

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

Planning	Station	Wx	NOTAMS
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. Introduction (# of FAs)
2. Passport
3. Safety
4. Security
5. Emergency Equipment Check
6. Call – Who & Where
7. Delays/Short Taxi
8. Flight Deck Access & Codes
9. Life Jackets overwater on domestic flights
10. Gen Dec/Customs Forms
11. Flight Deck Crew Meal Service
12. Importance to minimize noise in around crew rest area
13. Aircraft _____
14. Gate _____
15. MELs _____
16. ETE _____
17. Turbulence _____
18. PAX _____
19. Arrival WX _____
20. WX _____
21. Drinks – (Coffee, Cream, Water, Dr Pepper) _____
22. Wake/Van _____/_____
23. Emergency Spot _____

Printing Instructions- Print pages 1, 3, 5, 7; then reinsert those sheets in the printer, to print pages 2,4,6,8 on the backsides (2 on the back of 1, 4 on the back of 3, etc.). (Use Landscape, and Page Scaling – None) Fold, and you should have a 5½ x 8½ handout.

Airbus 330 International Procedures

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[See Back Cover for Printing Instructions]

1. Operations or Gate (fos.aa.com for info (select US for Airline and flt #))

- ☐ Flight PlanJP *Flt/Date STA
Label one copy of the Flight Release “**Master**”, 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..... WBDF Flt/Date STA
- ☐ Flight Info (Time & Fuel Log)FI Flt# & FIL Flt#
- ☐ AIREP Form
- ☐ Plotting Chart (Plot points after Oceanic Clearance, {12.7.4} plot the area of ash)
- ☐ Volcano Ash Info..... SLA *VA/ALLDM
- ☐ Review Weather Charts.....WSI WX SITE
(Wind Prog FL 340 and High Level Sig Prog)
- ☐ Track Message.....SLS *EAST(WEST)/NO
- ☐ Evaluate Track Message
 - Check Date/Time (30W) for validity
 - Check remarks
 - Compare track waypoints to body of flight plan
{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
- ☐ Dispatch (optional) and Pilot Briefing
- ☐ iPad Charge and Currency

1a. SABRE Hints and Codes

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 **and** numbers. If you forget your password (it never expires), call you're the Help Desk.

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

PRINT SCRΝ/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 - File then ⇩ Print Window, or PRINT SCRΝ 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).

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

Briefing Room

- Prepare Trip Sheets (Start Menu/Accessories/NotePad, copy & paste)
- Obtain F/A Trip Positions/Employee Numbers Form (A, B, E positions)
- Sign Hotel Sign-in Sheet (also UK Customs Form if going to UK)

At Gate

- Perform exterior preflight inspection (Safety Vest mandatory)
- Get bedding (-200 Make up Bunk/Check for return linens, set flight rest audio level [456, enter])
- Obtain and attach garbage bags
- Initialize ACARS (F/A Premium Pay, MISC 86 for change to A, B, or E positions)
- Obtain departure ATIS
- SATCOM: Set up #1 on IOC and #2 on oceanic center
- Obtain PDC or DCL 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 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-release is obtained

Arrival

- Collect and enter AML entries (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

11b. Loss of Cabin Pressure

CAUTION – See procedures on Greenland Critical Terrain Orientation Chart.

Other Emergencies (Medical, Passenger, etc.)

Either wait at altitude for ATC clearance, descend below FL280, or cross tracks at ± 500 ft. and proceed to alternate.

11c. Atlantic OCA Emergency SATCOM

Arctic Radio.....431609 or 431610
Bodo ACC425701
Gander Oceanic431603
Iceland Radio.....425101
New York OCC (MNPS).....436695
New York OCC (WATRS) ...436696
Reykjavik OAC.....425103
Santa Maria OCC426302
Shannon ACC425001
Shanwick OAC.....423201

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

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

PTRJP*123/8JUL PIT

RGA802/F4

RGO*

RGGPIT

RGT

FIL123/8JUL PIT APAX

FIL123/8JUL ACFS

JD*802

JPC*123/8 PIT

SLS*PIT

SLT*PIT

SLS*PIT/ALL

SLWAPIT

26A/PIT/PHL

Prints Release (see above to designate printer, if req'd)

Acft 802 routing for 4 days (on/off times). /Y for yesterday

Acft out of service

PIT flight arrivals and departures information including gates
Gate Menu (e.g. RGT/PIT/B38/04Mar = PIT, gate 38, on 4Mar)

Acft routing information (includes bookings, tail number)

Acft routing information (includes fuel, tail number)

Acft 802's data record and configuration

Crew list. Flt. 123 on the 8th of the month, from PIT

Hourly Wx (SLS*PIT/SA/All for last 3 hours)


Wx for surrounding cities

Notams, forecast, etc. (/TAF /NO or /FC for specific info)

24 hour 1-line Wx recap (SLWZPIT for full 24 hour recap)

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**: W to Programs then Eicon Aviva then TUL MVS US Airways XEC session.

For **SABRE-DECS**: W to Programs then Csapi then Sabre.

For **THEHUB** or **FLICA**: W Internet Explorer icon


For a **Calculator**: W 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 W 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

☐ ETOPS Pre-Departure Check (PDC) in AML (also check MEL(s)/CDL(s))

☐ FA1/Purser Briefing

☐ ATC Route Clearance Verification

☐ Water/LAV Service ReportVerify accomplished
If no slips, verbal verification is required (technique look on F/A CIDS Panel)

☐ iPad Mounting Bracket Secure

☐ Departure Clearance and Slot Time

ATC clearance **US-PDC, DCL – CDG, FRA, LGW, LHR, MAN, MUN**

Slot Times. 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.

The following PA is required on international flights inbound to the U.S. from a non-U.S. location, including Canada and Mexico:

"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."

Prior to Takeoff, Clock - RUN

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

- ☐ If required, complete any ETOPS Inflight Verification Check(s) such as APU inflight start prior to ETOPS entry and ensure AML entries are made.
- ☐ 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)
- ☐ Verify ETA to OCA Entry Point (Compare FMS and FPR)
- ☐ Verify GPS Primary
- ☐ Determine Altitude Capability - When Able Higher (WAH) for KZWW, 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')

After Oceanic Clearance, accomplish 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

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)

- 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.

Future Air Navigation System (FANS) CZQX, BIRD, KZWW, EGGX, LPPO (EDYY also)

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. Advise ATC, (MAYDAY – Grave & Imminent danger) or (PAN PAN - Urgency) preferably spoken 3 times, shall be used as appropriate. Distress Frequencies – 121.5, 4125 (Maritime Mobil Service), 83642182 (Maritime Services)
If Prior Clearance Cannot Be Obtained
2. Turn at least 45° to the left or right.
 - a. If intention to continue in same direction as offset track, consider limiting turn to 45° heading change in order not to overshoot the offset contingency track.
 - b. If intention to acquire opposite direction offset track, consider turning more than 180° in order to re-intercept the offset contingency track.
3. Acquire a 15 NM parallel offset track.
4. Maintain assigned altitude until after 10 NM off track, then climb or descend 500' and maintain that level.
5. Accomplish appropriate checklists.
6. Advise other aircraft on 121.5, turn exterior lights on.

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..

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, example: 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 and INMARSAT #

Log on CPDLC 10 to 25 minutes prior (if equipped) INMARSAT

EDMONTON.....	CZEG	
GANDER DOMESTIC	CDQX	
GANDER OCEANIC.....	CZQX	431603
LONDON.....	EGTT	
MAASTRICT.....	EDYY	
MONCTON	CZQM	
MONTREAL.....	CZUL	
NEW YORK.....	KZWY	436695
REYJAVIK.....	BIRD	425105
SANTA MARIA	LPPO	426302
SCOTTISH FIR	EGPX	
SHANNON.....	EISN	
SHANWICK.....	EGGX	423201
TORONTO.....	CZYZ	
WINNIPEG.....	CZQX	

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)

(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 Clearance on top of AIREP Form - [TRACK __, **OR** Random Route points] , FL __, .__M

- ☐ Set assigned MACH in FMC
- ☐ Plot route and label each waypoint
- ☐ Log on CPDLC 10 to 25 minutes prior
- ☐ Evaluate potential enroute diversion airport(s) WX /services
- ☐ Obtain alternate airports 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** in 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 oceanic entry
- ☐ Consider strategic lateral offset procedure (SLOP)

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 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 plotted 10 minutes (or 2 Degrees) beyond each waypoint passage to verify the correct track is being flown.
(Label position with the time)

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 as appropriate (A330)
- ☐ Delete Constant Mach
- ☐ Ensure re-dispatch received or note time of re-dispatch point If the redispach has not been received one hour prior to the redispach 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 US Airspace use **HEAVY - ONLY** - on call to first center.

ENTERING Maastricht - EDYY – Airspace (optional)

Setup CPDLC for EDYY - NOTIFY

On First Call - State Datalink

Voice Reply ALL clearances **EXCEPT** frequency changes.

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

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 or ISVIG - 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 – Entry over RATSU or ISVIG - VHF 127.725

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

Transmit on HF1, 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. - First 2 Digits>
- 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

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 Techniques

Entering Gander OCA - CZQX

Be ready to write down HF frequencies, Primary, Secondary & Next OCA.

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

Oceanic Clearance given from New York Center VIA Voice along with HF Freqs (have TMI ready if on a track)

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 Planning Chart

ENTERING LAST OCA, example:

- <OCA Name> RADIO on <HF Freq. - First 2 Digits>
- 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.

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>**

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

ALL UK Airports - Tell Director **ATIS & A330**, {16.13.8} Review Constant Descent Approach (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. Oceanic Clearance – Eastbound **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.
5. If CPDLC and cleared via a NAT track, ATC will request (via CPDLC) that you verify your Track Message Identification # (TMI).
6. The response is given via ATC Free text on CPDLC.

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.

15. North Atlantic Planning Chart [NATs - www.jeppesen.com/aviation/personal/aviation-weather.jsp# Click [North Atlantic High Lvl Sig. \(EB\)](#) or (WB)]

