.................... CZEG
GANDER DOMESTIC ........CDQX
GANDER OCEANIC...........CZQX
LONDON.........................EGTT
MAASTRICT......................EDYY
MONCTON ......................CZQM
MONTREAL......................CZUL
NEW YORK.......................KZWY
REYJAVIK.........................BIRD
SANTA MARIA ..................LPPO
SCOTTISH FIR ................. EGPX
SHANNON........................EISN
SHANWICK.......................EGGX
TORONTO.........................CZYZ
WINNIPEG........................CZWG
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9. *Oceanic Clearance via Datalink Techniques*

Request Oceanic Clearance as *CLOSE TO* but *NO GREATER* than 90 MINUTES prior to entry, but > 30 minutes from oceanic boundary

MCDU Menu - ATSU[6L] - AOC Menu[2R] – Messages [2R] – OCEANIC CLNC Request[4L] (or AOC Menu – ATS – OCEANIC CLX)

(SELECT ATC FIR) select OCEANIC CENTER

On AOC OCEAN CLR REQUEST page, fill in prompts:

• Ensure MCDU is displayed [5R].

• ENTER OPTIONAL FREE TEXT. Remarks may indicate the preferred alternative to the requested clearance and maximum flight level (e.g. Max F380) that can be accepted at the boundary.

The crew should expect A CLEARANCE CONFIRMED message within a few minutes. If no confirmation is received within 15 minutes revert to voice procedures.

EXPECT clearance 1 hr. prior to entry EAST; 10 Min. from request WEST (VOICE, if within 30min of entry point EAST, 15 min from request or entry point, WEST)

ACCEPT the Clearance, **THEN** request any changes required, **Print**, then:
• PF and PM separately VERIFY each point expanded coordinates on FMS to Track Msg
• SEND copy of clearance to OCC *EXCEPT* from Gander
• SET Constant MACH for Track
• FILL IN AIREP Form - another pilot to check
Status Message **MUST** be received - *Clearance Confirmed*

If not received contact via voice immediately - <center> *American # - Standing By*

Notify OCEANIC Center 10-25 minutes prior to ENTRY for CPDLC.
If DCDU does not show ACTIVE you still may have capability. ADS is always active. A SELCAL requesting missing position report will confirm system is not working.

10. *Voice Clearance Request and Readback Formats*

CLEARANCE REQUEST
American XX requesting oceanic clearance, estimating (entry fix) at _____Z, requesting FL___, Mach___.
READBACK – NAT Clearance (abbreviated)
American XX is cleared via Track__, TMI____, FL___, Mach___. If any doubt exists as to the TMI or
   NAT coordinates, request complete track coordinates from OAC.
READBACK – Random Route or Via Flight Planned Route Clearance
American XX is cleared via, <entry fix>, <fix>, <fix>, <fix>, <fix>, <exit fix>, FL___, Mach___.

11. *Departing Track – Contingencies*
If immediate action is not required, request an amended ATC clearance. Otherwise:
1. Leave assigned route by turning at least 45° to the left or right.
      a. If Unable to maintain altitude, minimize altitude loss until 15 NM offset,
            Descend below FL280 before diverting, Fly normal altitude $\pm$ 500'
      b. If Able to maintain altitude, after 10 NM off (on way to 15NM offset),
            climb/descend$\pm$ 500' , If intention to acquire opposite direction offset track,
            consider turning more than 180° in order to re-intercept the offset
            contingency track.
2. Accomplish appropriate checklists.
3. Advise other aircraft on 121.5, turn exterior lights on.
4. Advise ATC, (MAYDAY – Grave & Imminent danger) or (PAN PAN - Urgency) preferably
     spoken 3 times, shall be used as appropriate. Distress Freq – VHF 121.5, HF 4125
     (Maritime Mobil Service), SATCOM 83642182 (Maritime Services)

FOR ADDITIONAL INFORMATION SEE THE ATLANTIC ORIENTATION CHART

11a. *Loss of Engine*
To minimize initial descent:
1. Accomplish Unable to Maintain Altitude – Loss of Engine Thrust (QRH).

2. FMC ENG OUT / GREEN DOT speed may be used until 15 NM offset.

3. Turn towards suitable airport when appropriate (below MNPS (FL280)).

4. Select cruise FL that differs ± 500' from normal..

11b. Loss of Cabin Pressure

CAUTION – See procedures on Greenland Critical Terrain Orientation Chart.

Other Emergencies (Medical, Passenger, etc.)

If Able to maintain altitude, after 10 NM off (on way to 15NM offset), climb/descend+ 500' , If intention to acquire opposite direction offset track, consider turning more than 180 ° in order to re-intercept the offset contingency track

12. Weather Deviation Procedures

NOTE - It is not necessary to declare an emergency when using this procedure if an ATC clearance cannot be obtained.

1. Request weather deviation clearance from ATC per Atlantic Orientation Chart AT (H/L) 2.

2. If clearance denied, or no comm established:

    a. Deviation 10 NM or less - remain at ATC assigned FL.

    b. Deviation greater than 10 NM:

Route Centerline/Track East	Route Centerline/Track West
(000° - 179°)	**(180° - 359°)**
Left of course – DESCEND 300'	Left of course – CLIMB 300'
Right of course – CLIMB 300'	Right of course – DESCEND 300'

(If turning north - descend 300' – If turning south - climb 300')

(Memory device - the South will rise again, i.e. if you turn South, Climb)

(Advise ATC and other aircraft on 121.5 and/or 123.45 of intentions. **Turn on external lights** and maintain a traffic watch visually and by reference to TCAS.)

3. When returning to track, be at assigned flight level when the aircraft is within approximately 10 NM of centerline.

4. Keep ATC updated on intentions and inform them when done deviating

13. International IRO: Suggested Duties(directed by CAPT)

Briefing Room
- Prepare Trip Sheets (Current F/A info in CATCREW: https://crewportal.usairways.com)
- Sign Hotel Sign-in Sheet (also UK Customs Form if going to UK) if available

At Gate
- Perform exterior preflight inspection (Safety Vest mandatory)
- -200 Check for return linens, set flight rest audio level [456, enter] on forward FA CIDS panel)
- Make sure Crew Rest Seats' (5A or 7A) sidewall lights cutoff switch is depressed
- Obtain and attach garbage bags (Bin aft of 5G/7G)
- Initialize ACARS
- Obtain departure ATIS (In Europe Preflight pg 2>ATS>ATIS
- SATCOM: Set up #1 on IOC and #2 on oceanic center
- Obtain PDC, CPDLC or DCL (France, Germany, UK) clearance (F/O obtains if by radio)
- Ensure drink basket is set up
- Assist with communication to cabin crew
- Perform welcome announcement if requested (including security announcement required on flights to US)

Pushback
- Backup flight crew on flows, taxi routing, radio calls
- Crosscheck Load Closeout and performance entries.

Takeoff
- Make prepare for takeoff PA (if requested)

Initial Climb
- Backup flight crew
- Calculate time to track entry and verify with MCDU
- Calculate 90 prior time stamp (pseudo waypoint)
- Prepare oceanic clearance request page in MCDU

Enroute
- Help calculate rest periods
- Perform cockpit duties as requested
- Ensure Squawk 2000, approximately 30 minutes after loss of radar contact
- Ensure Re-Dispatch is obtained if applicable

Arrival
- Collect and enter AML entries, send ACARS FMRs (brief Captain)
- Obtain ATIS
- Ensure Changeover Report sent
- Make goodbye PA (if requested)
- Return drink basket to cabin crew (water for crew)
- Contact arrival station for gate and wheel chair info
- Back up flight crew for approach, landing, taxi (1 chime (hi/lo) at 10,000' AFL)

At Gate
- Ensure ACARS post flight report sent with correct fuel and landing data
- Remove trash

14. (Captain's Best Preparation) & FA1/Purser Briefing

Planning   <u>Station</u> <u>Wx</u>   <u>NOTAMS</u>

        Destination   ____   _____   _____

        Alternate   ____   _____   _____

        ETOPS   ____

        Enroute Alternates   ____   _____ _____

        Re-Dispatch Point   _____

        Destination (Re- Dispatched) ____   _____ _____

        Alternate (Re- Dispatched)   ____   _____ _____

        Fuel Gate Release _____ T.O. Min _____ Landing _____

        NAT Track ____ Altitude ____ Temperature _____

        TPS   _____ F-4 _____ Runway _____ CONFIG _____

Briefing

1. Introductions
2. Passports - current
3. Safety
4. Security
5. Emergency Equipment Check
6. Call – Who & Where
7. Delays/Short Taxi
8. Flight Deck Access & Codes
9. Gen Dec/Customs Forms
10. Flight Deck Crew Meal Service
11. Importance to minimize noise in around crew rest area
12. Aircraft   _____
13. Gate   _____
14. MELs   _____
15. ETE   _____
16. Turbulence   _____
17. PAX   _____
18. Arrival WX   _____
19. WX   _____
20. Drinks – <u>(Coffee, Cream, Water, Dr Pepper)</u>
21. Wake/Van Times   _____/_____
22. Emergency Spot _____